



Medical Council of Malawi Information System (MCMIS)

Camp Registration Module – User Manual for Camp Registration

Version 1.0

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Date: June 2026

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1. Introduction

The Camp Registration Module is a part of the Medical Council of Malawi Information Management System (MCMIS) that enables organizations conducting camps offering health services to apply for approval, manage participating practitioners, and submit post-camp reports through an integrated online platform.

The module provides a structured and transparent process for camp registration, allowing Camp Coordinators to submit camp details, practitioner information, supporting documents, and payment records electronically for review by the Medical Council of Malawi.

In addition to camp registration and approval, the module facilitates online reporting after camp completion. Approved camp organizers are required to submit reports detailing the activities conducted, the number of beneficiaries served, achievements, challenges encountered, and other relevant outcomes. This ensures accountability, proper documentation, and regulatory oversight of medical, dental, or allied health camps conducted within Malawi.

This manual provides step-by-step guidance on how Camp Coordinators can register, submit applications, track approval status, and complete post-camp reporting requirements through MCMIS.

2. Purpose of the Camp Registration Module

The Camp Registration Module is designed to:

- Digitize the medical camp registration and approval process.
- Enable organizations to submit camp applications electronically.
- Facilitate the submission and management of practitioner information and supporting documentation.
- Improve efficiency in reviewing and processing camp applications.
- Improve transparency, accountability, and regulatory compliance.
- Maintain a centralized database of camp applications, participating practitioners, and approved camps.
- Provide real-time tracking of application status and notifications.
- Enable online submission and management of post-camp reports.
- Capture key camp outcomes, including the number of people served, achievements, challenges, and service delivery information.
- Support monitoring and evaluation of medical camps conducted by organizations.

- Ensure timely submission and review of camp reports for regulatory and record-keeping purposes.
- Through this module, the MCM can effectively monitor the planning, implementation, and reporting of medical camps, while organizations benefit from a streamlined, transparent, and fully digital process.

3. System Access Requirements

To access the Camp Registration Module, users must have:

3.1 Technical Requirements

- Computer, laptop, tablet, or smartphone.
- Stable internet connection.
- Updated web browser (Google Chrome recommended).

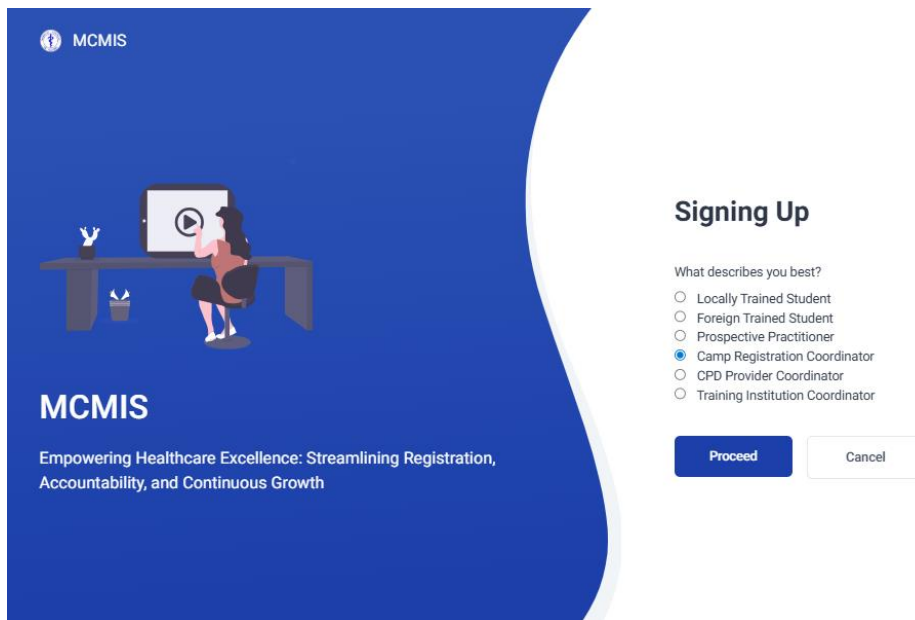
3.2 User Requirements

- Valid organizational email address.
- Camp Coordinator account.
- Supporting camp and practitioner documentation.

4. Step-by-Step Guide for Camp Registration

Step 1: Access the Camp Registration Portal

- Visit the MCMIS Sign-Up Page.
<https://mcm.medcommw.org/register>
- Select the **Camp Registration** ribbon.
- Click **Proceed** to begin registration.



