QuadraBay

وزارة الصحـــــة العامـــــة
Ministry of Public Health
State of Qatar • دولـــة قطـــر

Department of Healthcare Professions – Ministry of Public Health – Qatar

Get access to a range of benefits and features by creating a Personal or Business Account with QuadraBay.

DHP.QUADRABAY.COM

Benefit from the following:

- Submit and Track Multiple Applications with Ease
- Dedicated Account Manager Support
- Statistical Tracking Application Dashboard
- 24/7 Access to Application Status

Before You Start

Please ensure that you have clear and legible scans of the following documents, to avoid delays in your application process:

- Passport Copy
- Documents to be Verified
- Consent / Authorization Letter

About Us

QuadraBay offers a range of industry leading Credentialing solutions with over 45 years of experience, and over 26 million+ candidates verified annually. We work with Government and Semi-Government Entities globally and within the GCC.

- Submit Within 15-Minutes
- Excellent Customer Service
- Fast Turnaround Time
- Global Coverage

How to Complete Your Application

Completing your verification application is extremely easy, **click here** to be directed to the **Department of Healthcare Professions - Ministry of Public Health DHP-MOPH** dedicated portal, or scan the **QR Code** with your mobile to get started.

Important Notice: Once your application is ready, you will be notified via Email and the same will be reflected on your Application Tracker.

Scan to Start

Step 1

Register or Login to the DHP-MOPH dashboard and enter the OTP details received in your Email to verify your account.

Step 2

Once completing the Registration or Login process, carefully read through the **"Candidate Information Page"** and have your documents ready.

Step 3

To start the application process, select your preferred service type and click **"Start Registration".**

Step 4

Fill in your personal details and upload or digitally sign the **"Consent/Authorization Letter"** to continue with your application.

Step 5

Upload your documents and complete the required information:
Education Details
Employment Details
Professional License
Good Standing
Additional Document(s)

Step 6

Before completing your payment, carefully review your application. Once done, enter the required details and select **"Pay and Finish"** to finalize your payment.

Step 7

Once the payment is finalized, you will receive an Email with the payment receipt.

Step 8

You can check your application process by selecting **"Track my Application"** or visit track.quadrabay.com.

DHP-MOPH Services Price List

New Applications Packages

PACKAGE A
Physicians and Dentists

- Verification of up to (2) educational certificates.
- (1) professional license.
- Last (5) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check.

Standard (20 Business Days)	Prestige (14 Business Days)
1,100 QAR	1,400 QAR

PACKAGE B
Allied Health (Practitioners/ Complementary Medicine)

- Verification of (1) educational certificate.
- (1) professional license
- Last (5) years of experience – up to (3) employers
- GlobeX – Global Data Base Check

Standard (20 Business Days)	Prestige (14 Business Days)
900 QAR	1,200 QAR

PACKAGE E
Nurses/Pharmacists

- Verification of (1) educational certificate.
- (1) professional license.
- Last (3) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check

Standard (20 Business Days)	Prestige (14 Business Days)
900 QAR	1,200 QAR

PACKAGE F
Trainee (No Experience)

- Verification of (1) educational certificate.
- GlobeX – Global Data Base Check.

Standard (20 Business Days)
400 QAR

PACKAGE G
Clinical Nurse/Specialist/Nurse Practitioner/Nurse Educator

- Verification of up to (2) educational certificates.
- (1) professional license.
- Last (5) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check.

Standard (20 Business Days)	Prestige (14 Business Days)
1,100 QAR	1,400 QAR

PACKAGE H
Visiting Doctor

- Verification of (1) license.
- GlobeX – Global Data Base Check.

Standard (20 Business Days)
300 QAR

PACKAGE I
Good Standing Certificates

- Verification of (2) to (3) Good Standing certificates.
- GlobeX – Global Data Base Check.

Standard (20 Business Days)
550 QAR

PACKAGE J
Good Standing Certificate and Employment Certificate

- (1) Good Standing certificate.
- (1) Employment certificate (Most Recent Employment).
- GlobeX – Global Data Base Check.

Standard (20 Business Days)
550 QAR

Retrospective Applications

PACKAGE C
Physicians & Dentists (Working in Qatar for more than five years)

- Verification of (2) educational certificates.
- (1) professional license.
- GlobeX – Global Data Base Check.

780 QAR

PACKAGE D
Allied Healthcare Professionals (Working in Qatar for more than three years)

- Verification of (1) educational certificate.
- (1) professional license.
- GlobeX – Global Data Base Check.

680 QAR

Packages F & H

PRESTIGE SERVICE
Report Transfer and Additional Documents

- (1) Document: **150 QAR**
- (2) Documents: **200 QAR**
- (3) Documents: **250 QAR**
- (4) Documents: **300 QAR**

150-300 QAR

DHP-MOPH Services Price List

Additional Documents

ADDITIONAL DOCUMENT

(Verification of any additional document will be charged separately)

- (1) Additional educational qualification.
- (1) Good Standing certificate.
- (1) Surgical logbook.
- (1) Additional professional license.
- Additional employment screening (Applies for 3+ Employers).

290 QAR

Implanted Medical Devices

NEW IMPLANTED MEDICAL DEVICE REGISTRATION

- One Registration certificate of the manufacturer.
- One CE or FDA Certificate from the country of origin with the reference number of the device for registration.
- One free sale Certificate (FSC) for the device from the country of origin.

Duration
(15 Business Days)
650 QAR

IMPLANTED MEDICAL DEVICE REGISTRATION RENEWAL

(Previously processed by QuadraBay)

One CE or FDA certificate from the country of origin with the reference number of the device for registration.

Duration
(15 Business Days)
300 QAR

NON-MEDICAL STAFF

- Verification of (1) educational qualification.
- Globex.

300 QAR

Optional Services

SMS SERVICE

Sign up at checkout for SMS service and never miss important updates about your application status.

- Instant notifications.
- Convenient and secure communication.
- Stay ahead with important alerts.

10 QAR

CONCIERGE SERVICE

Concierge Service is an exclusive offering from QuadraBay Verification Services. Your verification applications will be handled by one of our dedicated managers, saving you time and effort.

Register Here

150 QAR

VIP VIRTUAL ASSISTANCE SERVICE

The applicant will connect virtually with a dedicated Relationship Manager who will guide them through the Primary Source Verification (PSV) process until the report is issued.

500 QAR

REPORT TRANSFER

Report transfer fee from other authorities, plus charges for additional documents if necessary as per DHP-MOPH regulations.

150 QAR

Frequently asked questions

How long will it take to complete and submit my application?

The application process is designed to be as simple as possible. Our research suggests that most participants complete the process within 15 minutes.

What is the expected process time of my application?

We are working 24 hours and are committed to provide the most thorough, current and accurate information within the fastest turnaround time possible. It usually takes an average of (20) business days for Standard Package and (14) business days for Prestige Package and (15 business days for Implanted Devices, from the date, a complete application with legible copies of documents is received for a verification report to be generated. However, there are few cases where reports may be temporarily delayed due to force majeure. In case there are any anticipated delays, our team will make sure to inform you in advance with reasons behind the delay.

What happens if there is missing information from my application?

If we receive an Incomplete Verification application, we'll notify you about the missing information as soon as possible. You will then have a maximum period of 30 days to send us the missing information. If the Incomplete Verification Information is not provided within the 30-day time period, we reserve the right to close the application as "Unable to Check".

Who can I contact if I need support with my application?

Just drop us an email detailing what you need help with. Include your case reference number to customer.service@quadrabay.com and we will contact you within 24 hours. You can also connect with us via the Live Chat option in the portal.

How do I know that my application was submitted successfully?

You will be receiving an Email from QuadraBay confirming your application reference number on the registered Email ID, and the payment receipt.

Will I get a copy of my verification report?

Of course! You have the right to receive a copy of the completed verification results. This can be found on the "Application Page" of your application dashboard. We will also make sure to notify you once your application has been completed.

How do I download a copy of my verification report?

To download a copy of your verification report you can log into your existing account navigate to the track my application tab then click on the download report button that will be displayed next to your application information.

How can I track my application?

Just log into our Online Portal where you have registered your application, and you'll be able to track the status of your application.

Scan or Click to Start Application

Scan or Click to Track Application

Scan or Click for Help Video

45

45+ YEARS EXPERIENCE

240+ COUNTRIES & TERRITORIES

100M+ CHECKS ANNUALLY

50K+ CLIENTS GLOBALLY

- BACKGROUND SCREENING & VERIFICATION
- PROFESSIONAL EVALUATION
- PROFESSIONAL PRIVILEGING
- DATA ANALYTICS & CONSULTANCY

www.quadrabay.com

dhp.support@quadrabay.com

A Detailed Guide for Corporate Accounts to Completing the QuadraBay Department of Healthcare Professions - Ministry of Public Health - (DHP-MOPH) Qatar Primary Source Verification Application

QuadraBay is the trusted verification partner of the Department of Healthcare Professions - The Ministry of Public Health - (DHP-MOPH) Qatar, providing verification services for healthcare professionals.

We verify qualifications, degrees, and certificates, a crucial step for obtaining licenses. This service ensures that medical practitioners seeking to work in the State of Qatar meet the highest standards set by Department of Healthcare Professions - The Ministry of Public Health in Qatar.

