Ayornish

YOUR HEALTH COMPANION

AHARNISHAM 24×7

USER MANUAL

Clinic Registration

Register your clinic, add its location, submit it for review and set up operations

UM-04 · Version 1.0 · 22 Nov 2026

For: Clinic owners and administrators

Checked on Ayornish UAT (test environment), 22 Nov 2026

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About this guide

Item	Detail
Guide	UM-04 · Clinic Registration
Version	1.0 (22 Nov 2026)
Who it is for	Clinic owners and administrators
Checked on	Ayornish UAT (test environment), web revision 00236-jay, 22 Nov 2026, with a synthetic test organization. The same screens are used on ayornish.com.
Screens	Real screens recorded in Chrome on a laptop display (1536 px wide, 125% scaling). Documents in the recording are plain synthetic placeholders. Email addresses are masked.

Quick start

1. Create or sign in to your Ayornish account (guide UM-01). Open the account menu and choose **Register an organization**.
2. On **Set up your care organisation** choose **Organisation type: Clinic**, enter a **Display name** and choose **Create & continue**.
3. On the **Organisation profile**, add optional details and documents. Documents are private and optional for submission.
4. Add at least one location. For a clinic the **Location type** list includes **Clinic**. Enter the PIN code and choose **Check PIN**, then **Add location**.
5. Choose **Submit for verification**, then **Submit for review**. The profile is locked while Ayornish reviews it.
6. When Admin accepts, the status shows **Approved**. Use **Propose changes** to edit verified details later.
7. Open **Services**, **Team** and **Schedule** to set up operations.

> **CAUTION** Submitting does not publish your organization. It is listed only after an Admin accepts the application. You can add services, team and schedule once it is approved.

1. Before you start

You register a clinic from your own Ayornish account. The person who registers becomes the **Owner** of the organization.

- Have ready: the organization's name, its address and PIN code, and (optional) its legal name, registration number and authority, a public email and phone number.
- Documents are optional for submission and private to you and reviewers. Available types: Registration certificate, Identity proof, Other supporting document (PDF, JPEG, PNG or WEBP).
- You can leave and come back: use **Finish later**. The organization is saved as a draft and appears in **My Ayornish**.
- An existing professional can also register an organization. One account can own more than one organization.

2. Start the registration

1. Sign in. Open the account menu (the person icon) and choose **Register an organization**.
2. The page **Set up your care organisation** opens at **Step 1 of 2: Basic details**.
3. Choose the **Organisation type** (**Clinic**). The list also offers Hospital, Clinic, Diagnostic Center, Medical Store, Pharmacy, Pharmacy Direct, Veterinary Hospital, Veterinary Clinic, Pet Shop, Pet Hostel and Wellness Center.
4. Enter the **Display name** (required).

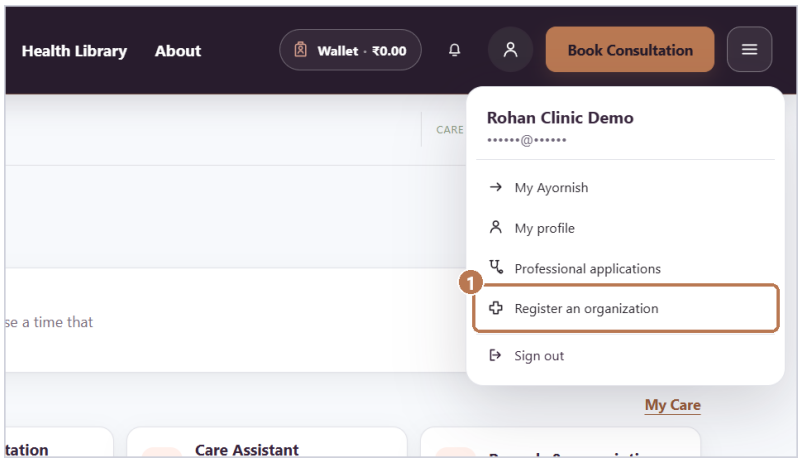

Figure 1. The account menu: choose Register an organization.

1 Register an organization

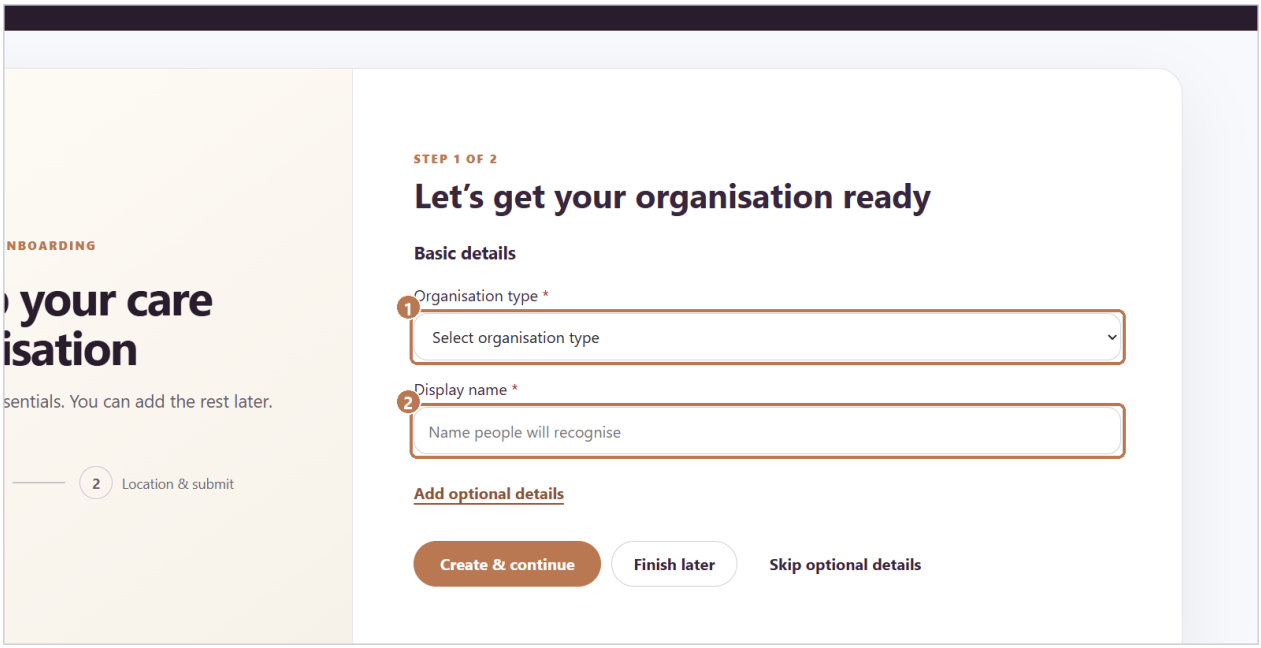

Figure 2. Step 1 of 2: Basic details.

