

# Adverse Drug Reactions Monitoring System (ADRMS) User Manual

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

Account Type

Programme Coordinator

A promotional graphic for the Adverse Drug Reactions Monitoring System (ADRMS). The background is a teal color with a faint image of a person's hands holding a tablet. In the top left, there is a circular logo of the Government of India with the text 'IPC' below it. To the right of the logo, the text 'ADRMS' is written in large, bold, white letters. Below this, the main headline reads 'Stepping towards patient's safety' in a large, bold, white font. Underneath the headline, there is a paragraph of text in a smaller white font: 'An Indigenous Adverse Drug Reactions Monitoring System (ADRMS) by Indian Pharmacopoeia Commission (IPC), Ministry of Health & Family Welfare, Govt. of India, to ease reporting and monitoring of adverse events (side effects) on patients due to medical products (medicine, vaccine & medical device) for the safety of patients.' At the bottom, there is a small white square icon followed by the text 'Designed, Developed & Maintained by C-DAC'.

ADRMS

## Stepping towards patient's safety

An Indigenous Adverse Drug Reactions Monitoring System (ADRMS) by Indian Pharmacopoeia Commission (IPC), Ministry of Health & Family Welfare, Govt. of India, to ease reporting and monitoring of adverse events (side effects) on patients due to medical products (medicine, vaccine & medical device) for the safety of patients.

Designed, Developed & Maintained by C-DAC

# Index



1. Steps to register in ADRMS as Medical Device Monitoring Centre (MDMC).....Pg No. 01
2. How to create new account in ADRMS?.....Pg No. 02 to 04
3. How to Sign In?.....Pg No. 05
4. How to Setup Profile of Programme Coordinator?.....Pg No.06 to 07
5. How to add Institute?.....Pg No. 08 to 09
6. How to enrol the Institute as MDMC?.....Pg No. 10 to 18
7. How to Change Password?.....Pg No. 19
8. How to Change Email Address?.....Pg No. 20
9. How to Change Mobile Number?.....Pg No. 21
10. How to Change Professional Information of programme coordinator?.....Pg No. 22
11. How to reset password?.....Pg No. 23
12. How to Sign Out?.....Pg No. 24

## 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?

**Sign in**

Username/ Mobile no.

Password [I forgot password](#)

Remember me on this device

[Sign in](#)

Need an account? [Sign up here](#)

A consumer can also report without creating an account  
[Medicine & Vaccine](#) [Medical device](#)

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

## How to create new account in ADRMS? Contd.

Create new account ×

Account type ?

Programme Coordinator ▾

First name

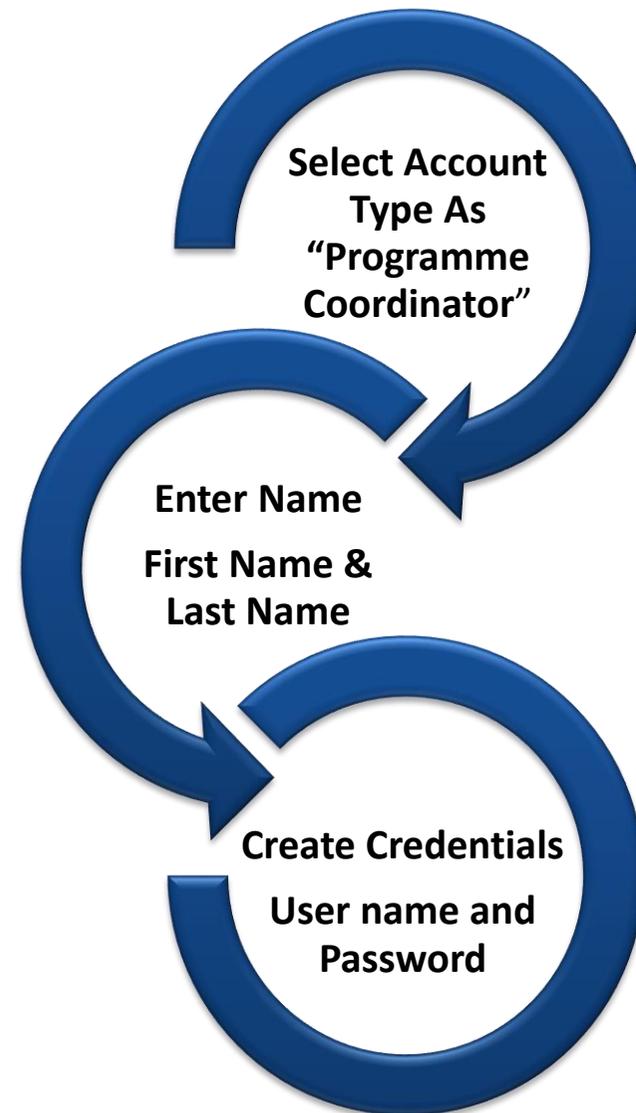
Last name

Username

Password

**Next**

**Step 2: Enter the following details**



**Step 3: Click on "Next" to proceed further**

## How to create new account in ADRMS? Contd.

Create new account ×

Date of birth

Day  Month  Year

Gender

Select

Mobile no.