Step 2: Register as Camp Coordinator

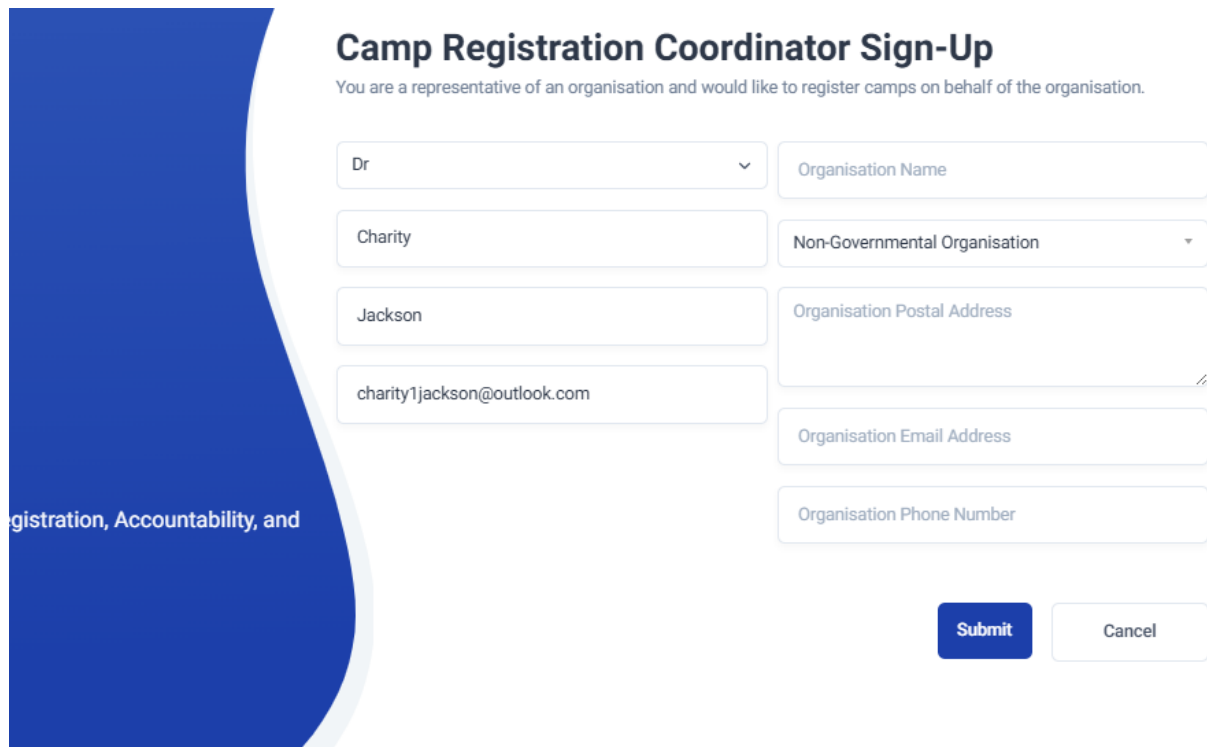
Complete the Camp Coordinator registration form by entering:

- **Personal Details**
 - Full Name
 - Phone Number
 - Email Address
- **Organization Details**
 - Organization Name
 - Organization Address
 - Organization Email Address

Note: *It is recommended to use the organization's official email address instead of a personal email address.*

After completing the form:

- Review the information entered.
- Click **Submit**.
- Proceed to verify your account.



The image shows a web form titled "Camp Registration Coordinator Sign-Up". Below the title is a subtitle: "You are a representative of an organisation and would like to register camps on behalf of the organisation." The form contains several input fields: a dropdown menu for "Dr" with a downward arrow, a text field for "Organisation Name", a text field for "Charity", a dropdown menu for "Non-Governmental Organisation" with a downward arrow, a text field for "Jackson", a text field for "Organisation Postal Address", a text field for "charity1jackson@outlook.com", a text field for "Organisation Email Address", and a text field for "Organisation Phone Number". At the bottom right of the form are two buttons: a blue "Submit" button and a white "Cancel" button with a grey border. On the left side of the form, there is a blue curved background element with the text "gistration, Accountability, and" visible.

Camp Registration Coordinator Sign-Up

You are a representative of an organisation and would like to register camps on behalf of the organisation.