1 Organisation type **2** Display name

Optional details

Choose **Add optional details** to add a **Legal name**, **Description**, **Registration number**, **Public email**, **Public phone** and **Website**. You can also add them later on the profile. Choose **Skip optional details** to hide them.

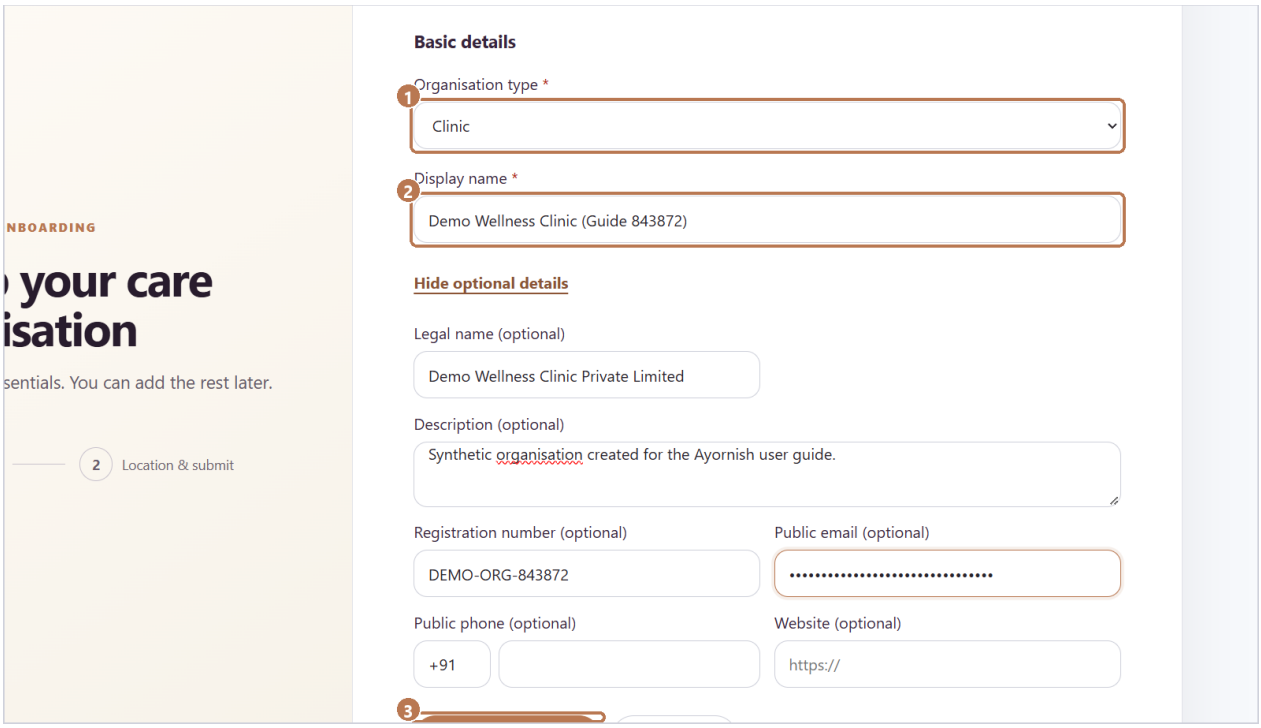

Figure 3. Organisation type and Display name are required. Optional details follow.

1 Organisation type **2** Display name **3** Create & continue

1. Choose **Create & continue**. Use **Finish later** to save the draft and return to My Ayornish.

> **CAUTION** If a required field is empty, or an optional field such as Public email is not a valid address, the page shows the general message **Please complete the required organization details before continuing.** It does not say which field. Check each field you filled in.

3. The organisation profile

The **Organisation profile** opens as a draft (**Draft — not submitted**). It shows what is still needed. **At least one location is required** before you can submit.

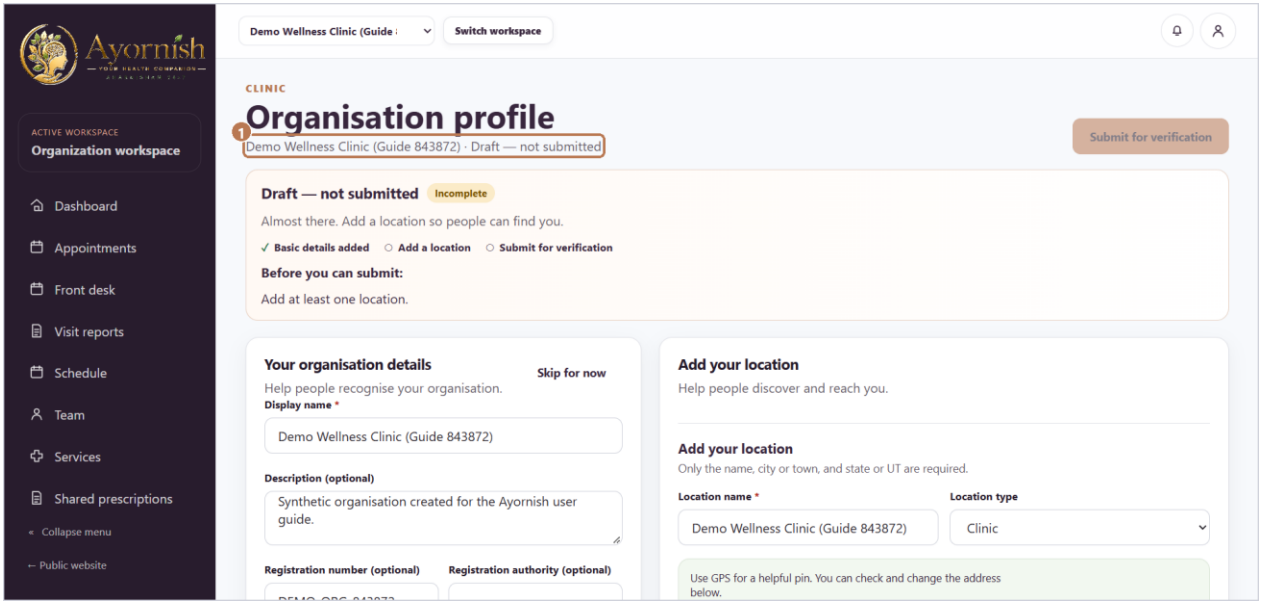

Figure 4. The profile in Draft with the checklist.