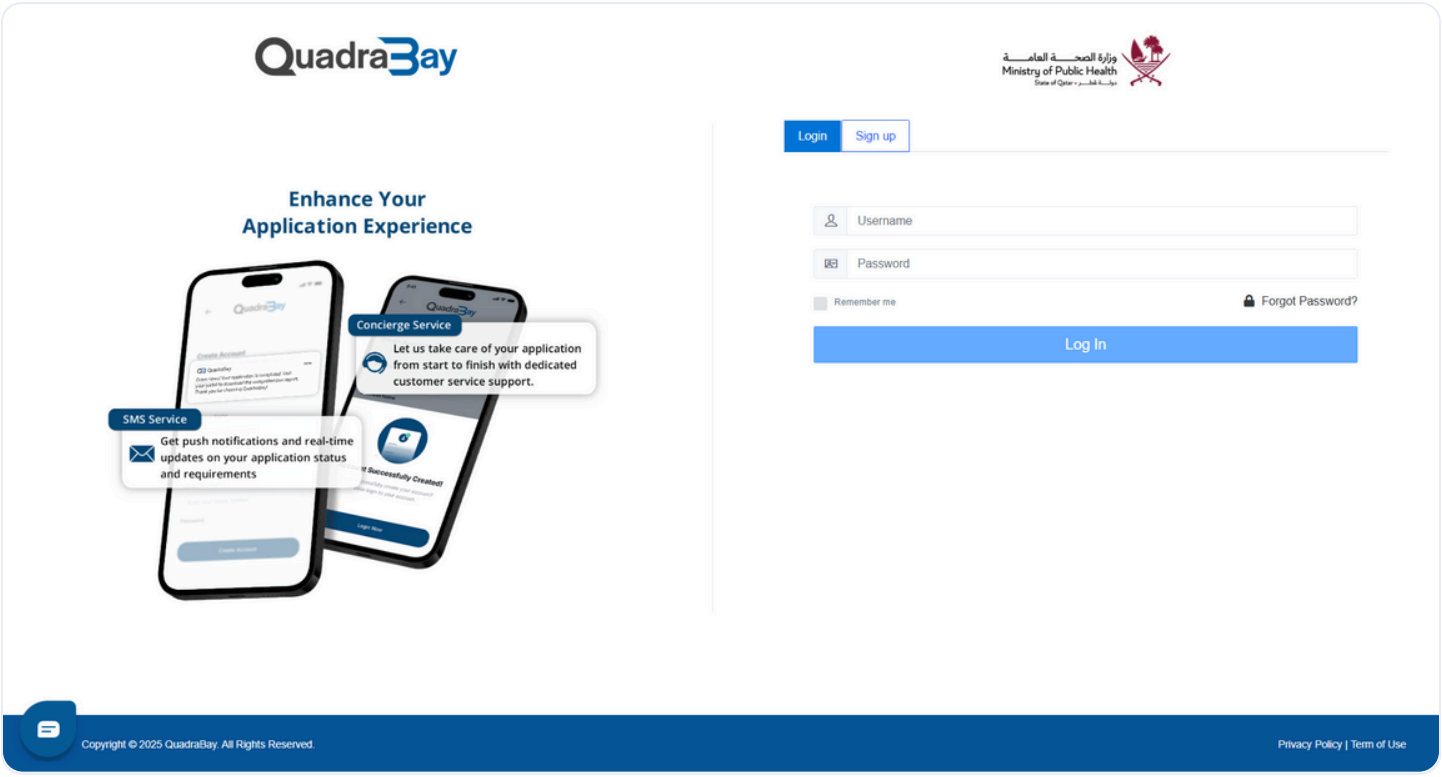
Follow our step-by-step guide below to apply for the QuadraBay Primary Source Verification (PSV) for DHP-MOPH (Qatar).

Step 1: Login with the Credentials

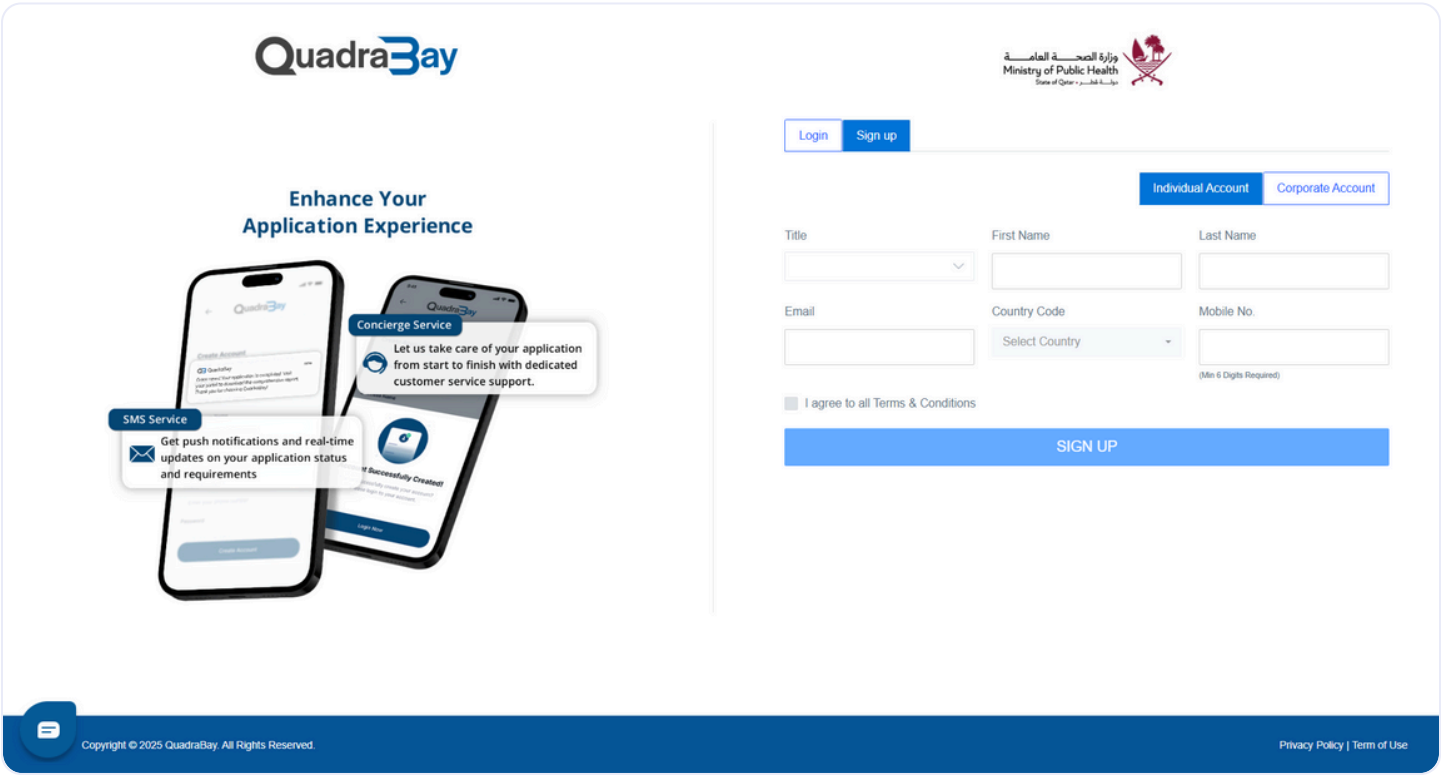
- Before you begin, make sure you have the below documents:
  - Passport Copy
  - Documents to be Verified according to DHP-MOPH Requirements (Copy of the degree, copy of the employment certificates, copy of the credential/any other documents that might be required for licensing)

- Signed Consent Form by the applicant

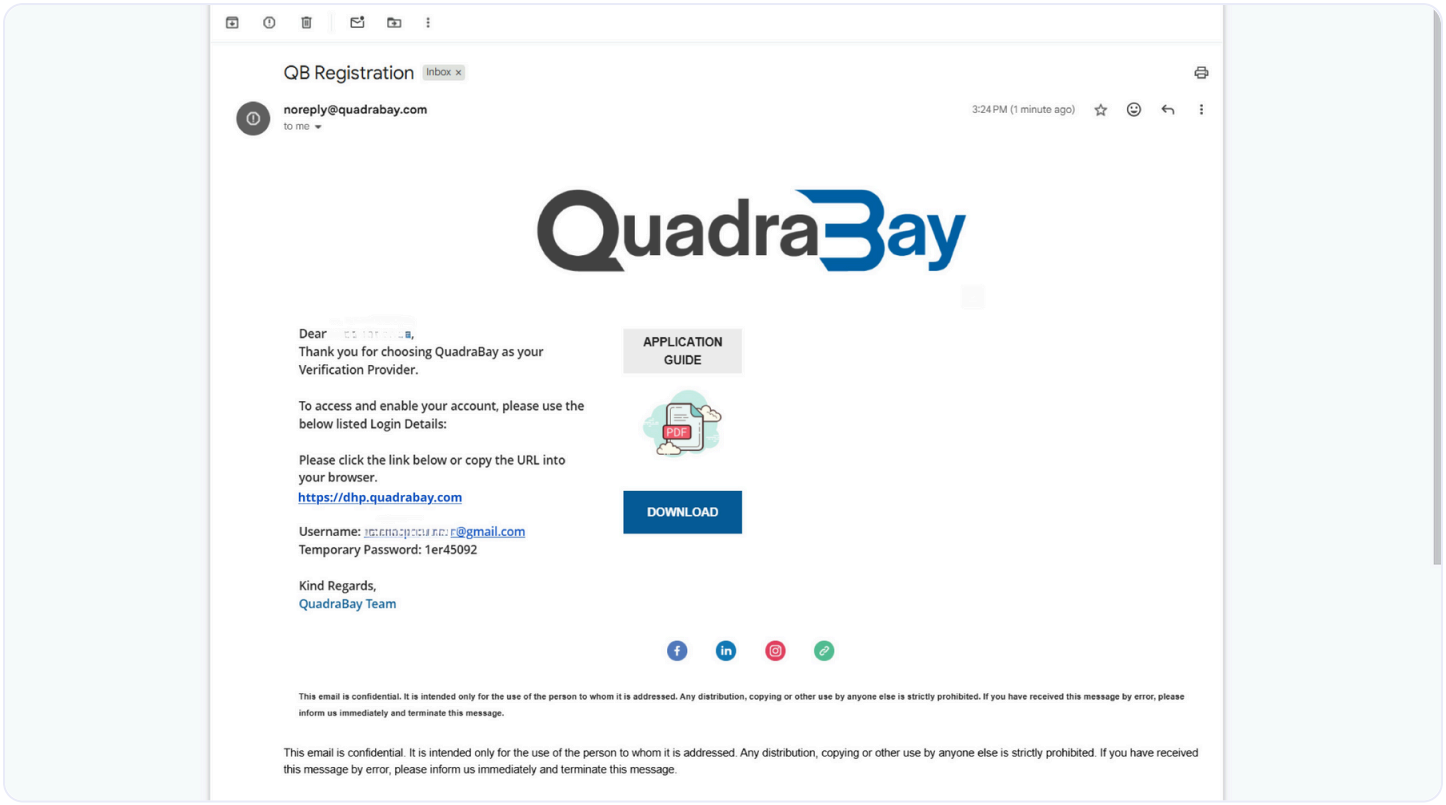
- Visit the official verification portal at https://dhp.quadrabay.com/ to begin your application.



