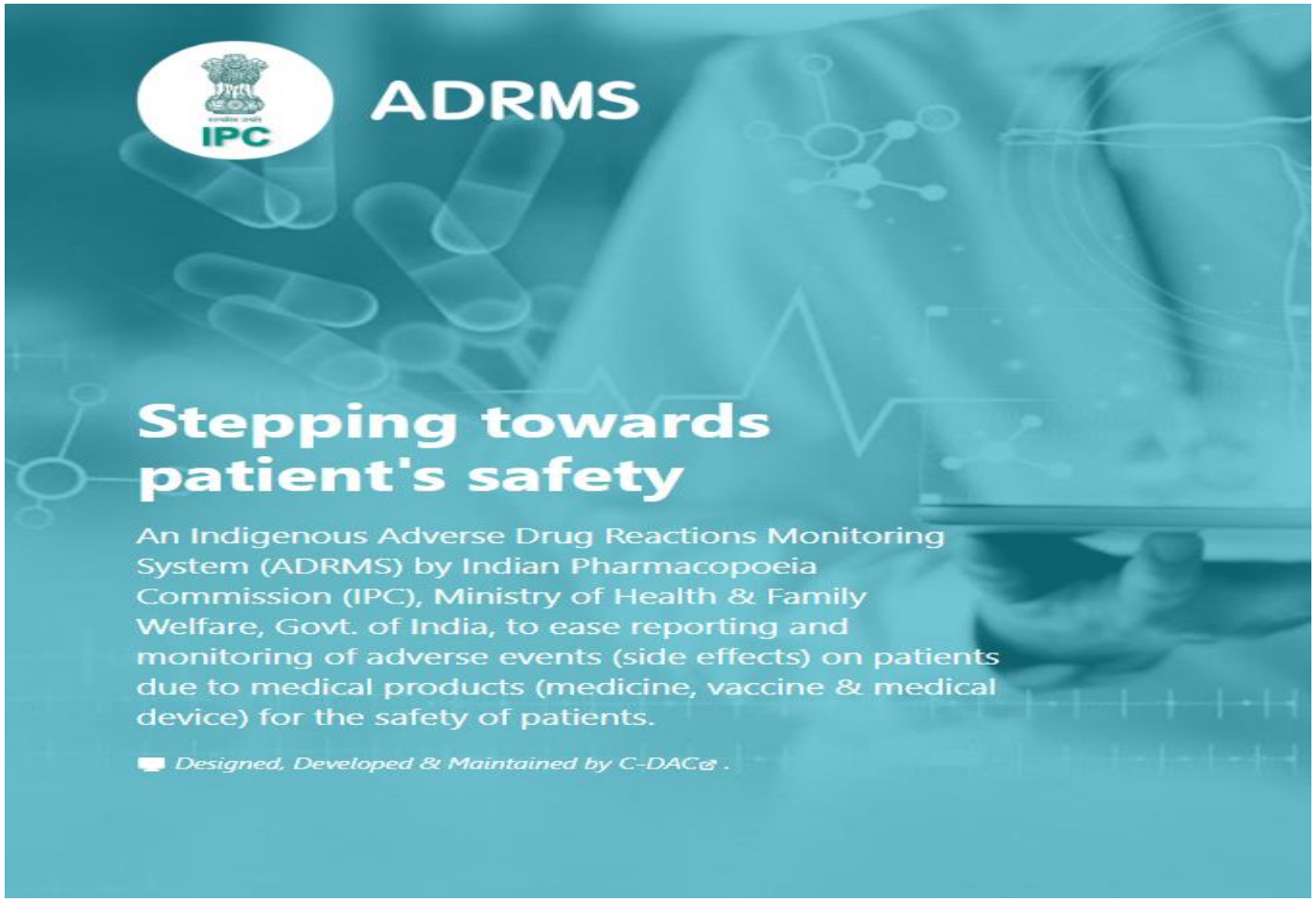
Adverse Drug Reactions Monitoring System (ADRMS) User Manual

URL: https://adrmsipc.in/adrms/index.html

Account Type
Programme Coordinator



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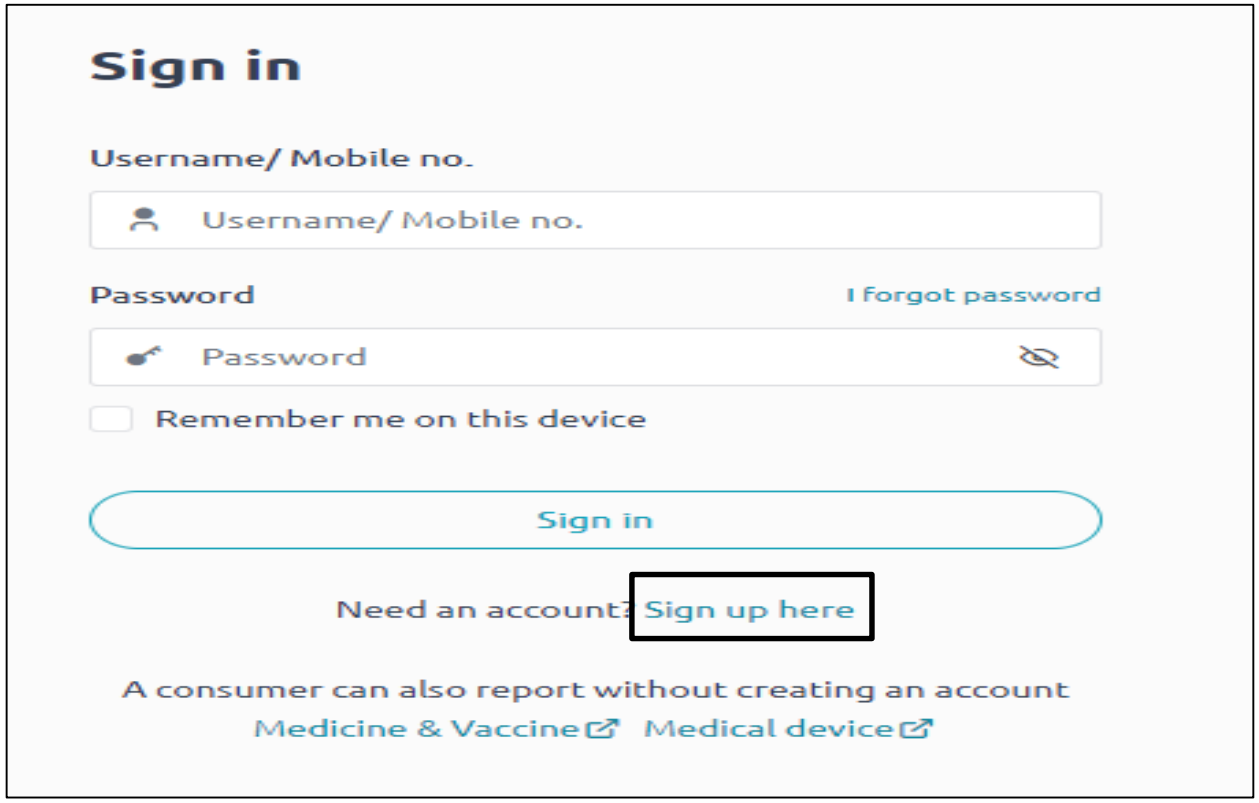
Steps to register in ADRMS as Medical Device Monitoring Centre (MDMC)

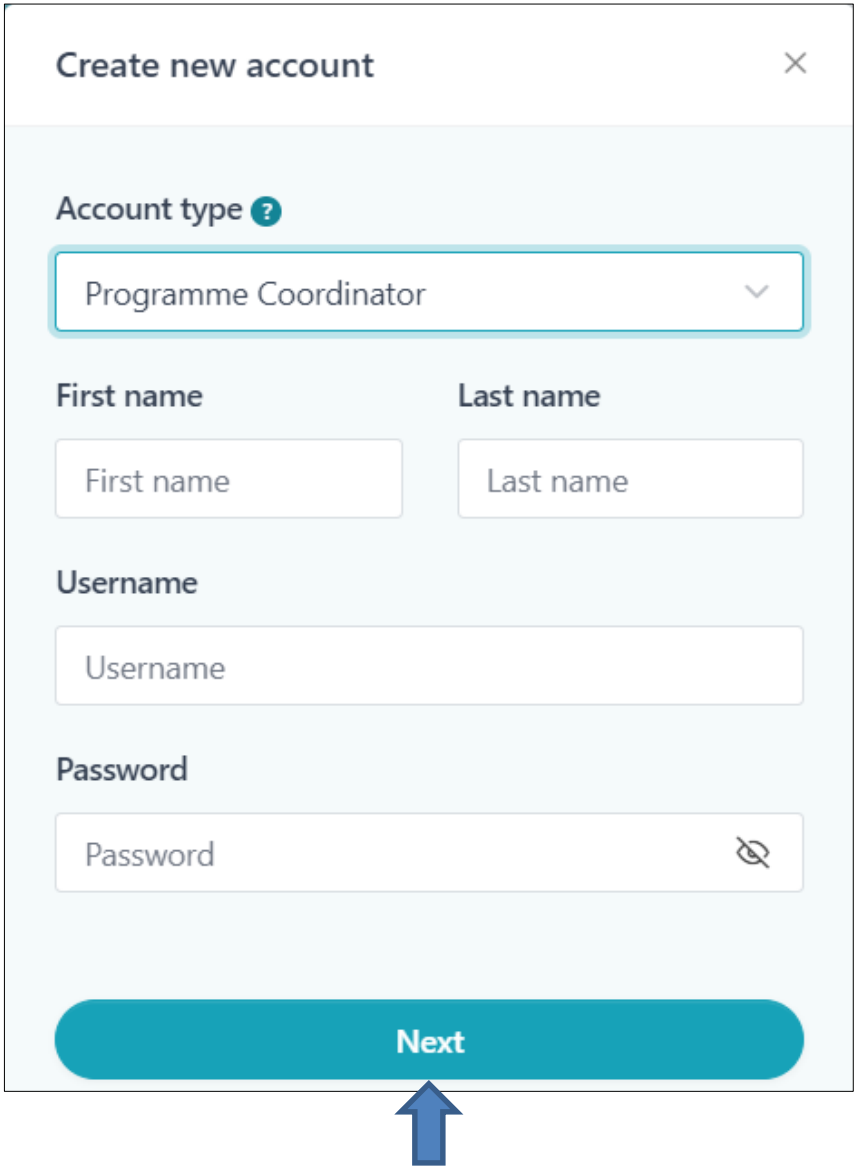
Programme coordinator in the Materiovigilance Programme of India(MvPI) is responsible for overseeing the monitoring, reporting, and management of adverse events related to medical devices to ensure patient safety and regulatory compliance.

