

## Standard Operating Procedure and Checklist

<b>Name of Department</b>	<b>Kerala State Council for Clinical Establishments</b>
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### 1. Standard Operating Procedure for Applicant

<b>Application for</b>	<b>Provisional/Permanent Registration of Clinical Establishments</b>
<b>Mandatory supporting documents required</b>	<ul style="list-style-type: none"> <li>a) Certificate of Registration</li> <li>b) Ownership Certificate</li> <li>c) Photograph of the establishment</li> <li>d) Filled in template KCEA Human Resources</li> <li>e) Filled in template Fees and Charges</li> <li>f) Filled in template KCEA Medical Diagnostic Equipment</li> </ul>
<b>Process description</b>	<ol style="list-style-type: none"> <li>1.Sign up as new user</li> <li>2.Logging in</li> <li>3.Filling in the application form (Establishment Details, Incharge details, Owner details, System of medicine, Infrastructure details, Human Resources and Fees, Charges and Package rates by clinical establishments)</li> <li>4.Pay the Fee online</li> <li>5.Download Acknowledgement</li> </ol>
<b>Procedure for Fees payment</b>	<p>The payment will lead to the treasury page where in the amount will be displayed. There will be two options shown Net banking Credit / Debit card details. Select the appropriate payment method and pay the amount 1. A Government Receipt Number (GRN) will be generated 2. The page will automatically redirect to the site of selected bank. 3. After successful payment the page will again be redirected onto the Clinical Establishment Portal 4. Acknowledgement will be generated which can be downloaded and used for future reference</p>
<b>List of Reference Documents</b>	<p>Kerala Clinical Establishment( Registration and Regulation)Act 2018  Kerala Clinical Establishment( Registration and Regulation)Rules 2018  Advisorys</p>
<b>Time line for completing the process</b>	<b>No timeline</b>
<b>Checking of Application Status</b>	<b>By user login</b>

<b>Key Contact Person from department</b>	Secretary of Kerala State Council for Clinical Establishments
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## 2. Standard Operating Procedure for Approver

<b>Application for</b>	Provisional/Permanent Registration of Clinical Establishments
<b>Mandatory supporting documents required</b>	<ul style="list-style-type: none"> <li>a) Certificate of Registration</li> <li>b) Ownership Certificate</li> <li>c) Photograph of the establishment</li> <li>d) Filled in template KCEA Human Resources</li> <li>e) Filled in template Fees and Charges</li> <li>f) Filled in template KCEA Medical Diagnostic Equipment</li> </ul>
<b>List of Reference Documents</b>	Kerala Clinical Establishment( Registration and Regulation)Act 2018 Kerala Clinical Establishment( Registration and Regulation)Rules 2018 Advisories
<b>Time line for completing the process</b>	45 days for Provisional Registration and 60 days for Permanent Registration
<b>Departmental Work Flow</b>	Each District has a District Registering Authority Headed by District Collector as Chairman , District Medical Officer(H) as Vice-Chairperson who is assigned as approver of registration

## 3. Verification/Inspection Procedure: There are six categories of clinical establishments ie Modern Medicine, Dental Services, Indian Systems of Medicine(Ayurveda,Sidha,Unani,Naturopathy and Yoga), Homoeopathy, Laboratory services and Diagnostic services. Registration should be done for both Government and private institutions.

For Modern Medicine, Dental Services Laboratory services and Diagnostic services verifier will be the DRA member of Modern Medicine ( Assistant Director of Health Services nominated by the Govt.)Approver will be District Medical Officer(H).

For ISM Verifier will be DRA member of Ayurveda (Medical officer of Homoeopathy department nominated by the Govt.) Approver will be District Medical Officer(H).

For Homoeopathy Verifier will be DRA member of homoeopathy (Medical officer of Ayurveda nominated by the Govt.) Approver will be District Medical Officer(H)

Time line for Provisional Registration is 45 days and for Permanent Registration is 60 days .

If not approved within the time line there will be auto approval of the application.

#### **4. Checklist of Documents**

- a) Certificate of Registration**
- b) Ownership Certificate**
- c) Photograph of the establishment**
- d) Filled in template KCEA Human Resources**
- e) Filled in template Fees and Charges**
  - Filled in template KCEA Medical Diagnostic Equipment**