Dr Organisation Name

Charity Non-Governmental Organisation

Jackson Organisation Postal Address

charity1jackson@outlook.com Organisation Email Address

Organisation Phone Number

Submit Cancel

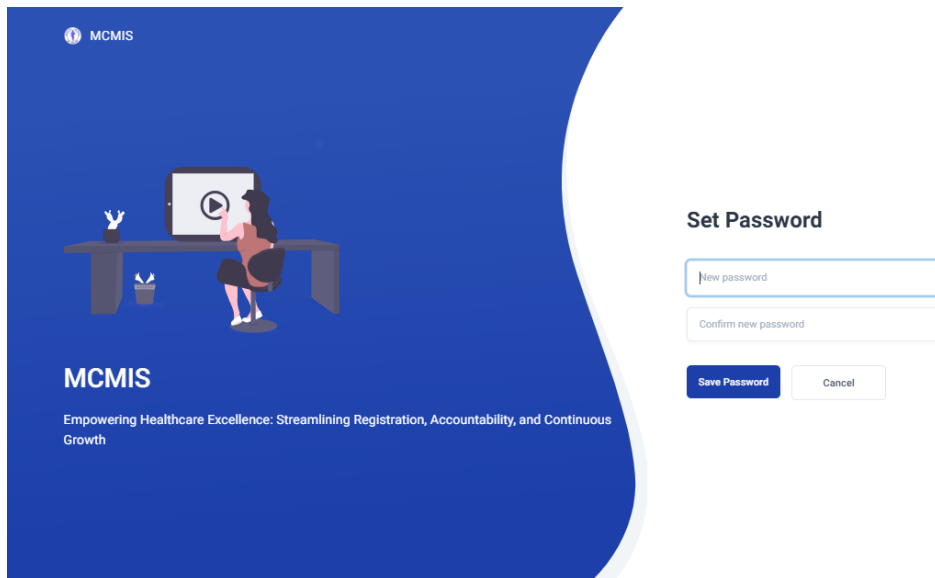
gistration, Accountability, and

Step 3: Verify Your Account

- Open your email inbox.
- Locate the verification email sent by the system.
- Click the verification link.
- Create a strong password.
- Confirm the password and **save**.

Password Tips:

- Use a combination of uppercase and lowercase letters.
- Include numbers and special characters.
- Do not share your password with unauthorized persons.



The image shows the MCMIS login interface. On the left, a blue banner features the MCMIS logo and a tagline: "Empowering Healthcare Excellence: Streamlining Registration, Accountability, and Continuous Growth". An illustration of a person at a desk with a computer is also present. On the right, the "Set Password" form is displayed, consisting of two input fields labeled "New password" and "Confirm new password", followed by "Save Password" and "Cancel" buttons.

MCMIS

Empowering Healthcare Excellence: Streamlining Registration, Accountability, and Continuous Growth

Set Password

New password

Confirm new password

Save Password Cancel

Step 4: Upload Profile Photo

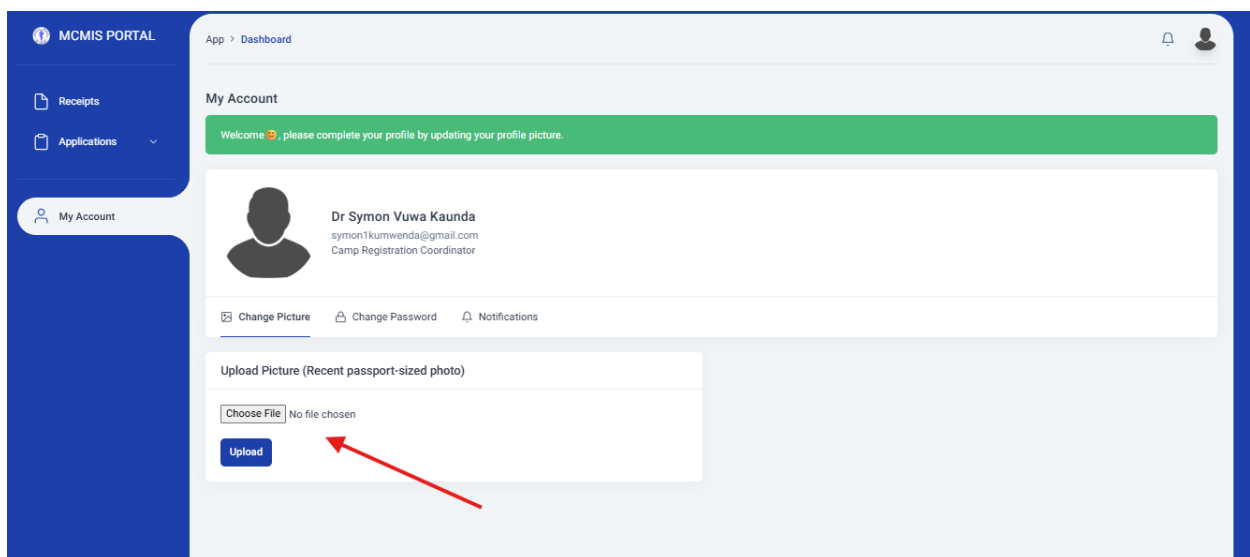
After successful login:

- The system redirects you to the Camp Coordinator Portal.
- Upload a clear passport-sized profile photo.