How to create new account in ADRMS?

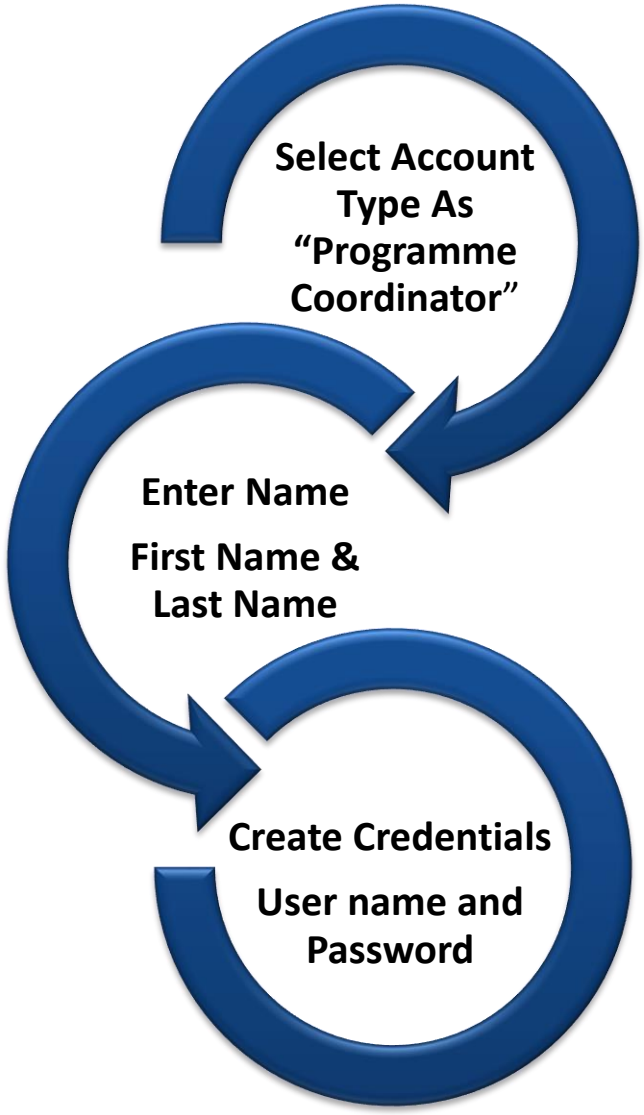


Step 1: Click on "Sign up Here" to create new account

How to create new account in ADRMS? Contd.

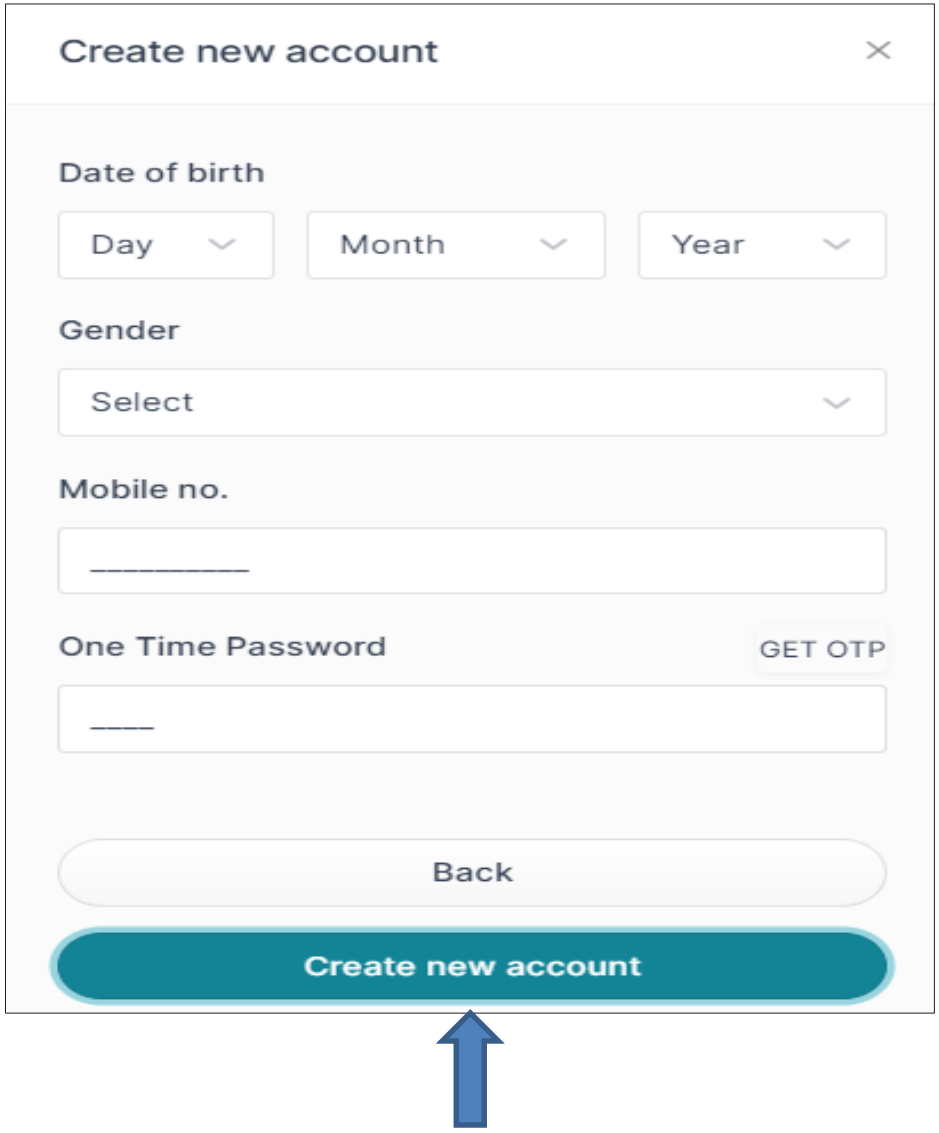


Step 2: Enter the following details



Step 3: Click on "Next" to proceed further

How to create new account in ADRMS? Contd.

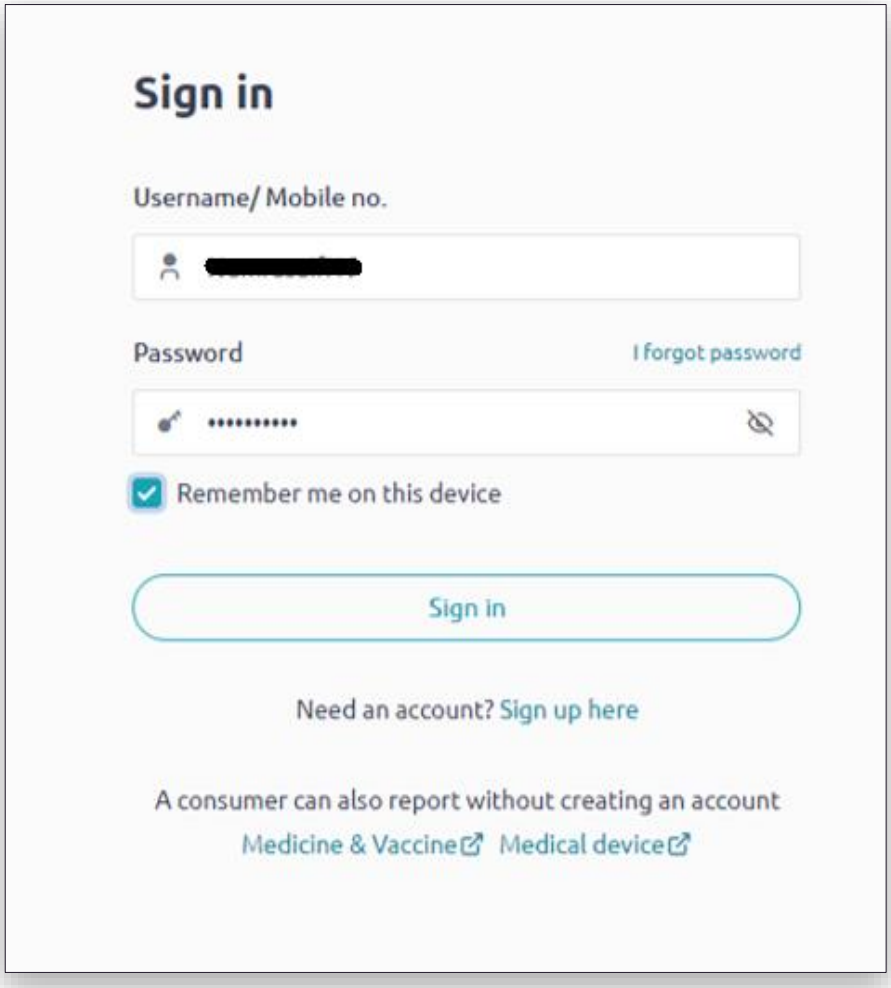


Step 4: Enter the following details

- Enter Date of Birth DD/MM/YYYY
- Select Gender
- Enter Mobile Number
- Click "Get OTP"
- Enter OTP Received on your mobile number

Step 5: Click on "create new account"

How to Sign In?

