Circular No. (15/2018)

<table>
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<tr>
<th>From</th>
<th>Qatar Council for Healthcare Practitioners (QCHP)</th>
</tr>
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| To   | • All Healthcare Practitioners in the State of Qatar (Governmental & Private sector)  
      • All Healthcare Facilities Focal Points in the State of Qatar (Governmental & Private sector) |
| Subject | Additional Service Provider for Primary Source Verification – Gulf Bridge Services |
| Date | 28 June 2018 |

“Registration Department in QCHP presents its Compliments”

In the Registration Department’s continual efforts to facilitate registration/licensing procedures of healthcare practitioners, QCHP announces the signing of a contract with Gulf Bridge Services (GBS) that will provide services for primary source verification in the purpose of registration/ licensing for all healthcare practitioners. GBS is the second approved provider to conduct primary source verification (PSV) services which is one of the mandatory requirements for registration and licensing for healthcare practitioners.

**Effective 1st of July 2018**, any healthcare practitioner who submits an application to obtain the medical license to practice in the State of Qatar may choose to conduct the PSV services through either “GBS” or the existing services offered by “Dataflow”. However, in case of re-verification/appeal or verification of additional documents applying must be through the same company.

- Attached are guidelines on “how to apply” and the price list for GBS’ services.

For further information, kindly contact:

**Jowaher Al Ali**  
Jalali@moph.gov.qa

**Dr. Souma El-Torky**  
seltyorky@moph.gov.qa

Tel.: +974 4407 0340 / 0319 / 0350, Fax: +974 4407 0831, P.O Box: 7744, Doha-Qatar  
www.qchp.org.qa
How to Apply for Primary Source Verification (PSV)

www.gbsqchp.com or Whatsapp: +974 3360 4585
3 Simple Steps to apply for a Primary Source Verification

Step 1 : Before you Apply

A Please read the QCHP’s “Guidelines for each Profession” by visiting the following website www.qchp.org.qa

- On the Top menu Click “Registration & Licensing”
- Select “Guidelines & Useful Links”
- Click on your profession listed under “Guidelines for each Profession”
- Please read the information carefully and understand the required documents to apply for Registration/Evaluation of your Profession.

B Please make Electronic Copies of documents those are applicable to your respective Profession, including:

- A valid Passport
- Name Change Certificate (if applicable)
- Educational Certificates
- Professional Licenses
- Work Experience Certificates
- Certificate of Good Standing (Optional)
- Log Books (Optional)

Note: Electronic Copies must be in a readable format.
You may choose any one of the following channels to submit your Primary Source Verification (PSV) application.

**Online**

- Visit www.gbsqchp.com to Register yourself and receive Login Credentials to your registered Email Address.
- Login back to the same website and initiate the application submission process.
- Fill up the required information throughout the online process and upload the Electronic Copies of your documents wherever needed.
- Pay your Fees Online using your Credit Card and Submit your Application online.

**In Person at our Help Desk**

- Visit any of our Help Desk located at the following Locations.
- QAR 50 Extra admin charges per application is applicable for applications In person.

<table>
<thead>
<tr>
<th>Ministry of Public Health</th>
<th>Gulf Bridge Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor, Counter No. 13</td>
<td>Office 302, 3rd Floor,</td>
</tr>
<tr>
<td><strong>Sunday, Tuesday and Thursday</strong></td>
<td>Jaidah Square, Umm Ghuwalina</td>
</tr>
<tr>
<td>7AM to 12PM</td>
<td>(Near Crazy Signal)</td>
</tr>
<tr>
<td>except Public Holidays of Qatar</td>
<td><strong>Sunday to Thursday</strong></td>
</tr>
<tr>
<td></td>
<td>9am to 5pm</td>
</tr>
<tr>
<td></td>
<td>except Public Holidays of Qatar</td>
</tr>
</tbody>
</table>

www.gbsqchp.com or Whatsapp: +974 3360 4585
Step 3 : After you Apply

- You shall receive a Payment Receipt to your Registered Email Address that includes your Application Reference Number.

- You can track your PSV Application through “Track your Application” option available on www.gbsqchp.com

- If your PSV Application requires any further information, we shall contact you to your Registered Email Address or Contact Number.