One Time Password GET OTP

Back

Create new account

### Step 4: Enter the following details



### Step 5: Click on "create new account"

## How to Sign In?

### Sign in

Username/ Mobile no.

Password [I forgot password](#)

Remember me on this device

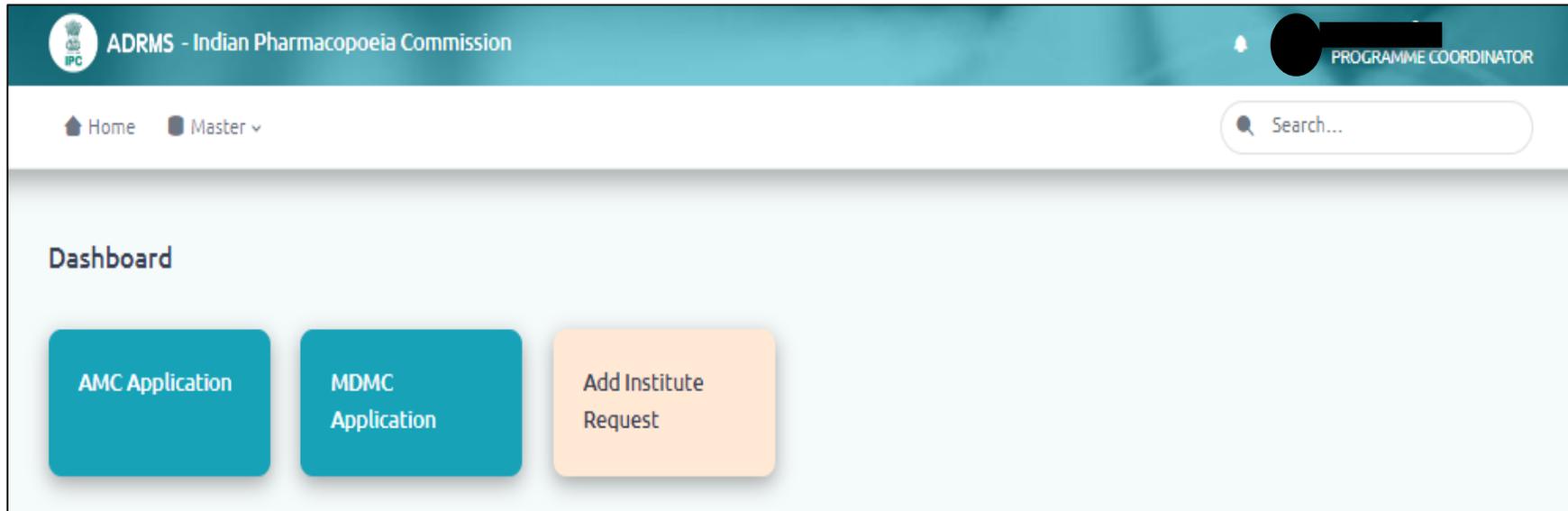
[Sign in](#)

Need an account? [Sign up here](#)

A consumer can also report without creating an account  
[Medicine & Vaccine](#) [Medical device](#)



## How to Setup Profile of Programme Coordinator?

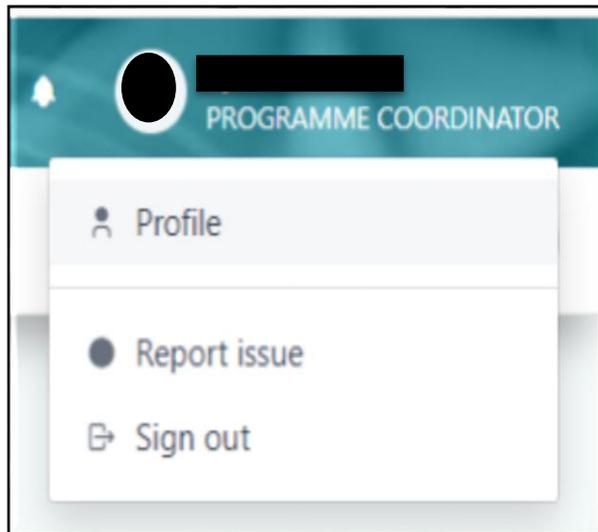


### Programme Coordinator Dashboard

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

A screenshot of a profile setup form. It is divided into two sections: "Contact information" and "Professional information".