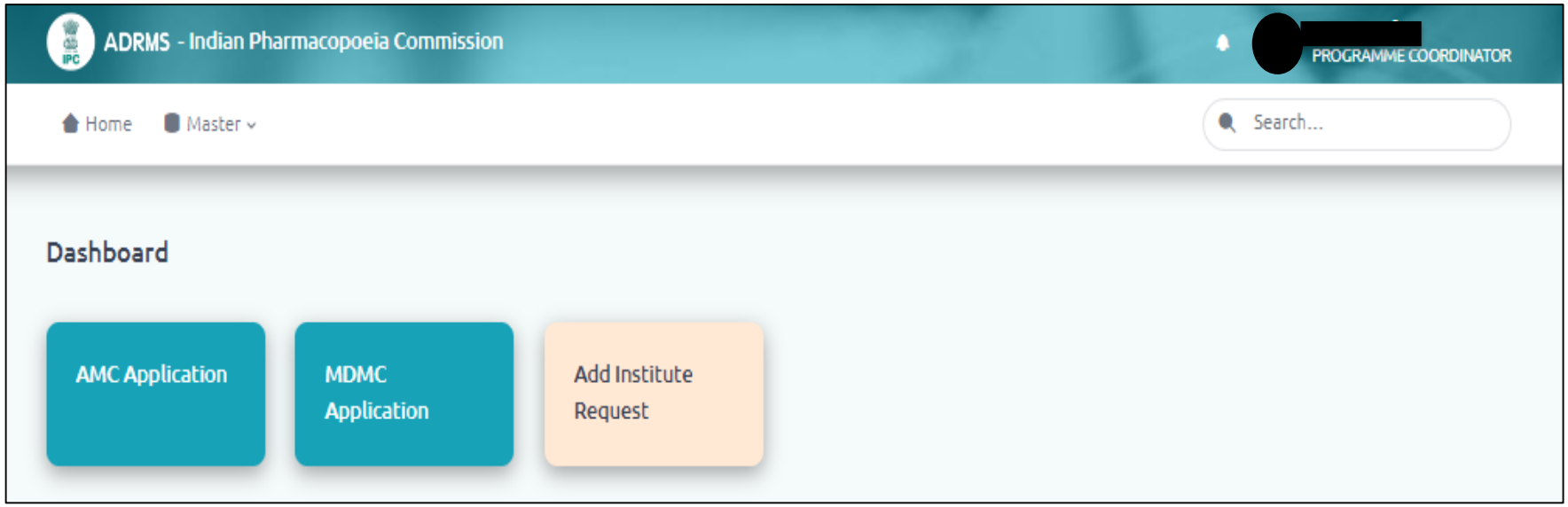


Enter Username/Mobile No.

Enter Password

Click on 'Sign in'

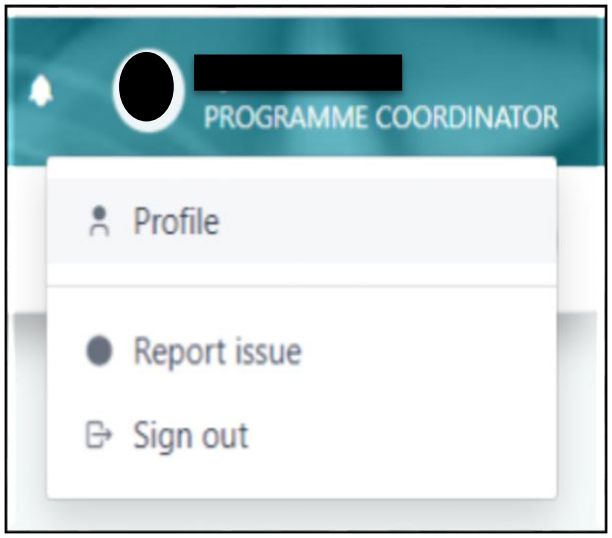
How to Setup Profile of Programme Coordinator?



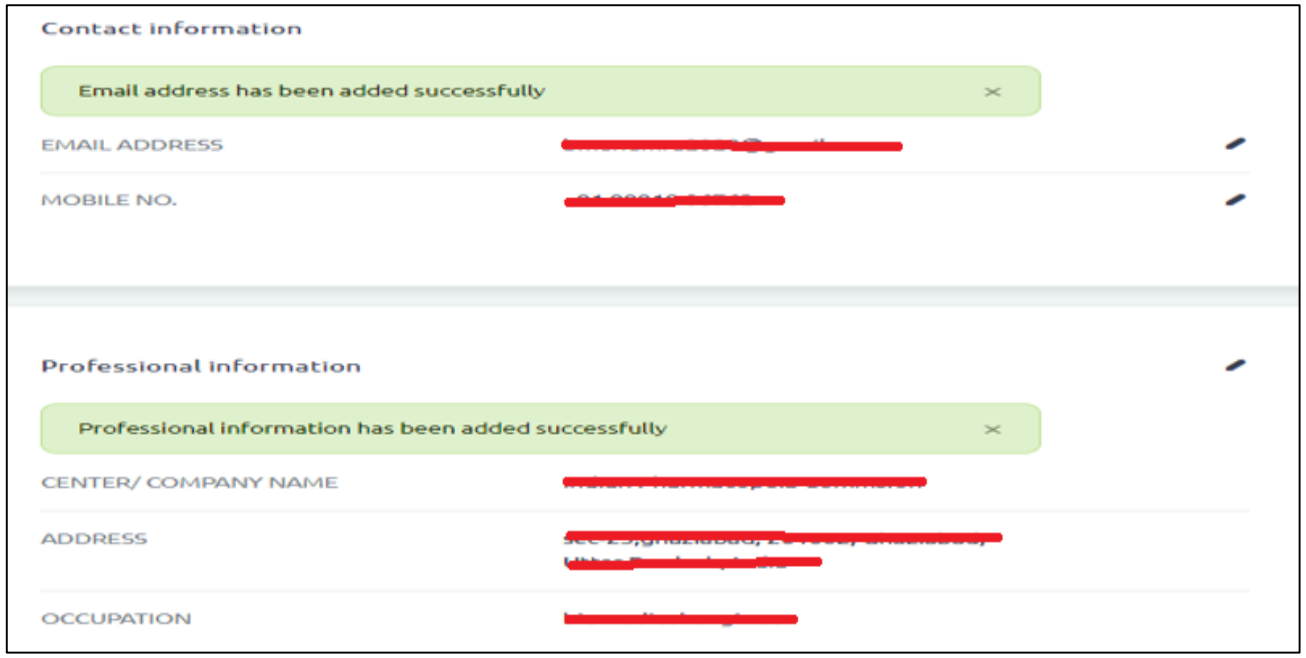
Programme Coordinator Dashboard

Initially, dashboard of Programme Coordinator contains "**AMC application**", "**MDMC application**" and "**Add Institute Request**".
Step one is to Edit "**Profile**" of Programme Coordinator.

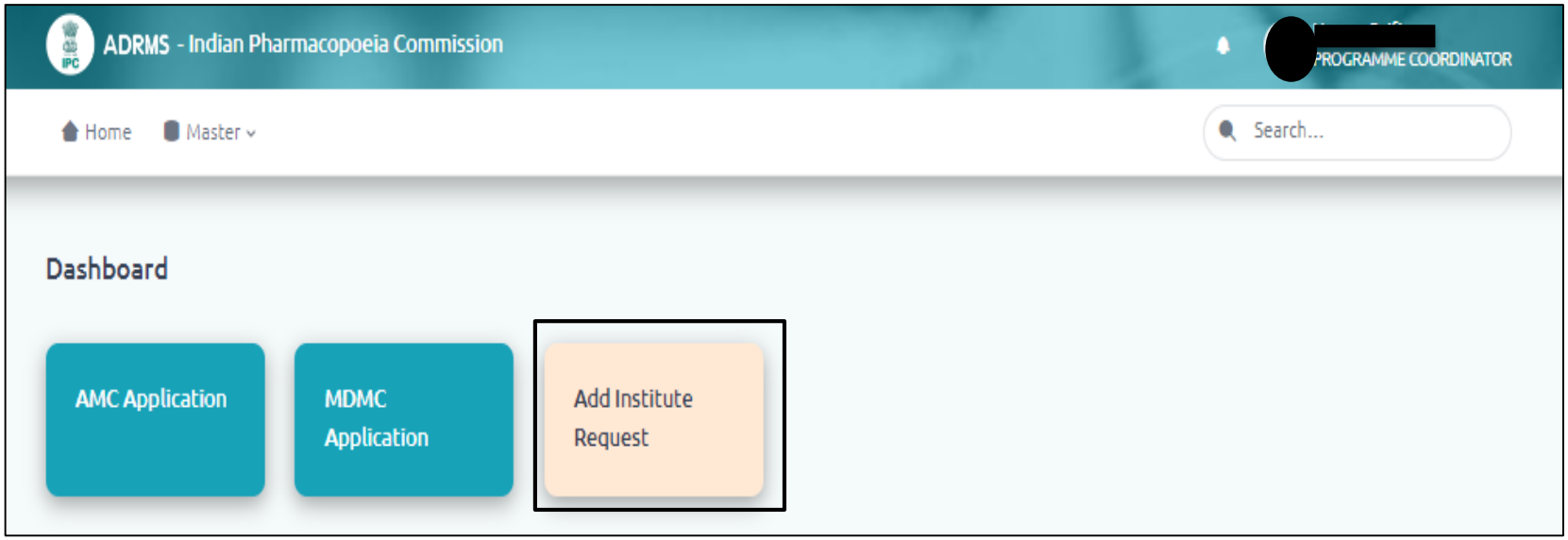
How to Setup Profile of Programme Coordinator? Contd.