1 Draft status

1. Under **Your organisation details** you can edit **Display name** (required) and add **Description**, **Registration number**, **Registration authority**, **Tax identifier**, **Website**, **Public email** and **Public phone**. Choose **Save details**.
2. **Organisation logo**: choose **Upload logo** (JPEG, PNG or WEBP, maximum 5 MB). Optional.
3. **Verification documents**: choose the **Document type**, select the file and choose **Upload document**. Optional for submission. Files remain private to you and authorised reviewers.

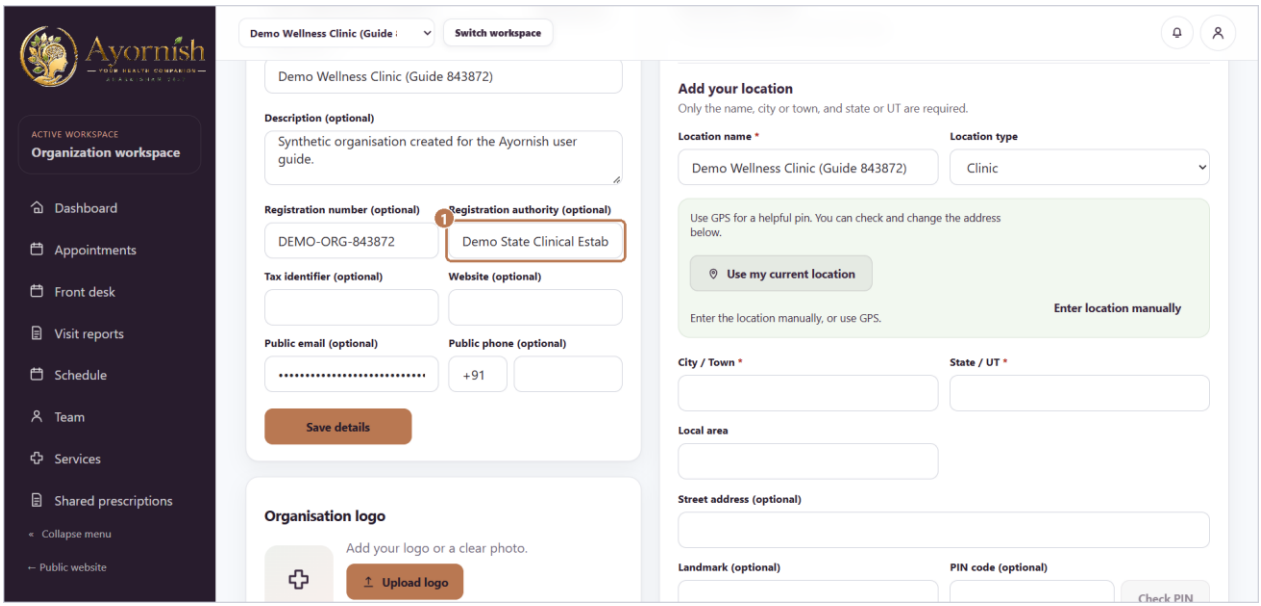

Figure 5. Your organisation details: registration number, authority and tax identifier are optional.

1 Registration authority

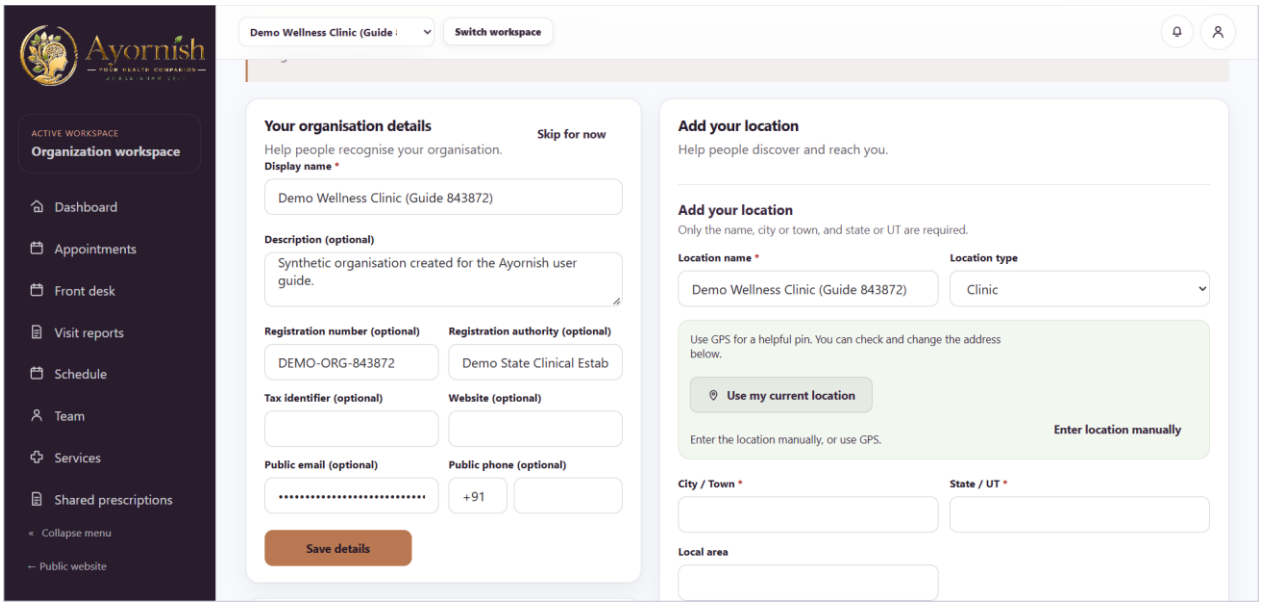

Figure 6. Verification documents are private and optional.

1 Document type

4. Add the location

1. Under **Add your location** enter the **Location name** (required).
2. Choose the **Location type**. For a clinic the list is: Hospital, Clinic, Branch, Head Office, Registered Office, Laboratory, Other.
3. Choose **Enter location manually** (or **Use my current location** for a GPS pin). Enter the **PIN code** and choose **Check PIN**: the area, city and state are suggested. Check them. **City / Town** and **State / UT** are required.
4. Optionally add **Street address**, **Landmark**, **Local area** and a **Public facility phone**. Tick **Set as primary location** if this is the main one.
5. Choose **Add location**. The profile now shows **1 location added** and **Ready to submit**. Use **Add another location** for more branches.

