



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



تعميم رقم (2018/4)

من	المجلس القطري للتخصصات الصحية
إلى	• كافة ضباط الإتصال التابعين للمنشآت الصحية في دولة قطر
الموضوع	تدشين طلبات "تصريح تقديم خدمات طبية قصير الأمد" إلكترونياً على نظام التسجيل والترخيص الإلكتروني
التاريخ	5 فبراير 2018

" تُهدىكم إدارة التسجيل بالمجلس القطري للتخصصات الصحية أطيبَ التمنيات "

إنطلاقاً من السعي الدائم للمجلس القطري للتخصصات الصحية إلى التطوير والتحديث المستمر على نظام التسجيل والترخيص الإلكتروني، تُعلن إدارة التسجيل بالمجلس القطري عن إمكانية تقديم طلبات "تصريح تقديم خدمات طبية قصير الأمد" إلكترونياً على نظام التسجيل والترخيص الإلكتروني.

وعليه، سيتم التوقف عن استقبال الطلبات اليدوية اعتباراً من تاريخ صدور هذا التعميم.

المرفقات:

- توجيهات التقدم بطلب "تصريح تقديم خدمات طبية قصير الأمد"

للاستفسار يرجى التواصل مع:

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Short Notice Request User Manual for Focal Points



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Enter with Employer Account User name and password on login Tab

The screenshot shows the QCHP login page. At the top, there is a navigation bar with the QCHP logo and the text 'World Class Standards. Qualified Practitioners'. Below this, there are three main tabs: 'LOGIN/SIGN IN', 'REGISTER/SIGN UP', and 'GUIDELINES'. The 'LOGIN/SIGN IN' tab is active. In the center, there is a login form with two input fields: 'Please enter your User Name' and 'Please enter your Password'. To the right of the 'User Name' field is a user icon, and to the right of the 'Password' field is a lock icon. A green 'Sign In' button is located to the right of the password field. Below the password field is a green 'Forgot Password' button. A red dashed box highlights the entire login form area.

After Successful login, kindly choose Short Notice Request

The screenshot shows the 'Employer Landing Page'. At the top, there is a green header with the text 'Employer Landing Page'. Below this, there is a section titled 'Review and Submit Requests' with a checkmark icon. Underneath, there are several buttons: 'Evaluations, Licensing & Other Requests', 'Renewals', 'Change Place Of Work', 'Add/Change Scope of Practice', 'Removal from the Registry', 'Restoration to the Registry', and 'Short Notice Requests'. A red arrow points to the 'Short Notice Requests' button. Below this, there is a 'View' section with an eye icon and several buttons: 'Request Dashboard', 'All Practitioner Details', 'Expiring Evaluations & Medical Licenses', 'Rejected Requests', and 'Employer Representative Account Status Report'.

1. Choose "Create New Request"

The screenshot shows the 'Create a new Short Notice request' page. At the top, there is a green header with the text 'Create a new Short Notice request'. Below this, there is a button labeled 'Create new request' with a red arrow pointing to it. Underneath, there is a 'Search' section with a magnifying glass icon. The search section has two rows of filters: 'ShortNotice Visit for' with radio buttons for 'All', 'For Patient', and 'For Mission'; and 'Request Date From:' and 'Request Date To:' with date pickers. Below the filters is a 'Search' button with a magnifying glass icon.

2. Please read through the below points and click on the highlighted points

The screenshot shows the 'Personal Declaration' form. At the top, there is a green header with the text 'Personal Declaration'. Below this, there is a section titled 'Personal Declaration' with a checkmark icon. Underneath, there is a text area with the following text: 'I certify that I am the responsible focal point to submit this application on the Qatar Council for Healthcare Practitioners Registration System and all the submitted documents and information, I have given are true and correct.' Below this, there is another text area with the following text: 'I understand that any approval that may result from this application will be void if I have made any false or misleading representations or declarations in this application through error or omission.' Below the text area, there is a checkbox labeled 'I hereby declare the above mentioned statements.' with a red circle around the word 'declare'. At the bottom, there are several buttons: 'Save', 'Save and Close', 'Close', 'Reset', 'Previous', and 'Next'. A red dashed box highlights the 'Next' button.



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3. Please fill all the information as per the highlighted asterisk

- ✓ Personal Declaration
- ✓ Short Notice Details

Short Notice Details

i For Patient: The permission will be for a specific patient undergoes mostly a single operation or procedure, it can be in private hospital or the semi governmental.
For Mission: The permission will be for a large number of patients and different operations or procedures.

ShortNotice Visit for*	<input checked="" type="radio"/> For Patient <input type="radio"/> For Mission
Department/Patient Name*	<input type="text"/>
Patient Qatar Id*	<input type="text"/>
Name of Medical Director*	<input type="text"/>
Title of Medical Director*	<input type="text"/>

Visiting Practitioner(s)

Practitioner Name*	<input type="text"/>
Profession*	Select ▼
Scope of Practice*	<input type="text"/>
More Info.	<input type="text"/>
<input type="button" value="+ Add"/> <input type="button" value="Reset"/>	

Visit Start Date*	<input type="text"/> <input type="button" value="Calendar"/>
Visit End Date*	<input type="text"/> <input type="button" value="Calendar"/>
Reason of Visit*	<input type="text"/>

List of documents to be uploaded

- i** 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. The 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).

i 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).

i Allowed file extensions are .PDF, .JPG, .DOC/.DOCX, .PNG & .GIF

Select File	<input type="button" value="Choose File"/> No file chosen
	i Maximum File Size is : 2 MB
	i Max Resolution is 400 DPI
File Description	<input type="text"/> <input type="button" value="Add"/>
	<input type="button" value="Reset"/>



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After Submission, your request will be under process with QCHP.

Create a new Short Notice request

Create new request

Search

ShortNotice Visit for: All For Patient For Mission

Request No.

Request Date From:

Request Date To:

Search

Request No.	Request Status	Requested Date	Approved Date	Type	Department/Patient Name	Visit From Date	Visit End Date	Purpose of Visit	Print Approval Letter	Remove	Comments
382746	Under process with QCHP	30/01/2018	01/01/0001	Patient	Test	31/01/2018	31/01/2018	Test			

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