Click on “Profile” and then enter all the necessary information

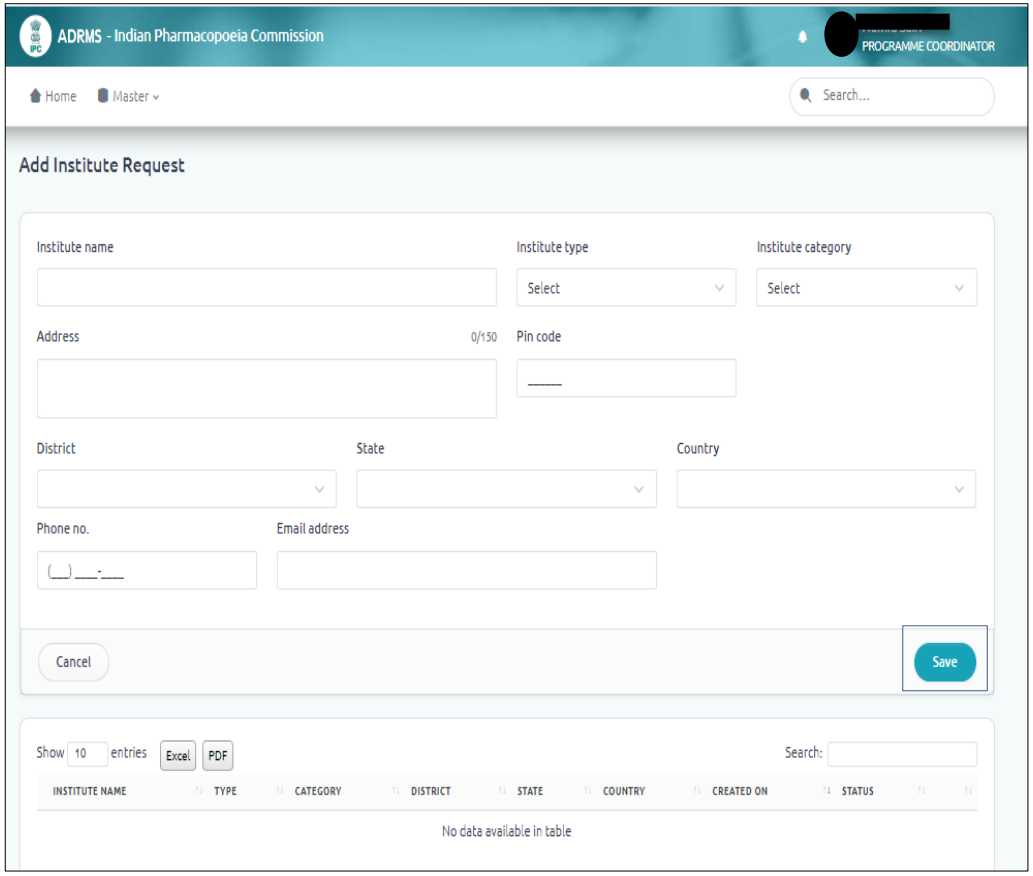


How to add Institute?



Step 1: Click on "Add Institute Request". The form to add Institute will appear.

How to add Institute? Contd.



Step 2: Enter the following details

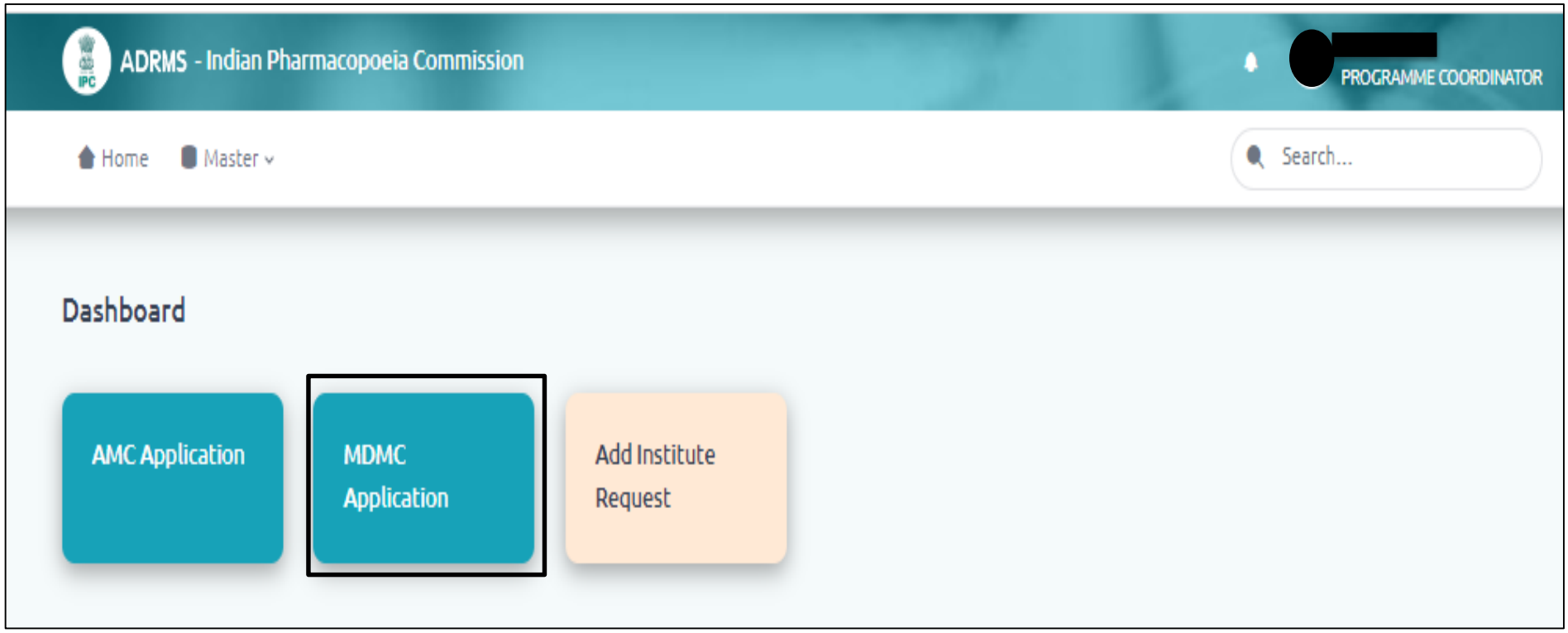
Write all details and click on Save. In Request list saved Institute Request will add.

Write Institute name, Address, Pin code, Phone no., & Email address.

Select Institute type, Institute category, District, State & Country.

Step 3: Click on "Save" to save the Institute. IPC-MvPI will approve the add Institute request.

How to enrol the Institute as MDMC?

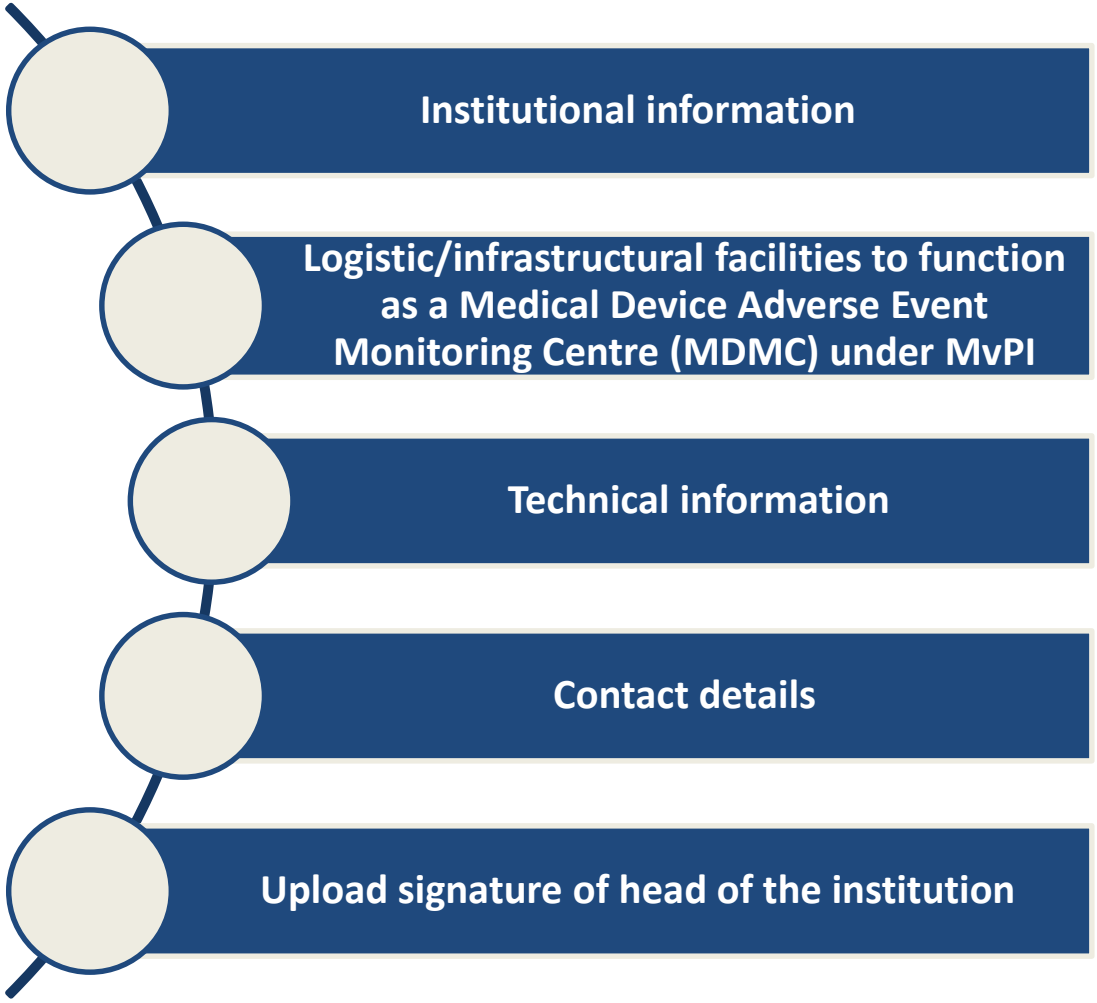


Click on "MDMC Application", to enrol the Institute as MDMC.

