

HFR & HPR Registration Checklist

From NHA's Health Facility Registry SOP and the NHPR portal (nhpr.abdm.gov.in).

Before you start

- ☐ Aadhaar card, and the mobile number linked to it (the portal also offers other KYC)
- ☐ An email address and a mobile number for the account
- ☐ The Aadhaar-linked phone within reach — every step, and the e-signature at the end, uses an OTP

For HPR (doctor, nurse, pharmacist)

- ☐ Council registration number and the council's name
- ☐ Your name exactly as the council has it — fix any Aadhaar mismatch first
- ☐ Academic qualifications
- ☐ Place of work

For HFR (clinic, hospital, lab, pharmacy)

- ☐ A Healthcare Professional ID for the facility manager — the person comes first, the facility second
- ☐ Facility name exactly as written on its board, no abbreviations
- ☐ Ownership, system of medicine, facility type and subtype
- ☐ Full address with pin code
- ☐ Services offered, beds and other infrastructure (self-certified — fill carefully)
- ☐ Optional: photo of the building, photo of the name board, address proof

On the portal (nhpr.abdm.gov.in)

- ☐ Create the Healthcare Professional ID through Aadhaar and note it down
- ☐ For a facility: log in as Facility Manager and choose Register a new facility
- ☐ If the portal shows possible duplicates, select your existing listing instead of creating a second
- ☐ Put the map pin exactly on your building — an address that does not match the pin is not verified
- ☐ Review, e-sign and submit; the 12-digit Health Facility ID appears straight away

After submitting

- ☐ Answer verifier queries promptly — NHA's SOP gives verifiers 30 days to verify or reject
- ☐ Check your listing on the portal's public search
- ☐ Keep the facility ID and every doctor's professional ID where the front desk can find them
- ☐ Portal trouble: NHA helpline 1800-11-4477 or 14477

Free template from zivyaa.co.in/free-tools