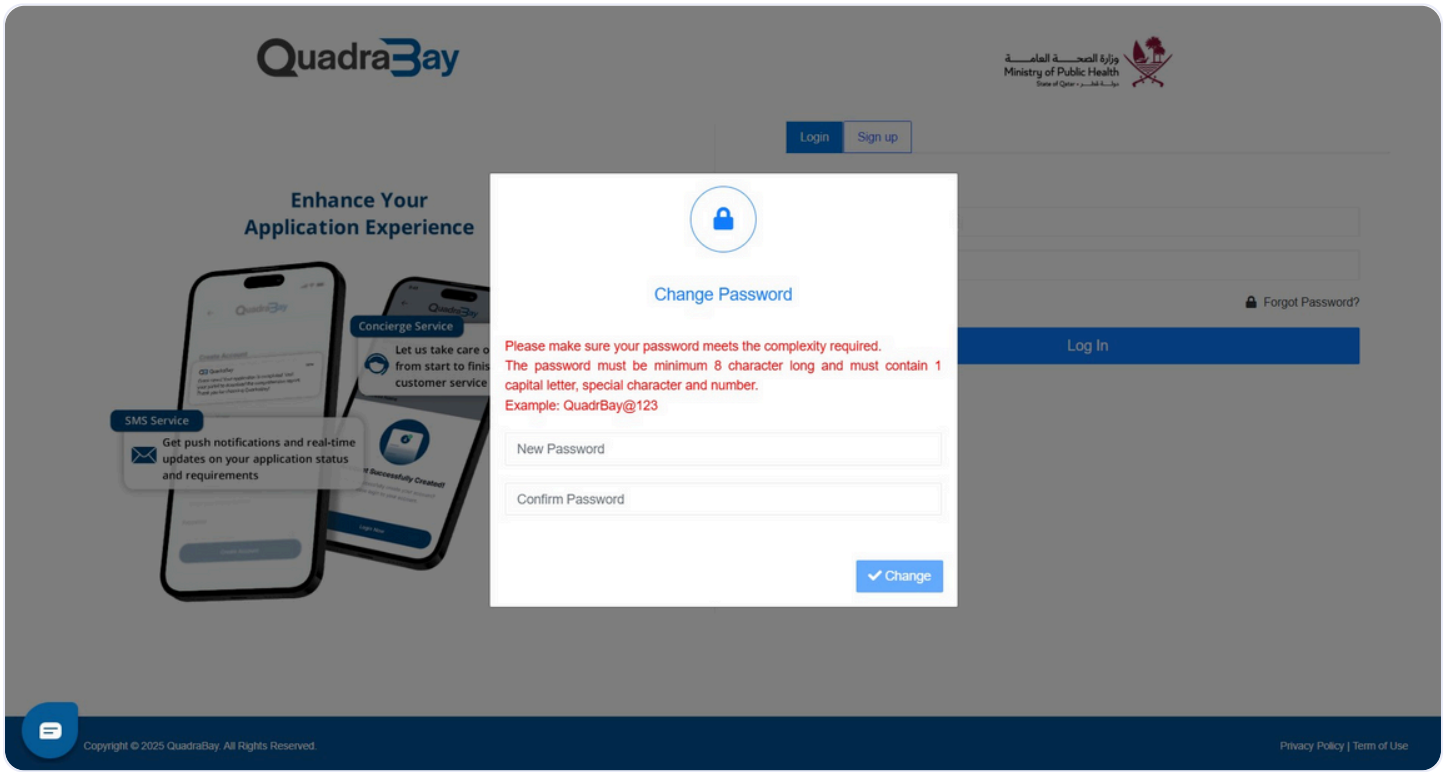
- Choose the appropriate account type (Individual or Corporate). Complete the required information and submit your registration details.



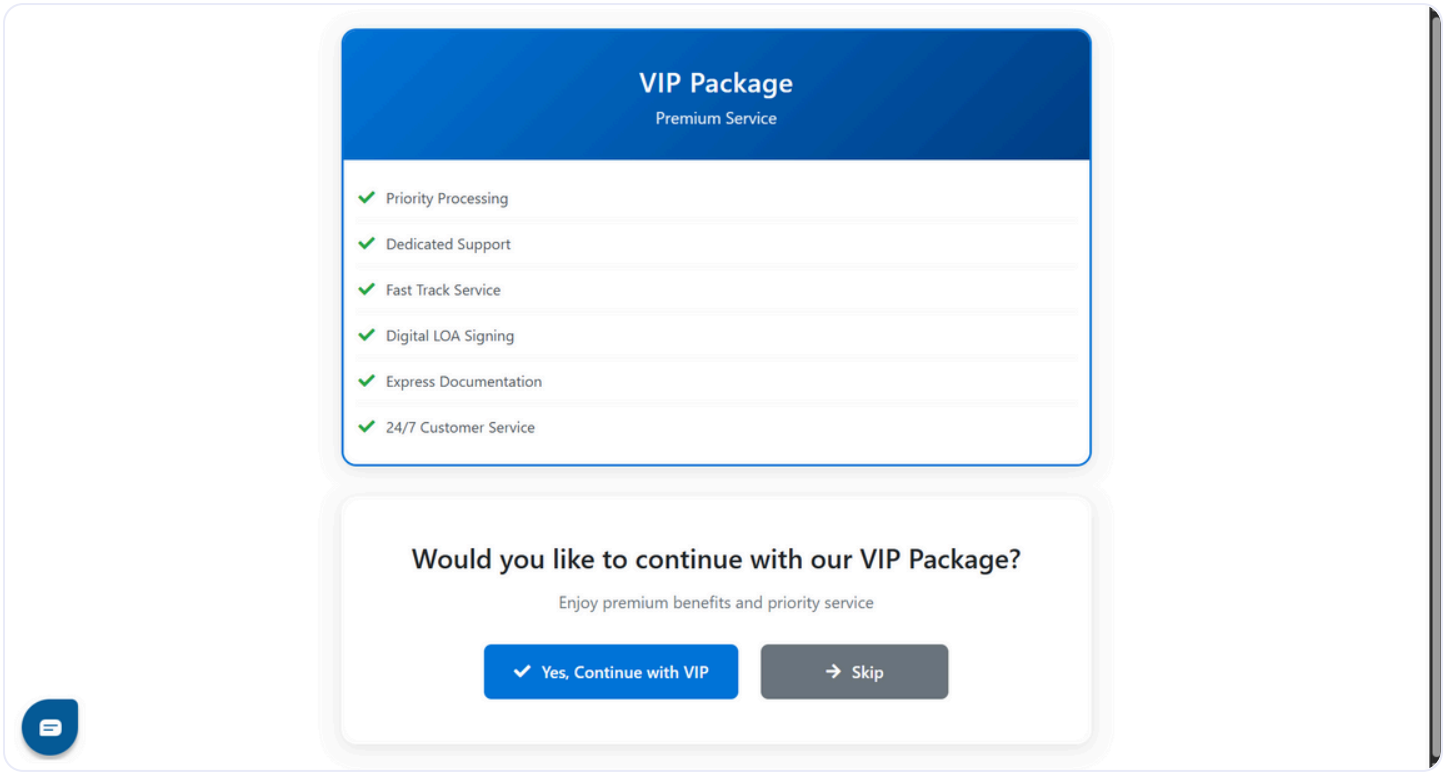
- After registration, you will receive an email containing a one-time password (OTP). Enter this code on the portal to verify your identity and activate your account.



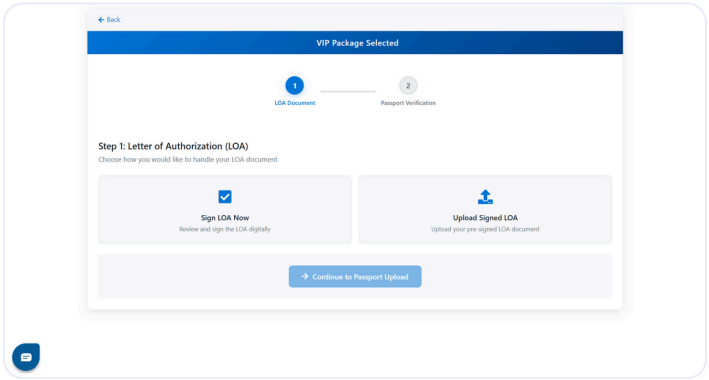
- After copying the password, you can navigate back to the portal.
- Once you log in, you will be asked to Change Password.