- Once your PSV Application is processed, you shall get an Email Notification and you may then Login to our website www.gbsqchp.com to see the Verification Results and download a copy of your Report.

- If you wish to Withdraw or Appeal your PSV Application, you may do so by sending an Email request to customerservice@gbsqchp.com quoting your Application Reference Number and Last Name.
  
  - Withdrawal requests received within 2 working days from the date of submission ONLY shall receive a refund but excluding the Applicable Bank Charges.

  - You have the right to apply for an Appeal with no any additional charge in case of the report includes documents which are “Unable to verify” or “Negative”.
General Information

- Our latest PSV Service Charges can be found in our website www.gbsqchp.com.

- If you are applying for the First time with us you should select Packages (New or Retrospective Application) ONLY and Additional Documents can ONLY be added to your existing Application package by Gulf Bridge Services.

- PSV Application Processing Time: Approximately 20 Working days provided that your information & Documents submitted to us are Clear & Accurate.

- Your Passport Copy is ONLY considered as your identification document.

- We recommend you to submit your PSV application in prior or parallel with the evaluation phase of the QCHP Registration process.

- Our Contact Center Number +974 3360 4585 operates from 9Am to 5PM (Qatar Time) Sunday to Thursday excluding the National Holidays of Qatar.

- Emails sent to customerservice@gbsqchp.com shall be responded within 48hours from the time of receipt.

- Employers / PROs: Please contact us directly on +974 3360 4585 or employer@gbsqchp.com for Registration and to receive your User Credentials in order to Login to our Website and submit your Applications in BULK.

Submission of **accurate information** and **correct documents** is the key to obtain your PSV results **ON TIME**.
### Service Charges:

<table>
<thead>
<tr>
<th>Package</th>
<th>Profession</th>
<th>Description</th>
<th>Price (QAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Application</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package (A)</td>
<td>Physicians / Dentists / Specialist Nurses</td>
<td>Two Educational Degrees</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Health License</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last years of Experience as per Profession</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Risk and Datasets Check</td>
<td></td>
</tr>
<tr>
<td>Package (B)</td>
<td>Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine</td>
<td>One Educational Degree</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Health License</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last years of Experience as per Profession</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Risk and Datasets Check</td>
<td></td>
</tr>
<tr>
<td><strong>Retrospective Application</strong></td>
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</tr>
<tr>
<td>Package (C)</td>
<td>Physicians / Dentists / Specialist Nurses licensed before 2009 and still practicing in the State of Qatar</td>
<td>Two Educational Degrees</td>
<td>750</td>
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<tr>
<td></td>
<td></td>
<td>One Health License</td>
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<td></td>
<td></td>
<td>Medical Risk and Datasets Check</td>
<td></td>
</tr>
<tr>
<td>Package (D)</td>
<td>Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine licensed before 2009 and still practicing in the State of Qatar</td>
<td>One Educational Degree</td>
<td>650</td>
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<tr>
<td></td>
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<td>One Health License</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Medical Risk and Datasets Check</td>
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</tr>
<tr>
<td><strong>Additional Verification</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional</td>
<td>All Professions</td>
<td>One Certificate of Good Standing (COGS)</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional One Educational Degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Surgical Privilege Log Book</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Additional One Health License</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Additional work experience certificate. OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If applicant has more than five work experience certificates than Packages (A,B)</td>
<td></td>
</tr>
</tbody>
</table>
Applicant Kit
Qatar Council for Healthcare Practitioners (QCHP)
“Your tool for a fast and easy application”
a service by
State of Qatar
Ministry of Public Health
Gulf Bridge services
gbsqchp.com

Applicant’s

MANUAL

Applicant

for Online Support Services

Prepared by: Gulf Bridge Services

June 2018
# USER'S MANUAL

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1.0 GENERAL INFORMATION

1.1 System Overview

gbsqchp.com has been designed and developed by Gulf Bridge Services in accordance with the guidance of QCHP in order to Accept & Manage “Primary Source Verification” (PSV) applications those were submitted by Applicants or their Employers prior to or in parallel with the evaluation phase of the QCHP Registration process.