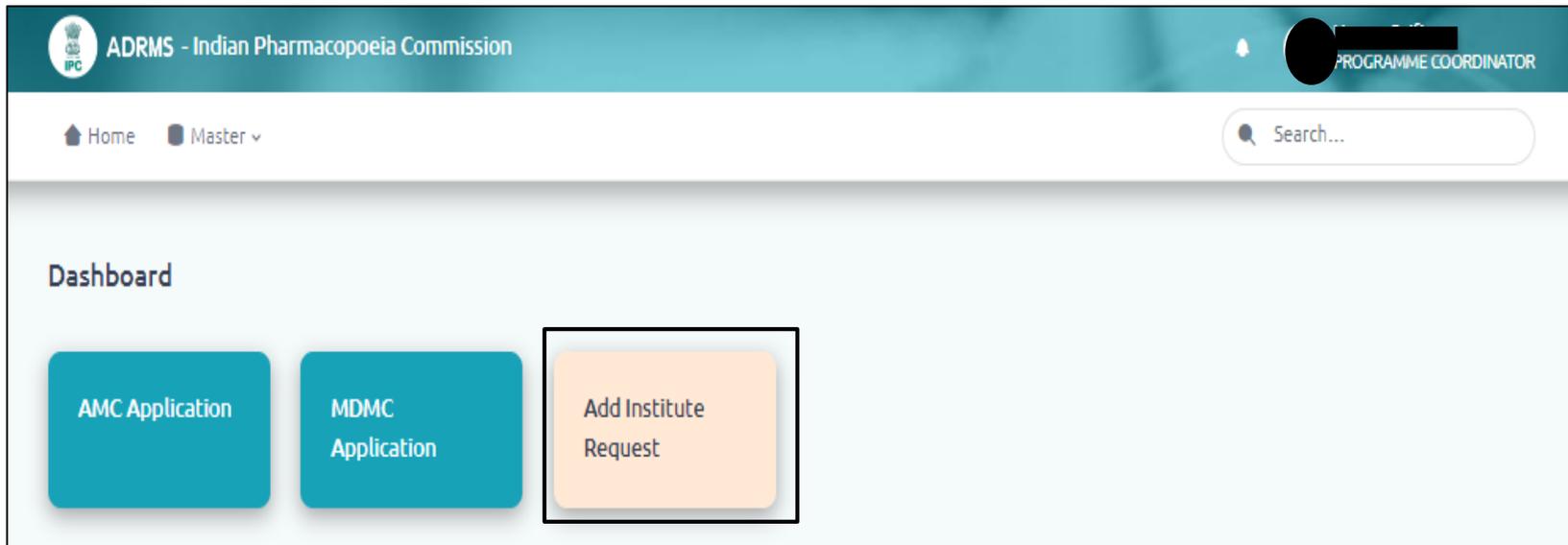
**Contact information**

- A green success message: "Email address has been added successfully" with a close button (x).
- EMAIL ADDRESS: [Redacted]
- MOBILE NO.: [Redacted]

**Professional information**

- A green success message: "Professional information has been added successfully" with a close button (x).
- CENTER/ COMPANY NAME: [Redacted]
- ADDRESS: [Redacted]
- OCCUPATION: [Redacted]

## How to add Institute?



**Step 1: Click on “Add Institute Request”. The form to add Institute will appear.**

## How to add Institute? Contd.

ADRMS - Indian Pharmacopoeia Commission

PROGRAMME COORDINATOR

Home Master Search...

### Add Institute Request

Institute name:

Institute type:

Institute category:

Address:

Pin code:

District:

State:

Country:

Phone no.:

Email address:

Cancel Save

Show 10 entries Excel PDF Search:

INSTITUTE NAME	TYPE	CATEGORY	DISTRICT	STATE	COUNTRY	CREATED ON	STATUS
No data available in table							

### Step 2: Enter the following details

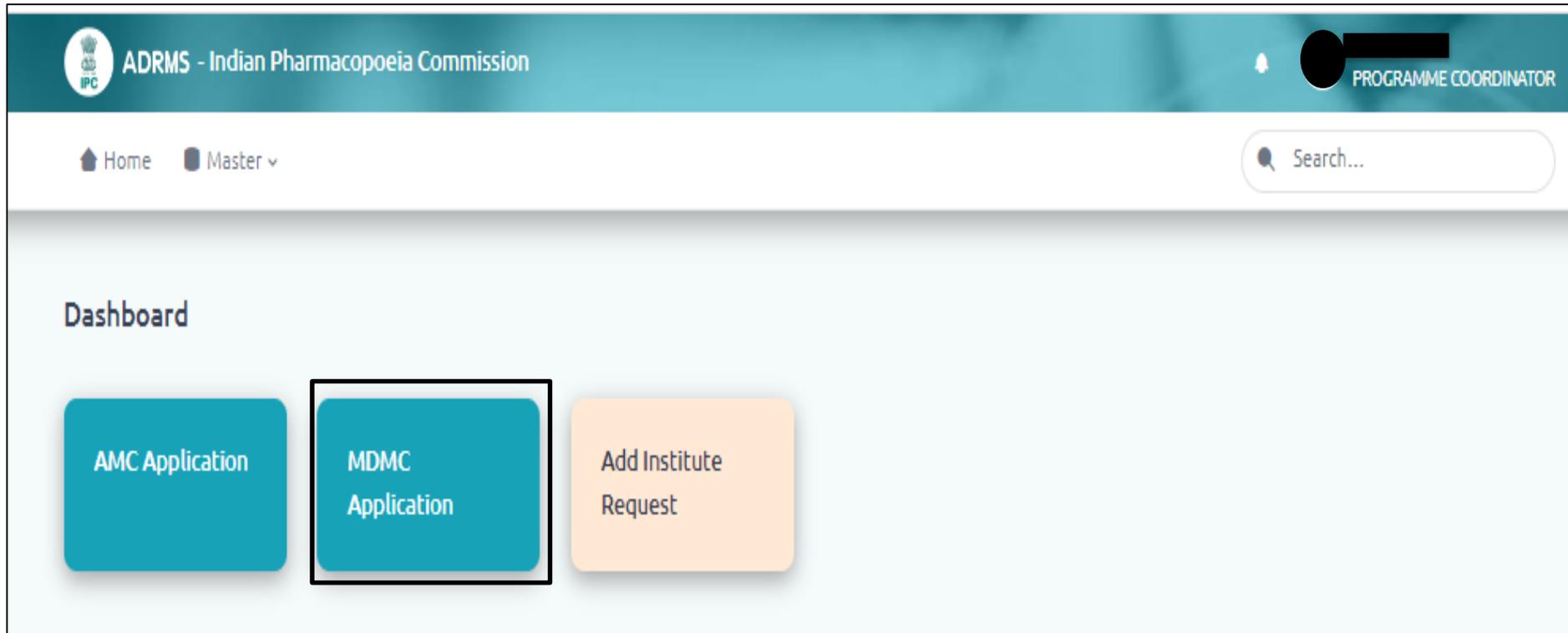
Write all details and click on Save. In Request list saved Institute Request will add.