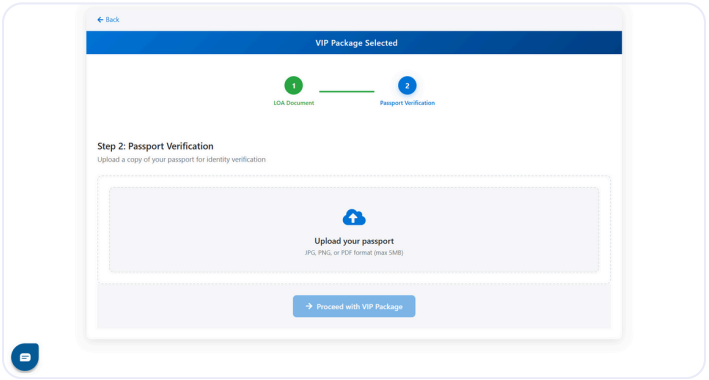


- You have the option to choose a VIP Package that provides additional benefits.

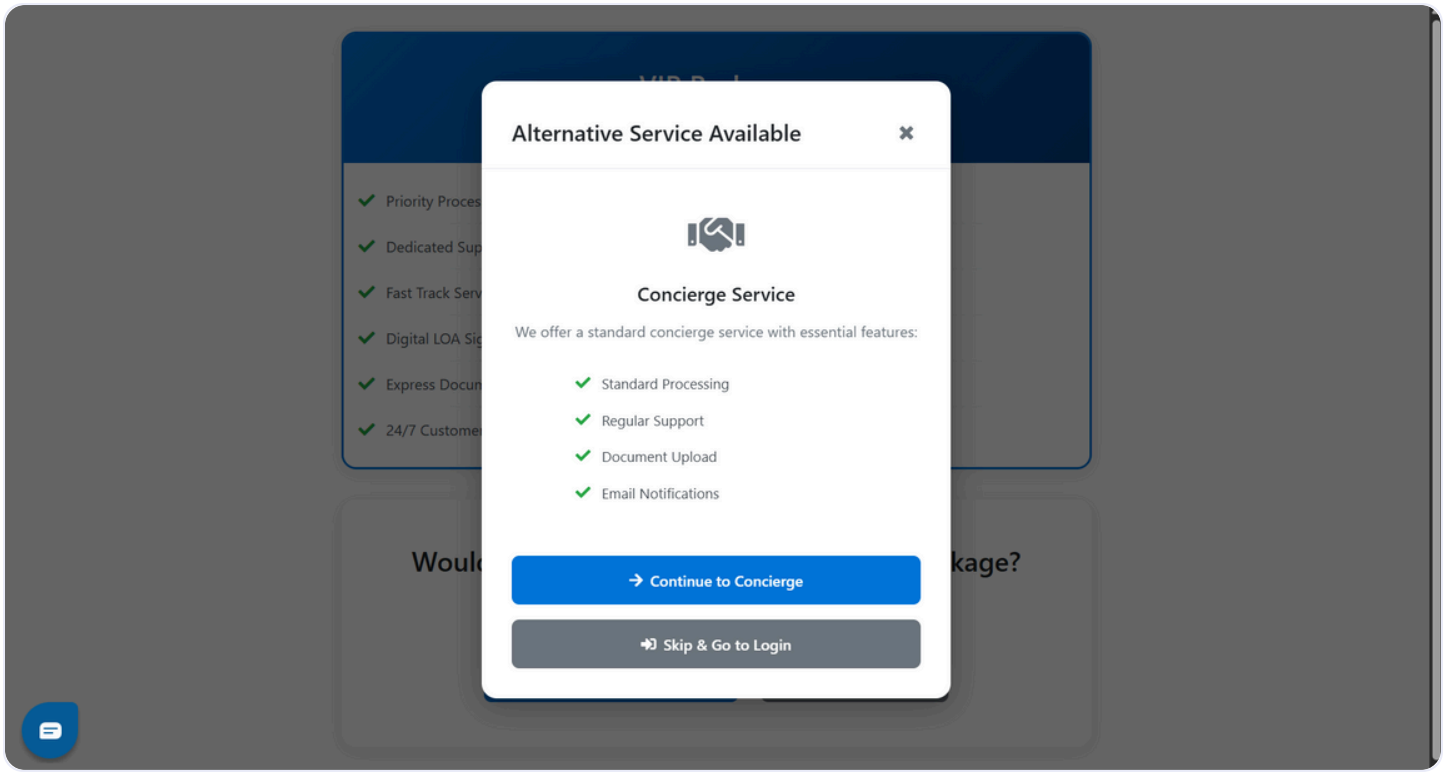


- If you continue with VIP Package, proceed to attach and submit the required documents.
  - Step 1: Upload the signed Consent Form (LOA), or sign the LOA digitally.
  - Step 2: Upload passport details of the applicant.

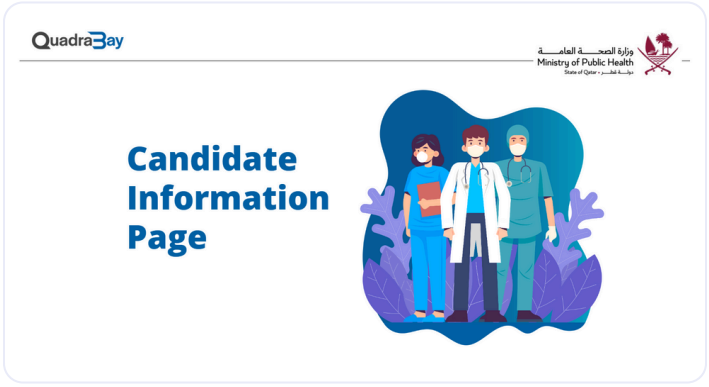


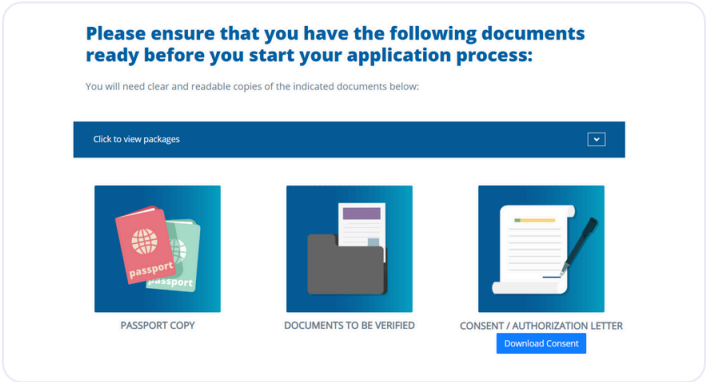


- If you choose Skip, you can opt in for Concierge Service which helps you in the application process.

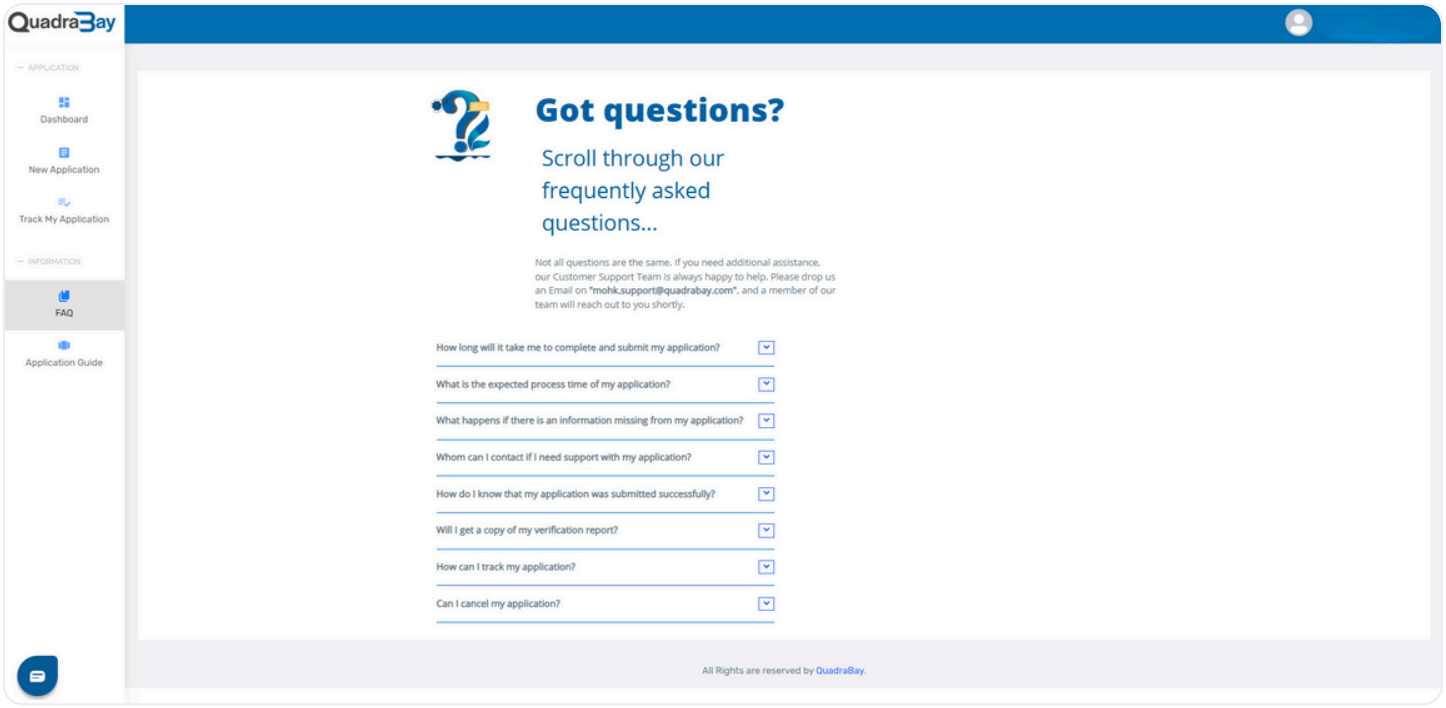


- Once you log in, you will then be redirected to the Candidate Information Page, which will have all the information and instructions you need to start the application.
- Please carefully read all the instructions. You can view packages and download the consent form, which will be required at a later stage.
- The details on the consent form should match the same details as the applicant's passport.