How to enrol the Institute as MDMC? Contd.

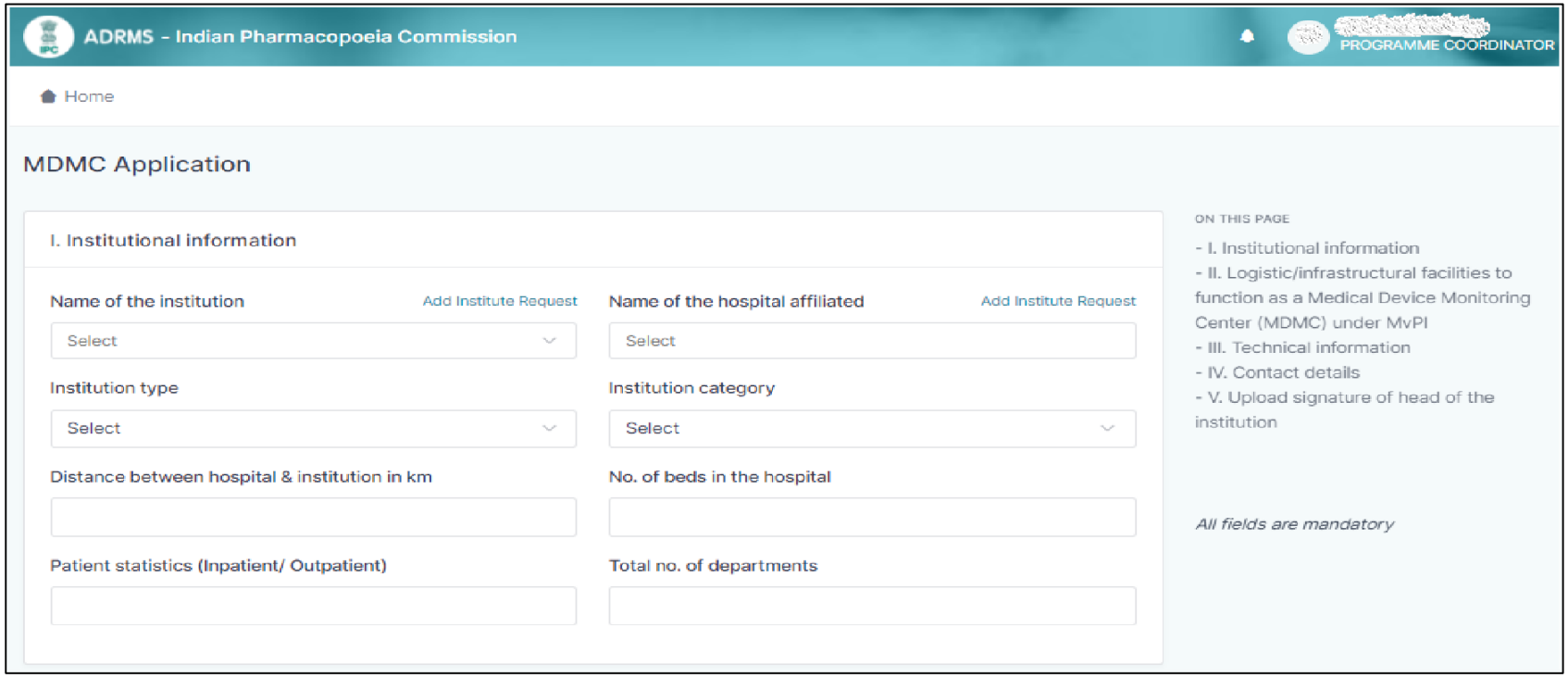
In application form there are five sections to be filled which are as follows:

All fields marked with an asterisk * are mandatory.



How to enrol the Institute as MDMC? Contd.

I. Institutional information:



Enter the following details,

- Name of the institution
- Name of hospital affiliated
- Institution type
- Institution category and write Distance between hospital & institution in km
- No. of beds in the hospital
- Patient statistics (Inpatient/Outpatient), Total no. of departments

Select right option. Enter the correct information

How to enrol the Institute as MDMC? Contd.

II. Logistic/ Infrastructural facilities to function as a MDMC under MvPI:

Name of department to function as an MDMC: Enter **"Name of department to function as an MDMC"**, contain letters, numbers, spaces and special characters (./()-), and must not exceed 100 characters length.

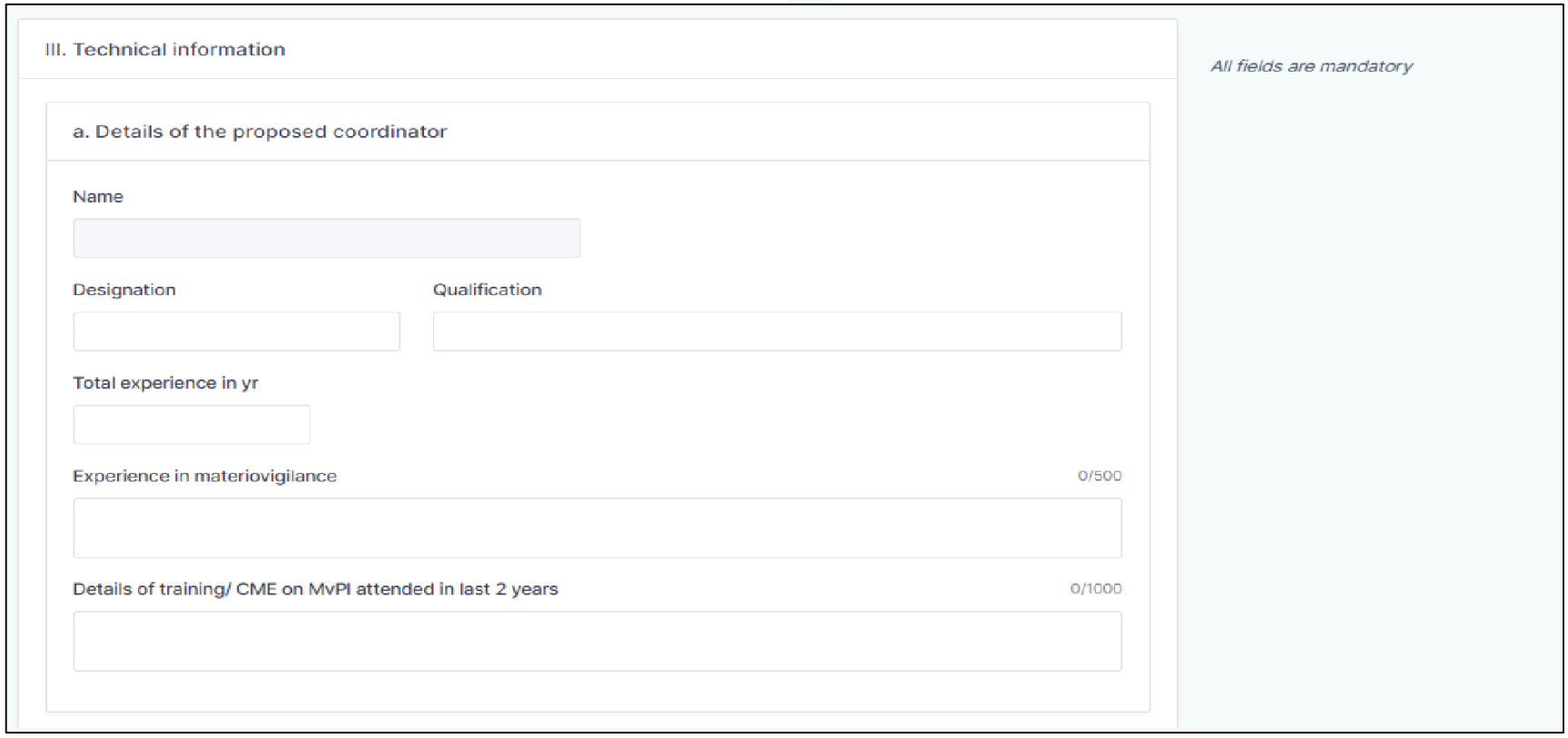
Whether computer & logistic facilities available for MvPI: Select **“Yes”** or **“No”**

Whether workplace is allocated for MvPI: Select **“Yes”** or **“No”**

Select right option. Enter the correct information

How to enrol the Institute as MDMC? Contd.

