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# Ministry of Labour, Health and Social Affairs of Georgia



## Healthcare Management Information System E-Health

### Regulation of Medical Activities Licensing and Permitting Module for Healthcare Facilities

November

2012

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## Introduction

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The Licensing and Permitting Module for Healthcare Facilities is a part of the Health Management Information System (HMIS), which aims at registering healthcare facilities in the system. It enables development of complete histories for healthcare facilities commensurate with their legal succession.

The Licensing and Permitting Module for Healthcare Facilities is posted on the MoLHSA HMIS portal at the following address: <http://ehealth.moh.gov.ge/Hmis/Doctors/Pages/DoctorsList.aspx>. The portal is supported by all common web browsers and is compatible with all operating systems.

The Regulation Agency for Medical Activities under the MoLHSA is the system user. Healthcare facilities will also utilize the system in the future.

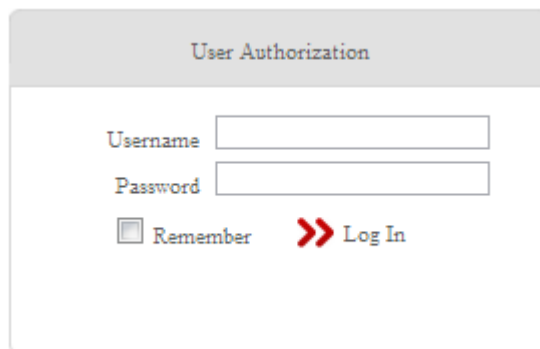
### 1. User Authorization

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The user must log into the system using his/her username and password to get access to the Licensing and Permitting Module for Healthcare Facilities (this information is provided by the MoLHSA system administrator).

Type your username and password and click on the Log In button (Fig. 1).

Figure 1. Authorization Window



The image shows a web form titled "User Authorization". It contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember" and a "Log In" button with a red double arrow icon.

## 2. Navigation Description

After the successful authorization, the user gets access to the system (Fig. 2).

Figure 2

The screenshot shows a web application interface for 'Provider/Registry'. On the left is a navigation pane with a red double-left arrow icon and the following menu items: Provider/Registry, Reporting, Classification, and Document Management. The main content area is titled 'Provider/Registry' and contains a search form with various filters:
 

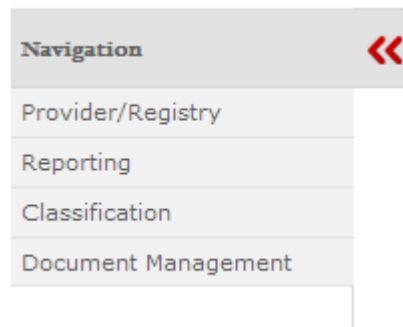
- Types of Regulation: dropdown menu
- Registration Period: dropdown menu
- Activity Types: dropdown menu
- Order Type: dropdown menu
- Legal Form: dropdown menu
- Region/Region: dropdown menu
- Settlement: dropdown menu
- Status: dropdown menu
- NAPR Status: dropdown menu
- Registration Period: dropdown menu
- Needs Revision: checkbox
- By Performer: checkbox
- Response Type: dropdown menu
- Note: checkbox
- Keywords: text input field
- Parole: checkbox

 Below the filters are buttons for 'Data Report', 'Detailed Data Report', and 'Add Provider'. A 'Number of Records' dropdown is set to 25. Below the buttons is a table with columns: Identification Code, Name, Region, Address, Head, Phone, Permit Certificate #, License Certificate #, Notification Registration Number, Permit/License Register #, and Status. The table currently displays 'Data Not found'. At the bottom, it shows 'Page 1 of 0 (Totally 0)'.

A complete list of healthcare facilities is shown on the homepage of the system.