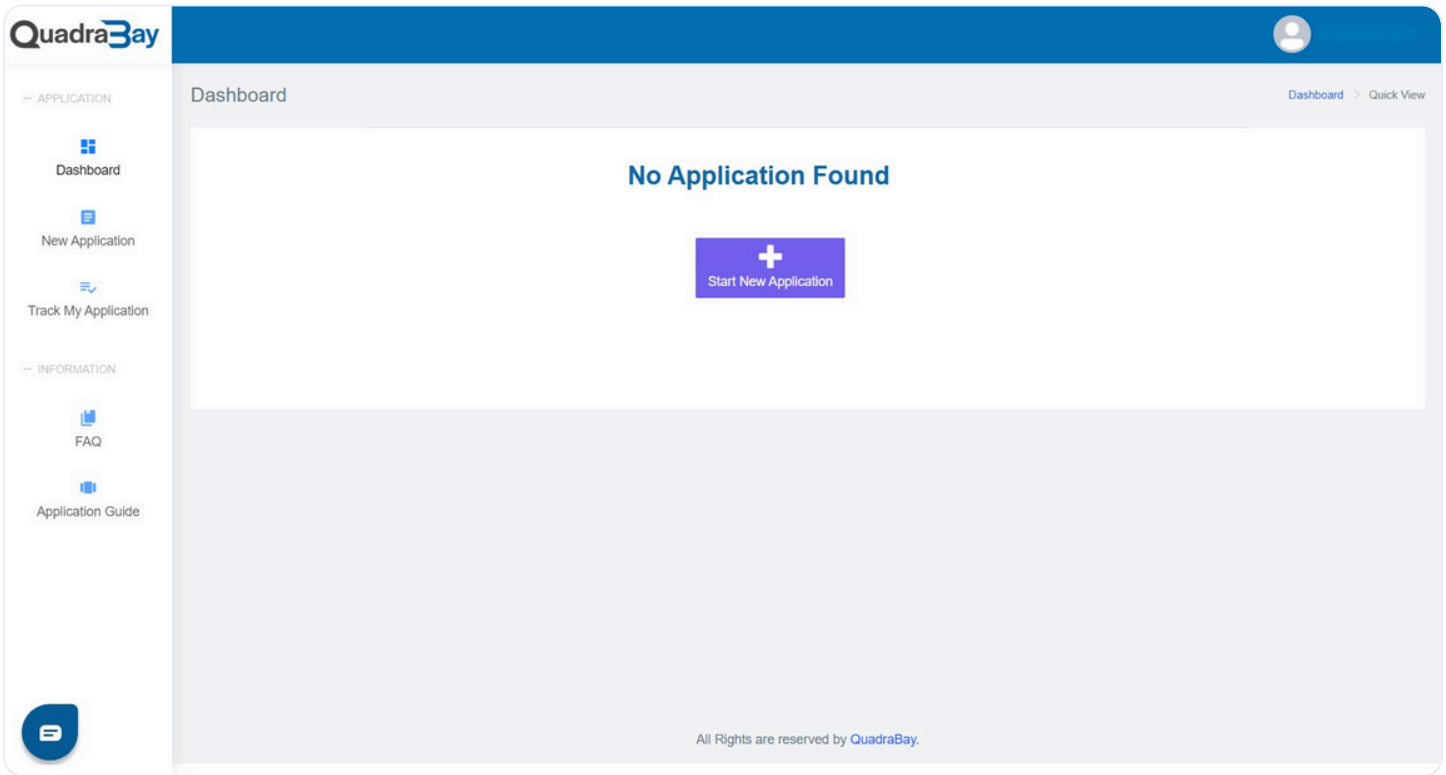


- If you have any questions, kindly refer to the FAQs section on the landing page.
- Throughout the application process, the Chat Now button can be used to get in touch with a customer service representative.

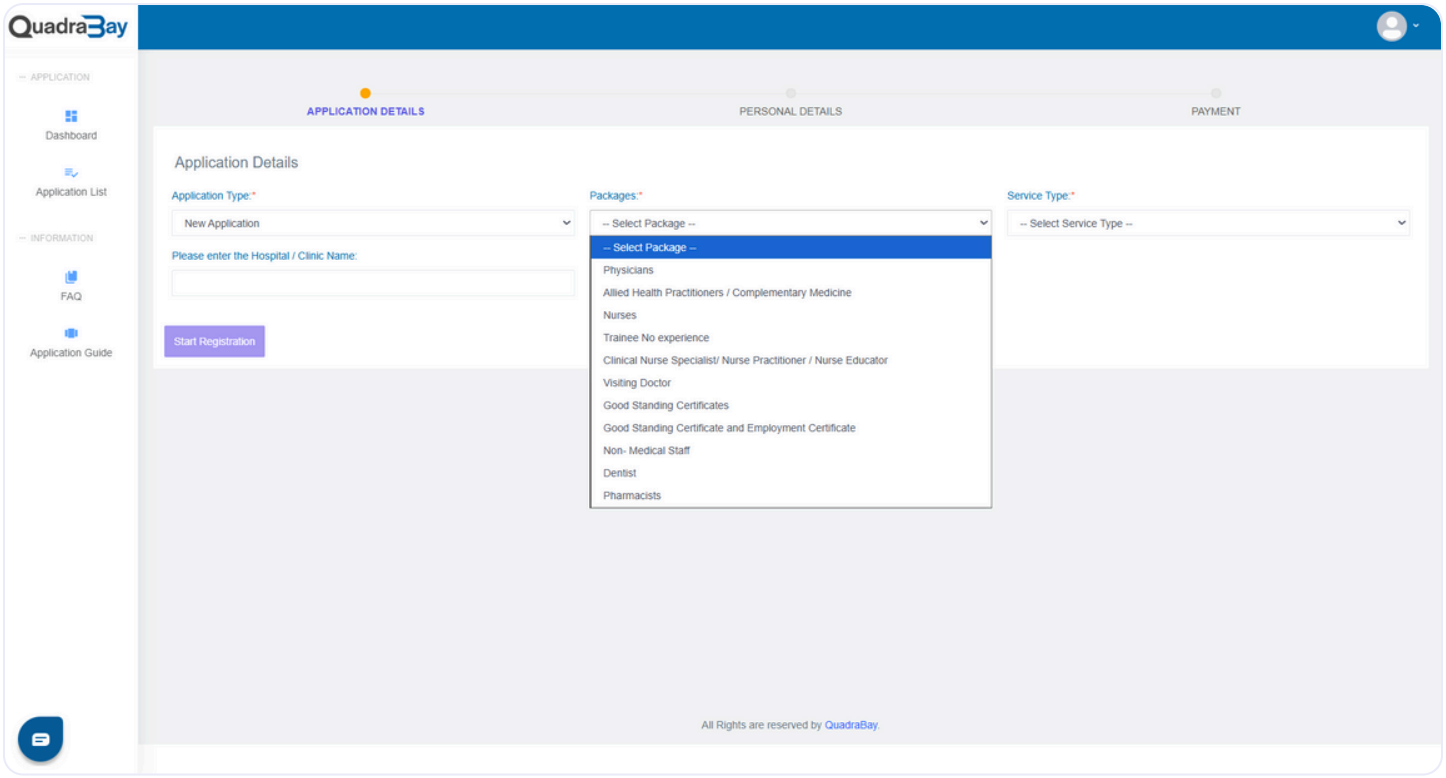


Step 2: Application Details

- Select the Start New Application option.