III. Technical information (a. Details of the proposed coordinator):

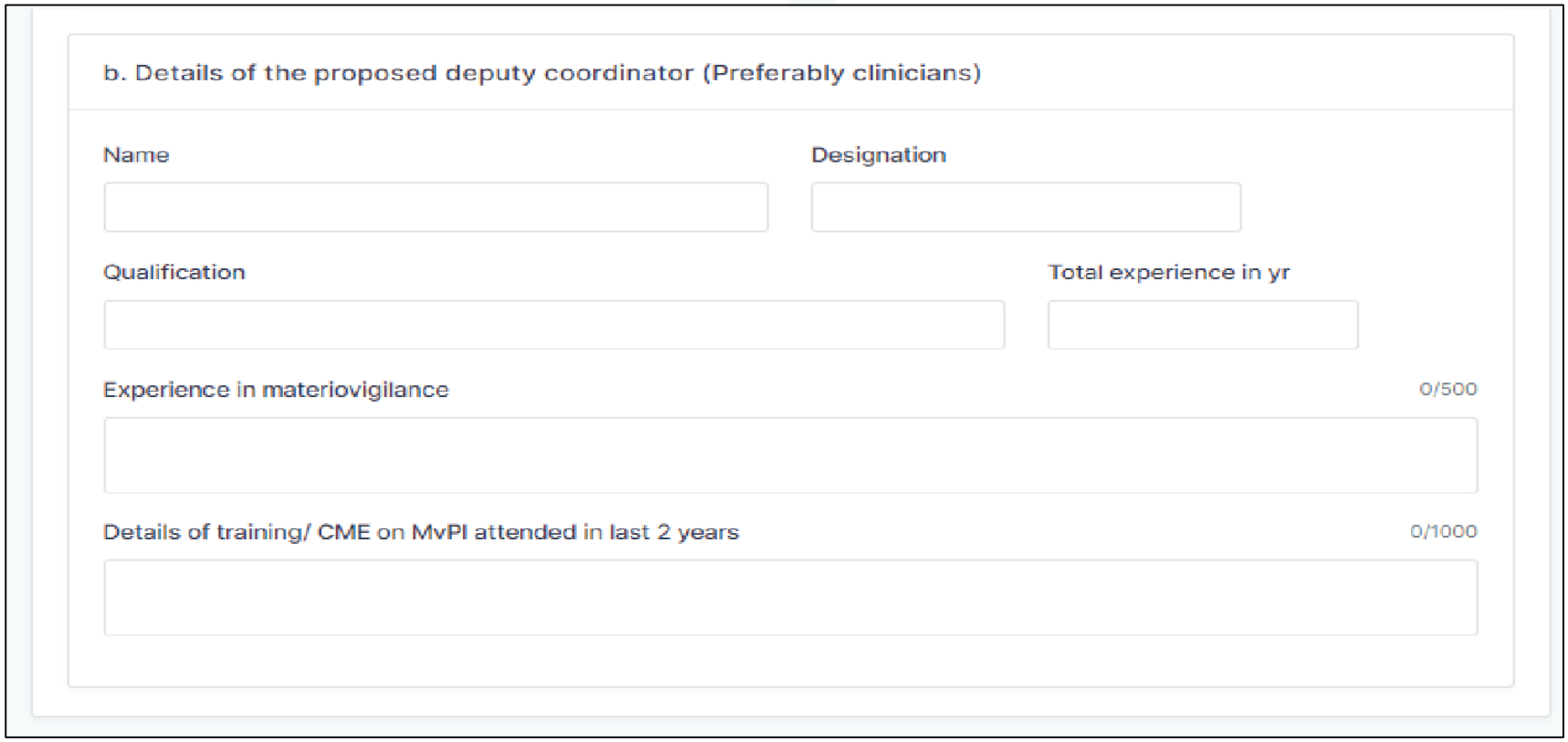


Enter **"Details of the proposed coordinator"**

Enter the **"Designation, Qualification, Total experience in year, Experience in Materiovigilance and Details of training/CME on MvPI attended in last 2 year".**

How to enrol the Institute as MDMC? Contd.

III. Technical information (b. Details of the proposed deputy coordinator):

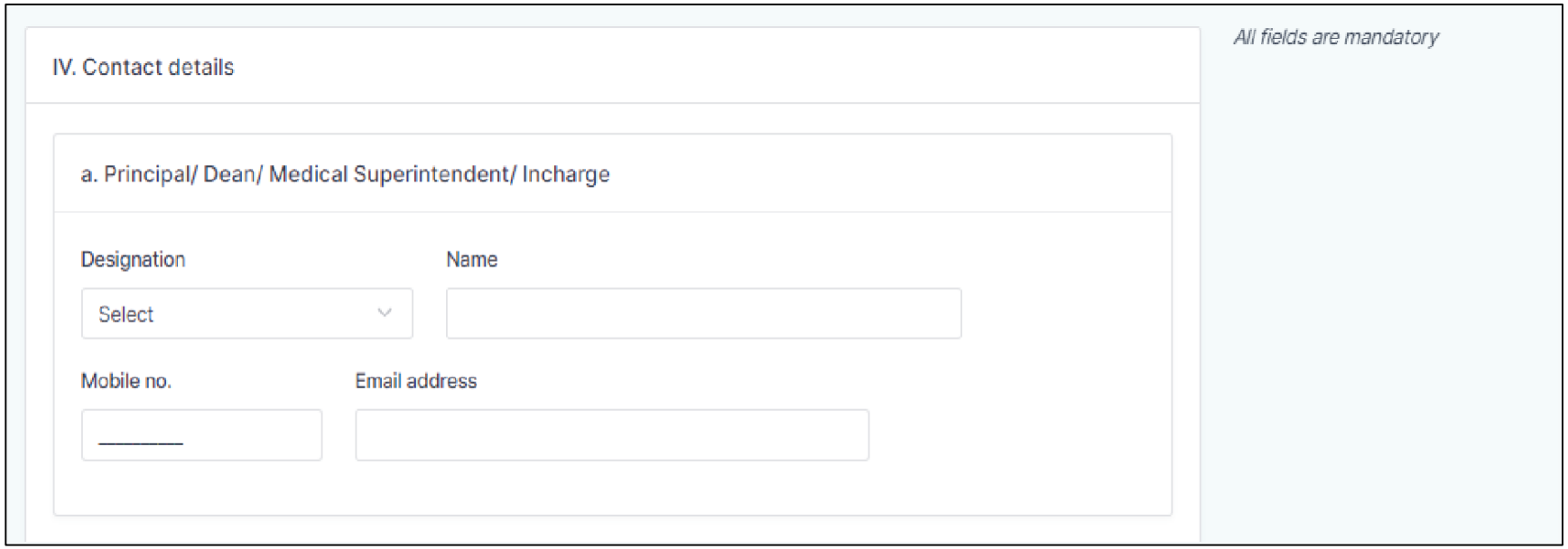


Enter **"Details of the proposed deputy coordinator"**

Enter the **"Designation, Qualification, Total experience in year, Experience in Materiovigilance and Details of training/CME on MvPI attended in last 2 year"**

How to enrol the Institute as MDMC? Contd.

IV. Contact details (a. Principal/ Dean/ Medical Superintendent/ In charge):



Enter **“Details Principal/ Dean/ Medical Superintendent/ In charge ”**

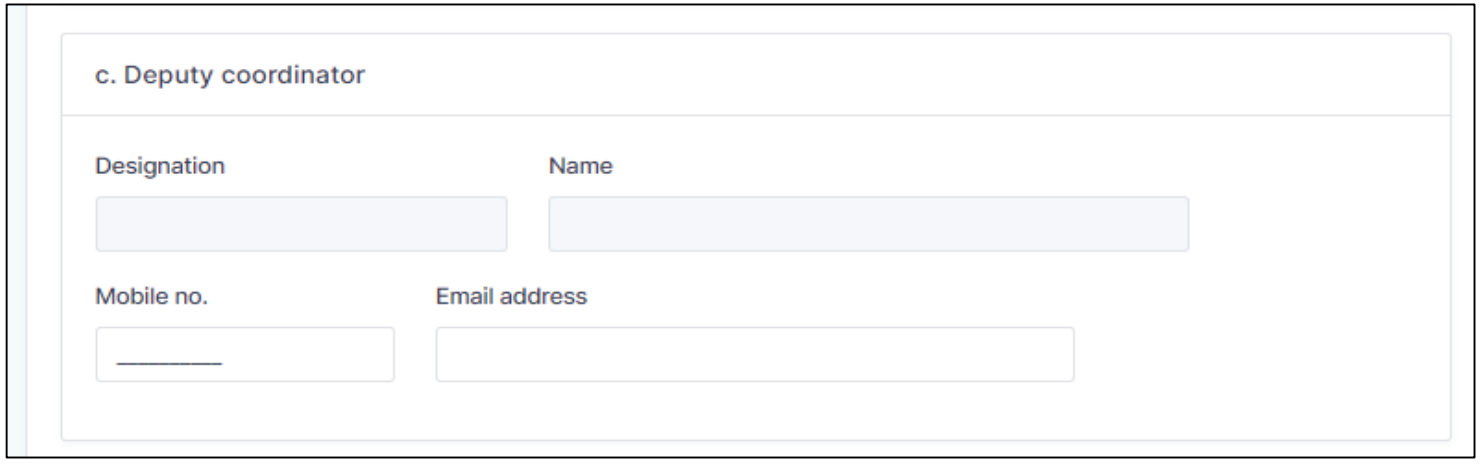
Enter the **“Designation, Mobile Number and Email Address”**

How to enrol the Institute as MDMC? Contd.