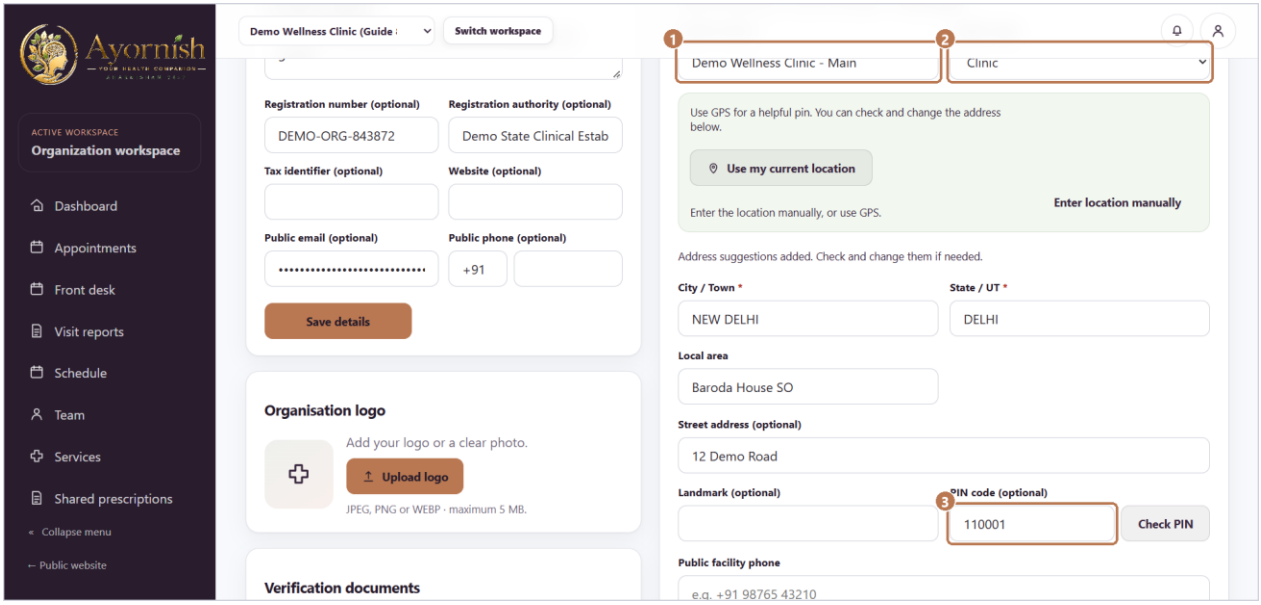

Figure 7. Add your location. Location types depend on the organisation type.

1 Location name **2** Location type **3** PIN code

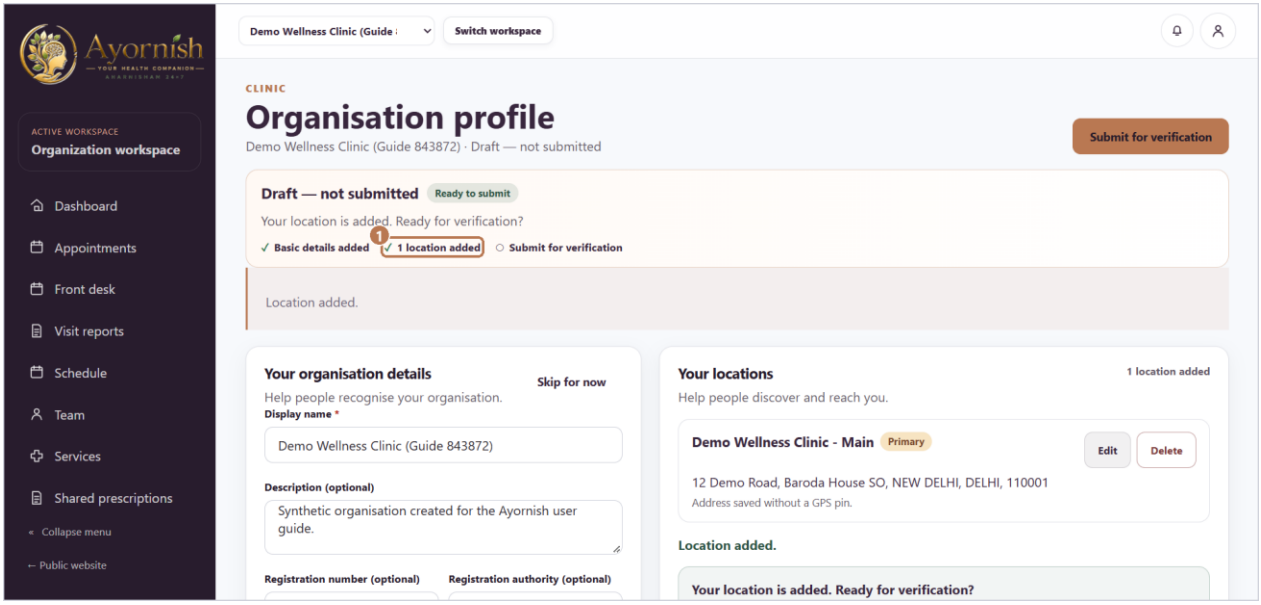

Figure 8. After Add location: 1 location added, ready for verification.

1 1 location added

5. Submit for verification

1. Choose **Submit for verification**.
2. A dialog asks **Ready to submit your organisation profile?** You can choose **Cancel**, **Save as draft** or **Submit for review**.
3. Choose **Submit for review**. The status becomes **Submitted: waiting for Ayornish review** and your details are locked until the review is complete.