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?



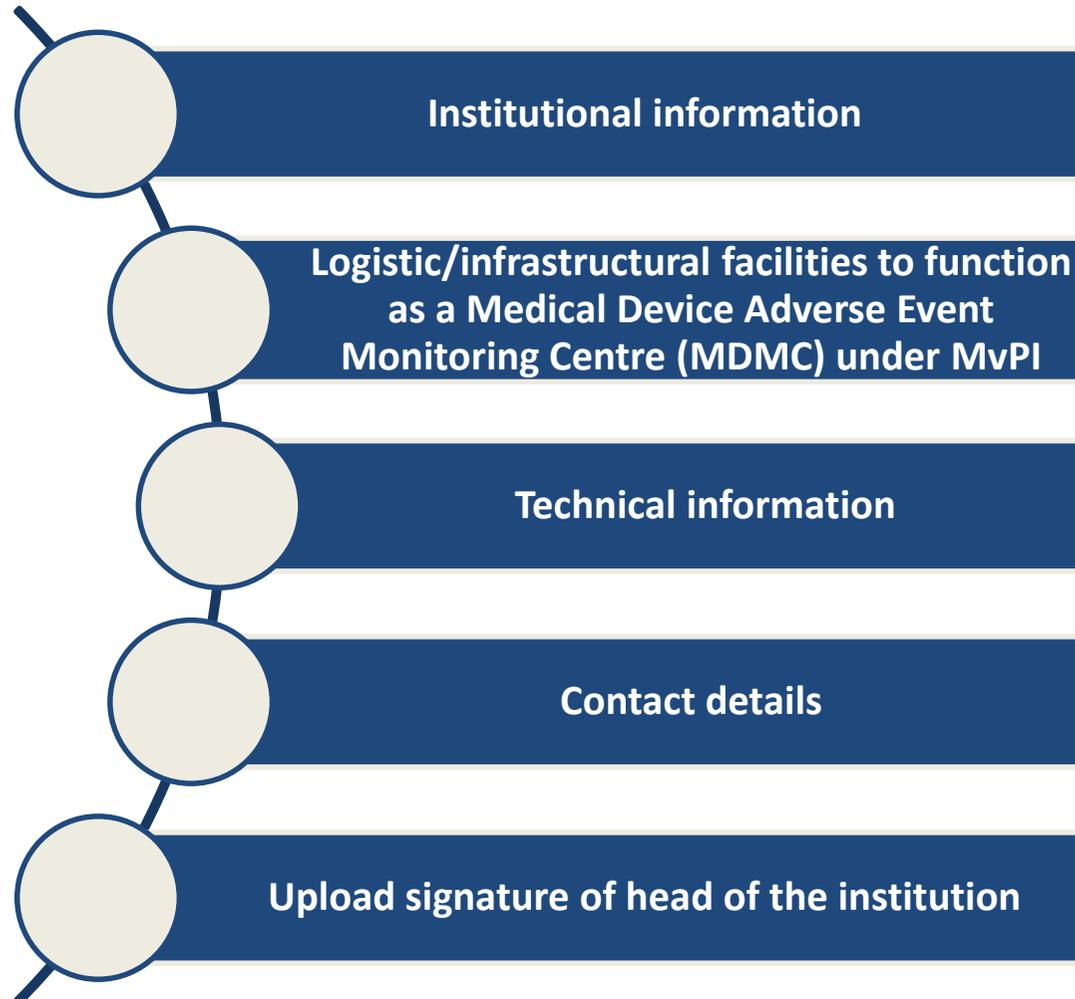
The screenshot displays the ADRMS - Indian Pharmacopoeia Commission dashboard. The header includes the IPC logo and the text 'ADRMS - Indian Pharmacopoeia Commission'. On the right, there is a user profile icon labeled 'PROGRAMME COORDINATOR'. Below the header, there are navigation links for 'Home' and 'Master', and a search bar. The main content area is titled 'Dashboard' and contains three buttons: 'AMC Application', 'MDMC Application', and 'Add Institute Request'. The 'MDMC Application' button is highlighted with a black border.

