



## बोर्ड ऑफ होम्योपैथिक सिस्टम ऑफ मेडिसिन, दिल्ली

(रा० रा० क्षेत्र दिल्ली सरकार)

**BOARD OF HOMOEOPATHIC SYSTEM OF MEDICINE, DELHI**  
(Govt. of N.C.T. of Delhi)

चौथा तल, बी-विंग, जीपीओ भवन (विकास भवन-II), सिविल लाइन्स, दिल्ली-110054  
4<sup>th</sup> Floor, B – Wing, GPO Building (Vikas Bhawan – II), Civil Lines, Delhi-110054  
(www.delhihomeoboard.com)

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### CIRCULAR

It is hereby to inform you that a letter NoF.4/14/3/2020/Dr-FW CD00062080/6853, dt.16.11.2020(Copy enclosed) has been received from Directorate of Family Welfare, Govt. of NCT of Delhi regarding **COVID vaccine Beneficiary management: Guidelines for Data Collection of Health Workers-Private Clinic**. It is directed that all Registered Medical Homoeopathic Practitioners should register in website URL <https://www.dshm.delhi.gov.in> for the vaccination.(Please refer point No II & III on page 2 in this regard)

Therefore you are hereby directed to enroll your clinic immediately in the above link. It is mandatory for all Homoeopathic RMP running their private clinic.

*K.K. Juneja*

(Dr.K.K.JUNEJA )  
Chairman

Government of National Capital Territory of Delhi  
Directorate of Family Welfare  
Vikas Bhawan-II, 'B' & 'C' Wing, 7<sup>th</sup> Floor,  
New Delhi-110054

File No : *f.4/14/3/2020/Dir-fw CD# 000620280/6853*

Date : *16/11/2020*

To

The Director (AYUSH)  
Directorate of AYUSH  
Ayurvedic and Unani Tibia College Campus  
Karol Bagh , New Delhi - 110005

Delhi -110002

**Subject : COVID Vaccine Beneficiary management : Guidelines for Data collection of Healthcare workers – Private Clinics .**

Sir

Globally efforts are on to discover a safe and effective vaccine against the COVID 19 and to provide it in sufficient quantities for mass vaccination .

There are a few candidate vaccines which are in final stages of trials with systems already ready and geared for mass production of these vaccines once they are cleared . Thus there is hope of an effective vaccine within a couple of months and Gol has asked the states to start preparing for a speedy rollout once the vaccine is made available.

As the supplies will initially be limited and staggered , Gol technical Committee will prioritize and decide which occupational groups and populations are to be vaccinated depending upon the exposure and the vulnerabilities . In the first phase healthcare workers are to be immunized . **Health Care Workers (HCWs), defined as, health care service providers and other workers in health care settings both government and private** , who will be prioritized for vaccination once the vaccine is available.

COVID-19 Vaccination Beneficiary Management system (CVBMS) is being created as an extension of existing electronic Vaccine Intelligence Network (eVIN) module for individualized tracking of all beneficiaries receiving COVID-19 VACCINE. This will require creation of beneficiary database within the CVBMS which in turn will streamline

the process of tracking them for vaccination. The CVBMS is under development and details of its functionalities and utilities will be shared by Gol separately once the development is complete. Meanwhile the databases of healthcare workers has to be created for bulk upload once the Gol system is ready.

The data for public and registered private facilities has been collected . The stand alone clinics and OPDs are now being captured . Guidelines for the same are given below.

The objective of these guidelines is to orient the Districts and Health Facilities regarding the processes to be followed for collection, compilation, verification and upload of the HCWs ( Private clinics ) data in CVBMS.

### **I. Coordination Mechanism**

- **Mission Director , Delhi State Health Mission has been designated as the Nodal Officer to coordinate this exercise . Mission Director ( NHM) and Spl Secretary (H&FW) will be overseeing the activity. The implementing focal point shall be the Directorate of Family Welfare (DFW) which implements the UIP in the state .**
- **At the district level, the District Magistrate (DM)/Deputy Commissioner supported by the Chief Medical Officer (CMO) is responsible for all data collection activities within the specified timelines.**

**II. Beneficiary Data Collection :** One of the mandatory requirements for vaccination is line listing of beneficiaries .

The data of all the HCWs working in the following facilities will be required to be entered in the given template. **This database is only for the HCWs and not their families.**

### **III. The categories of HCWs**

#### **1. Nursing staff**

**2. Medical Officers-** Allopathic Doctors (MBBS and /or post graduates) , AYUSH Doctors ( both in AYUSH Clinics , hospitals, etc.), Dentist etc.

**3. Paramedical Staff-** All technicians (Lab, OT, etc.), pharmacist, physiotherapist, radiographer, ward boys, Other paramedical staff.