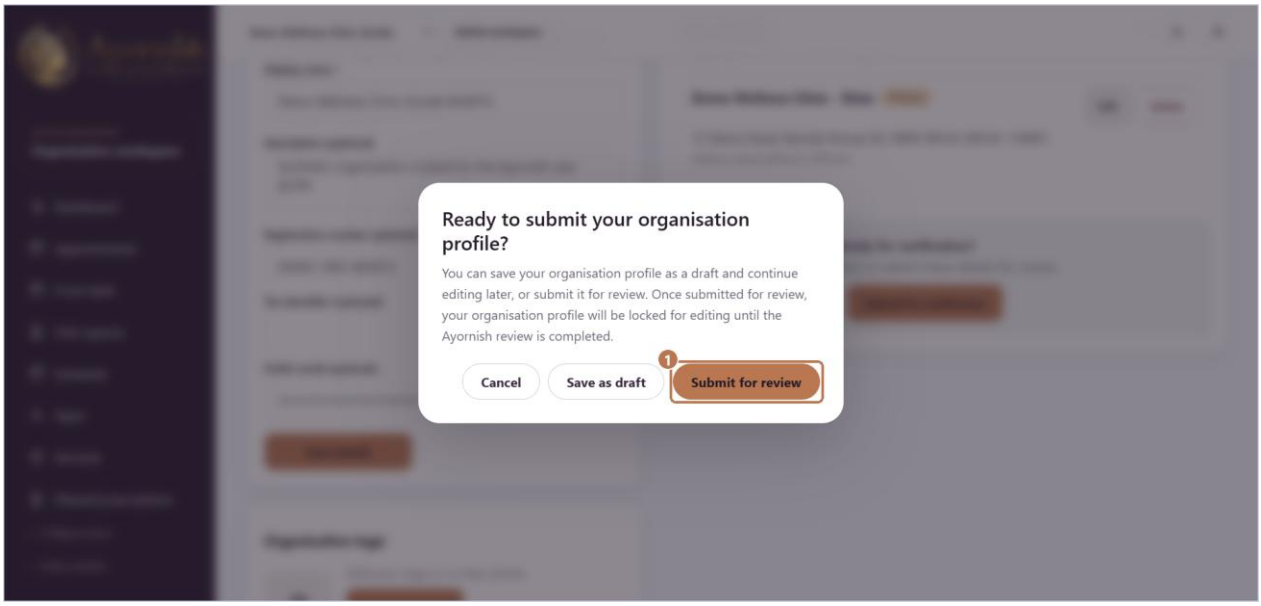

Figure 9. The confirmation before submitting.

1 Submit for review

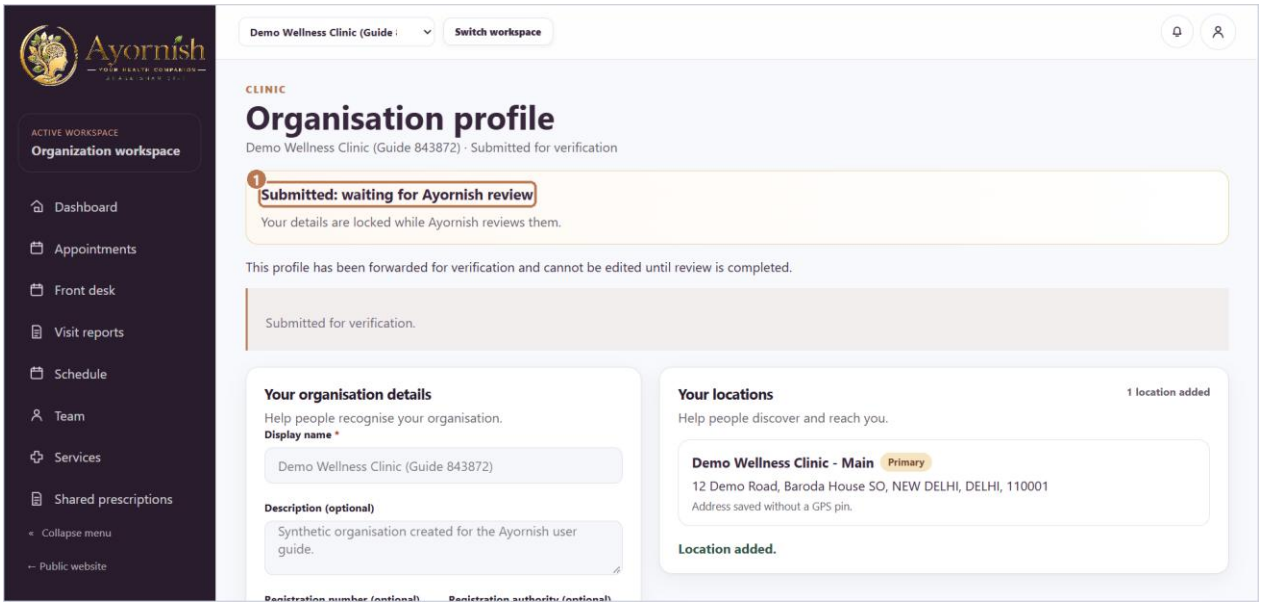

Figure 10. Submitted: waiting for Ayornish review.

1 Status

What Admin does

An Admin opens the application in **Organization applications**, checks the identity, contact, public details, locations and any documents, verifies or rejects each document, and then chooses **Accept** or **Reject**. Document verification and the application decision are separate actions.