Photo Requirements

- Recent photograph
- Clear facial visibility
- Professional appearance

Click **Upload** to continue.



The image shows the "My Account" page in the MCMIS Portal. The page has a sidebar with navigation links: "Receipts", "Applications", and "My Account". The main content area shows the user's profile for "Dr Symon Vuwa Kaunda" with email "symon1kumwenda@gmail.com" and title "Camp Registration Coordinator". Below the profile, there are links for "Change Picture", "Change Password", and "Notifications". The "Change Picture" link is active, leading to an "Upload Picture (Recent passport-sized photo)" section. This section contains a "Choose File" button, the text "No file chosen", and an "Upload" button. A red arrow points to the "Upload" button.

MCMIS PORTAL

App > Dashboard

My Account

Welcome 🎉, please complete your profile by updating your profile picture.

Dr Symon Vuwa Kaunda
symon1kumwenda@gmail.com
Camp Registration Coordinator

Change Picture Change Password Notifications

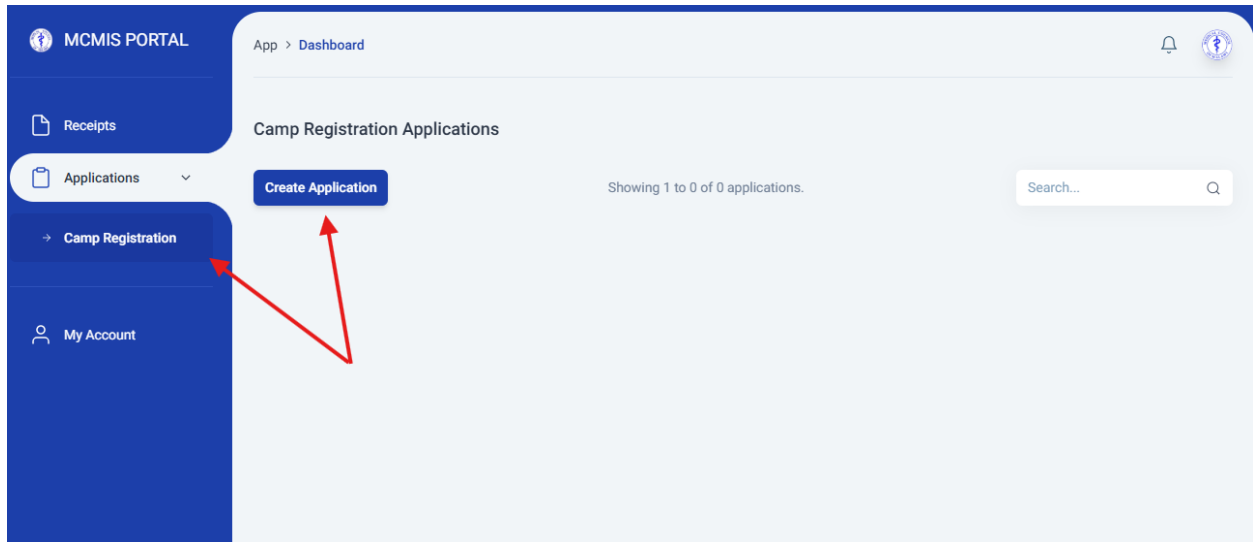
Upload Picture (Recent passport-sized photo)

Choose File No file chosen

Upload

Step 5: Create a Camp Application

- Click **Applications** from the sidebar menu.
- Open the Applications page.
- Click **Create Application**.



Step 6: Enter Camp Details

Provide the following camp information:

- Camp Name
- District
- Venue/Place
- Start Date
- End Date

Verify the information entered and click **Next**.

Camp Registration Application

1 Details 2 Practitioners 2 Documents 3 Plans 4 Services 5 Payment 6 Preview & Submit

Camp Details

Name District Place

Description

Start Date End Date

[Back](#) [Next](#)

Step 7: Add Participating Practitioners

Minimum Requirement

You must add:

- At least five (5) practitioners.
- At least one (1) registered specialist practitioner.

Adding Registered Practitioners

- Select practitioner names from the system dropdown list.
- Click Add Registered Practitioner.

Camp Registration Application

1 Details 2 **Practitioners** 2 Documents 3 Plans 4 Services 5 Payment 6 Preview & Submit

Add Registered Practitioners

[Add Practitioner](#)

⚠ You are required to add a minimum of 5 practitioners, with at least one registered specialist practitioner.