The navigation pane consists of the following types of information (Fig. 3):

Figure 3



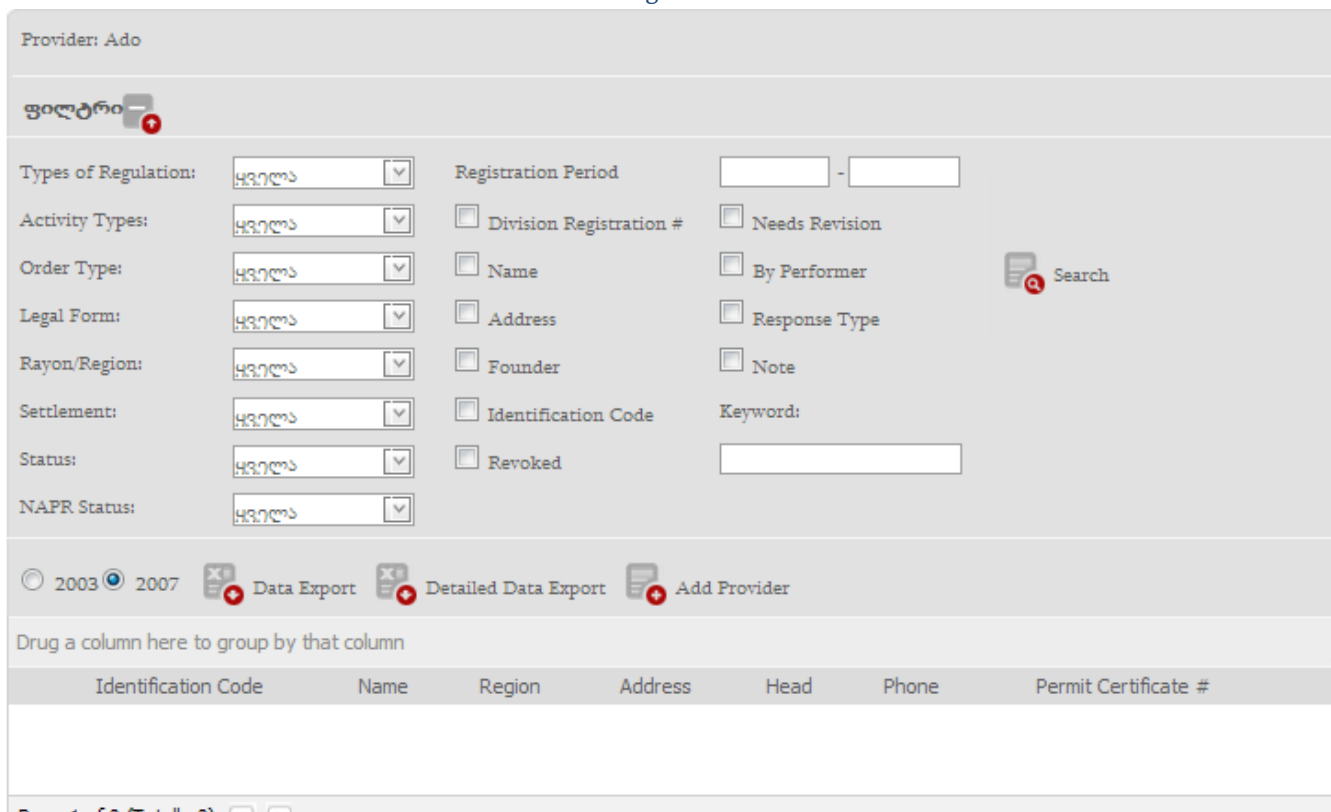
1. Provider/Registry including 2 additional fields:
  - Provider Registry – all healthcare facilities registered in the system
  - A List of Applications – a list of documents filled in by license/permit seekers and linked to the system.
2. Reporting including one additional field
  - Analysis means many-sided analysis of electronic information.
3. Classification including one additional field:
  - Types of regulation – International Classifications of Regulation.

- Document Management including functionals for document development, linkage of analysis criteria to paper documents, identification by service and the archive system of paper documents.

### 3. Database, Filters

Users can find all healthcare facilities in the database by clicking on the  button (Fig. 4).

Figure 4



The screenshot shows a web application interface for searching healthcare facilities. At the top, it says "Provider: Ado". Below that is a search bar with a magnifying glass icon and the word "Search". The main section is titled "ფილტრი" (Filter) and contains several filter options:

- Types of Regulation:  (dropdown)
- Registration Period:  -
- Activity Types:  (dropdown)
- Order Type:  (dropdown)
- Legal Form:  (dropdown)
- Rayon/Region:  (dropdown)
- Settlement:  (dropdown)
- Status:  (dropdown)
- NAPR Status:  (dropdown)

There are also several checkboxes for additional filters:

- Division Registration #
- Name
- Address
- Founder
- Identification Code
- Revoked
- Needs Revision
- By Performer
- Response Type
- Note

At the bottom of the filter section, there are radio buttons for "2003" and "2007", and buttons for "Data Export", "Detailed Data Export", and "Add Provider". Below the filters is a table with the following columns: Identification Code, Name, Region, Address, Head, Phone, and Permit Certificate #.