**Click on “MDMC Application”, to enrol the Institute as MDMC.**

## How to enrol the Institute as MDMC? Contd.

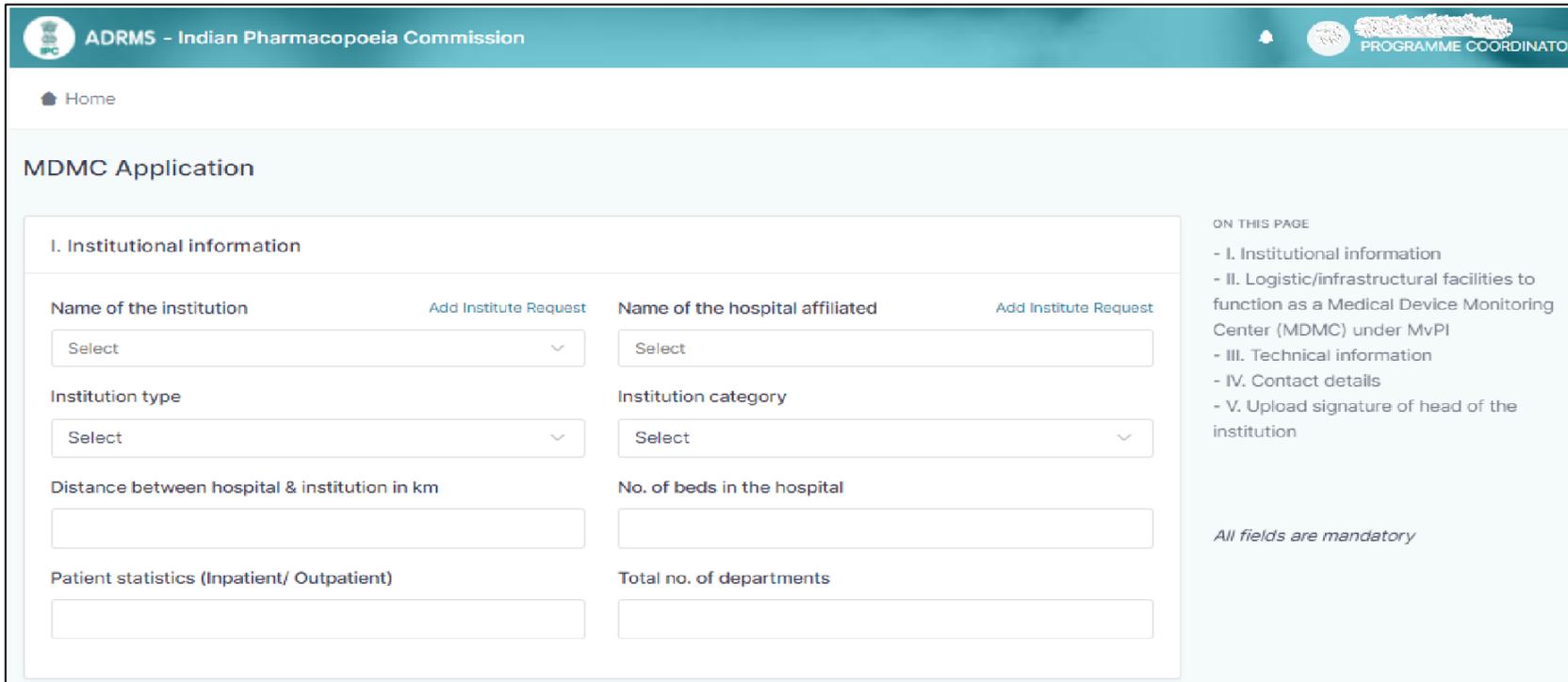
In application form there are five sections to be filled which are as follows:

*All fields marked with an asterisk \* are mandatory.*



# How to enrol the Institute as MDMC? Contd.

## I. Institutional information:



ADRMS - Indian Pharmacopoeia Commission

PROGRAMME COORDINATOR

Home

### MDMC Application

**I. Institutional information**

Name of the institution Add Institute Request

Name of the hospital affiliated Add Institute Request

Institution type

Institution category

Distance between hospital & institution in km

No. of beds in the hospital

Patient statistics (Inpatient/ Outpatient)

Total no. of departments

*All fields are mandatory*

**ON THIS PAGE**

- I. Institutional information
- II. Logistic/infrastructural facilities to function as a Medical Device Monitoring Center (MDMC) under MvPI
- III. Technical information
- IV. Contact details
- V. Upload signature of head of the institution

### 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:

II. Logistic/ Infrastructural facilities to function as a Medical Device Monitoring Center (MDMC) under MvPI

Name of department to function as an MDMC	Total no. of faculties in the department
<input type="text"/>	<input type="text"/>
Whether workplace is allocated for MvPI	Whether computer & logistic facilities available for MvPI
<input type="text" value="Select"/>	<input type="text" value="Select"/>