IV. Contact details (b. Coordinator): Write all details.

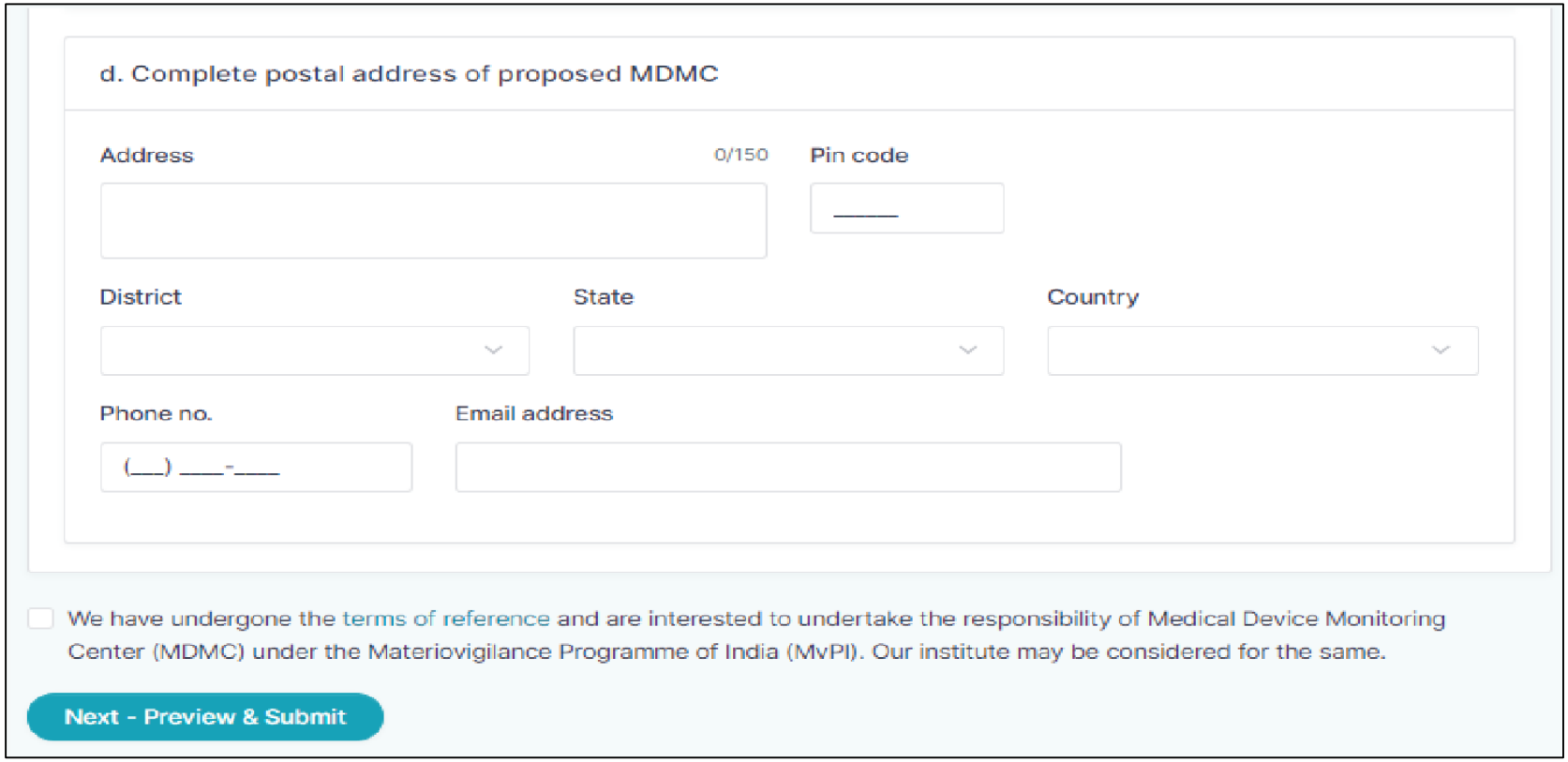
Enter the **“Contact details of Coordinator and Deputy Coordinator”**

IV. Contact details (c. Deputy Coordinator): Write all details.



How to enrol the Institute as MDMC? Contd.

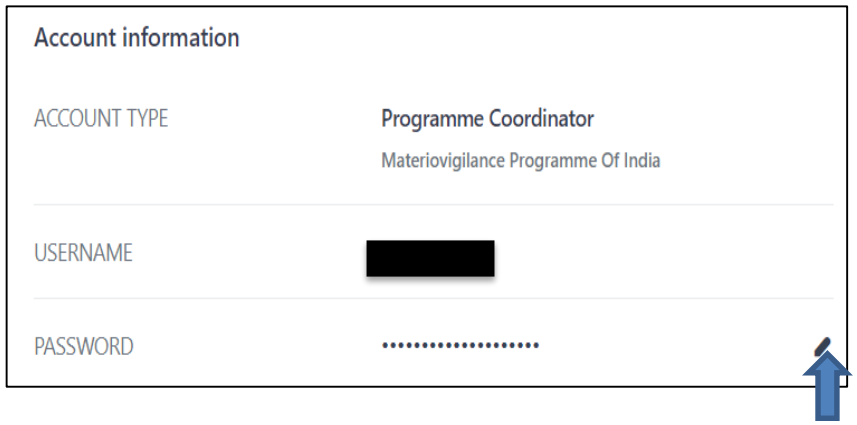
IV. Contact details (d. Complete postal address of proposed MDMC):



undergo **“terms of reference”** and click on **“We have undergone terms of reference”**

Finally, click on **“Next - Preview & submit”** to submit the application. IPC-MvPI will approve the request.

How to Change Password?

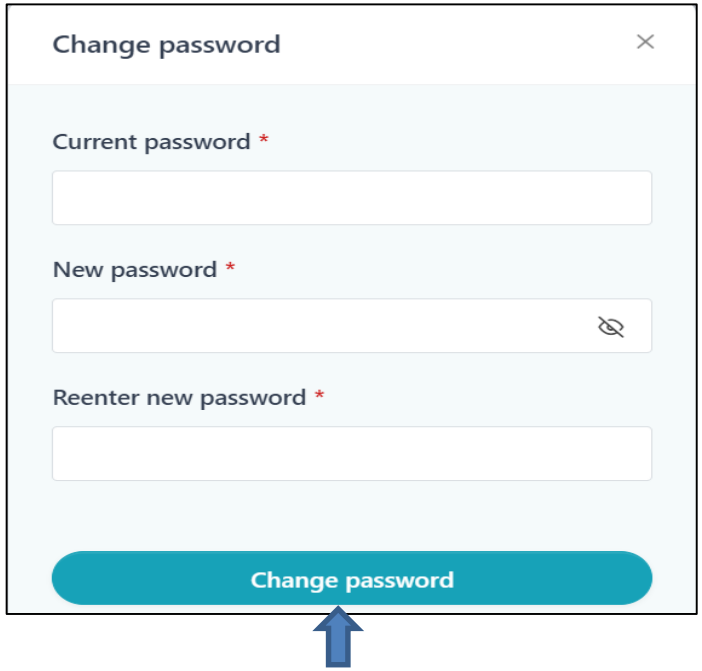


Click here to edit password

Click on ✎ to edit password. A pop-up window will appear.

Enter the current password, new password, and re enter new password.

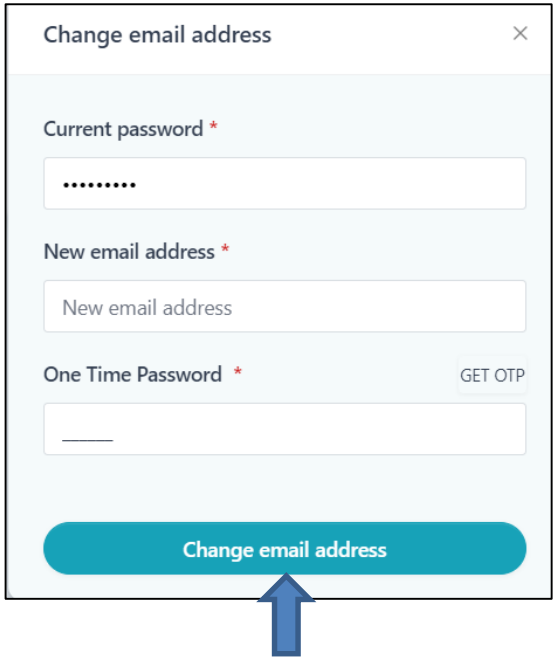
New password must be 8-20 characters long, contain at least one lowercase letter, one uppercase letter, one number, and one special character (~!@#%^&*()_+?:). Must be different from previous passwords.



Click here to change the password

How to Change Email Address?

Click Here to edit Email Address



Click here to change Email Address

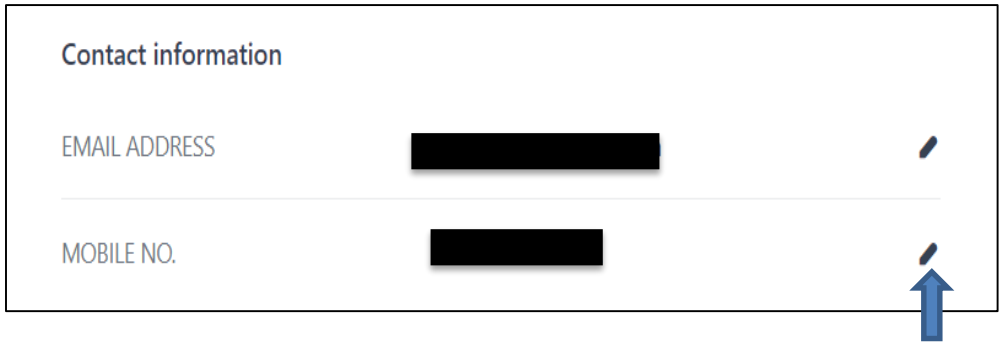
Click on to edit Email address. A pop-up window will appear.

Enter the current password, new email address you want to change to, and OTP (One Time Password) which is sent by ADRMS after clicking on GET OTP.

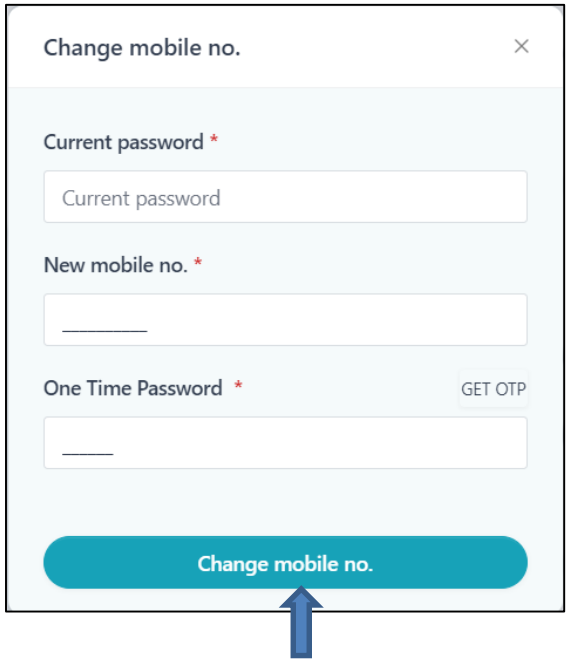
Enter a valid email address. This email address must not exist already in our system.

