## **Gyalsung Portal User Manual**

## MEDICAL BOOKING

**Note:** Medical booking is mandatory after you have completed national service registration. You have to book the nearest hospital at your convenience.

**Step 1:** To book an appointment, you will have to click Medical Screening. You can navigate to the Medical Screening page from the dashboard or from the side menu. Click on medical screening.

CYALSUNG	Gyalsung Portal	Logout [->
Welcome	A A A A A A A A A A A A A A A A A A A	Endy Enligtment
Home * NS Registration	<ul> <li>National Service (NS) Registration is a process where you will be undergoing mandatory training of 1 year.</li> </ul>	Early Emission and the end of the completion of class XII or its equivalent, you may volunteer for early registration with the consent of the parents or legal guardian.
Early Enlistment	Deferment If you are eligible for deferment, your Gyalsung training will be deferred for one year, and you will need to register for the subsequent Gyalsung	Exemption If you are eligible for exemption, you will be exempt from National Service obligation and no longer require to undergo training.
Medical Screening My Profile	Medical Screening You are require to book an appointment for pre-enlistment medical » examination.	My Profile User profile >>
	Setting	

**Step 2:** On clicking Medical Screening from the side menu or dashboard, you will be navigated to the Medical Booking page.

	Book For Medical	
Medical Booking	Hospital *	•
<ol> <li>You are eligible for medical screening.</li> <li>It is important to declare pre-existing medical conditions honestly to prepare for the training and for</li> </ol>	Appointment Date *	
Gyalsung HQ to provide timely interventions and support (if required) for uninterrupted training. 3. You are required to declare your own medical conditions first and then proceed to booking. We collect self-declarations to study the mental state of individuals. We maintain that this data is highly confident to the second seco	AM Vacant Slots: PM Vacant Slots:	
connoental.	○ АМ ○ РМ	
	Book	

**Step 3:** You will need to select the hospital of your choice, and the available appointment date will be enabled. Select any one date of your choice and choose AM or PM. It indicates whether you want to do the medical checkup in the morning or evening.

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Gelephu Hospital	
Appointment Date*	
20/10/2023	6
9	

**Step 4:** Once you click the "Book" button, A confirmation pop-up will appear, and you need to click the "Yes, Sure" button within 2 minutes. If you failed to book within 2 minutes, you need to cancel it and select the hospital and appointment date again.



Step 5:On clicking the "Yes, Sure" button, you will see a successful booking message.You will receive the same via SMS and email, confirming you have successfully booked your<br/>medicalscreeningappointment.



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Note: If you want to change your booking, you can do so only 10 days before the booking date that you have booked. To change, you need to click the "Click here" link.



You have already booked at Gelephu Hospital on November 20, 2023. If you want to make changes, then kindly ensure they are made at least 10 days prior to the scheduled appointment date. Please <u>Click here</u> to change. ×

- 1. You are eligible for medical screening. 2. It is important to declare pre-existing medical conditions honestly to prepare for the training and for Gyalsung HQ to provide timely interventions and support (if required) for uninterrupted training.

3. You are required to declare your own medical conditions first and then proceed to booking. We collect self-declarations to study the mental state of individuals. We maintain that this data is highly confidential.