



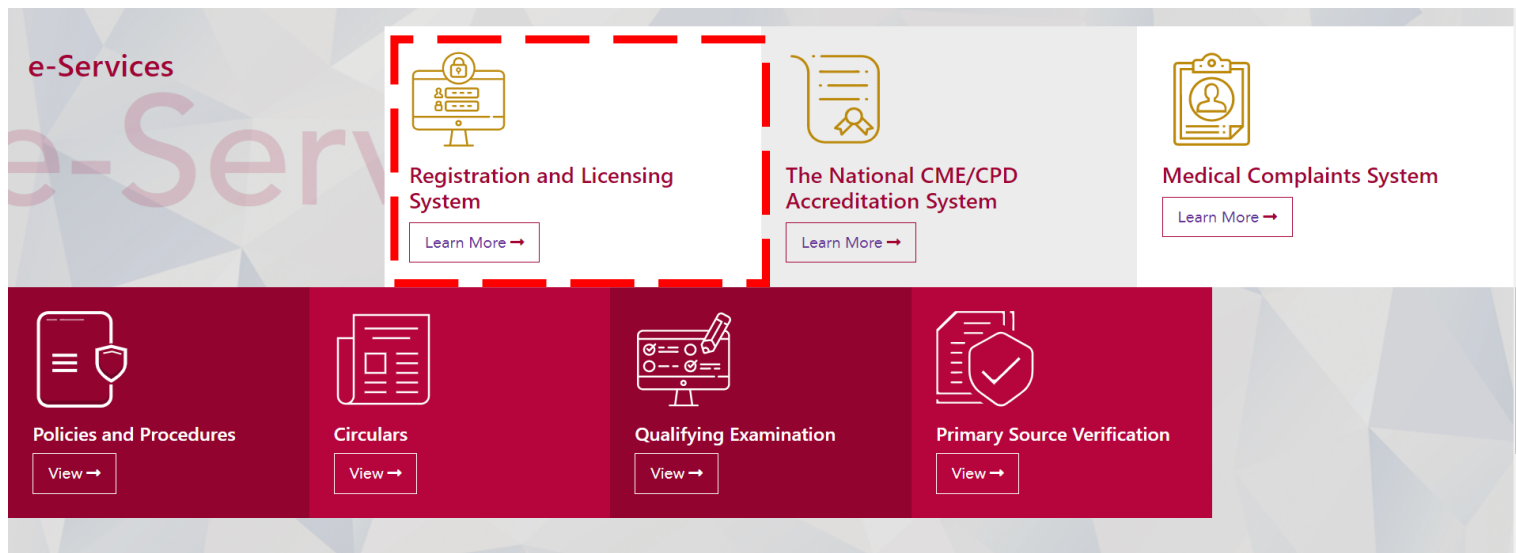
e-Jaza User Manual



1. For Practitioners:

To check your Central Governmental Electronic Sick Leave System (e-Jaza), please follow the below steps:

1. Visit <https://dhp.moph.gov.qa> and click on Registration & Licensing System (Highlighted below).



2. Sign in with your "Practitioner" email ID and password

[Login/Sign In](#) [Register/Sign Up](#) [Guidelines](#)

Login

Username
Please enter your User Name

Password
Please enter your Password

Sign In ↑

[Forgot Password](#)

3. Click on "Create and Submit Requests" and choose "e-Jaza"

Department of Healthcare Professions



View [User](#) [Reset P](#)

View

✓ Create and Submit Requests

Apply for Removal from the Registry

Apply for leave of Absence

e-Jaza

Contact Information

Welcome : John Doe - You could perform the following actions:

As per QCHP new process, we will be allowing only one request at a time. You have already created a request and its in pending stage. Hence you will not be allowed to create new request until completed.

View & track status of my requests

Search

Request Type: Request Status: Request Date From: Request Date To:

Search



4. Fill in the "Patient Details" and "Leave Details" and click on Submit. The e-Jaza will be downloaded to your computer.

Issue e-Jaza for a Patient

Patient Name

QID / Passport No*

First Name* Middle Name Last Name*

First Name Ar Middle Name Ar Last Name Ar

Place of Work* Mobile Number* HC Number

Practitioner Details

License No. Practitioner Name Scope Of Practice Facility

Leave Details

Out Patient In Patient Patient Type*

From Date* To Date* No. of Days

Diagnosis*

Diagnosis Details*

- Enter the patient's QID or passport number and click on "Fetch Details". If the patient data is already present on the system, then the patient details will be displayed automatically.
- Print Preview: This Report cannot be used as an e-Jaza certificate
- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.

