

A Contribution from Volunteers

STEP – BY -- STEP PROCEDURE

64 kB CARD

HOW TO CHANGE PARENT POLYCLINIC

07 SEP 2020 → Updated 12 OCT 2021 → 19 FEB 2022

For queries WhatsApp message to Cdr V K Santhanam @ 97400 72879

A) References

- i) Various Policy Letters issued by CO ECHS
- ii) CO ECHS letter B/49711-NSC/AG/ECHS/Gen Corr dated 03 Dec 2020

B) INTRODUCTION

a) The 64 kB ECHS Card is used in Polyclinic Kiosks to obtain various health care services. Many actions are now possible online which were hitherto manual. The following are possible using online facilities:-

- i) Change of Parent Polyclinic after collection of Card
 - ii) Change of registered Mobile Number after collection of card
 - iii) Change of Data after collection of Card
 - iv) Blocking of Card when lost to reprint or demise of Beneficiary
- b) This **Step – By -Step Procedure** addresses **Change of Parent Polyclinic**. This can be carried out **ONLY after you have collected the 64 kB Card**.

C) ANSWERS TO YOUR QUESTIONS

YOUR QUESTIONS?	ANSWERS IN
<i>How do I Change my Parent Polyclinic Online as a 64 kB Card holder?</i>	SECTION 1

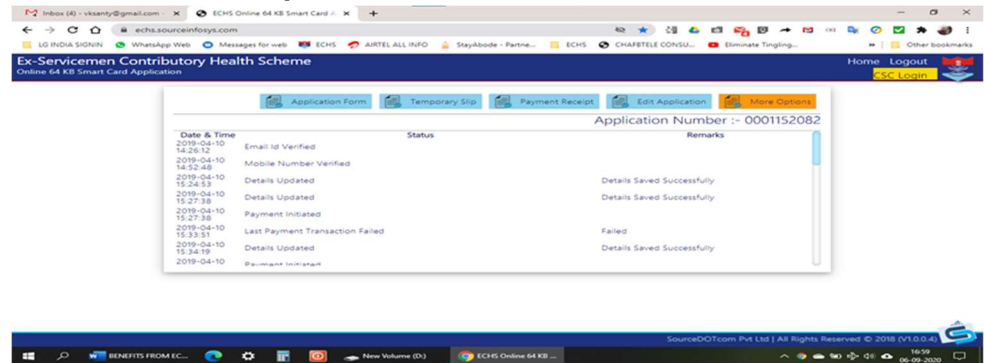
SECTION # 1 – How do I Change my Parent Polyclinic Online?

- i. This request for change is possible ONLY when you have the 64 kB Card of the concerned Beneficiary
- ii. The ECHS Application site can be accessed from the URL <https://echs.sourceinfosys.com/>, which you would have used to register & applied for the 64 kb card.

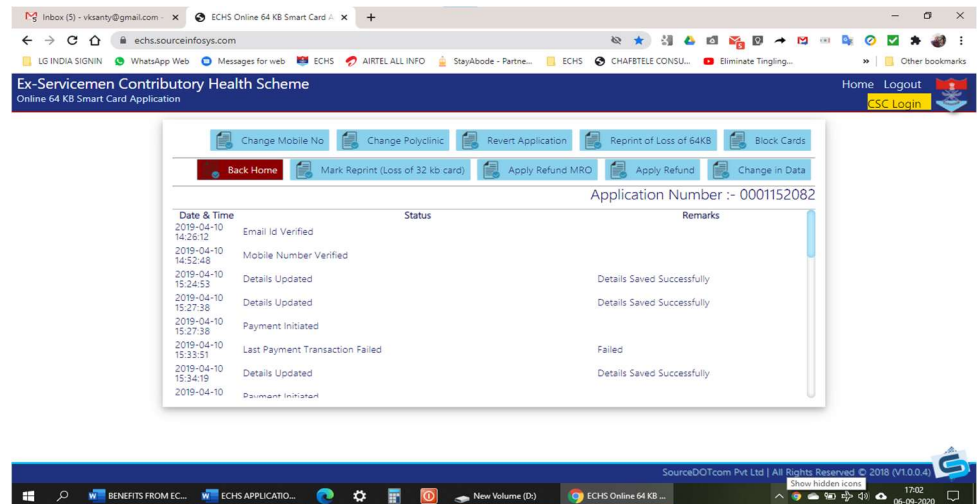
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iii. With your 64kB card in hand, launch this application using the URL as above, click **“Already Registered Click to Login”**, enter your registered mobile number, password & captcha as shown.

iv. On the Home page displayed after login, you will see menu items as below. Click **‘More Options’**



v. A page as below will be displayed with Menu Options (Tabs). For example – Change Mobile #, Change Polyclinic, et al



vi. The Change of Polyclinic can be requested **ONCE IN THREE(03) MONTHS** only

vii. Select the Name of the Beneficiary, whose Parent Polyclinic is required to be changed (You can have different PC for You and your Dependent)

viii. Select the **New Polyclinic** from the drop-down menu. **Ensure that Correct Polyclinic is chosen.**

ix. Click Submit

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- x. The Change request is sent Online to OIC of Current Parent Polyclinic Online. The OIC of Current Parent Polyclinic will approve your request as 'Transfer OUT'
- xi. The OIC of the New Parent Polyclinic will now receive a request Online after the above approval. OIC New Parent Polyclinic will now approve the request as 'Transfer IN'
- xii. Your **Polyclinic Transfer** is now **completed**. The System data is also automatically Updated
- xiii. At the Kiosk system of the New Polyclinic, after registering, **select CHANGE IN DATA option & insert the card in the card reader. This will update the Name of the Parent Polyclinic in the chip of the card to the New Polyclinic** (Note – This can be done at any Polyclinic Kiosk also)

JAI HIND