Adding External Practitioners

For each external practitioner provide:

- Full Name

- Professional Details
- Contact Information

Upload the following supporting documents:

- MCM Registration Application Form
- Curriculum Vitae (CV)
- Academic Certificates
- Certificate of Good Standing (COGS)
- Evidence of Current Registration

Also upload:

- Practitioner Profile Photo

Click **Add Practitioner**. Repeat the process for all external practitioners.

OR Add External Practitioners

Full Name Email Phone Number

Gender Nationality Country of Registration Profession

Upload Supporting Documentation (Application Form, CV, Academic Certificates, COGS, Evidence of Current Registration) as a single document
 No file chosen

Upload Practitioner Profile Photo
 No file chosen

Review Practitioners

Before proceeding:

- Review all added practitioners.
- Remove incorrect entries using the **Delete** button.
- Confirm that minimum practitioner requirements have been met.

Click **Next** to continue.

	Mr Jose Malango Malawian	 Remove
	Ahmad Shah Durran Afghanistan	 Documentation  Remove
	Siya Kolisi South Africa	 Documentation  Remove
	Dr kalisto kidd pasuwa Malawian	 Remove
	Mr James Phiri Malawian	 Remove

[Previous](#)
[Keep Draft](#)
[Next](#)

Step 8: Upload Required Documents

Upload the following supporting documents:

Mandatory Documents

- Application Letter (Maximum 1 Page)
- Letter from the Hosting Institution (Maximum 1 Page)
- Letter from District Health Office (DHO) or Central Hospital (Maximum 1 Page)

Additional Documents

- All documents marked with (*) are mandatory and must be uploaded before proceeding.
- After uploading all required documents:
- Click **Next**.

Note:

1. Submit Application Letter (1 Page).
2. Submit Letter from the Hosting Institution (1 page).
3. Submit Letter from DHO or Central Hospital (1 page).
4. Documents marked with * are mandatory.

Select file

No file chosen

Document Type

Select an Option...

Application Letter

Application Letter - 0.3 MB

Approval Letter from the DHO/Central Hospital

Concept Note - 0.01 MB

Letter from the Hosting Institution

Registration Certificate - 0 MB

Step 9: Complete Plans Section

Provide the following information:

Follow-Up Plan

- Explain how patients requiring follow-up care will be managed.

Complications Management Plan

- Describe procedures for handling complications arising during the camp.

Referral Plan

- Explain how patients requiring specialized treatment will be referred.

After completing all sections:

- Click **Update**.

1 Details 2 Practitioners 2 Documents 3 Plans 4 Services 5 Payment 6 Preview & Submit

Follow-up plan

To ensure comprehensive care, all patients will be enrolled in a 14-day post-camp follow-up plan via local community health workers.

Complications management plan

Any early or late medical complications will be managed on-site using pre-positioned emergency kits.

Referral plan

Patients requiring advanced diagnostics or surgical intervention will be immediately transferred to the Kamuzu Central Hospital or the nearest regional district hospital under the established referral plan.

Update

Previous Keep Draft Next

Step 10: Complete Services Section

Provide detailed information on services that will be offered during the camp.

Examples include:

- General Medical Consultations
- Surgical Procedures
- Dental Services
- Eye Care Services
- Laboratory Services

After entering the services:

- Click **Update**.
- Click **Next** to proceed.

1 2 2 3 4 5 6

Details Practitioners Documents Plans Services Payment Preview & Submit

Services to be offered

1. Vital Check-ups: Height, weight, Body Mass Index (BMI), blood pressure, and pulse rate tracking.
2. General Consultation: Diagnosis and treatment for common illnesses, acute infections, and chronic disease management.
3. Screening & Consultations: Oral cancer screenings, cavity detection, and gum disease evaluation.
4. Preventative Care: Scaling and polishing (cleaning), fluoride applications, and dental sealant placement.

Update

Previous Keep Draft Next

Step 11: Payment Process

- Download the system-generated invoice.
- Review the payment amount.

Important Note

Camp registration fees apply only to external practitioners participating in the camp.

After payment:

- Upload proof of payment.
- Click **Next**.

Preview Camp Registration Application

1

2

3

4

5

6

7

DetailsPractitionersDocumentsPlansServicesPaymentPreview & Submit

Proof of payment removed successfully.

Please upload the proof of payment after making a deposit to the account provided in the invoice. You can download the invoice [here](#)

Upload proof of payment

Select Document Type

Select an Option...

Select File

Choose File

No file chosen

Upload

Attachments

Previous

Keep Draft

Step 12: Preview and Submit Application

Review all information entered during the application process.

If Changes Are Required

- Click **Previous** to return and make corrections.

If Information Is Correct

- Click **Submit** to send the application for review.

