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

With the permanent pursuit to improve the services provided by Qatar Council for Healthcare Practitioners; QCHP has launched the Central Governmental Electronic Sick Leave System (E-Jaza), through the Electronic Registration and Licensing System.

This initiative was done to achieve the following goals:

- Regulate the sick leave issuance process.
- Standardize and control procedures of issuing sick leaves for healthcare practitioners in the state of Qatar.
- Simplify the procedures of issuing sick leaves for patients.
- Minimize the chances of fraudulent certificates to a minimum, and ensure that they were produced based on proper procedures.
- Provide a national database and comprehensive statistical reports for sick leaves, issued by Qatar’s healthcare sector.

Taking into consideration the following points:

- The (E-Jaza) system will be launched as a pilot phase for one month only commencing on November 30th, 2014.
- During this pilot phase, the new (E-Jaza) system will be accepted side by side with the currently used manual sick leave method.
- The (E-Jaza) system will be first implemented in the private sector.

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**Circular No. (20/2014)**

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<th>From</th>
<th>Dr. Jamal Rashid AlKhanji A/ Chief Executive Officer (CEO), Qatar Council for Healthcare Practitioners (QCHP)</th>
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<td>To</td>
<td>All healthcare practitioners working in the private sector</td>
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<td>All healthcare facilities’ focal points in the private center</td>
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<td>Subject</td>
<td>The launch of the Central Governmental Electronic Sick Leave System (E-Jaza) through the Electronic Registration and Licensing System.</td>
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<td>30th November, 2014</td>
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✓ All healthcare facilities should provide the required infrastructure such as (computers, printers and internet access) to ensure proper utilization of this function.

✓ (E-Jaza) will be fully implemented starting from December 30th 2014. It will be mandatory for all healthcare practitioners in private sectors to issue sick leaves through the new (E-Jaza) system. Thus, manual leave will no longer be accepted beyond that date.

Thanks for your cooperation,

Registration Department/ Qatar Council for Healthcare Practitioners
To check your Central Governmental Electronic Sick Leave System (e-Jaza), please follow the below steps:

1. Open www.qchp.org.qa

2. Click on Login to Medical Licensing Registration System

3. Sign In with "Practitioner" Email ID and Password

4. Click On e-Jaza
5. Fill “Patient Details”, “Leave Details” and click on Submit. The e-Jaza will be downloaded to your computer.

6- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.