Verify your email by entering the following OTP. Please do not share this with anyone.

How to Change Mobile Number?



Click here to edit mobile number



Click Here to change the mobile number

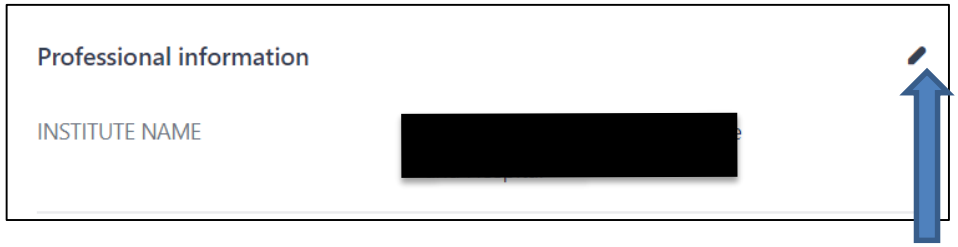
Click on ✎ to edit mobile number. A pop-up window will appear

Enter Current password

Enter a valid mobile no., this mobile no. must not exist already in our system.

Please click on Get OTP link to receive an 8 digit long OTP on your email, enter that OTP here.

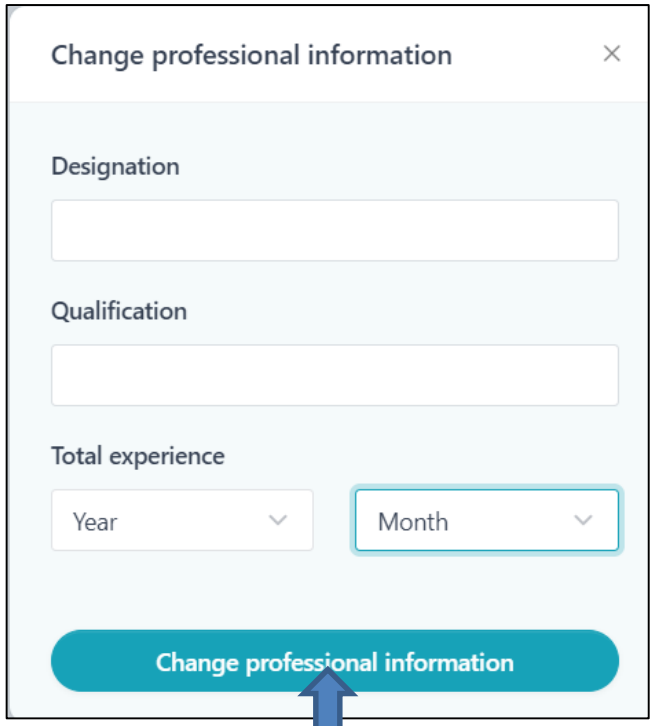
How to Change Professional Information of programme coordinator?



Click here to change the Institute Name

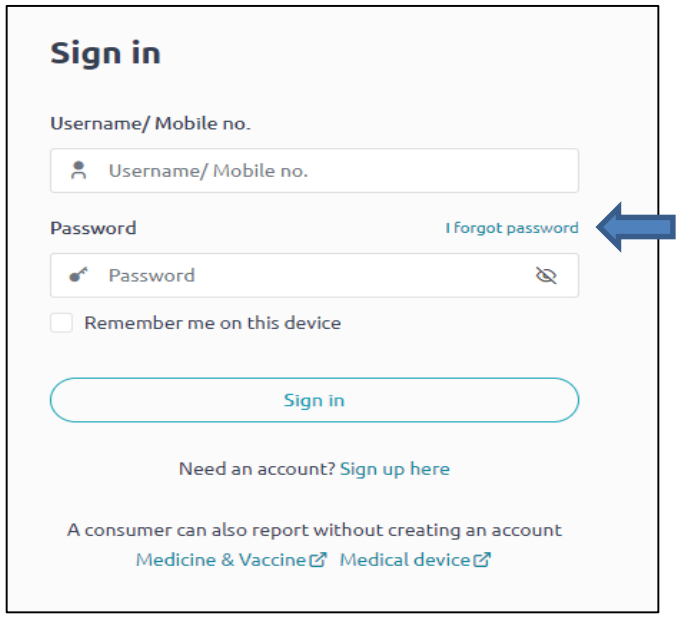
Click on ✎ to edit Professional Information. A pop-up window will appear.

Enter Designation, Qualification, Select Year and Month of the coordinator

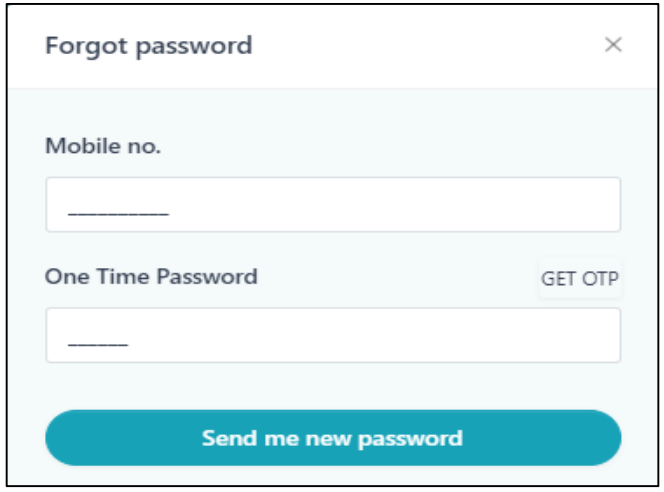


Click here to change the Professional Information

How to reset password?



Click here to reset the password



Click on "I forgot password" a new window appears

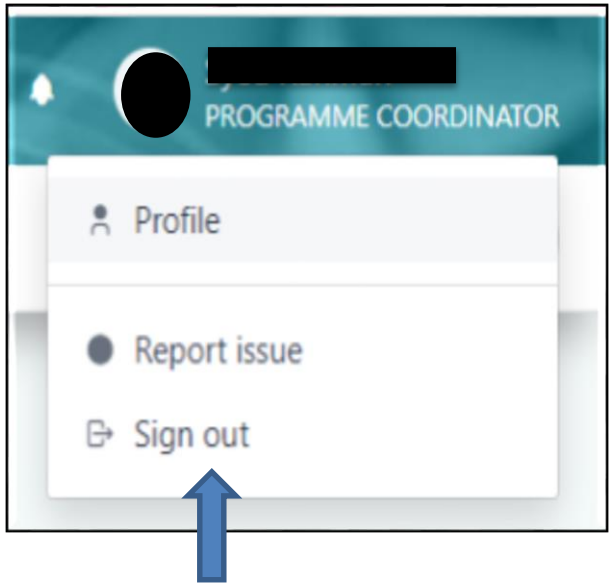
Enter Mobile Number then click on Get OTP. Enter OTP

Click on Send me new Password

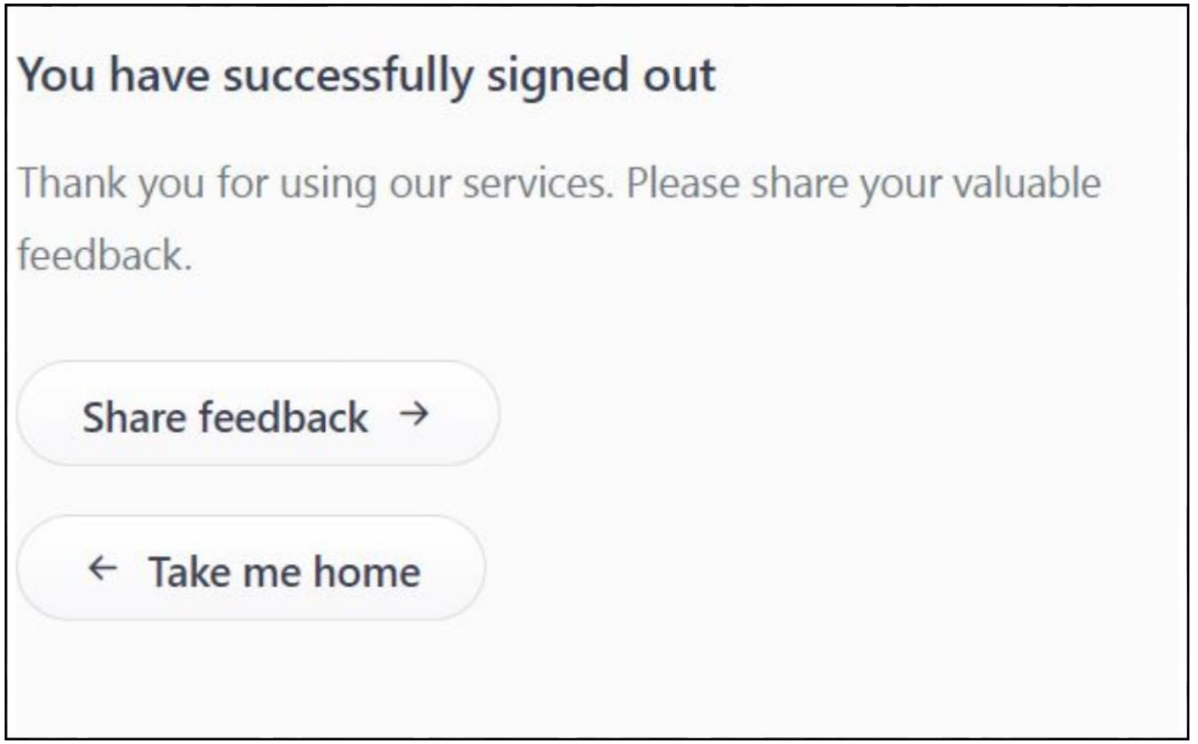
You will receive new password on your registered mobile number

Use the new password to login and change the password if necessary

How to Sign Out?



Click on "Sign out" to sign out of your account



Contact Information

If you have any queries, feel free to contact us through
Email – mvpi-ipc@gov.in