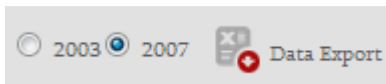
It should be taken into account that users can find data using different filters. There are the following filters:

- Types of Regulation (in the drop-down menu)
- District/Region (in the drop-down menu)
- Settlement (in the drop-down menu)

- International Classification ICHP<sup>1</sup> (in the drop-down menu)
- Provider Status (in the drop-down menu)
- Legal Form of Founder (in the drop-down menu)
- Registration Date
- Division Registration #
- Name
- Identification Code
- To be Revised
- By Performer
- Type of Response
- Status
- NAPR Status
- Note
- Address
- Founder
- Revoked

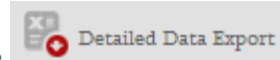
If users click on the Search button without using the filter, a complete list of healthcare facilities is displayed in the interface.

They can export data displayed in the table into an Excel format by clicking on the



button. Detailed data not displayed in the table that are an integral

part of the information must be exported by clicking on the

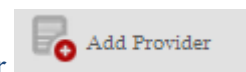


button.

## 4. Adding/Registration of New Healthcare Facilities

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Provider Registration form appears by clicking on the Add Provider



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<sup>1</sup> \*International classification of healthcare providers

The Provider Registration form includes the following fields (Fig. 5):

**Provider**

State Registration #     Identification Code

Status

NAPR Status

Division Registration #

Identification Code

State Registration #

State Registration Date

Place of State Registration

Georgian Title

Latin Name

Provider Type

Legal Form

Number of Beds

Permit Certificate #

Basis for Issuing Permit

Date of Issuing Permit

Permit Order Type

Permit Registry #

Basis for Permit Revocation

Date of Permit Revocation

Duplicate

Permit Duplicate #

Basis for Issuing Permit Duplicate

Date of Issuing Permit Duplicate

NAPR Office Phone

Office Phone

E-mail

E-Health e-mail

Figure 5

**Legal Address of Provider**

Region

Municipality

Settlement

Address

Postal Code

**Physical Address of Provider**

Region

Municipality

Settlement

Address

Postal Code

- Status is selected from the drop-down menu
- NAPR status is selected from the drop-down menu
- Division Registration # – Provider #
- Identification Code<sup>2</sup> – after identification of an identification number the following fields are automatically filled out: State Registration #, Registration Date, Georgian Name, Latin Name, Provider Type. Provider’s Legal Address and Actual Address fields are automatically filled out.
- Legal Form (in the drop-down menu)
- Bed Fund - number of beds in a healthcare provider
- Permit Certificate Number
- Basis for Issuing Permit
- Date of Issue of Permit
- Type of Permit Order
- Permit Register Number – Regulation Agency Register Number
- Basis for Revoking Permit
- Date of Revoking Permit
- Duplicate
- Permit Duplicate Number
- Basis for Issuing Duplicated Permit
- Date of Issuing Duplicated Permit
- NAPR Office Phone Number
- Office Phone
- E-mail
- E-Health Email – e-mail of the Healthcare Management Information System automatically opened by the system for all registered healthcare facilities

Add Head:

After filling out the registration form the user can add head of a provider (Fig. 6).

Figure 6

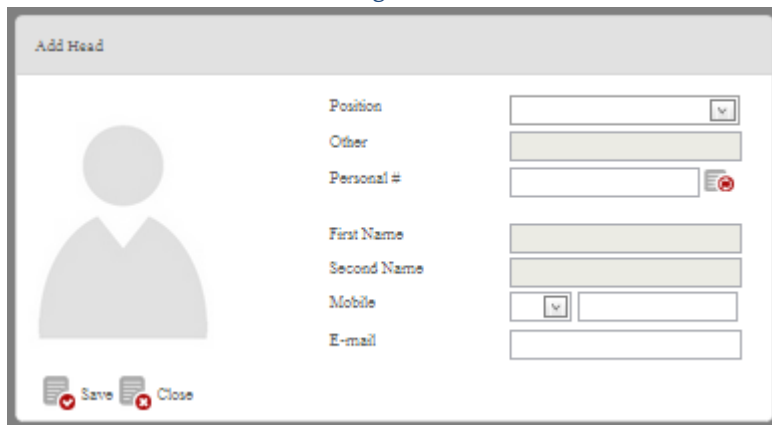


<sup>2</sup> Identification Code – data are identified in the NAPR by clicking on the Sync button