Currently, this system has been developed for the best usage on Computers or Laptops and compatible on all the World-class web browsers including Microsoft Edge, Chrome, Safari, Firefox etc.,

This System allows the users to
- Read and Understand about “how to apply for a PSV?”
- Register basic information and receive Login Credentials to access the System
- Connect to the system using Login Credentials and Create PSV records
- Upload Supporting Documents in relation to PSV
- Make payments Online
- Check application Status
- Download Payment Receipt
- Download PSV Completed Reports

1.2 Acronyms and Abbreviations

PSV – Primary Source Verification
GBS – Gulf Bridge Services
QCHP – Qatar Council of Healthcare Practitioners
LOA – Letter of Authorization
2.0  GETTING STARTED

2.1  Guidelines on How to Apply for a PSV

Visit [www.gbsqchp.com](http://www.gbsqchp.com) and on the home page locate and click on How to Apply Icon to download a PDF that describes step by step procedure about How to Apply for a PSV.

![Primary Source Verification](image1.png)

2.2  New Registration (Applicant)

**Step 1:** On the Home screen click on “New Registration” located on the Top Right of the Screen and then Click on “Applicant” option.

![Primary Source Verification](image2.png)
Step 2: On the Applicant Registration screen Fill and Complete all the required fields and click Submit.
- You should enter a valid Email Address which you have access.
- You should select your Country Code and then enter your Full Contact Number

Step 3: You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

2.3 Login to the System

- Visit gbsqchp.com and click in Login option located on the Top Right Screen and enter your Login details as specified in the Registration Confirmation Email sent to your Registered Email address.

- As soon you Login, the system shall ask you to Change you One Time password to your desired password.

- As soon as your Password is accepted by the System, the session automatically logs out.
- Login again in to the system using your Username and New Password as specified by the user.
2.4 Create Entry

- During the First Login, there shall be a pop-up “Before you Apply” for you to read and understand the requirements in order for the user to proceed with the system.
- Populate the screens with the required information starting from Selecting your desired Package and until you Make the Payment. “Package, Personal and LOA” are Mandatory Categories to be filled.
- The Screen has different Categories (Package, Personal, Academic etc..) those are required to be filled by the Applicant.

- Mandatory Fields: Those are marked with Red asterisk (*)Symbol are considered Mandatory in each category.

- At the File upload options,
  - X represents to delete the uploaded file.
  - And the next button to the right represents a Download Option to download & verify the uploaded file.
  - Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please use the download option button which is next to the X.

- “Save and Continue” button would Save your Entry in the Current Screen and take you to the NEXT Category Screen.
• “Save and Add One More” button would Save your current Entry under the same Category and Open up a Blank Entry under the same Category.

• You may review your Data Entry and uploaded Documents by clicking on the respective records as shown on the screen.

• Wherever applicable you may Skip the Category by clicking on SKIP button

• LOA: Letter of Authorization
  - Please click on Download LOA Form to download the Blank LOA Form
  - Please Fill and Sign the LOA Form
  - Scan the Signed Form and Upload it in to the Screen using the Option “Choose File”
• Application Review:
  o Once the mandatory categories are all filled the user shall be able to Review their Entries by clicking on the Review button under the Payment Category.

- Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
- Clicking on Proceed Button shall lead to the Payment Options.

### 3.0 PAYMENT OPTIONS

Select the desired payment option and click Confirm. Appropriate instructions are on screen describing the various Payment Options.

After this Stage is Confirmed, the Applicant shall not be able to Edit the Records.
4.0 APPLICANT INFO AND STATUS - OPTIONS

The user screen has

- Applicant Info option to locate the Data Entry Categories
- Status option to understand
  - the current status of the Entry and over all application process
  - note the Reference Number of the Application.
  - Download Payment Receipt (once paid)
  - Download PSV Report (once the status changes to Completed)

- Various Application Status – Stages:
  - Registered: Applicant has registered in our System
  - Pending Data Entry: Applicant has started the Data Entry but not Completed
  - Unpaid: Applicant has Completed the Data Entry but Unpaid
  - Paid: Applicant has paid using any of the Payment Options
  - In Progress: A valid application with appropriate information and PSV Process Started.
  - Completed: PSV application process Completed and Report is Ready for Download

5.0 CHANGE OR FORGOT PASSWORD

Change Password:
Applicants use the option available under their Username on the Top right side of the screen to Change their password to access the system.
Forgot Password:
Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.