**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):

III. Technical information All fields are mandatory

a. Details of the proposed coordinator

Name

Designation  Qualification

Total experience in yr

Experience in materiovigilance 0/500

Details of training/ CME on MvPI attended in last 2 years 0/1000

**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 ):

b. Details of the proposed deputy coordinator (Preferably clinicians)

Name	Designation
<input type="text"/>	<input type="text"/>
Qualification	Total experience in yr
<input type="text"/>	<input type="text"/>
Experience in materiovigilance	0/500
<input type="text"/>	
Details of training/ CME on MvPI attended in last 2 years	0/1000
<input type="text"/>	

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):

IV. Contact details

---

a. Principal/ Dean/ Medical Superintendent/ Incharge

Designation	Name	
<input style="width: 90%; border: none;" type="text" value="Select"/>		<input style="width: 95%; border: none;" type="text"/>
Mobile no.	Email address	
<input style="width: 90%; border: none;" type="text"/>	<input style="width: 95%; border: none;" type="text"/>	

*All fields are mandatory*

**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.

b. Coordinator

---

Designation  Name

Mobile no.  Email address

Enter the “Contact details of Coordinator and Deputy Coordinator”

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

c. Deputy coordinator

---

Designation  Name

Mobile no.  Email address

## How to enrol the Institute as MDMC? Contd.

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

d. Complete postal address of proposed MDMC

Address 0/150 Pin code

District State Country

Phone no. Email address

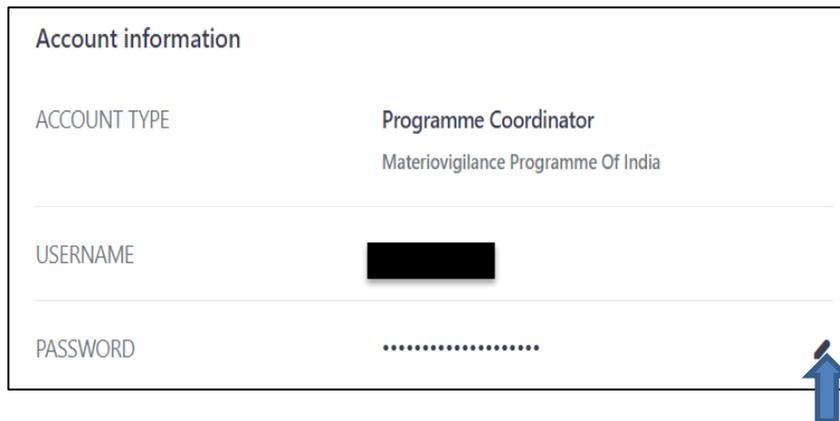
We have undergone the [terms of reference](#) and are interested to undertake the responsibility of Medical Device Monitoring Center (MDMC) under the Materiovigilance Programme of India (MvPI). Our institute may be considered for the same.

[Next - Preview & Submit](#)

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?



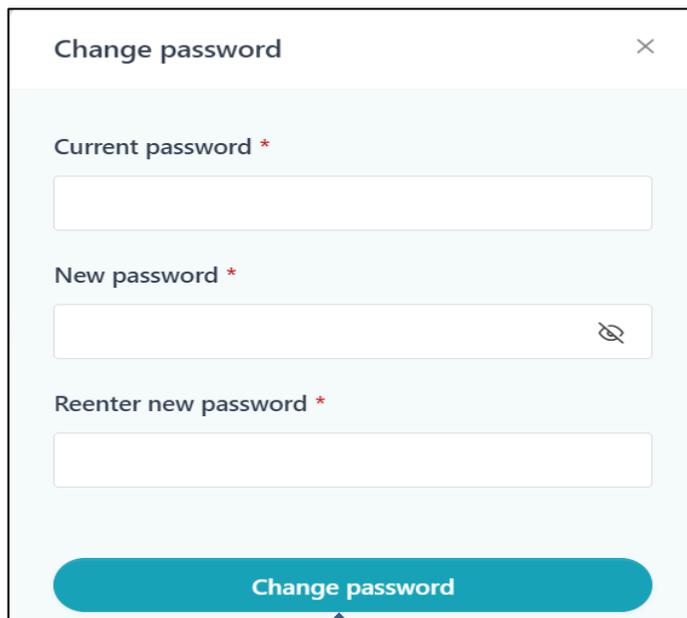
Account information

ACCOUNT TYPE Programme Coordinator  
Materiovigilance Programme Of India

USERNAME [REDACTED]

PASSWORD .....

Click here to edit password



Change password

Current password \*

New password \*

Reenter new password \*

Change password

Click here to change the 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.

## How to Change Email Address?

Contact information

EMAIL ADDRESS [REDACTED]

MOBILE NO. [REDACTED]

**Click Here to edit Email Address**

Change email address

Current password \*

.....

New email address \*

New email address

One Time Password \* GET OTP

\_\_\_\_\_

Change 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?

