

## 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 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 contains the following elements:

- A "BEN ID:" label above a text input field containing "999999".
- A blue "Generate OTP" button to the right of the input field, with a black arrow pointing to it and a red "3." next to the arrow.
- A grey bar labeled "OTP (ONE TIME PASSWORD)".
- Text instructions: "PLEASE ENTER ONE TIME PASSWORD (OTP) SENT ON YOUR MOBILE NUMBER (\*\*\*\*\* 7490 ) REFERENCE NO: 3155".
- A text input field containing "564321".
- A blue "Proceed" button to the right of the input field, with a black arrow pointing to it and a red "4." next to the arrow.
- A second black arrow pointing to the "Proceed" button with a red "5." next to it.
- A link "Click Here to Regenrate OTP ?" below the input field.
- A footer link: "WANT TO VIEW/PRINT/CANCEL APPOINTMENT? [CLICK HERE.](#)"

6. 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
7. Select Specialty, City, 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. User can also search Wellness centre from the list by typing some text in the Search Wellness Centre box and click on search button.

SELECT SPECIALITY	EYE
SELECT CITY	DELHI/NCR
SEARCH WELLNESS CENTRE	virtual SEARCH
SELECT DISPENSARY-CITY	VIRTUAL DISPENSARY - DELHI/NCR
SELECT DOCTOR	Anil

PROCEED CANCEL

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

8. 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.
9. On selecting date, top of the screen shows the slot timings and the appointments available. A beneficiary can choose the desired slot.
10. Click on "**Proceed to Book Appointment**". One can go back and make changes by using the 'Change The Specialty' button.

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

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 :	24-06-2017	Patient's Ben Id :	41...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.