View Issued e-Jazas

- Click On "issued e-Jazas" to view already issued electronic sick leaves.

View

- e-License
- Profile
- CPD ePortfolio
- Online Payment Receipts
- Issued e-Jazas**

Welcome : John Doe - You could perform the following actions:

As per QCHP new process, we will be allowing only one request at a time
You have already created a request and its in pending stage. Hence you will not be allowed to create new request until completed

View & track status of my requests

If you face any technical issues, please send an email to our technical support helpdesk: DHPHelpDesk@moph.gov.qa



2. For Employer Accounts:

1. Visit <https://dhp.moph.gov.qa> and click on Registration & Licensing System (Highlighted below).

The screenshot shows the 'e-Services' dashboard. The 'Registration and Licensing System' is highlighted with a red dashed box. Other services visible include 'The National CME/CPD Accreditation System' and 'Medical Complaints System'. Below the main dashboard, there are four red buttons: 'Policies and Procedures', 'Circulars', 'Qualifying Examination', and 'Primary Source Verification', each with a 'View' button.

2. Sign in with your "Employer Account" email ID and password

The screenshot shows the 'Login/Sign In' form. The 'Login' section is highlighted with a red dashed box. It includes fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. The 'Register/Sign Up' and 'Guidelines' tabs are also visible.

3. Click on "Issue e-Jaza on behalf of a Practitioner"

Department of Healthcare Professions



The screenshot shows the 'Hamad Medical Corporation - Employer Landing Page'. The sidebar on the left has the option 'Issue e-Jaza on behalf of a Practitioner' highlighted with a red dashed box. The main content area shows a search form for tracking practitioner requests, with fields for 'Request No.', 'Request Type', 'Applicant/Practitioner Name', 'Licence Number', 'Request Date From', and 'Request Date To'.



4. Choose the practitioner and click on “Issue e-Jaza”

Issue e-Jaza on behalf of a Practitioner

Search

Licence Number: Applicant Name: Profession:

Scope of practice:

Full Name	Profession	Category	Scope Of Practice	Licence Number	Licence Expiry Date	Login email	e-Jaza on Behalf
John Doe	Physician	Specialty	Urology	P10044	2-01-2022	wiprotestacrd@gmail.com	<input type="button" value="Issue e-Jaza"/>

5. Fill in the “Patient Details” and “Leave Details” and click on Submit. The e-Jaza will be downloaded to your computer.

Issue e-Jaza for a Patient

Patient Name

QID / Passport No*

First Name* Middle Name Last Name*

First Name Ar Middle Name Ar Last Name Ar

Place of Work* Mobile Number* HC Number

Practitioner Details

License No. Practitioner Name Scope Of Practice Facility

Leave Details

Out Patient In Patient Patient Type*

From Date* To Date* No. of Days

Diagnosis*

Diagnosis Details*

- Enter the patient’s QID or passport number and click on "Fetch Details". If the patient data is already present on the system, then the patient details will be displayed automatically.
- Print Preview: This Report cannot be used as an e-Jaza certificate
- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.



e-Jaza Report and Print

1. Click On "e-Jazas" and you will find e-Jazas issued by all practitioners.

The screenshot shows the 'Employer Landing Page' with a sidebar on the left containing menu items: Manage Request, View, Print, Expiring Evaluations & Licenses Report, Evaluation Reports & MOI Letters, Temporary Licenses, Online Payment Receipts, e-Jazas (highlighted with a red box), and Others. The main content area is titled 'View & Track status of Practitioner's requests' and features a search form with the following fields: Request No., Request Type (dropdown menu), Applicant/Practitioner Name, Licence Number, Request Date From (with a calendar icon), and Request Date To (with a calendar icon). A 'Search' button is located at the bottom left of the form.

2. Click on **patient name** to print the issued electronic sick leave.

The screenshot shows the 'Search & Download e-Jazas issued by Practitioners' interface. It includes a search form with fields for eJaza Reference Number, Licence Number, Practitioner Name, Patient Name, Request Date From (with a calendar icon), and Request Date To (with a calendar icon). A 'Search' button is present. Below the search form is a table with the following data:

Patient Name	Place of Work	Issue Date	From Date	To Date	No. of Days	License No.	Practitioner Name	Category	Scope of Practice
Noufal Challi	DHP Qatar	04/02/2021	6-02-2021	7-02-2021	2	P10044	JohnDoe	Specialty	Urology
Noufal Challi	DHP Qatar	13/05/2020	13-05-2020	17-05-2020	5	P10044	JohnDoe	Specialty	Urology

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