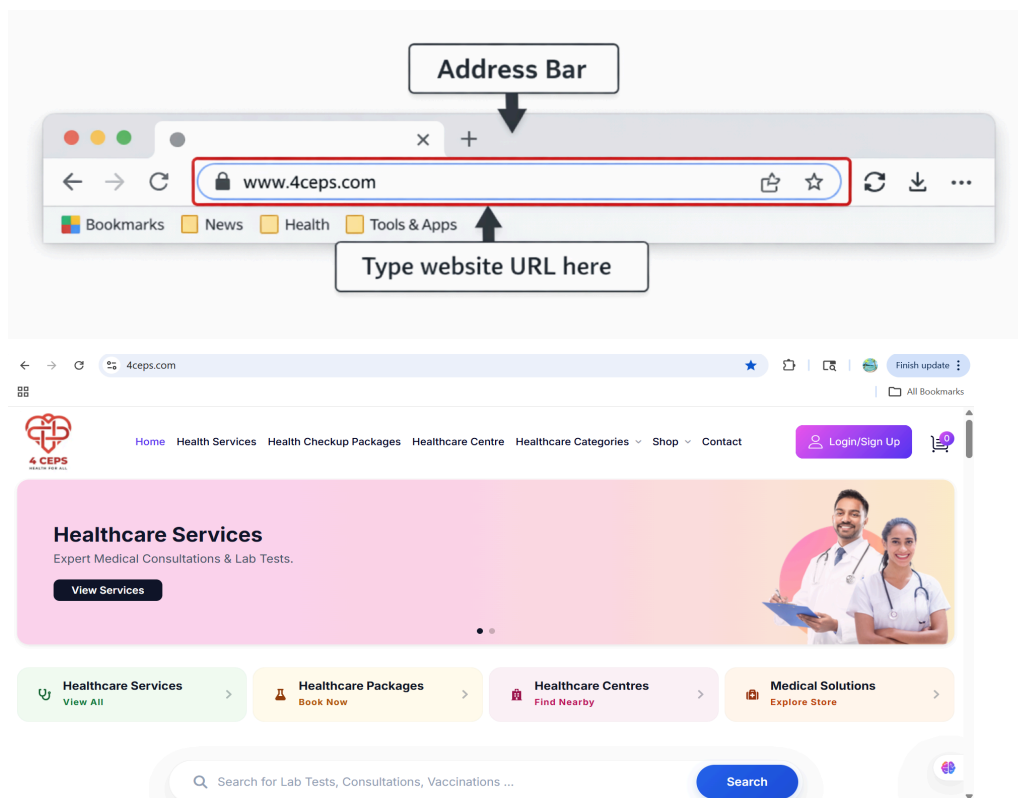


👉 Healthcare Centre Step-by-Step User Guide

Step 1: Visit the 4CEPS Portal

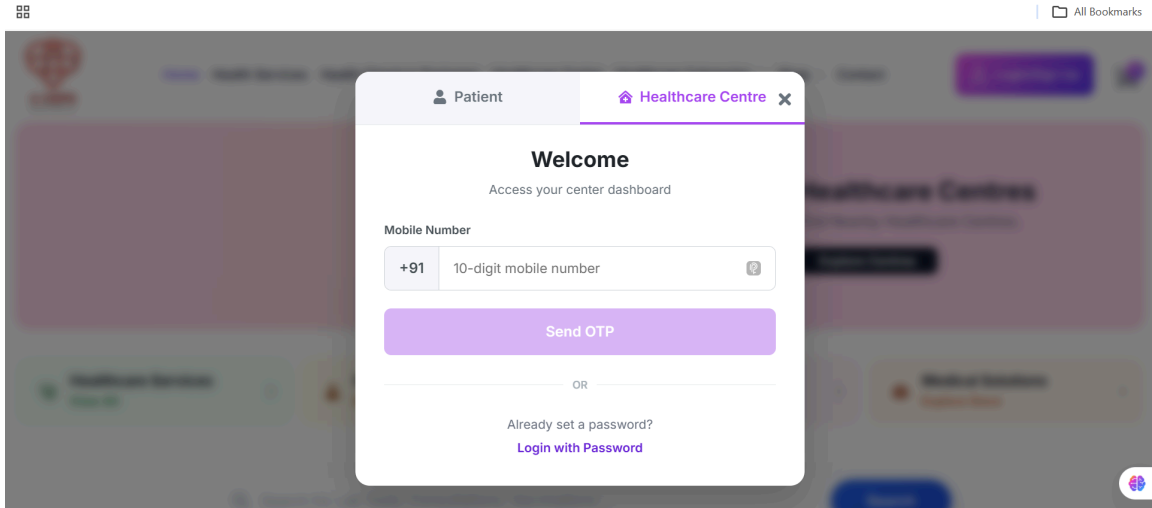
- Open a browser
- Type www.4ceps.com in the address bar.
- Press Enter.

