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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

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CONTENTS

Introduction

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.
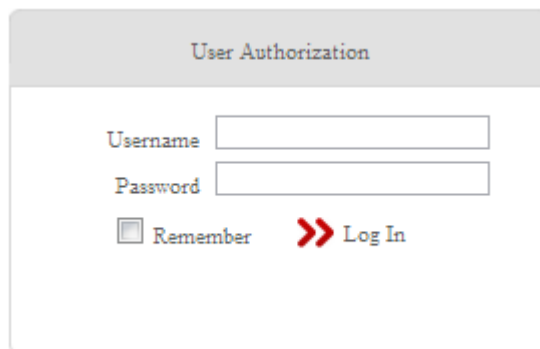
1. User Authorization

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

2. Navigation Description

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

Figure 2

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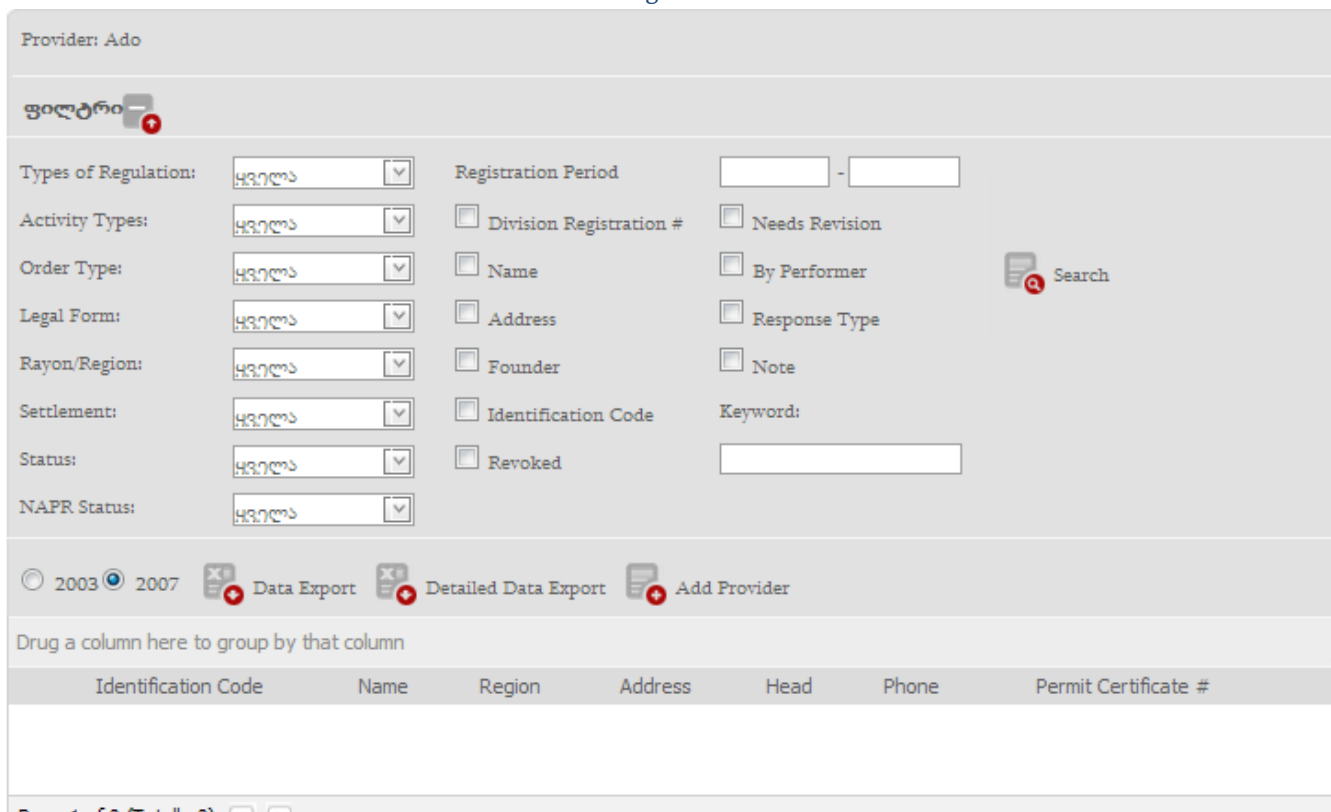
Figure 3
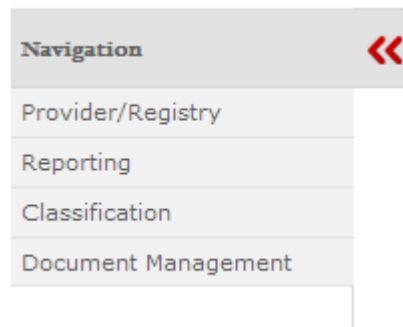
1. Provider/Registry including 2 additional fields:
   - Provider Registry – all healthcare facilities registered in the system
   - A List of Applications – a list of documents filled in by license/permit seekers and linked to the system.
2. Reporting including one additional field
   - Analysis means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

3. Classification including one additional field:
   - Types of regulation – International Classifications of Regulation.