The screenshot displays a multi-step application process. At the top, a horizontal progress bar contains six numbered circles: 1 (Details), 2 (Practitioners), 2 (Documents), 3 (Plans), 4 (Services), 5 (Payment), and 6 (Preview & Submit). The sixth step is highlighted with a dark blue circle. Below the progress bar, the 'Details' section is expanded, showing information for a 'Dentistry and Medical Camp' scheduled for 2026-06-03 to 2026-06-03. The description states: 'A free Community Dentistry and Medical Camp on Saturday, July 18, offering comprehensive health screenings, dental check-ups, and basic treatments to underserved residents. The event will run from 8:00 AM to 4:00 PM at the Lilongwe City Hall grounds, featuring volunteer specialists, free medication distribution, and vital health education seminars.' Below this, the 'Practitioners' section lists two individuals: Mr. Jose Malango (Malawian) and Ahmad Shah Durran (Afghanistan). A 'Documentation' link is visible on the right side of the practitioners list.

Step 13: Track Application Status

Upon successful submission, the system displays the message:

"Application Successfully Submitted for Review."

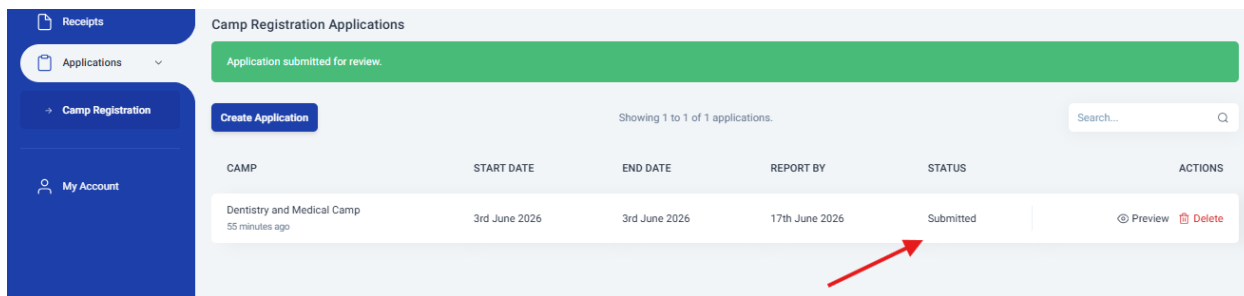
To monitor progress:

- Navigate to the Applications Page.
- View the application status.

Possible statuses include:

- Draft
- Submitted
- Under Review
- Returned
- Approved
- Rejected

If the application is returned, review the comments provided and resubmit after addressing the issues.



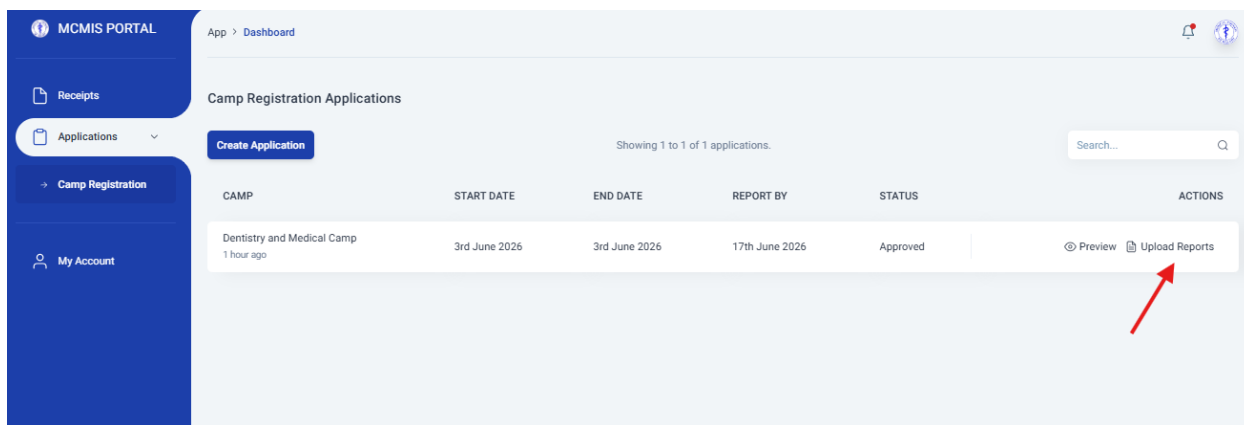
Step 14: Upload Camp Report

Once the camp has been completed within the approved camp dates and the application status is approved, the system will make the **"Upload Report"** button available.

To submit the camp report:

- Navigate to the Camp Registration page.
- Locate the approved camp application.
- Click the **"Upload Report"** button.