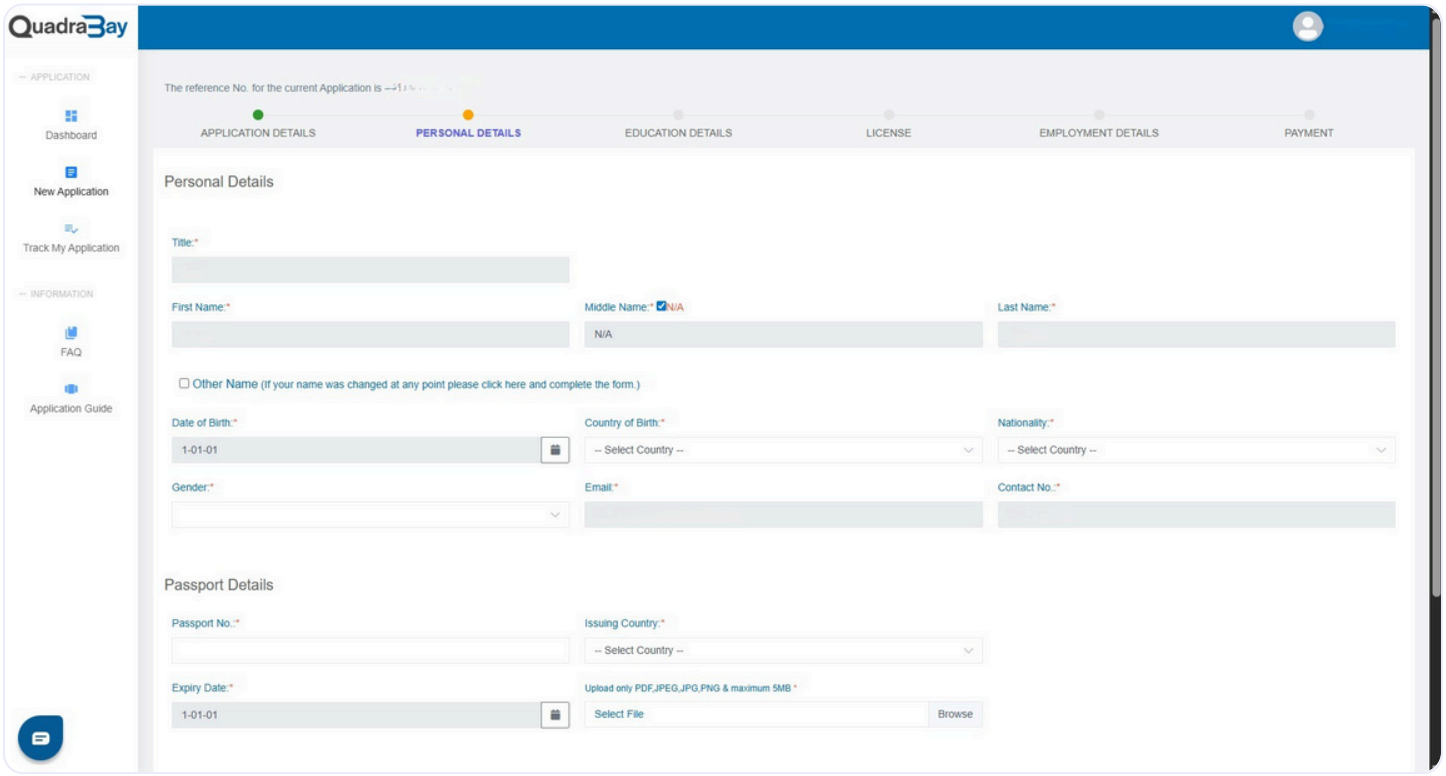


- Select the package that suits the applicant's requirements. Once completed, click on Start Registration.



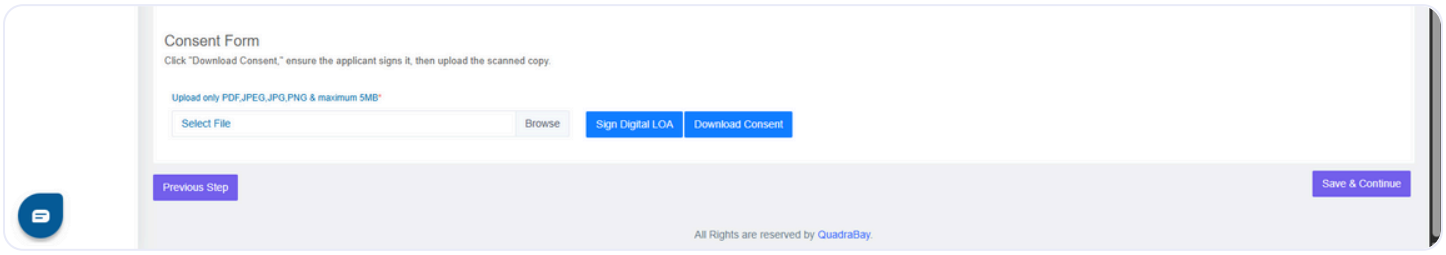
Step 3: Personal Details

- Fill in the applicant's personal details and passport details. The fields highlighted with a red asterisk (*) need to be filled out since they are mandatory.



- The Consent Form can be downloaded by clicking on Download Consent button at the bottom of the page and signed manually by the applicant.

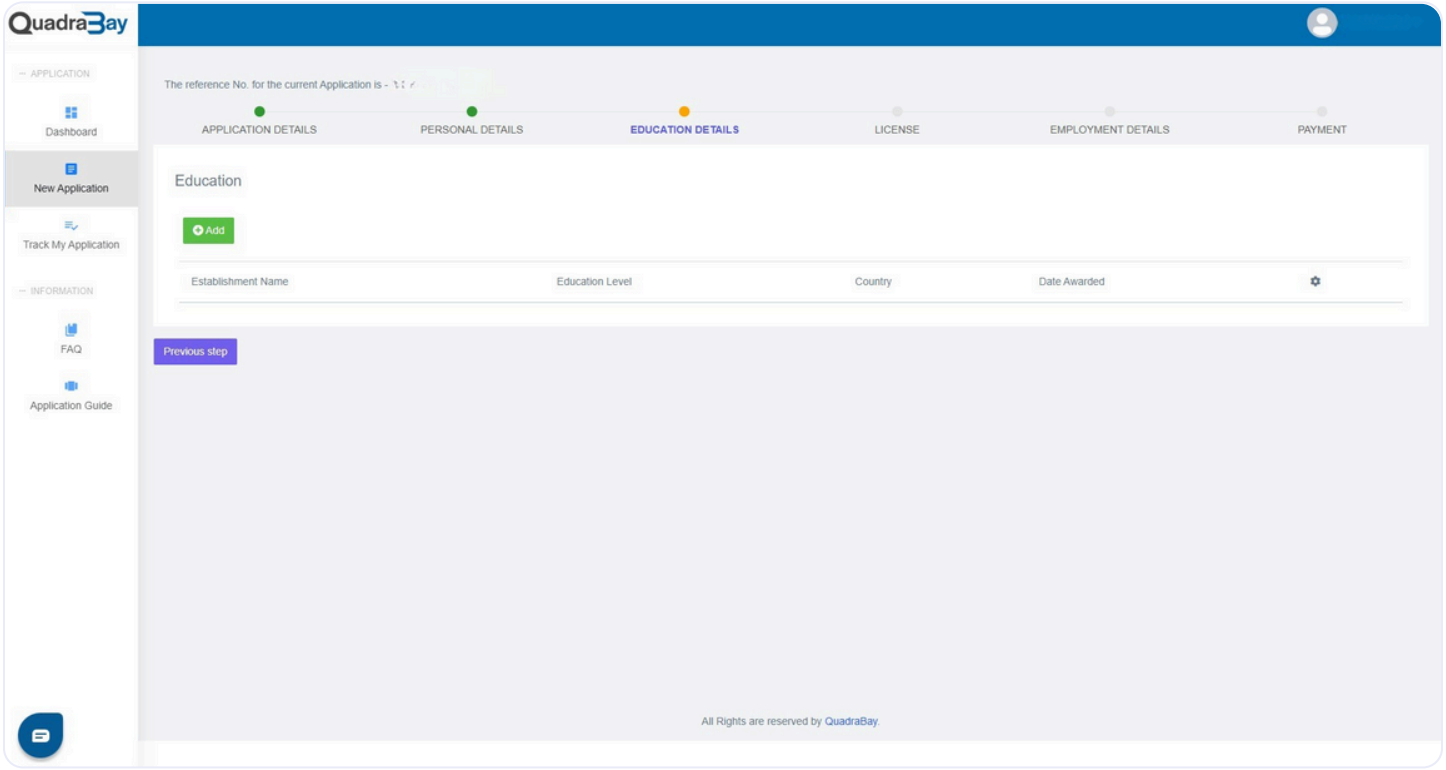
- Read the details carefully and ensure that the information is accurate. Once completed, add it to the application by selecting Browse. Upload the signed form, save and close.
- **Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.**



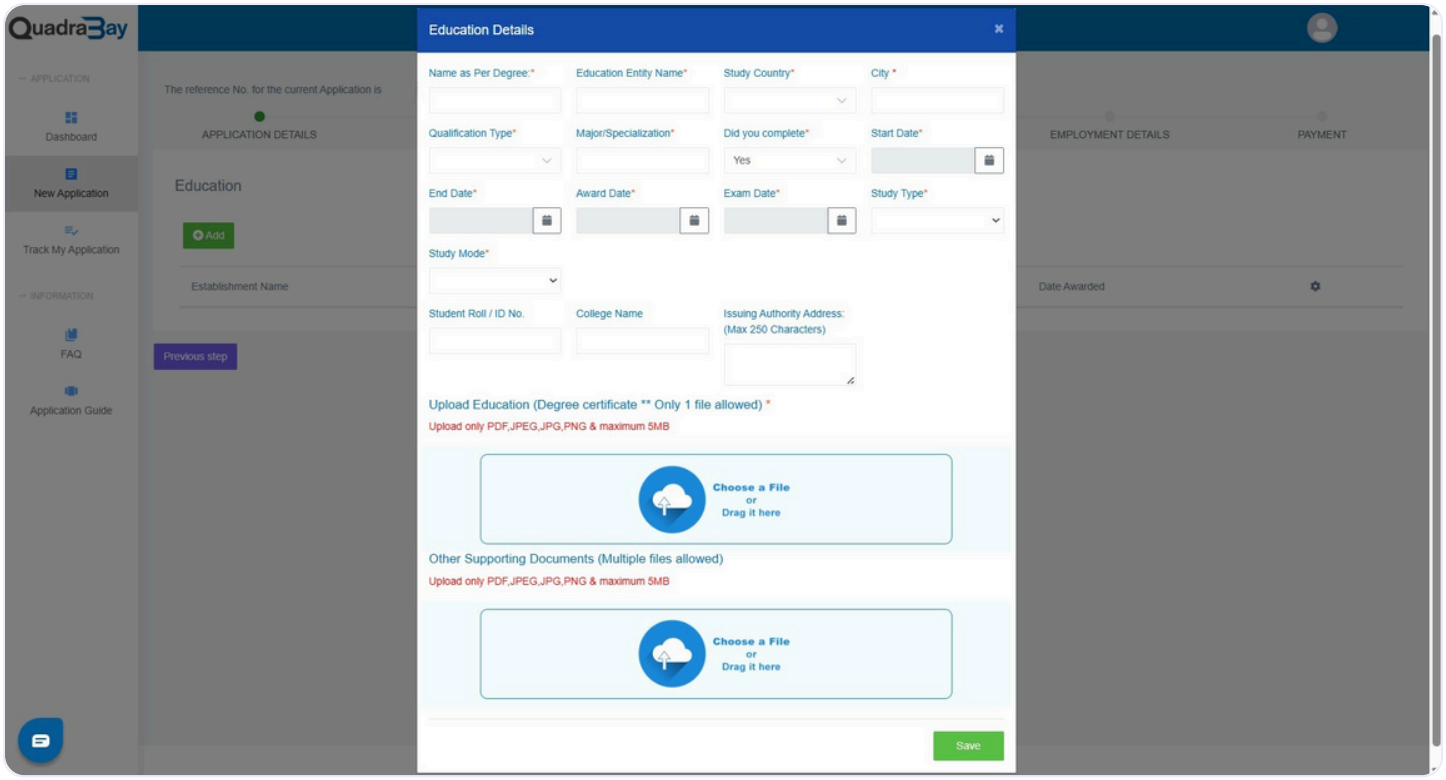
- A pop up will appear; read it carefully before pressing 'OK'.