6.0 CHECK STATUS (PUBLIC SEARCH)

Applicants can check their application status without logging in to the System using the “Check Status” option available on the top right of our home page screen. To use this option the applicant should know their Application Reference Number and Date of Birth. This option shall display some basic information about the applicant and the current Status of the Application.

Once the Application process is Complete, the Applicant can download their PSV Report using this option.
APPLICATION STATUS

Reference Number: GBSD-8184  
Date of Birth: 01/07/1984

APPLICANT DETAILS

Application Ref. No: GBSD-8184  
Applicant Category: Physician  
Applicant Full Name: Test Entry Test Entry  
Date of Birth: 01/07/1981  
Passport Number: A123456  
Nationality: India  
Application Status: Completed

REPORT SUMMARY

Click here to Download a Copy of your PSV Report
gbsqchp.com

Employer

MANUAL

for Online Support Services

Prepared by: Gulf Bridge Services

June 2018
# USER'S MANUAL

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Currently, this system has been developed for the best usage on Computers or Laptops and compatible on all the World-class web browsers including Microsoft Edge, Chrome, Safari, Firefox etc.,

This System allows the users to
• Read and Understand about “how to apply for a PSV?”
• Register basic information and receive Login Credentials to access the System for Applicants and Employers / Focal Points
• Connect to the system using Login Credentials and
  o Create PSV records
  o View Applicants List
  o Make Payments Online
  o Make Bulk Payments
  o Download Statistics Report
  o Download Payments Receipts
  o Download PSV Completed Reports
• Upload Supporting Documents in relation to PSV
• Check application Status (Public Search)

1.2 Acronyms and Abbreviations

PSV – Primary Source Verification
GBS – Gulf Bridge Services
QCHP – Qatar Council of Healthcare Practitioners
LOA – Letter of Authorization
2.0 GETTING STARTED

2.1 Guidelines on How to Apply for a PSV

Visit [www.gbsqchp.com](http://www.gbsqchp.com) and on the home page locate and click on How to Apply Icon to download a PDF that describes step by step procedure about How to Apply for a PSV.

2.2 New Registration (Employer)

Step 1: On the Home screen click on “New Registration” located on the Top Right of the Screen and then Click on “Employer” option.
Step 2: Employer Registration is done on request by Contacting GBS as per the options given on the screen

- Users should supply valid Company details such as CR No., address etc.,
- An official Email address & Contact Number of the Company HR person and PRO is Mandatory.

Step 3: You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

2.3 Login to the System

- Visit gbsqchp.com and click in Login option located on the Top Right Screen and enter your Login details as specified in the Registration Confirmation Email sent to your Registered Email address.

- As soon you Login, the system shall ask you to Change you One Time password to your desired password.
• As soon as your Password is accepted by the System, the session automatically logs out.
• Login again in to the system using your Username and New Password as specified by the user.

2.4 Employer / Focal Point – Home Screen

Dashboard: points to the Home Screen

Applicant list:
Lists the details of the Entries made in to the system and also can be categorized according to the Status as listed on the screen.
Download PSV Report:
When Status is “Completed” users are able to Download the PSV Report

Download Payment Receipt:
When Status is “Paid” users are able to Download the Payment Receipt

View Applicant:
Provides information about the data & documents entered/uploaded by the User.
2.5 Create Entry

- An Entry can be added to the system by going back to the dashboard and click on Add Applicant.

- Populate the screens with the required information starting from Selecting your desired Package and until you Make the Payment. “Package, Personal and LOA” are Mandatory Categories to be filled.

- If you wish to pay In Bulk, you may choose Pay later option or Pay in Person. When you choose Pay later, you can select all the Unpaid Entries in the Applicants List and Click to Pay.

- The Screen has different Categories (Package, Personal, Academic etc.,) those are required to be filled by the Applicant.
• Mandatory Fields: Those are marked with Red asterisk (*) Symbol are considered Mandatory in each category.

- First Name: As per passport
- Nationality: India

• At the File upload options,
  o X represents to delete the uploaded file.
  o And the next button to the right represents a Download Option to download & verify the uploaded file.
  o Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please use the download option button which is next to the X.

