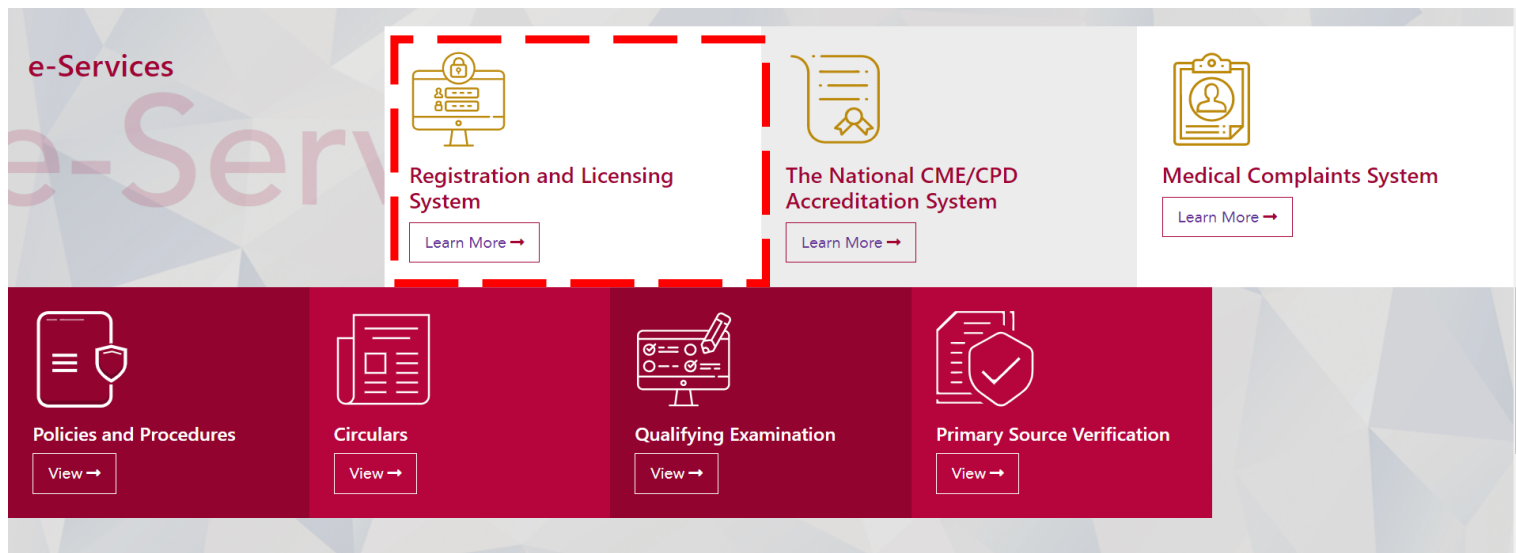# e-Jaza User Manual

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

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

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*

[   ] [☰ Fetch Details]

First Name*	Middle Name	Last Name*
[ ]	[ ]	[ ]

First Name Ar	Middle Name Ar	Last Name Ar
[ ]	[ ]	[ ]

Place of Work*	Mobile Number*	HC Number
[ ]	[ ]	[ ]

Practioner Details   ⌄

License No.	Practitioner Name	Scope Of Practice	Facility
P10044	John Doe	Urology	Provisional-Complementary Medicine ▾

Leave Details   ⌄

◉ Out Patient   ○ In Patient   Patient Type*

From Date*	To Date*	No. of Days
03/05/2021	[ ]	[ ]

Diagnosis*

[Diagnosis   ▾]

Diagnosis Details*

[   ]

[Submit ⬆]   [👁 Print Preview]

➢ 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

Search   ⌄

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).**

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

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

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

Issue e-Jaza on behalf of a Practitioner

Search

Licence Number:	Applicant Name:	Profession:
		Select

Scope of practice:

[ ]

🔍 Search

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	wiprotestaccrd@gmail.com	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*

[   ] [≡ Fetch Details]

First Name*	Middle Name	Last Name*

First Name Ar	Middle Name Ar	Last Name Ar

Place of Work*	Mobile Number*	HC Number

Practioner Details

License No.	Practitioner Name	Scope Of Practice	Facility
P10044	John Doe	Urology	Provisional-Complementary Medicine

Leave Details

⦿ Out Patient ◯ In Patient Patient Type*

From Date*	To Date*	No. of Days
03/05/2021		

Diagnosis*

[Diagnosis ▾]

Diagnosis Details*

[   ]

Submit ⬆   **👁 Print Preview**

➢ 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.

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

Search & Download e-Jazas issued by Practitioners

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

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