Contact information

EMAIL ADDRESS [Redacted] [Edit icon]

MOBILE NO. [Redacted] [Edit icon]

**Click here to edit mobile number**

Change mobile no. [Close icon]

Current password \*

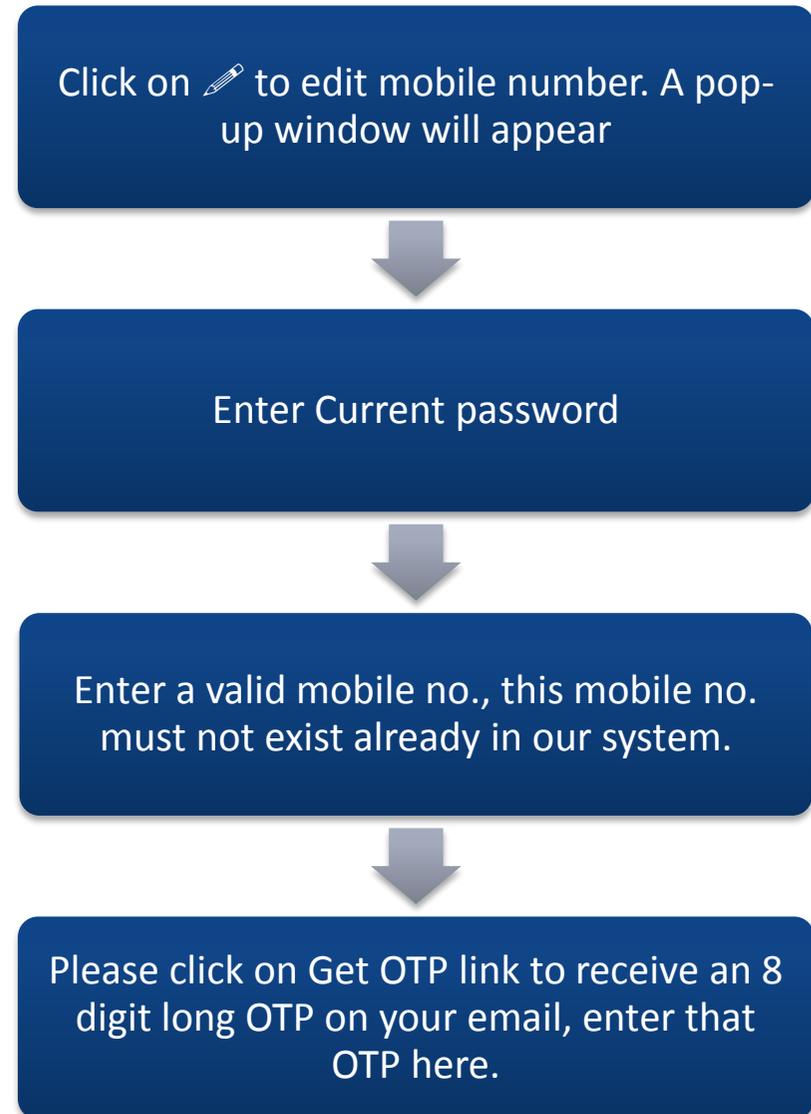
Current password

New mobile no. \*

One Time Password \* GET OTP

Change mobile no.

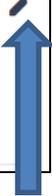
**Click Here to change the mobile number**



## How to Change Professional Information of programme coordinator?

Professional information

INSTITUTE NAME 



**Click here to change the Institute Name**

Change professional information ×

Designation

Qualification

Total experience

Year  ▼    Month  ▼

**Change professional information**



**Click here to change the Professional Information**

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



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

# How to reset password?

**Sign in**

Username/ Mobile no.

Username/ Mobile no.

Password [I forgot password](#)

Remember me on this device

Sign in

Need an account? [Sign up here](#)

A consumer can also report without creating an account  
[Medicine & Vaccine](#) [Medical device](#)