Step 4: Education Details

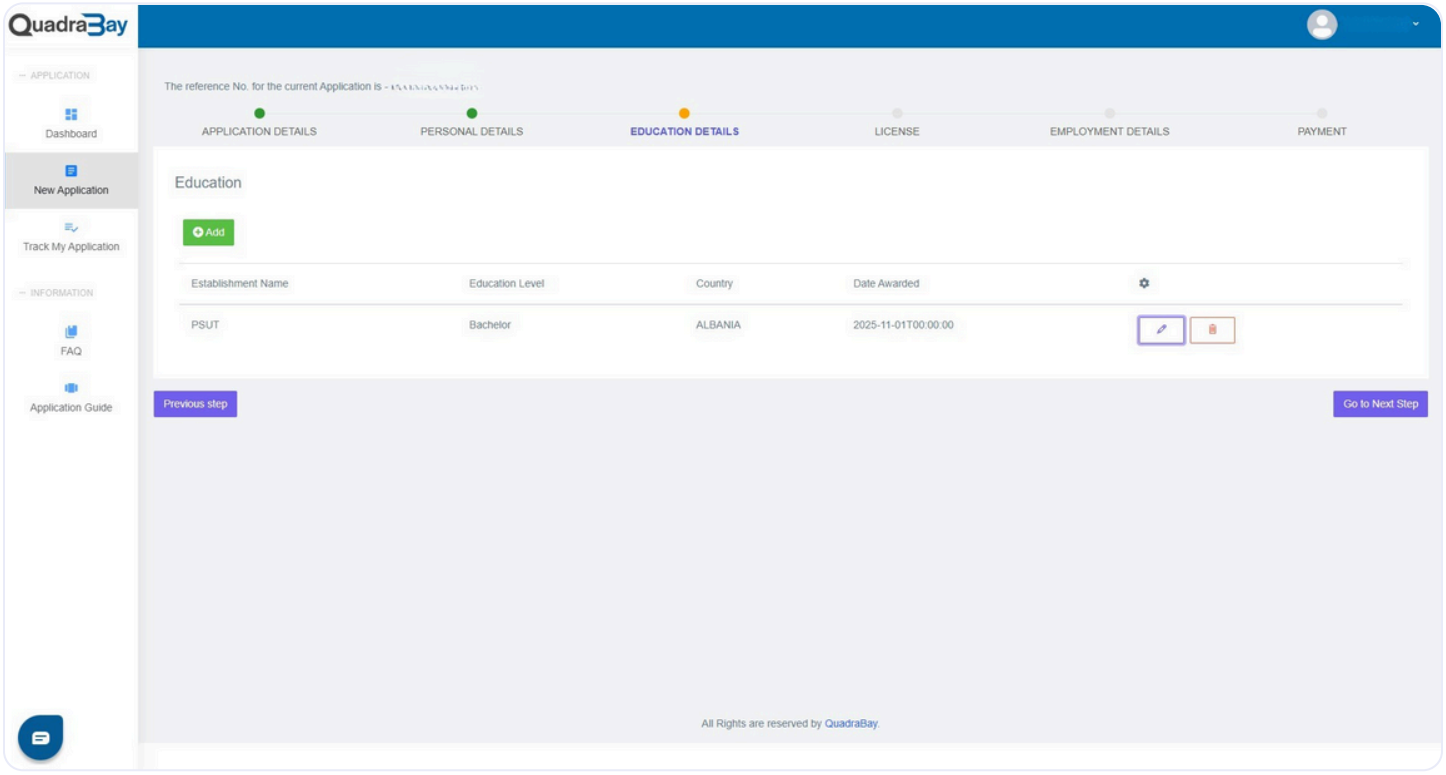
- Select the Add option to add the applicant's education details.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's educational documents.
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.



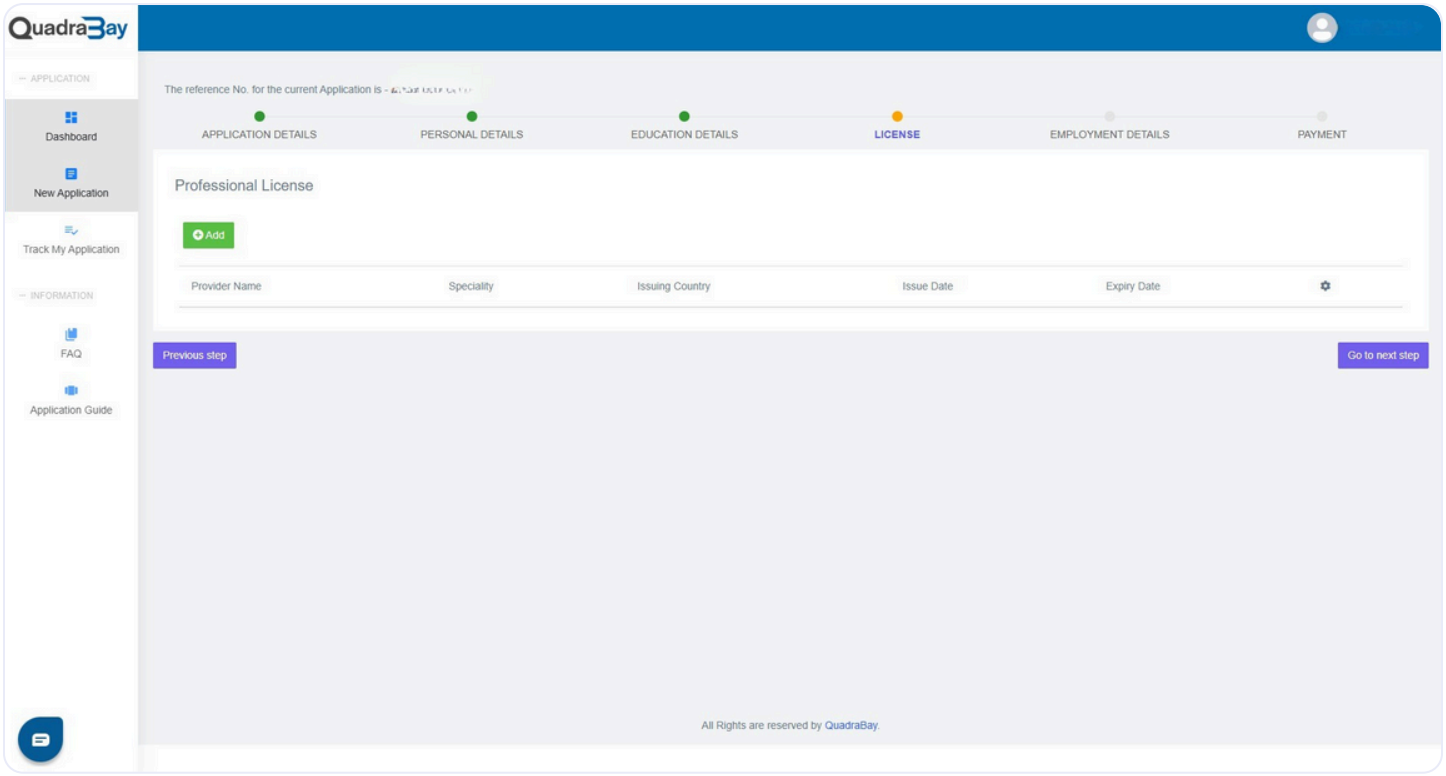
- Save the information to submit. You can edit the information if needed.



