Circular No. (4/2018)

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<th>From</th>
<th>Qatar Council for Healthcare Practitioners (QCHP)</th>
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<td>To</td>
<td>All Focal Points of Healthcare Facilities in the State of Qatar</td>
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<td>Subject</td>
<td>Launch of Electronic “Short Notice” Applications</td>
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“Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments”

In the Qatar Council for Healthcare Practitioners’ pursuit to enhance the Registration/Licensing System, the Registration Department announces the launch of the electronic application of the “Short Notice” requests through the QCHP’s Electronic Registration & Licensing System.

Accordingly, manual “Short Notice” applications will not be accepted starting from the issuance date of this circular.

Attachment:

- “Short Notice” Request User Manual Guide

For further information, contact:
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Thank you for your cooperation,
Qatar Council for Healthcare Practitioners
Short Notice Request User Manual for Focal Points
Enter with Employer Account User name and password on login Tab

After Successful login, kindly choose Short Notice Request

1. Choose “Create New Request”

2. Please read through the below points and click on the highlighted points
3. Please fill all the information as per the highlighted asterisk.

List of documents to be uploaded

1. Cover letter to the QCHP CEO from the medical director of the medical institution where health practitioner/team will be working at.
2. Undertaking letter from the medical director of the medical institution or the department where the health practitioner/team will be working at (as per the attached template).
3. Updated Passport of the health practitioner/team members.
4. Academic qualifications.
5. Registration from the home country.
6. The health practitioner/team needs to have the necessary blood tests (Hepatitis B, Hepatitis C and HIV, vaccination for Hep B if needed) and Chest X-Ray in order to sustain the patient safety (this can be done on arrival to Qatar after submitting undertaking letter from the institution in this regard).

Undertaking letter from the Chair person of the department where the health practitioner/team will be working at (On Facility letter head duly signed & stamped).
After Submission, your request will be under process with QCHP.

On completion of Application process from QCHP an email and SMS will be sent.

You can do the following according to the decision mentioned below:

1. **Send back**: Click on “Request Number” and provide missing information according to the comments mentioned by Registration Team - QCHP.
2. **Rejected**: follow up with Registration Team – QCHP.
3. **Approved**: follow up with Registration Team – QCHP.

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