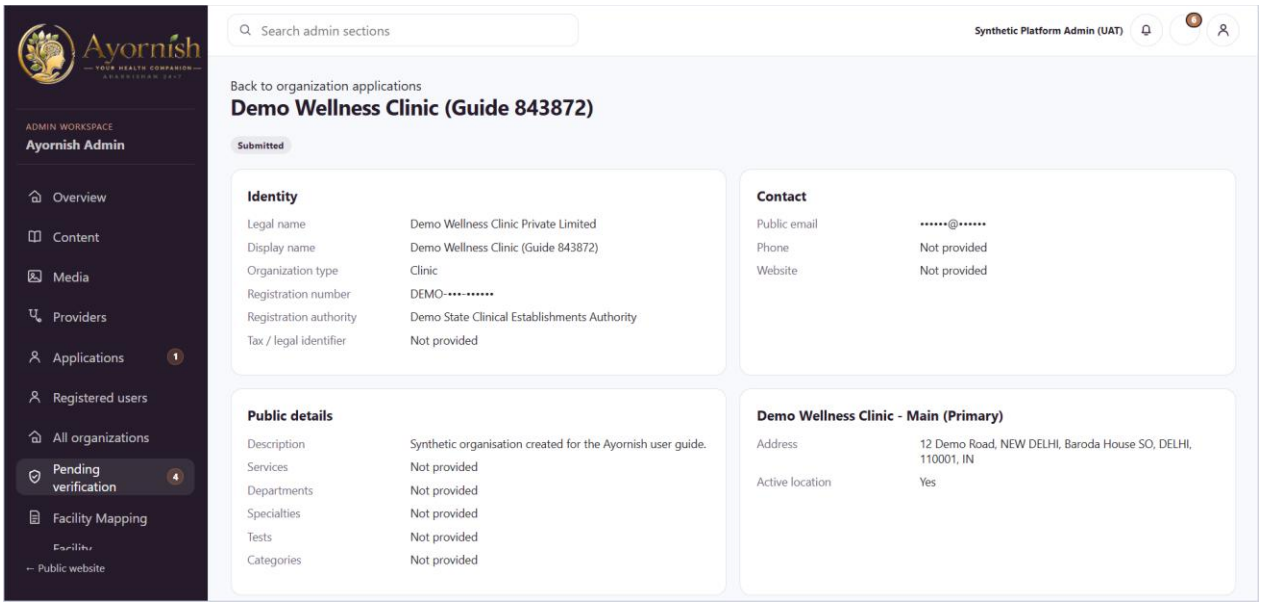

Figure 11. The Admin review page (for information).

1 Accept

6. After approval

1. The profile shows **Approved**: **This organization is verified. Changes to verified details go through a change request.**
2. To change verified details choose **Propose changes**. Changes go to Admin review and replace the live details only when approved.

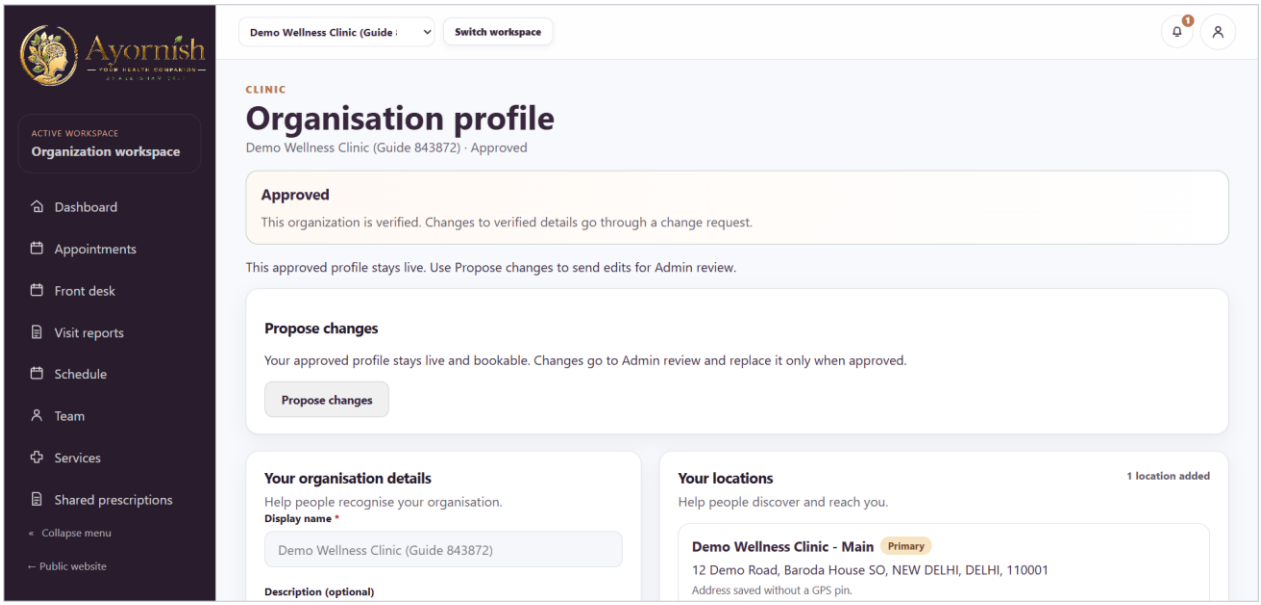

Figure 12. Approved profile.

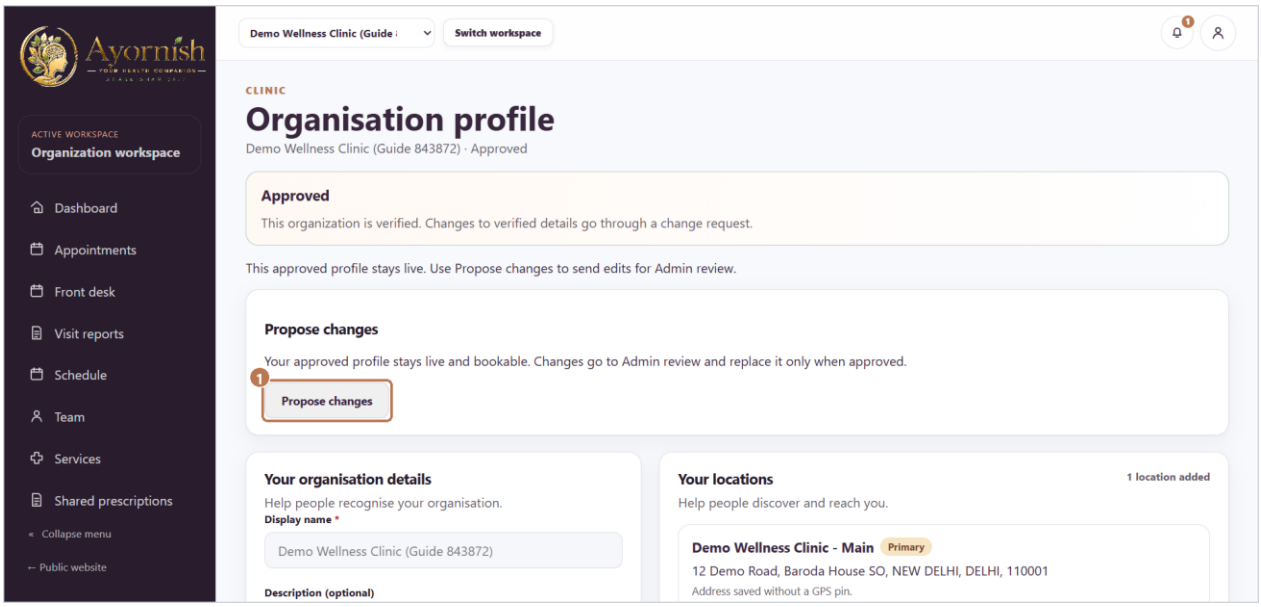

Figure 13. Propose changes on an approved profile.