You will reach the home page.



Step 2: Sign Up to the Platform

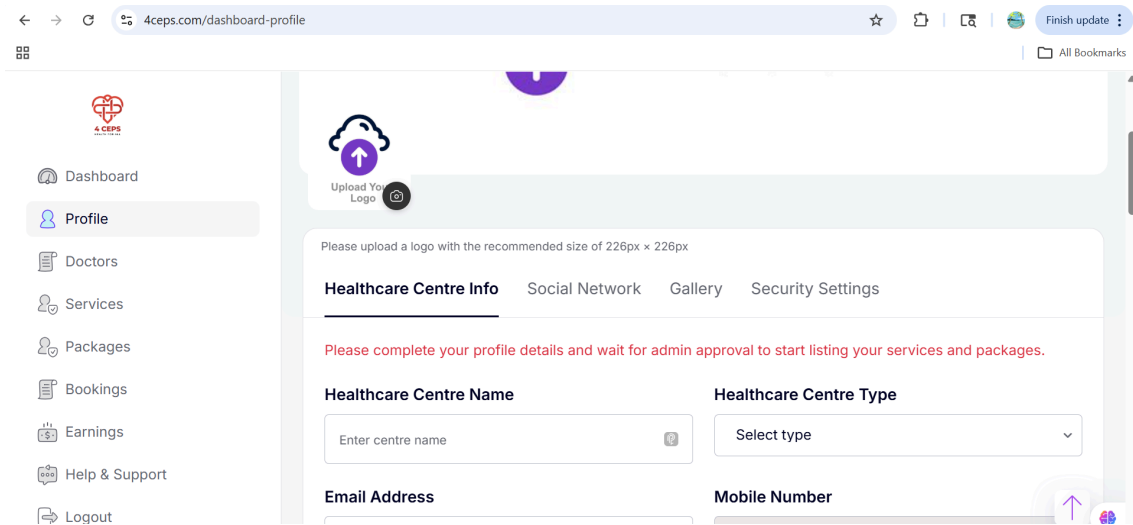
- Enter your mobile number, click “Send OTP,” and use the OTP received via SMS to log in and access your dashboard. .



Step 3: Complete Your Profile

Fill in your healthcare centre details:

- Centre Name & Type (Hospital, Clinic, Lab, etc.)
- Address & Location
- Contact Details
- Upload Logo & Images
- Add facilities (ICU, insurance, etc.)

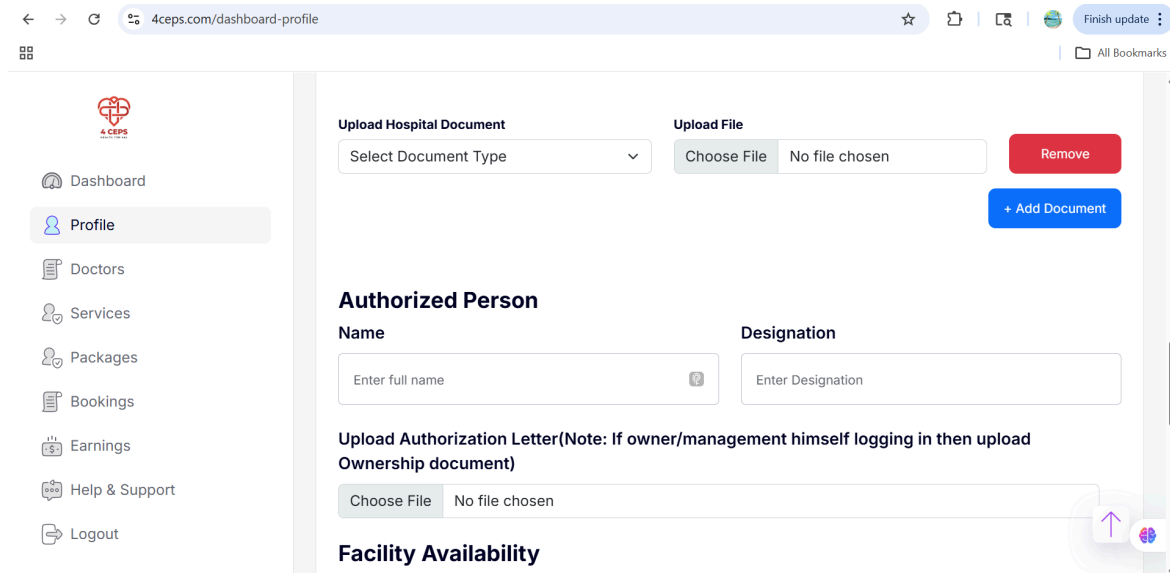


Step 4: Upload Documents for Verification

Upload required documents such as:

- Upload valid documents (license, accreditations, affiliations) for verification.
- Enter Authorized person name, designation & upload authorization letter.