4. **Support Staff**- dietary staff, CSSD staff, BMW staff, Sanitation workers, ambulance drivers, security staff, outsource agency staff and other support staff.

5. **Clerical & administrative staff**- Data entry operator and clerical staff in hospital.

6. Other health staff working in the facility (not covered in above list)

### III. Mechanism for data collection for healthcare workers

**Regarding the private healthcare facilities** not registered with state, a link has been placed on the DSHM website where the Clinic Incharge can apply and seek a login access to the xcel data entry page. Once the online request is submitted, the Log In ID shall be generated and be communicated to the center on the mobile given in the request. The data shall be filled in by the owner / authorized person of the private clinic. The owner shall submit the data with an undertaking that any incorrect data submitted shall make him / her liable for action by AYUSH State authorities.

The data once submitted after due verification / data cleaning will become available in the desired format for upload into Gol system.

**As Director, AYUSH , you are requested to forward this information and brief guidelines to the active practicing members of AYUSH in private sector .**

The brief user manual for data entry is enclosed. For any clarification , the Clinic owner may contact Dr. Manoj Gupta ( 9990696807) , Ms. Swinka ( 8860067672).



Director

Directorate of Family Welfare

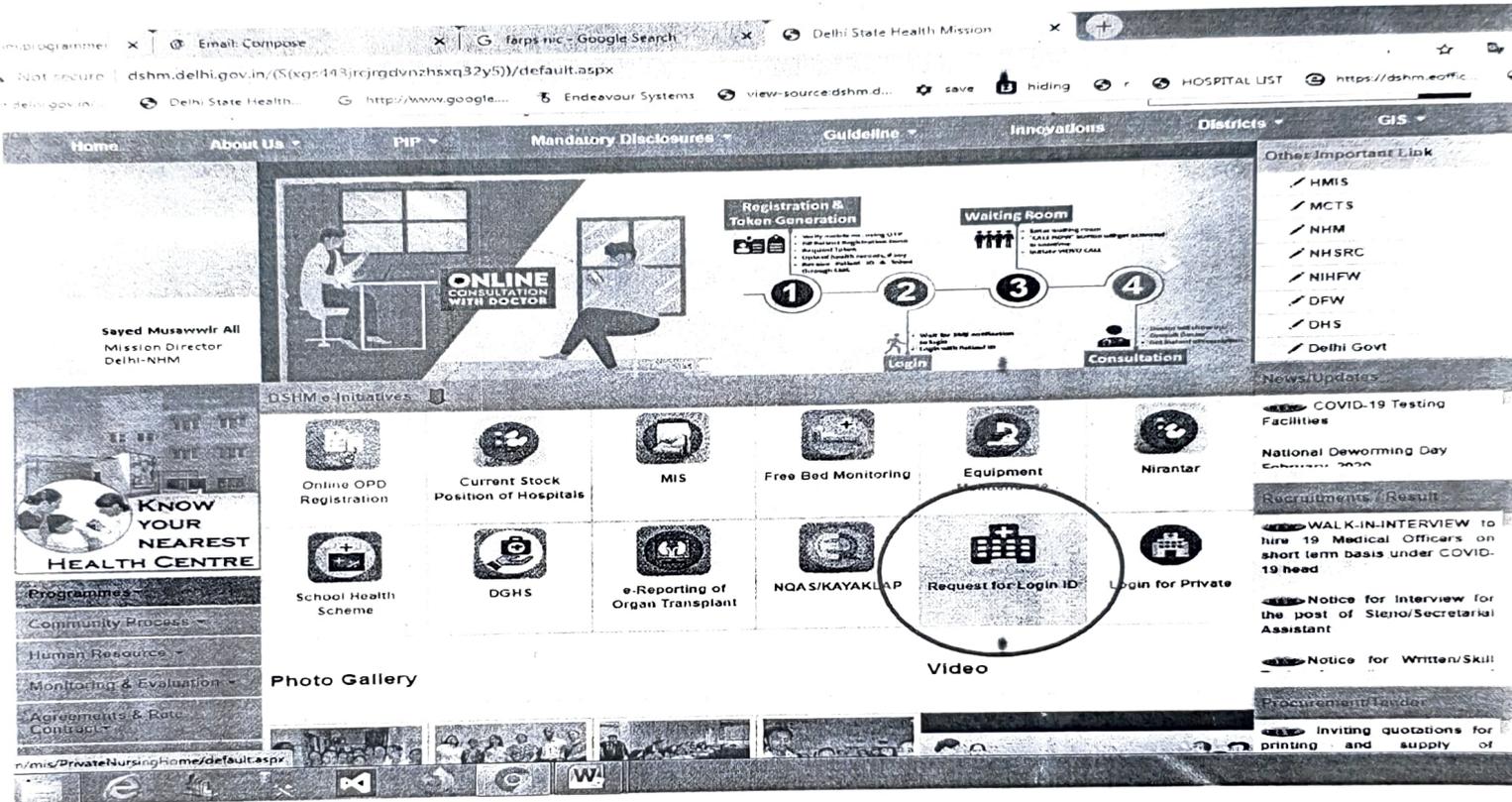
Copy to :