1 Propose changes

Set up operations

Once approved, the menu offers **Dashboard**, **Appointments**, **Front desk**, **Visit reports**, **Schedule**, **Team**, **Services**, **Shared prescriptions**, **Prescription appearance**, **Earnings & Settlements**, **Notifications** and **Profile**.

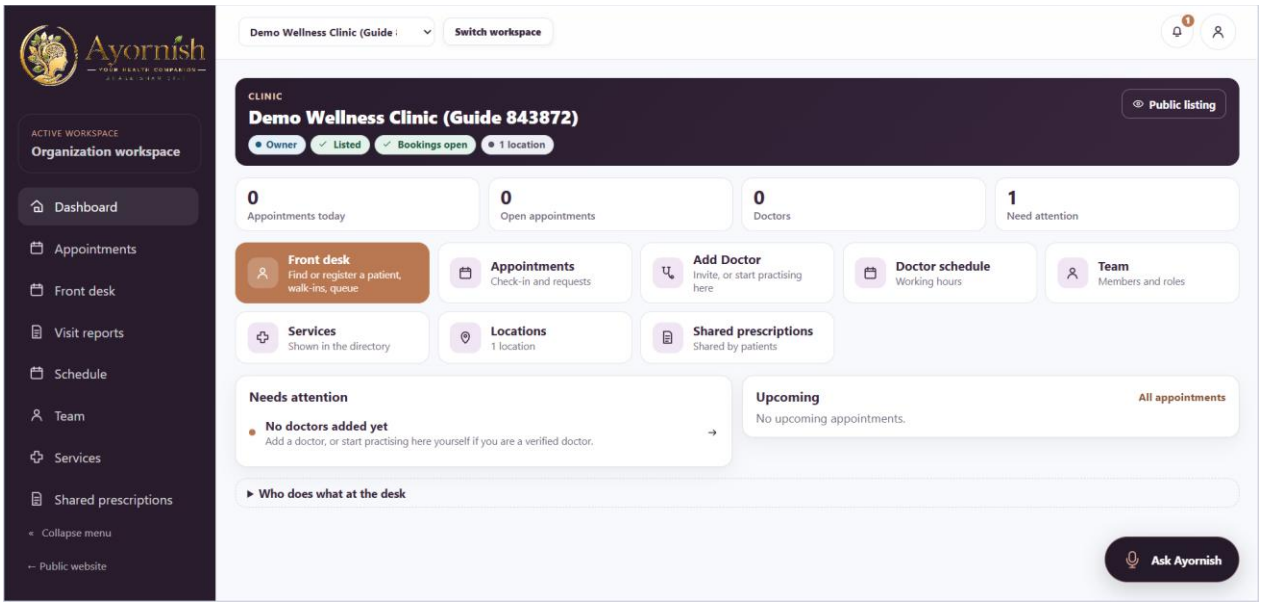

Figure 14. The organisation dashboard.

1. **Services**: in **Public services & operating hours** list services, specialties, departments, tests and categories, and the operating hours (for example Mon: 09:00-18:00). Choose **Save public directory details**.
2. In the type-specific part choose the **Hospital / clinic subtype** (for example General Hospital) and **Ownership** (for example Private). Optionally add **Total beds** and **Accreditation details**, and tick **Emergency services** and **Inpatient services**. Choose **Save services**.

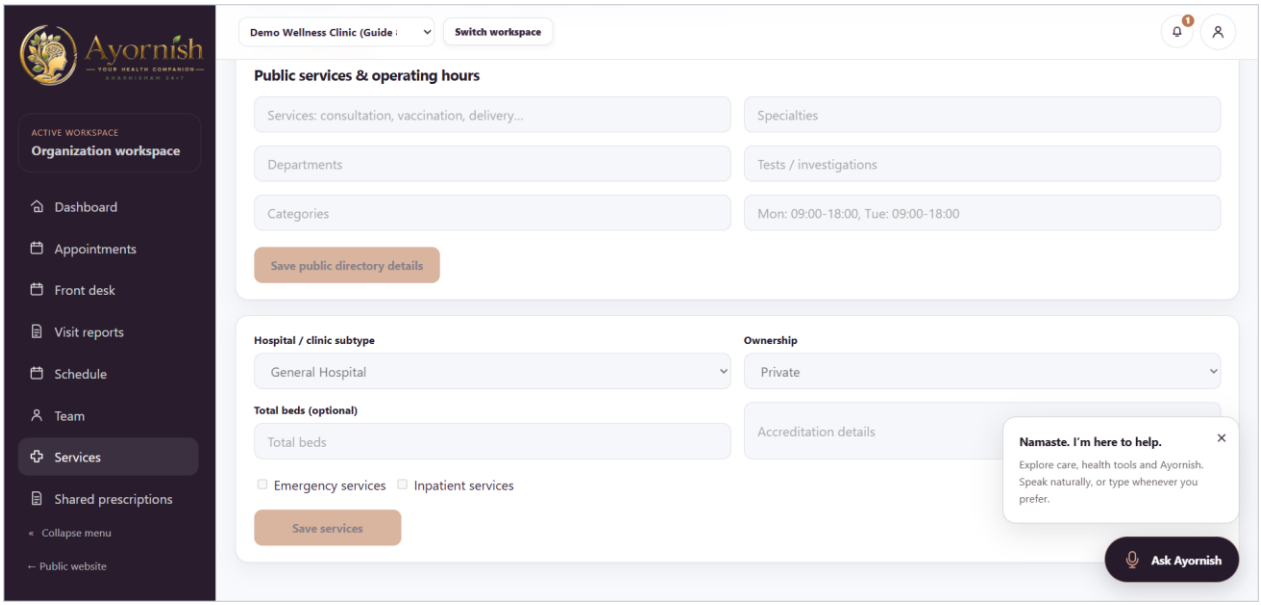

Figure 15. Hospital / clinic subtype, ownership, beds and the Save services button.