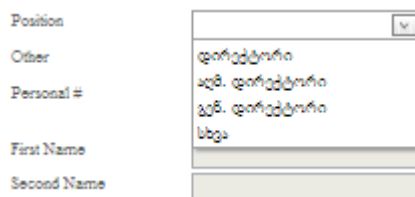
The following fields appear on the screen by clicking on the  Add Head button (Fig. 7)

Figure 7



First, the user fills out the Position field. If the relevant position cannot be found in the drop-down menu, the user selects the Other and enters the position manually (Fig. 8).

Figure 8



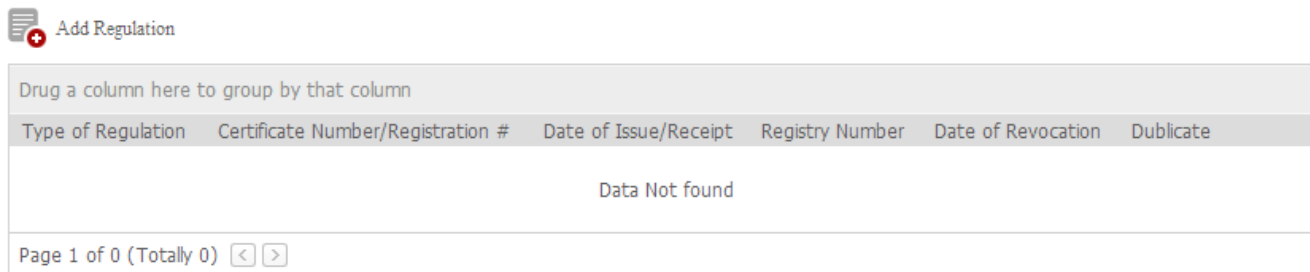
After entering personal number, the person is identified according to the Civil Registry data by clicking on the Sync button and other fields are filled out automatically.

After filling out all of the fields, the data are saved in the relevant table by clicking on the Save button.

### Add Regulation

Then the user adds regulation (Fig. 9).

Figure 9



The following fields appear on the screen by clicking on the  Add Regulation button (Fig. 10).

Figure 10

The screenshot displays the "Add Regulation" form with the following fields and controls:

- Type of Regulation: Dropdown menu
- Certificate #: Text input field
- Basis for Issuing: Text input field
- Date of Issue: Text input field
- Order Type: Dropdown menu
- Registry #: Text input field
- Basis for Revocation: Text input field
- Date of Revocation: Text input field
- Duplicate: Checkmark icon
- Duplicate #: Text input field
- Basis for Issuing Duplicate: Text input field
- Date of Issue of Duplicate: Text input field
- Note: Text area
- Save: Button with checkmark icon
- Close: Button with X icon

The user selects the type of regulation from the drop-down menu (Types of Regulation).

Date of Issue, Registry #, etc. are also filled out.

In case of a duplicate, basis and date of issue of a duplicate must be indicated.

After filling out all the fields, data are saved in the relevant table by clicking on the Save button. More than one regulation including relevant fields is added by clicking on the Add button, if needed.

Add Activity

Then the user adds activity (Fig. 11).

Figure 11

Drag a column here to group by that column						
Regulation	Activity Type	Other (In Case of Notification)	Certificate Number/Registration #	Date of Award/Receipt	Cancellation Date	Duplicate
Data Not found						
Page 1 of 0 (Totally 0) < >						

The following fields appear on the screen if an activity is added (Fig. 12).

Figure 12

**Add Activity**

Regulation

Activity Type

Invasive Anesthesia Activity

Other (in case of notification)

Certificate #

Basis of Grant

Date of Award

Basis for Cancellation

Cancellation Date

Duplicate

Duplicate #

Basis for Issuing Duplicate

Date of Issue of Duplicate

Stays in the Registration Window

The user selects the added regulation type in the Regulation field and then – an activity according to the regulation.