Note: The Upload Report button will only appear for approved camps whose scheduled dates have ended.



Step 15: Review Reporting Requirements

After clicking the **"Upload Report"** button, the Report Page will open.

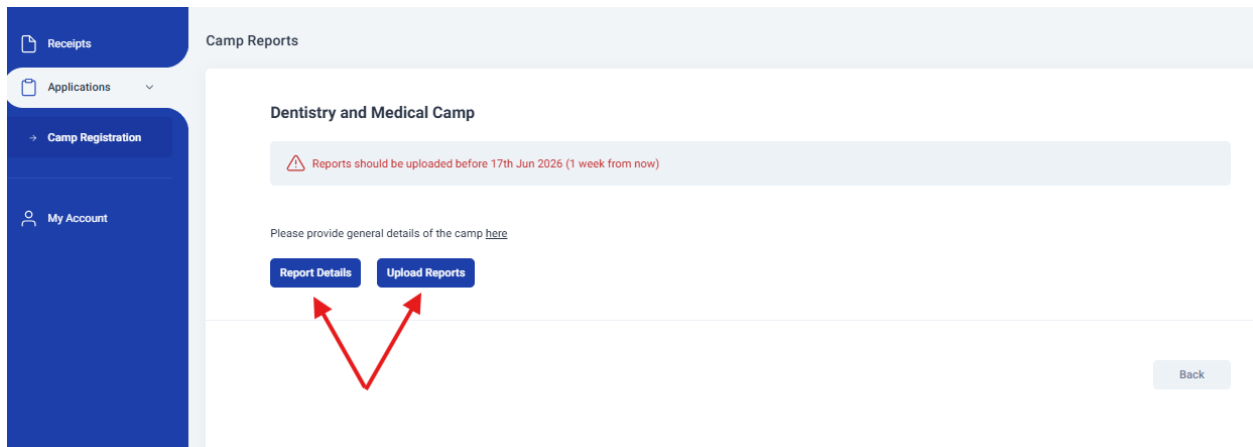
The system will display a notification similar to:

- *"Reports should be uploaded before 17th Jun 2026 (1 week from now)."*

This notification reminds coordinators of the camp report submission deadline.

From this page, you may:

- Click **Camp Details** to type and submit the camp report.
- Click **Upload Report** to upload documents or files as part of the camp report.



Step 16: Upload Camp Report and Enter Report Details

On the **Camp Details** page:

Enter Report Information by providing the following details:

- Number of People Served
- Achievements
- Challenges

Click "**Upload**".

Camp Reports

Dentistry and Medical Camp

 Reports should be uploaded before 17th Jun 2026 (1 week from now)

Number of people Served

Achievements

Challenges



On the Upload Report Page:

- Enter the Report Title
- Click **Choose File**.
- Select the camp report document from your computer.
- Upload the report.

After completing all required fields:

Click **"Upload"**.

MCMIS PORTAL App > Dashboard

Camp Reports

Dentistry and Medical Camp

A free Community Dentistry and Medical Camp on Saturday, July 16, offering comprehensive health screenings, dental check-ups, and basic treatments to underserved residents. The event will run from 8:00 AM to 4:00 PM at the Lilongwe City Hall grounds, featuring volunteer specialists, free medication distribution, and vital health education seminars.

 Reports should be uploaded before 17th Jun 2026 (1 week from now)

Title of the Report

Select a file for upload

No file chosen



Step 17: Review and Submit Report

After successfully uploading the report document and entering the report details:

- Review all information carefully.
- Verify that the uploaded report is correct.
- Confirm that the Number of People Served, Achievements, and Challenges have been accurately captured.

If changes are required, return to the previous page and make corrections.

If everything is correct:

Click **"Submit"** to submit the report for review by the Council.

Report uploaded successfully.

Medical Assistants Camp

 Reports should be uploaded before 24th Jun 2026 (1 week from now)

Number of people Served

100000

Achievements

Reports should be uploaded before 24th Jun 2026 (1 week from now)

Challenges

Reports should be uploaded before 24th Jun 2026 (1 week from now)

Edit Report Details

Upload Reports

Medical Assistants Camp

Medical Assistants Camp - Camp Registration Invoice - 0.02 MB

 Delete

Back

Submit

Step 18: Track Report Status

After submission, the report status can be monitored through the Camp Registration page.

