

## Online Appointment by Beneficiary himself

1. Visit the website [cghs.nic.in](http://cghs.nic.in)
2. Click on the option “**Book Appointment**” available on RHS of the screen
3. Enter beneficiary ID and click on “**Generate OTP**”.
4. An OTP (One Time Password) will be sent on registered Email/mobile no. of the beneficiary or to the main card holder’s mobile if that is the only registered number.
5. Enter OTP and click on “**Proceed**”.

The screenshot shows a green-themed web form titled "Book Your Appointment Here" with a "HELP" link in the top right. The form is divided into two main sections. The first section is for entering the beneficiary ID, with a text input field containing "999999" and a blue "Generate OTP" button. A red arrow labeled "3." points to the button. The second section is for entering the OTP, with a grey header "OTP (ONE TIME PASSWORD)" and a text input field containing "564321". Above the input field is the instruction "PLEASE ENTER ONE TIME PASSWORD (OTP) SENT ON YOUR MOBILE NUMBER (\*\*\*\*\* 7490 ) REFERENCE NO: 3155". A red arrow labeled "4." points to the input field, and another red arrow labeled "5." points to the blue "Proceed" button. Below the input field is a link "Click Here to Regenerate OTP ?". At the bottom of the form, there is a link "WANT TO VIEW/PRINT/CANCEL APPOINTMENT? CLICK HERE."

**Book Your Appointment Here** [HELP](#)

**BEN ID :**

999999 [Generate OTP](#) ← **3.**

**OTP (ONE TIME PASSWORD)**

PLEASE ENTER ONE TIME PASSWORD (OTP) SENT ON YOUR MOBILE NUMBER (\*\*\*\*\* 7490 ) REFERENCE NO: 3155

564321 [Proceed](#) ← **5.** ← **4.**

[Click Here to Regenerate OTP ?](#)

[WANT TO VIEW/PRINT/CANCEL APPOINTMENT? CLICK HERE.](#)

- Beneficiary details are displayed on screen. Click on **“Proceed”** button if the details displayed on screen are correct otherwise click on **“NOT YOU?”** . In that case login again and proceed as above
- Select City, Specialty, Dispensary, Doctor as per your choice and click on **“Proceed”** button. Here a beneficiary can select a GDMO (General Duty Medical Officer) or a specialist of any of the CGHS wellness centre.

<b>SELECT CITY</b>	DELHI/NCR
<b>SELECT SPECIALITY</b>	GENERAL-DUTY-MEDICAL-OFFICER
<b>SELECT DISPENSARY</b>	** If dispensary name is not shown in the list, may please contact CMO I/c of that dispensary VIRTUAL DISPENSARY
<b>SELECT DOCTOR</b>	** If a doctors name belonging to the selected dispensary is not shown in the list, may please contact CMO I/c of the dispensary ABHISHEK

**PROCEED**   **RESET**   **LOG OUT**

WANT TO VIEW/PRINT/CANCEL APPOINTMENT? [CLICK HERE](#).  
FOR ANY OTHER SUPPORT PLEASE MAIL TO [cghs-helpdesk@ismgr.nic.in](mailto:cghs-helpdesk@ismgr.nic.in)

- A calendar is displayed to choose a date that has the availability of appointment for the selected doctor. Select date for appointment by clicking on a date for which appointment is available.
- On selecting date, top of the screen shows the slot timings and the appointments available. A beneficiary can choose the desired slot.
- Click on **“Proceed to Book Appointment”**. One can go back and make changes by using the „Change The Specialty“ button.

Selected Appointment Date: 24/08/2017 Total Appointment: 03

Available Time: 07:30 AM, 08:30 AM, 09:30 AM, 10:30 AM, 11:30 AM, 12:00 PM

Select Appointment: 1, 1, 1, 1, 1, 1, 1, 1, 1

Selected Appointment Time: 09:30 AM

PROCEED TO BOOK APPOINTMENT

Details for Appointment:

Speciality: GENERAL-DUTY-MEDICAL-OFFICER  
 Dispensary: LODHI ROAD II (DELHI/NCR)  
 Location: RAJESH SETHI

Your Contact Details:

Name: TARUN KUMAR GOEL  
 DOB: 04-11-1984  
 Gender: MALE  
 Mobile: 85-1111-1111

DAY	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	31
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

11. On clicking the button “**Proceed to Book Appointment**”, beneficiary details and the appointment details are displayed on the screen for confirmation.

