Circular No. (16/2016)

From | Qatar Council for Healthcare Practitioners (QCHP)
-----|--------------------------------------------------
To   | • All Licensed Healthcare Practitioners in the State of Qatar (Governmental & Private sectors)
      | • All Healthcare Facilities Focal Points/Employer Representatives in the State of Qatar (Governmental & Private sector)
Subject | Launching the Electronic System for Creating Focal Point/Employer Representative Accounts through the QCHP Registration & Licensing System
Date | 30 June, 2016

“The Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments”.

In alignment with circular No. (26) issued on March 27th, 2011 regarding the subject above and in the Registration Department’s pursuit to keep in touch with all healthcare practitioners and employers and in order to facilitate the process of creating focal point/employer representative accounts, it has been announced that the process of creating an account for the focal point/employer representative will be done through the QCHP Registration & Licensing System starting from the date of this circular. Kindly be advised that this process will follow the same procedures where you can access the QCHP Registration & Licensing System on: www.qchp.org.qa

The expected advantages of this system are:
• Achieving the satisfaction of QCHP clients and saving time and effort for employer representatives.
• Enhancing the sustainability by reducing the paper usage and consumption.
• Making the process of following up with applications easier.
• Focal points will be able to have an electronic copy of their focal point/employer representative card.
• Providing better communication between QCHP and employer representatives.

Attached below are illustrative photos from the system to show the steps of creating the focal point/employer representative account. Please be advised that we will continue to receive the manual applications for creating focal points/employer representative accounts for one month (as a grace period) from the date of this circular alongside the electronic ones.

For further information, kindly contact:

Dr. Souma El-Torky
seltorky@moph.gov.qa

Jowaher Al Ali
Jalali@moph.gov.qa

Thank you for your cooperation,
Registration Team/ Qatar Council for Healthcare Practitioners
Attachments: Illustrative photos on how to create a focal point/employment representative account.

Photo (1): QCHP Account Creation Page
Photo (2): Filling in the Required Information:
Photo (3): Employer Representative Account Creation Page:
Photo (4): Focal point/Employer Representative Information Page

### Facility Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name(En)*</td>
<td></td>
</tr>
<tr>
<td>Facility Name(Ar)*</td>
<td></td>
</tr>
<tr>
<td>Facility Address*</td>
<td></td>
</tr>
<tr>
<td>Facility Contact Number*</td>
<td></td>
</tr>
</tbody>
</table>

### Employer Representative Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative First Name</td>
<td></td>
</tr>
<tr>
<td>Representative Last Name</td>
<td></td>
</tr>
<tr>
<td>Representative QIO Number</td>
<td></td>
</tr>
<tr>
<td>Representative Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

The following documents are mandatory to create employer representative account:
- First inspection letter or Facility final license.
- Employer Representative QIO copy both front and back.
- Please upload your Photo of same size as passport photo with White background.

Click here to download circular 26(2011) (English) (Arabic)

Documents:

- Allowed file extensions are PDF, JPG, DOC, DOCX, PNG & GIF
- Maximum File Size is 2 MB
- Max Resolution is 400 DPI

Submit
Photo (5): Account Creation Confirmation Message

Photo (6): Focal Point/Employer Representative Electronic Card