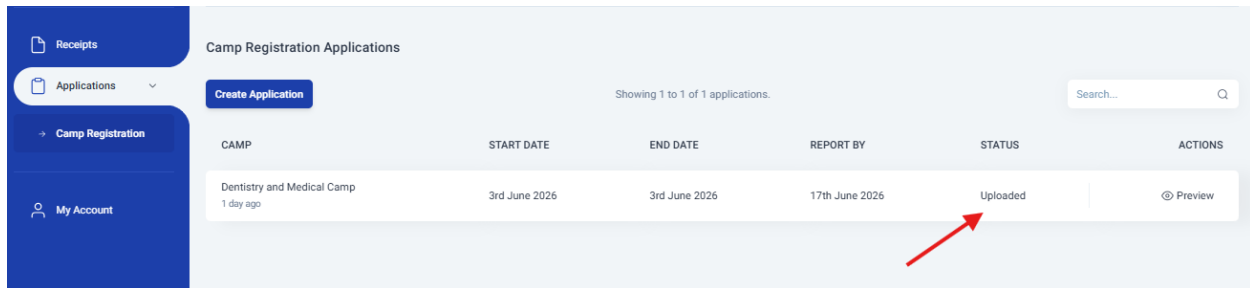
Possible report statuses include:

- Draft Report

MCMIS Camp Registration Module User Manual

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- Submitted Report
- Under Review
- Returned Report
- Approved Report

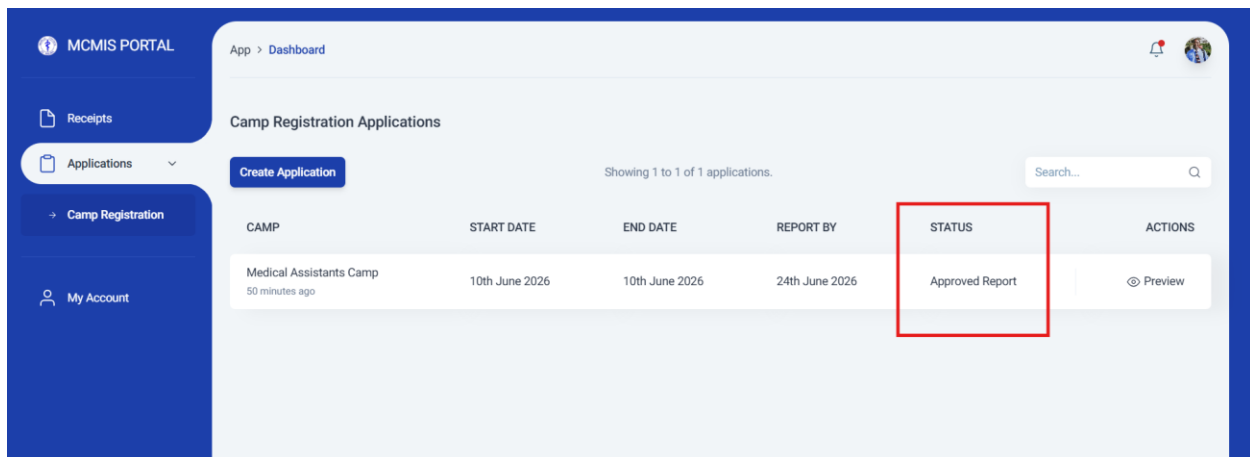


The screenshot shows the 'Camp Registration Applications' section of the MCMIS Portal. The left sidebar contains links for 'Receipts', 'Applications', 'Camp Registration', and 'My Account'. The main content area displays a table with one application. The status 'Uploaded' is highlighted with a red arrow.

CAMP	START DATE	END DATE	REPORT BY	STATUS	ACTIONS
Dentistry and Medical Camp 1 day ago	3rd June 2026	3rd June 2026	17th June 2026	Uploaded	Preview

If the report is approved by the Council, the status will automatically change to:
Approved Report

This confirms successful completion of the reporting requirements for the camp.



The screenshot shows the 'Camp Registration Applications' section of the MCMIS Portal. The left sidebar contains links for 'Receipts', 'Applications', 'Camp Registration', and 'My Account'. The main content area displays a table with one application. The status 'Approved Report' is highlighted with a red box.

CAMP	START DATE	END DATE	REPORT BY	STATUS	ACTIONS
Medical Assistants Camp 50 minutes ago	10th June 2026	10th June 2026	24th June 2026	Approved Report	Preview

5. Support and Contact Information

For assistance, please contact:

Medical Council of Malawi – IT Department

Name: Mr. Symon Kumwenda

Email: skumwenda@medcommw.org

Phone: +265 996 778 795

Medical Council of Malawi – Registration Officer

Name: Keissner Banda

Email: kbanda@medcommw.org

Phone: +265 999 251 607

Medical Council of Malawi – Assistant Registration Officer

Name: Wakisa Kishombe

Email: wkishombe@medcommw.org

Phone: +266 999 939 105

Download other MCMIS user manuals on the official MCM website:

www.medcouncilmw.com