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

3. Database, Filters

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

Figure 4

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

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

- o   International Classification ICHP[1] (in the drop-down menu)
- o   Provider Status (in the drop-down menu)
- o   Legal Form of Founder (in the drop-down menu)
- o   Registration Date
- o   Division Registration #
- o   Name
- o   Identification Code
- o   To be Revised
- o   By Performer
- o   Type of Response
- o   Status
- o   NAPR Status
- o   Note
- o   Address
- o   Founder
- o   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
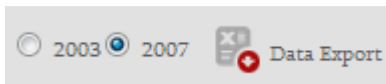
button. Detailed data not displayed in the table that are an integral

part of the information must be exported by clicking on the button.
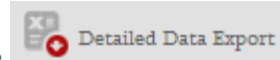
4. Adding/Registration of New Healthcare Facilities

Provider Registration form appears by clicking on the Add Provider .

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[1] *International classification of healthcare providers

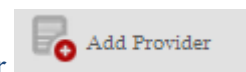The Provider Registration form includes the following fields (Fig. 5):

Figure 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   0

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

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[2] – after identification of an indentification 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:

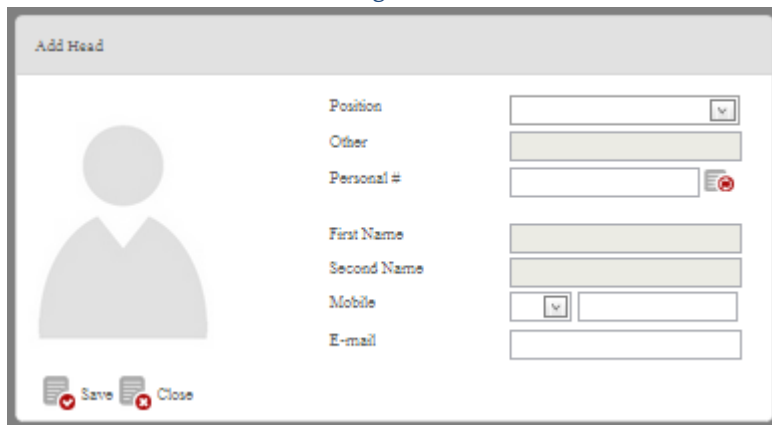After filling out the registration form the user can add head of a provider (Fig. 6).

Figure 6

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[2] Identification Code – data are identified in the NAPR by clicking on the Sync button
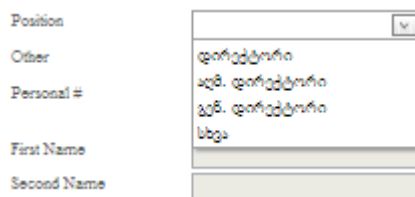
The following fields appear on the screen by clicking on the Add Head button (Fig. 7)

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).
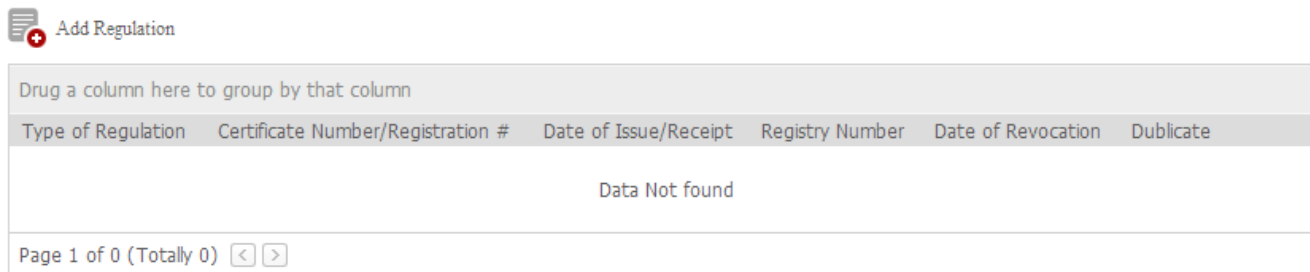
Figure 8

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 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

Regulation	Activity Type	Other (In Case of Notification)	Certificate Number/Registration #	Date of Award/Receipt	Cancellation Date	Dublicate

Drug a column here to group by that column

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

Field	
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

Save   Close

The user selects the added regulation type in the Regulation field and then – an activity according to the regulation.
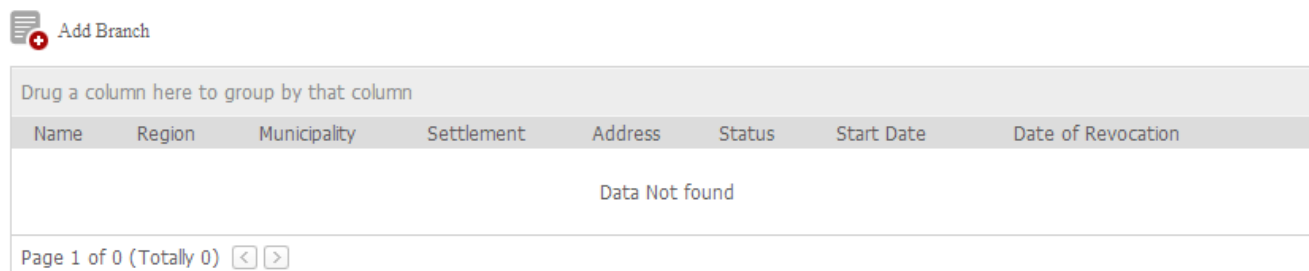
The Other (in case of notification) field is activated if the regulation – Notification is selected in the Regulation field.

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

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

Figure 14

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.