• “Save and Continue” button would Save your Entry in the Current Screen and take you to the NEXT Category Screen.
• “Save and Add One More” button would Save your current Entry under the same Category and Open up a Blank Entry under the same Category.
• You may review your Data Entry and uploaded Documents by clicking on the respective records as shown on the screen.
Wherever applicable you may Skip the Category by clicking on SKIP button

- **LOA:** Letter of Authorization
  - Please click on Download LOA Form to download the Blank LOA Form
  - Please Fill and Sign the LOA Form
  - Scan the Signed Form and Upload it in to the Screen using the Option “Choose File”
• **Application Review:**
  o Once the mandatory categories are all filled the user shall be able to Review their Entries by clicking on the Review button under the Payment Category.

  ![Application Review](image)

  - Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
  - Clicking on Proceed Button shall lead to the Payment Options.

### 3.0 PAYMENT OPTIONS

Select the desired payment option and click Confirm. Appropriate instructions are on screen describing the various Payment Options.

After this Stage is Confirmed, the Applicant shall not be able to Edit the Records.

![Payment Options](image)
4.0 BULK PAYMENTS

Employers/Focal Points can make bulk payments (i.e.) select more than one record in the Applicant List and click on “Pay Multiple” option available on the screen. This option shall be enabled only when there are “Unpaid” cases and can be paid through Credit Card only.

Bulk Payments can be also made in Person at our Service Counters with an additional Service Charge of QAR 50 per application.

5.0 APPLICATION STATUS

Applicant List has various Status updates that can be filtered by the user.
In Progress date and No. of Working days can be found in the applicants list

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Ref No</th>
<th>Contact Number</th>
<th>Email ID</th>
<th>Self Reg</th>
<th>Reg Date</th>
<th>In Progress Date</th>
<th>In Progress Days</th>
<th>Status</th>
<th>Report</th>
<th>Receipt</th>
<th>Action</th>
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<tbody>
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<td>khasim</td>
<td>GBSD-</td>
<td>8985457280</td>
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<td>YES</td>
<td>22/06/2018</td>
<td>18/06/2018</td>
<td>8</td>
<td>In Progress</td>
<td></td>
<td></td>
<td>Download View Applicant</td>
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<tr>
<td>valli</td>
<td>7414</td>
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<td>khasim</td>
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<td><a href="mailto:khasims4j@gmail.com">khasims4j@gmail.com</a></td>
<td>YES</td>
<td>25/06/2018</td>
<td>22/06/2018</td>
<td>1</td>
<td>In Progress</td>
<td></td>
<td></td>
<td>Download View Applicant</td>
</tr>
<tr>
<td>valli</td>
<td>7415</td>
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<tr>
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<td><a href="mailto:khasims434@gmail.com">khasims434@gmail.com</a></td>
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<td>25/06/2018</td>
<td>26/06/2018</td>
<td>2</td>
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<td></td>
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</tbody>
</table>

Application Status for “Completed” cases can be seen by clicking on “View Applicant” in Actions heading

When “View Applicant” is clicked application, details are shown on the screen, where the user can click on each Category (Personal, Academic, Licenses, Work Experience, Cogs and Logbook) to see the application Status.
In the Application List once the Status turns “Completed” users can download the PSV Report under the “Report” heading:

- Various Application Status – Stages:
  - Registered: Applicant has registered in our System
  - Pending Data Entry: Applicant has started the Data Entry but not Completed
  - Unpaid: Applicant has Completed the Data Entry but Unpaid
  - Paid: Applicant has paid using any of the Payment Options
  - In Progress: A valid application with appropriate information and PSV Process Started.
  - Completed: PSV application process Completed and Report is Ready for Download
6.0 CHANGE OR FORGOT PASSWORD

Change Password:
Applicants use the option available under their Username on the Top right side of the screen to Change their password to access the system.

Forgot Password:
Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.
7.0  CHECK STATUS (PUBLIC SEARCH)

Applicants can check their application status without logging in to the System using the “Check Status” option available on the top right of our home page screen. To use this option the applicant should know their Application Reference Number and Date of Birth.

This option shall display some basic information about the applicant and the current Status of the Application.

Once the Application process is Complete, the Applicant can download their PSV Report using this option.