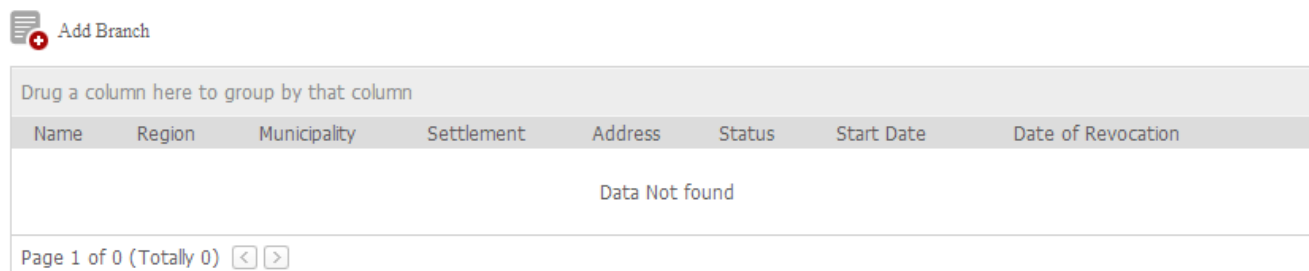
The Other (in case of notification) field is activated if the regulation – Notification is selected in the Regulation field.

After filling out all the fields, data are saved in the relevant table by clicking on the Save button. More than one activity including relevant fields is added by clicking on the Add button, if needed.

### Add Branch:

The last step is to add a branch (if applicable) (Fig. 13).

Figure 13



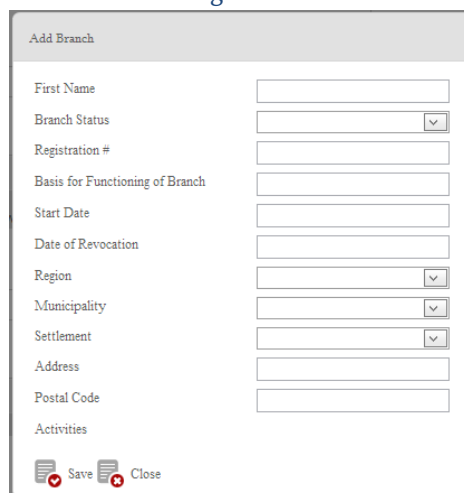
The screenshot shows a button labeled 'Add Branch' with a document icon and a red plus sign. Below it is a table with a header row and a body containing 'Data Not found'. The table has 8 columns: Name, Region, Municipality, Settlement, Address, Status, Start Date, and Date of Revocation. At the bottom, it shows 'Page 1 of 0 (Totally 0)' with navigation arrows.

Name	Region	Municipality	Settlement	Address	Status	Start Date	Date of Revocation
Data Not found							

Page 1 of 0 (Totally 0) < >

A window appears on the screen by clicking on the  Add Branch button including the following fields (Fig. 14):

Figure 14



The screenshot shows a window titled 'Add Branch' with the following fields: First Name (text input), Branch Status (dropdown), Registration # (text input), Basis for Functioning of Branch (text input), Start Date (text input), Date of Revocation (text input), Region (dropdown), Municipality (dropdown), Settlement (dropdown), Address (text input), Postal Code (text input), and Activities (text input). At the bottom, there are 'Save' and 'Close' buttons with document icons and red plus signs.

The user enters name of the branch into the Name field and selects its status and registration number. He/she selects region, municipality and settlement in the drop-down menus.

Only the list of activities registered under the provider appears in the Activity field. The user selects the activity/activities implemented by the specific branch.








After filling out all the fields, the data are saved in the relevant table by clicking on the Save button. More than one branch including relevant fields is added by clicking on the Add button, if needed.



If the user marks Stays on Registration Page \_\_\_\_\_ and saves the data, the user stays on the registration page, otherwise he/she automatically moves to the database of healthcare facilities.



By clicking on the relevant button \_\_\_\_\_ the user can:

- view data by clicking on the  button
- edit data by clicking on the  button
- view history of the data by clicking on the  button. If the provider has no history the button is passive 
- attach an old record included in the database to the provider by clicking on the  button
- move data from one provider to another by clicking on the  button
- delete a provider by clicking on the  button.