Name: TARUN KUMAR GOEL (43 4)    DOB: 04-11-1984    Gender: MALE    MobileNo: 85 1111 1111

DISPENSARY: LODHI ROAD II (DELHI/NCR)

DOC NAME: RAJESH SETHI

SPECIALITY: GENERAL-DUTY-MEDICAL-OFFICER

Appointment Date: 24-08-2017    Appointment Time: 09:30 AM

CONFIRM TO BOOK APPOINTMENT    BACK

12. Click on the option “**Confirm to Book Appointment**”, Confirmation status page is displayed. One can print the confirmation slip, or book another appointment. ). System would also send an SMS to registered mobile no.

## Appointment Confirmation Status

Appointment ID :	174170624001	Patient's Name :	TARUN KUMAR GOEL
Appointment Date :	21-06-2017	Patient's Ben Id :	11...4
Appointment Time :	09:30 AM	Gender :	MALE
Doctor Name :	RAJESH SETHI	Date of birth :	04...19..
Doctor Speciality :	GENERAL-DUTY-MEDICAL-OFFICER	Mobile No :	85...5
Doctor Queue No :	33	Wellness Centre :	LODHI ROAD II (DELHI/NCR)

Appointment Requested Date :

23-06-2017

Appointment Requested Time :

13:31:09

you have got Appointment!

[Book Another Appointment](#)

[Print Slip](#)

[Exit](#)

- Appointment for the GDMO can be taken within 72 hours of date of appointment whereas appointment for the Specialist can be taken within 1 month of date of appointment. Online appointment cannot be made for the same day/date. (This window period may change depending upon the decisions taken from time to time)
- If a self registered patient arrives at the indicative time slot and by that time his "Q" number has already passed, he will be called as very next patient, barring emergencies. However, if the indicative time slot has passed beyond half an hour then he will have to get fresh registration from WC registration counter.
- If patient fails to turn up on appointed time thrice in a row the facility for him may be blocked for a month.


## View/Print / Cancel Appointment

**Step 1:** Click on "Want to View/Print/Cancel Appointment? Click Here"

Your Contact Details	
Name	VIKAS K TIWARI (137)
Gender	Male
Mobile	*****4334

<b>SELECT CITY</b>	DELHI/NCR
<b>SELECT SPECIALITY</b>	GENERAL-DUTY-MEDICAL-OFFICER
<b>SELECT DISPENSARY</b>	<p><small>** If dispensary name is not shown in the list, may please contact CMO I/c of that dispensary</small></p> VIRTUAL DISPENSARY
<b>SELECT DOCTOR</b>	<p><small>** If a doctors name belonging to the selected dispensary is not shown in the list, may please contact CMO I/c of the dispensary</small></p> ---select---
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span>PROCEED</span> <span>RESET</span> <span>LOG OUT</span> </div> <p style="font-size: small; text-align: center;">             WANT TO VIEW/PRINT/CANCEL APPOINTMENT? <a href="#">CLICK HERE</a>.              FOR ANY OTHER SUPPORT PLEASE MAIL TO <a href="mailto:cghs-helpdesk@ismgr.nic.in">cghs-helpdesk@ismgr.nic.in</a> </p>	

**Step 2:** Click on images  for Print Appointment,  for Cancel Appointment and  for send SMS.

	Appointment ID	Appointment Date	Wellness Centre	Doctor	Action						
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Back</span> <span>Book Appointment</span> <span>Log Out</span> </div> <div style="background-color: #d9ead3; padding: 5px; margin-bottom: 10px;">Your Contact Details</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">Name</td> <td>VIKAS K TIWARI(137)</td> </tr> <tr> <td>Gender</td> <td>Male</td> </tr> <tr> <td>Mobile</td> <td>*****4334</td> </tr> </tbody> </table>	Name	VIKAS K TIWARI(137)	Gender	Male	Mobile	*****4334	297171114002	14-11-2017	VIRTUAL DISPENSARY	ABHISHEK	  
Name	VIKAS K TIWARI(137)										
Gender	Male										
Mobile	*****4334										
	297171110001	10-11-2017	VIRTUAL DISPENSARY	ABHISHEK	Appointment Cancelled						
	297171104001	04-11-2017	VIRTUAL DISPENSARY	ABHISHEK	Appointment Cancelled						
	297171103004	03-11-2017	VIRTUAL DISPENSARY	ABHISHEK	Appointment Cancelled						