- i. All CDMOs (All Districts)
- ii. District Magistrates (all Districts )
- iii. PA to Mission Director ( DSHM) and Spl Secretary ( H&FW)
- iv. PS to Secretary ( H&FW)
- v. PS to Pr. Sec ( H&FW)

# User Manual for Collection of HR for Private Clinics:-

How to Register:-

For registration Clinics first browse the DSHM website URL <https://www.dshm.delhi.gov.in> and click on "Request for Login Id" icon under DSHM e- initiatives.



After clicking this icon, following screen will appear.

### Request form for Generation of login ids for Private Clinic

All fields marked with (\*) are mandatory

DMC Registration Number of the owner\*

District Name

Name of Private Clinic\*

Address of Private Clinic\*

Contact Number of Private Clinic\*

Name of Owner\*

Mobile Number of Owner\*

Email Id of Clinic for future Reference\*  (for login id and password)

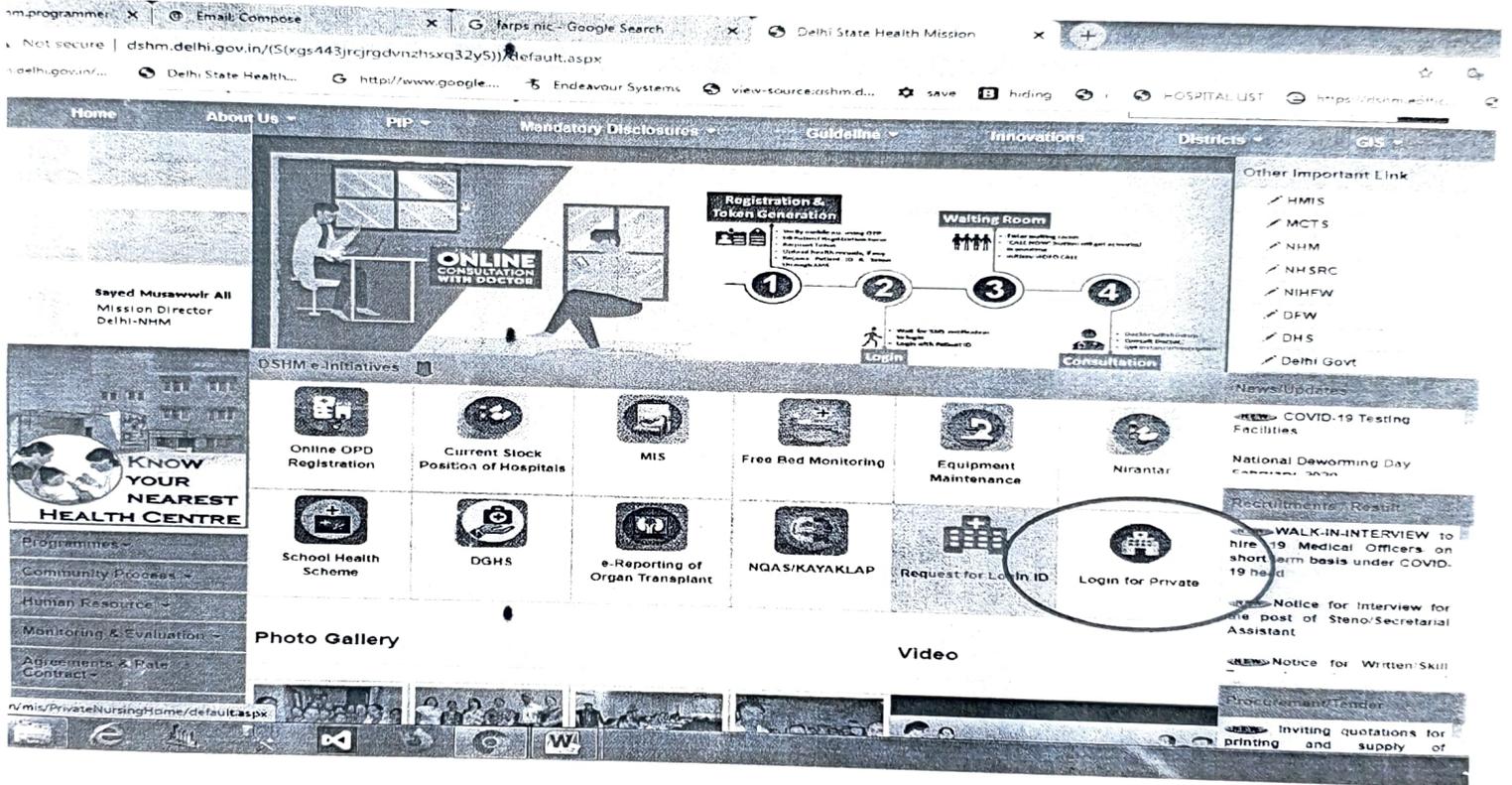
The DMC registration number and the information furnished above are correct. I shall be liable to action in case of any false/incorrect information.