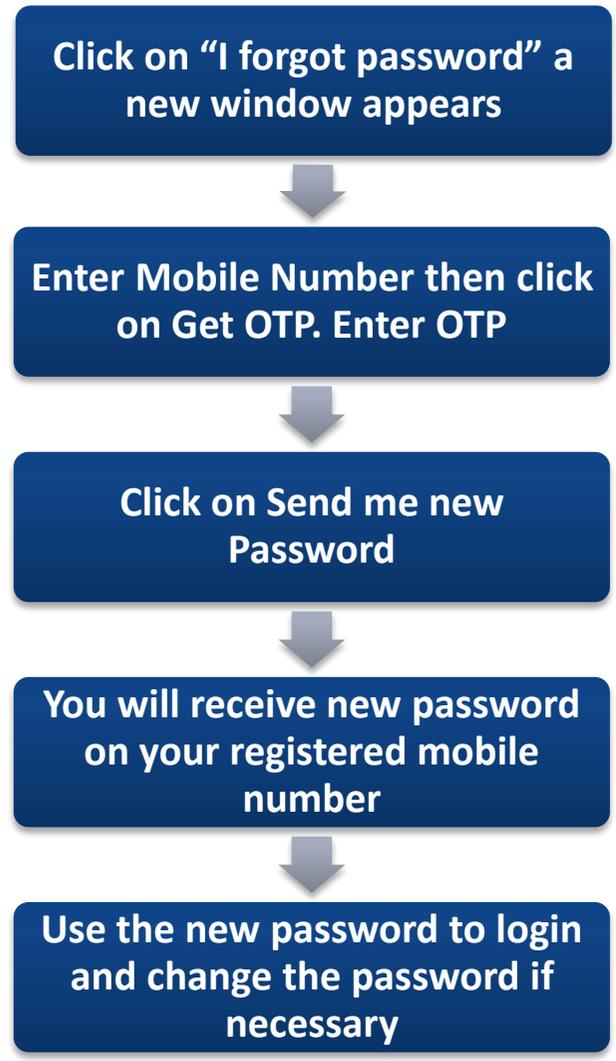
**Click here to reset the password**

**Forgot password**

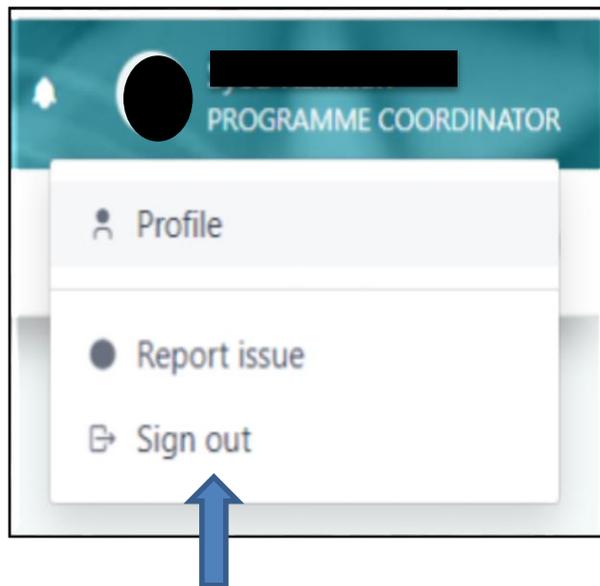
Mobile no.

One Time Password [GET OTP](#)

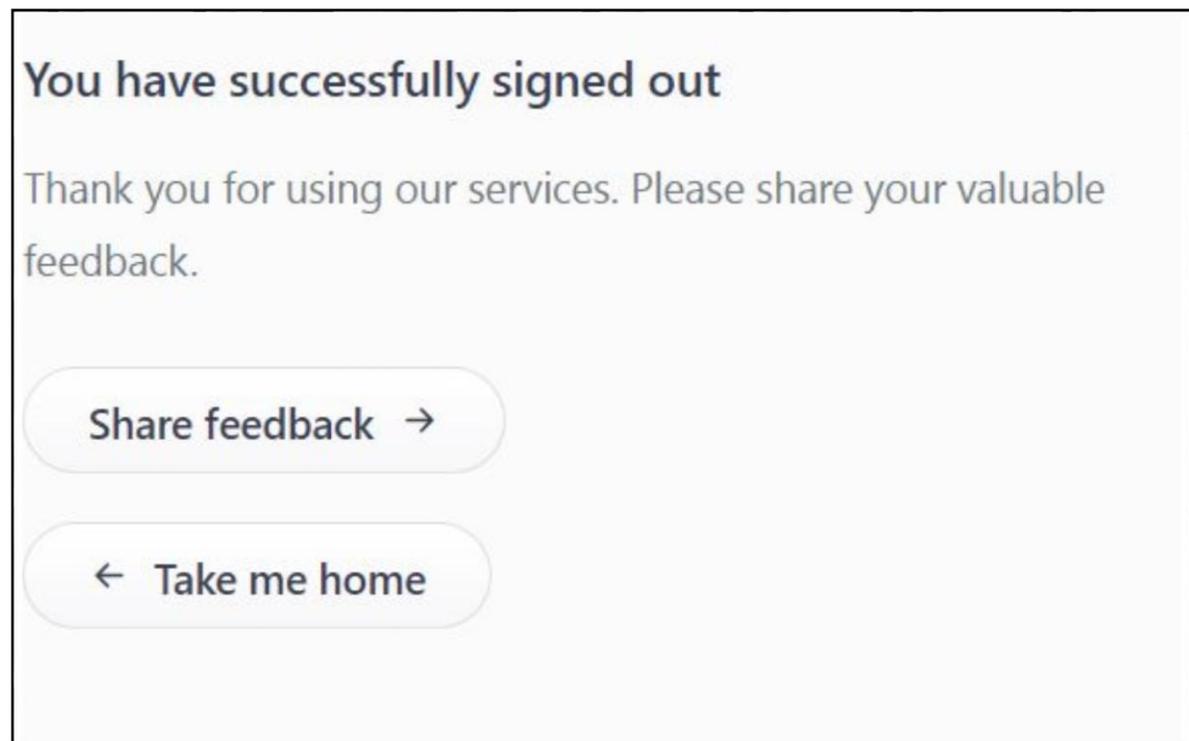
Send me new password



## 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](mailto:mvpi-ipc@gov.in)