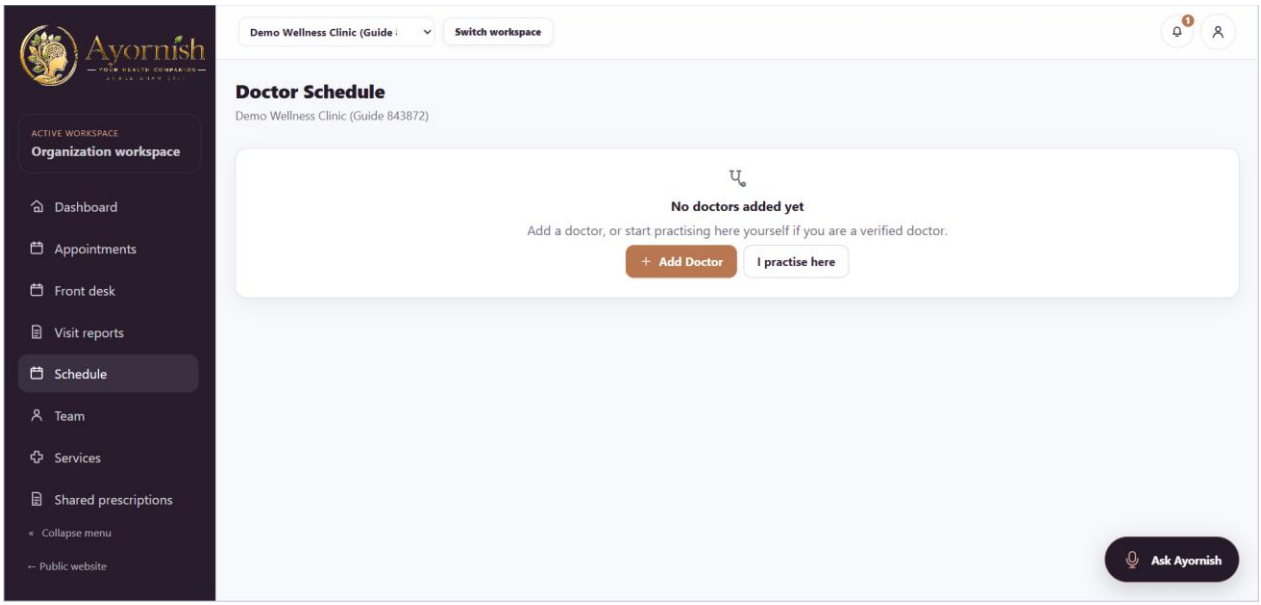

Figure 16. Schedule: the doctors' schedule for the organisation. It stays empty until doctors join the team.

Doctors and team

Open **Team** to add doctors and staff. **Add Doctor** invites a registered Ayornish user by email (Role: Doctor, Location, optional Designation). A doctor can also ask to join your organization, and you approve or decline the request. Both routes are explained in guide UM-03.

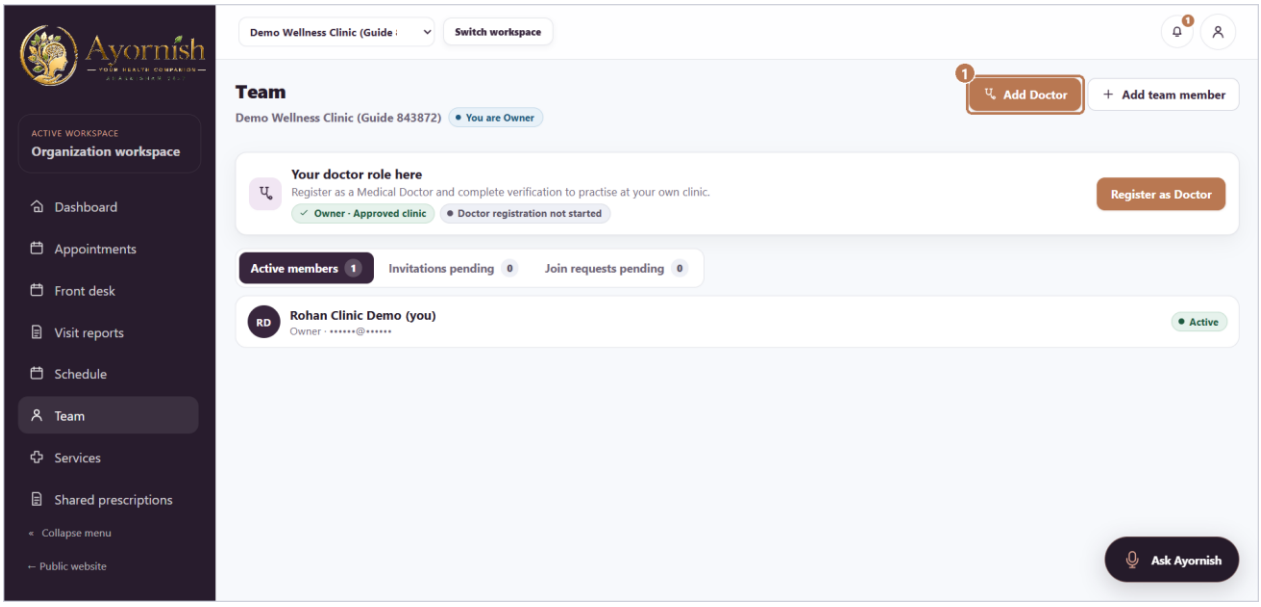

Figure 17. Team: Add Doctor, Add team member, Active members, Invitations pending and Join requests pending.

1 Add Doctor

NOT VERIFIED Not performed in this test: rejection of an application, Propose changes, and adding doctors to a hospital location other than the main one. Registration numbers and licences entered here are not checked automatically against any external register; Admin reviews what you provide.

Common problems and what to do

What you see	Why	What to do
Please complete the required organization details before continuing.	A required field is empty, or an optional field such as Public email is not a valid address. The message does not say which.	Check Organisation type and Display name, and check that any optional email, phone or website is valid. Then choose **Create & continue** again.
Submit for verification is not offered, or **Before you can submit: Add at least one location.**	A location is required before submission.	Add a location, then submit.
The Verification documents list shows nothing	Documents are optional and none has been uploaded.	Choose a Document type (Registration certificate, Identity proof or Other supporting document), pick a file and choose **Upload document**. PDF, JPEG, PNG or WEBP.
After submitting, fields are read-only: **Your details are locked while Ayornish reviews them.**	Details are locked during review.	Wait for the decision. You can then use **Propose changes** on an approved profile.
This approved profile stays live. Use Propose changes to send edits for Admin review.	Verified details cannot be edited directly.	Choose **Propose changes**. Changes go to Admin review and replace the live details only when approved.
The Team page shows no member after an invitation	The invited person has not accepted yet.	Invitations show under **Invitations pending** until the person chooses Accept or Decline.

Related guides

- UM-01 Personal User Registration
- UM-03 Doctor–Clinic/Hospital Association
- UM-02 Medical Doctor Registration & Profile