In above screen user type the Valid DMC Registration number, Select the District name from the drop down list, Name Address , Contact number of clinic, name of owner and mobile number of owner and valid email id for Login Id password and future reference. At the last they click on Check box for verifying the details of clinic and finally click on Submit button.

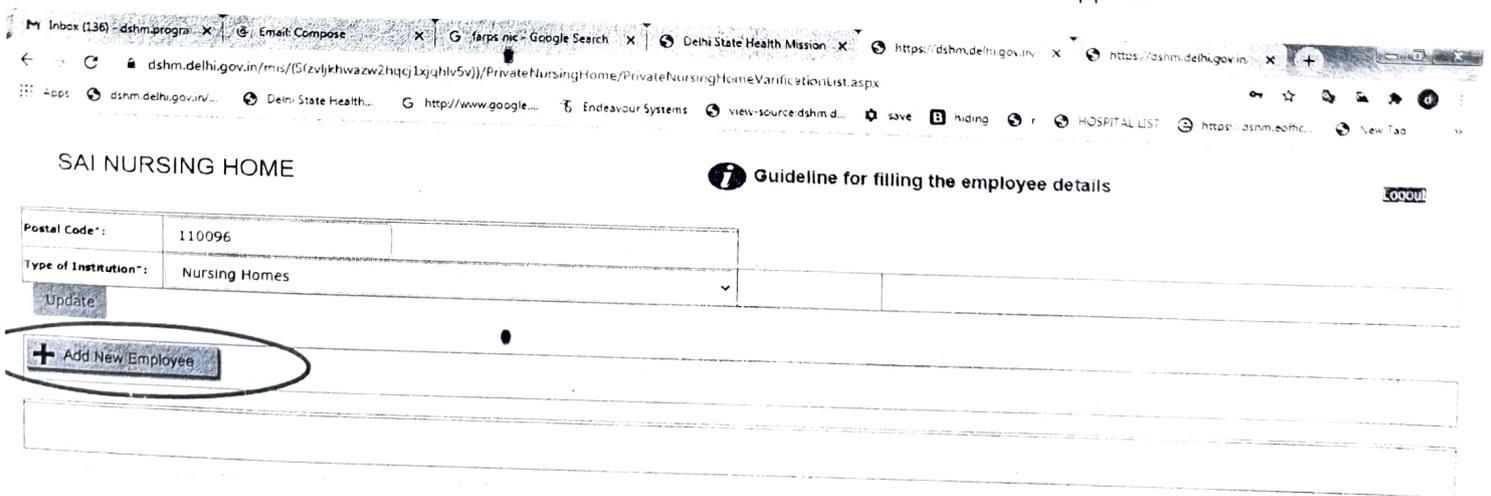
After completing the registration process a login Id and Password sent to specified email Id for login the system.

### How to Login:-

User first browse the DSHM website URL <https://www.dsh.m.delhi.gov.in> and click on "Login for Private" Icon under DSHM e- initiatives.



Type user id, Password and captcha click on Login button. After login following screen will appear:-



Here user fills the postal code of the institution and type of the institution from the drop down list, and click on update button.

After filling the institution details user enter the details of health care worker one by one using '+ Add New Employee' button, after clicking that button following page will appear:-

Name  
password  
button.

### New Employee:

Beneficiary Name*		Gender*	Male
Category of Health Worker*	Select		
Photo ID Type (except Aadhaar)*	Select	Photo ID Number*	
Day of Birth*	Select	Month Of Birth*	Select
Year of Birth*	Select	Mobile Number*	
Mobile Number Belongs To*	Select	Postal Code*	
Employee ID:		Employee From:	Select
Can Health Worker be a potential Vaccinator?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Here user enters the Beneficiary name, Gender, Category of health worker, type of ID proof and Id number date of Birth, mobile number , employee ID of Health care worker and if health worker be a potential Vaccinator then select yes otherwise no and at the last click on Save button.