After admin review and approval, your profile becomes visible to patients.



The screenshot shows a web browser at the URL 4ceps.com/dashboard-profile. The page features a sidebar with navigation options: Dashboard, Profile (highlighted), Doctors, Services, Packages, Bookings, Earnings, Help & Support, and Logout. The main content area includes:

- Upload Hospital Document:** A dropdown menu labeled "Select Document Type".
- Upload File:** A "Choose File" button, "No file chosen" text, a red "Remove" button, and a blue "+ Add Document" button.
- Authorized Person:** Two input fields: "Name" (with placeholder "Enter full name") and "Designation" (with placeholder "Enter Designation").
- Upload Authorization Letter:** A note: "(Note: If owner/management himself logging in then upload Ownership document)" and a "Choose File" button with "No file chosen" text.
- Facility Availability:** A section header at the bottom.

Step 5: Add Doctors & Details

- Add doctor profiles (name, qualification, image)
- Assign specializations
- Multiple doctors can be added under one specialization

The screenshot shows a web browser at the URL 4ceps.com/create-doctor. On the left is a sidebar menu with the following items: Dashboard, Profile, Doctors, Services, Packages, Bookings, Earnings, Help & Support, and Logout. The main content area is titled "Add Doctor" and contains the following fields:

- Profile Photo** (Note: File size should be less than 2MB)*: A file upload button labeled "Choose File" and a text box containing "No file chosen".
- Name***: A text input field with the placeholder text "Enter doctor's name".
- Specialization***: A dropdown menu with the placeholder text "Select specialization".
- Qualification***: A text input field with the placeholder text "Enter a qualification".
- Experience***: A text input field with the placeholder text "Enter a Experience".
- About Doctor***: A text input field with the placeholder text "Write about Doctor".

At the bottom of the form is a blue "Add Doctor" button. A scroll-to-top button is visible in the bottom right corner of the form area.

Step 6: Add Services

List your services under categories:

- OPD Consultations
- Vaccination Services
- Lab & Diagnostic Services
- Operative Procedures
- Non Surgical
- Health Check-up Packages

Add service details, pricing, set appointment slots (days & time) and description.

4ceps.com/create-service

4CEPS

- Dashboard
- Profile
- Doctors
- Services
- Packages
- Bookings
- Earnings
- Help & Support
- Logout

Add New Service

Service Category * Service *

Actual Price (₹)* Discounted Price (₹) Total Price (₹)

Note: ₹99 platform fee will be added and is included in the total price visible to the patient.

Doctor *

Time Slots for Current week(You can add multiple date and time)*

Doctor Report Uploading Time*

Example: You will get your report within 2 hours after checkup.

Step 7: Manage Bookings

- Receive patient bookings in dashboard
- View appointment details
- Confirm, cancel, or manage appointments
- Provide consultation, tests, or treatment to visiting patients.

Booking Statement All Service Types All Status All Months

2026

Booking Date	Booking ID	Appointment Date	Time slots	Patient Name
3/24/2026, 10:34:59 AM	OC2ETF0XC	2026-03-30	05:30 PM - 06:00 PM	Abc R
3/24/2026, 12:24:56 AM	9G9RTP2W0	2026-03-25	10:30 AM - 11:00 AM	Ramesh B N

Step 8: Update Reports & Status

- Upload reports to patient dashboard
- Update service status after completion

service	UROLOGIST	₹899	Upcoming	Status	View	Report
service	UROLOGIST	₹899	Upcoming	Status	View	Report
service	UROLOGIST	₹2399	Upcoming	Status	View	Report
package	DIABETIC HEALTH PACKAGE	₹4989	Completed	Status	View	Report
service	Widal Test	₹549	Completed	Status	View	Report

Showing 1 – 8 of 8

First Prev 1 Next Last

Step 9: Billing & Platform Charges

- Collect payment directly from patients at your centre
- In our portal, patients need to make payment directly at the centre; online payment is not provided.
- Healthcare centres are need to pay ₹99 per patient on a monthly basis to the RKTLC Innovations account

Step 10: Manage & Grow Your Profile

- Update services anytime
- Add offers or discounts
- Monitor bookings & patient reviews