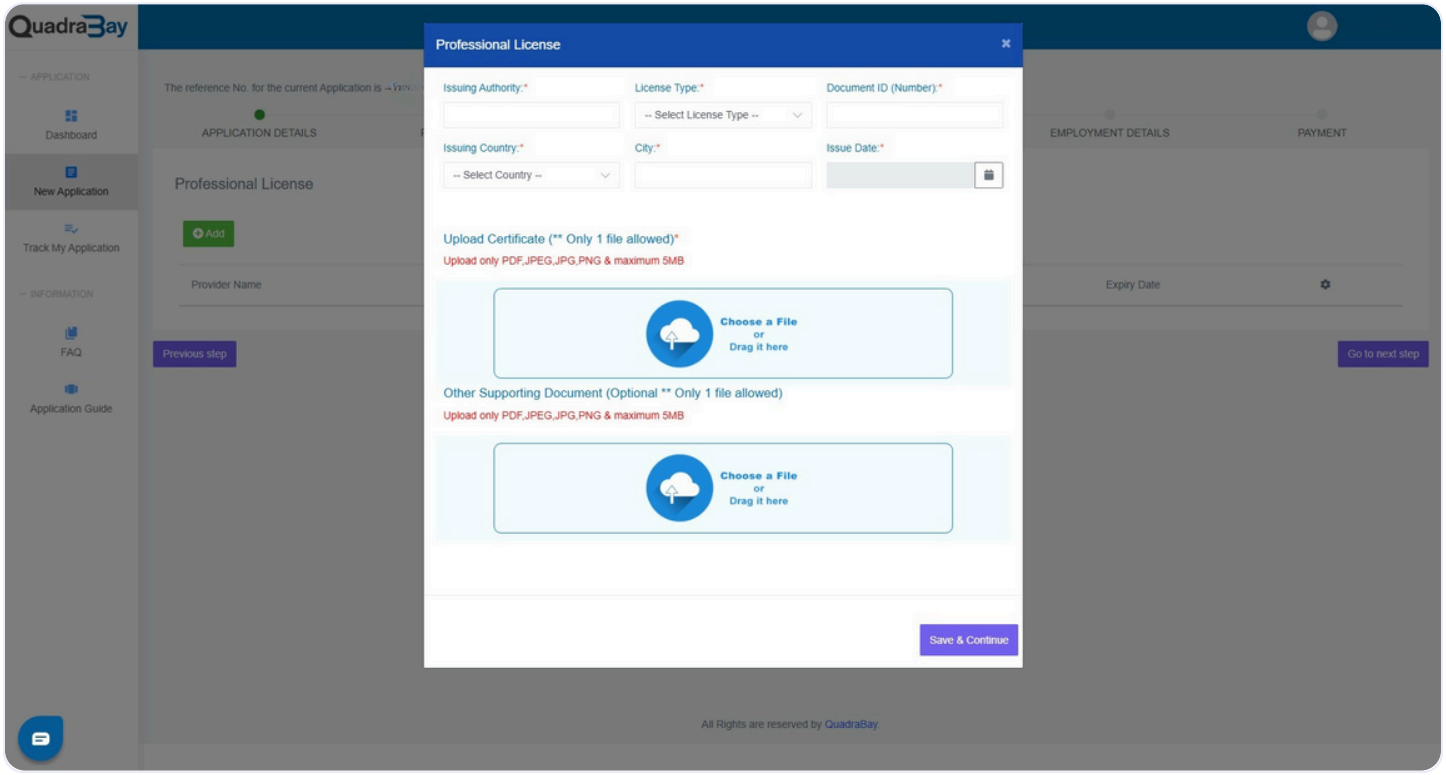
- After completion, review it and then proceed to the next step.

Step 5: Professional License

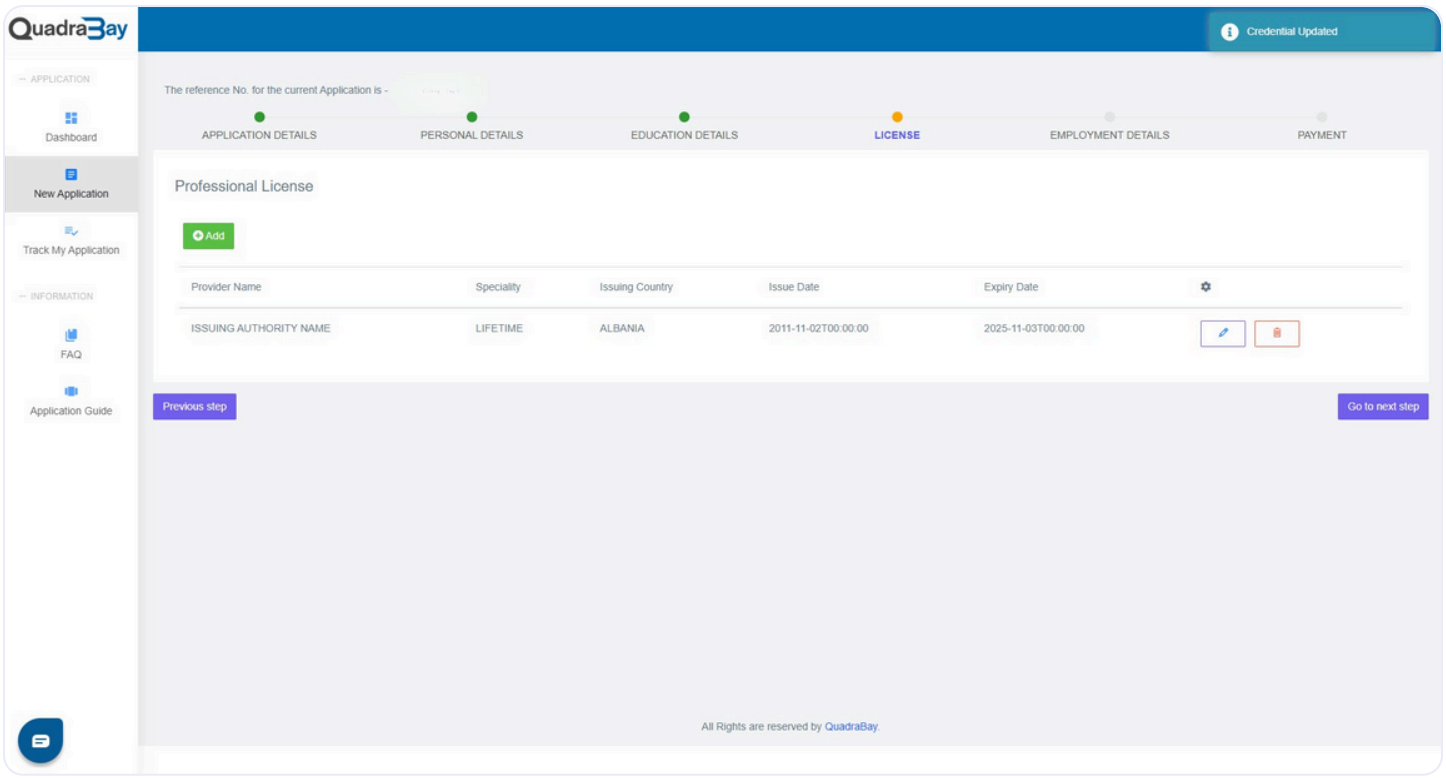
- Select the Add option to add the applicant's professional license.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's license.



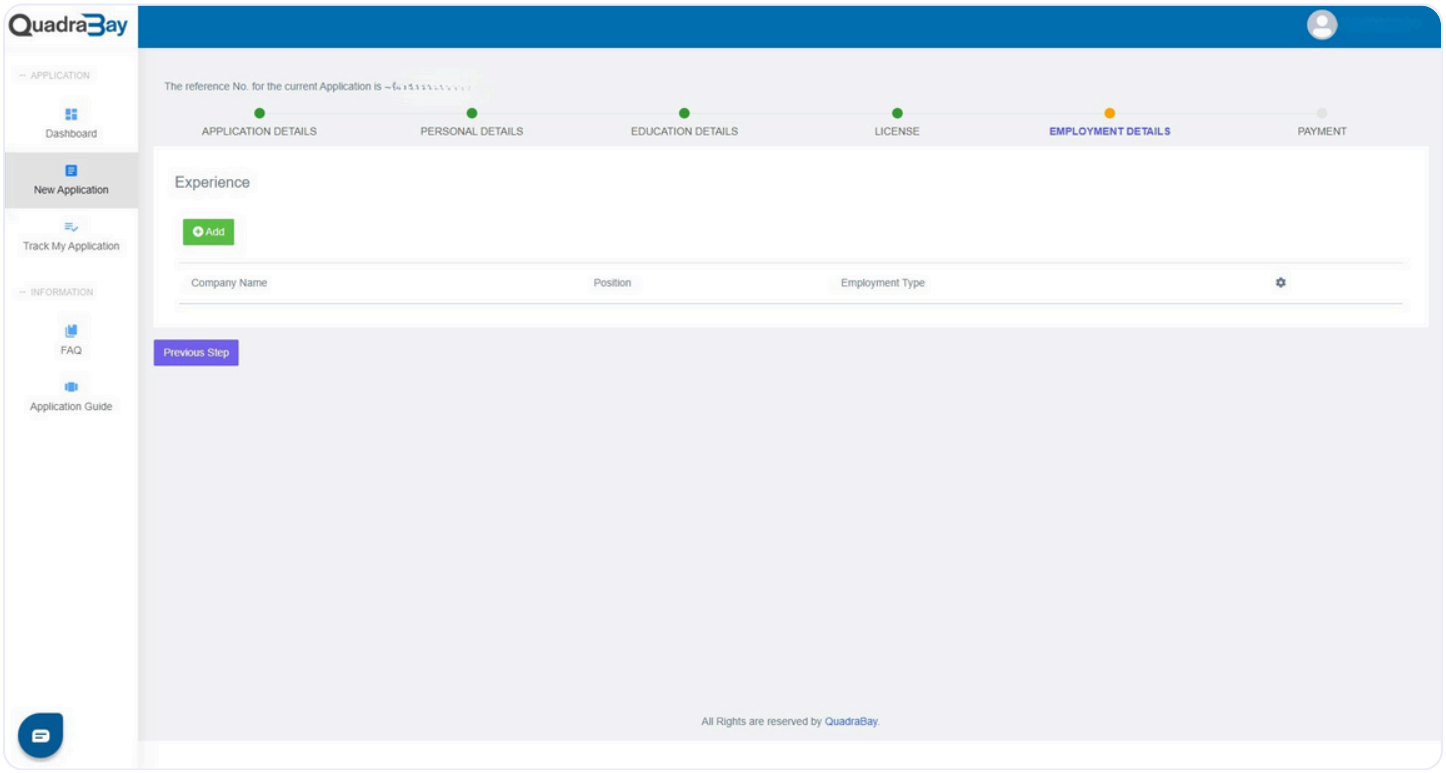
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.



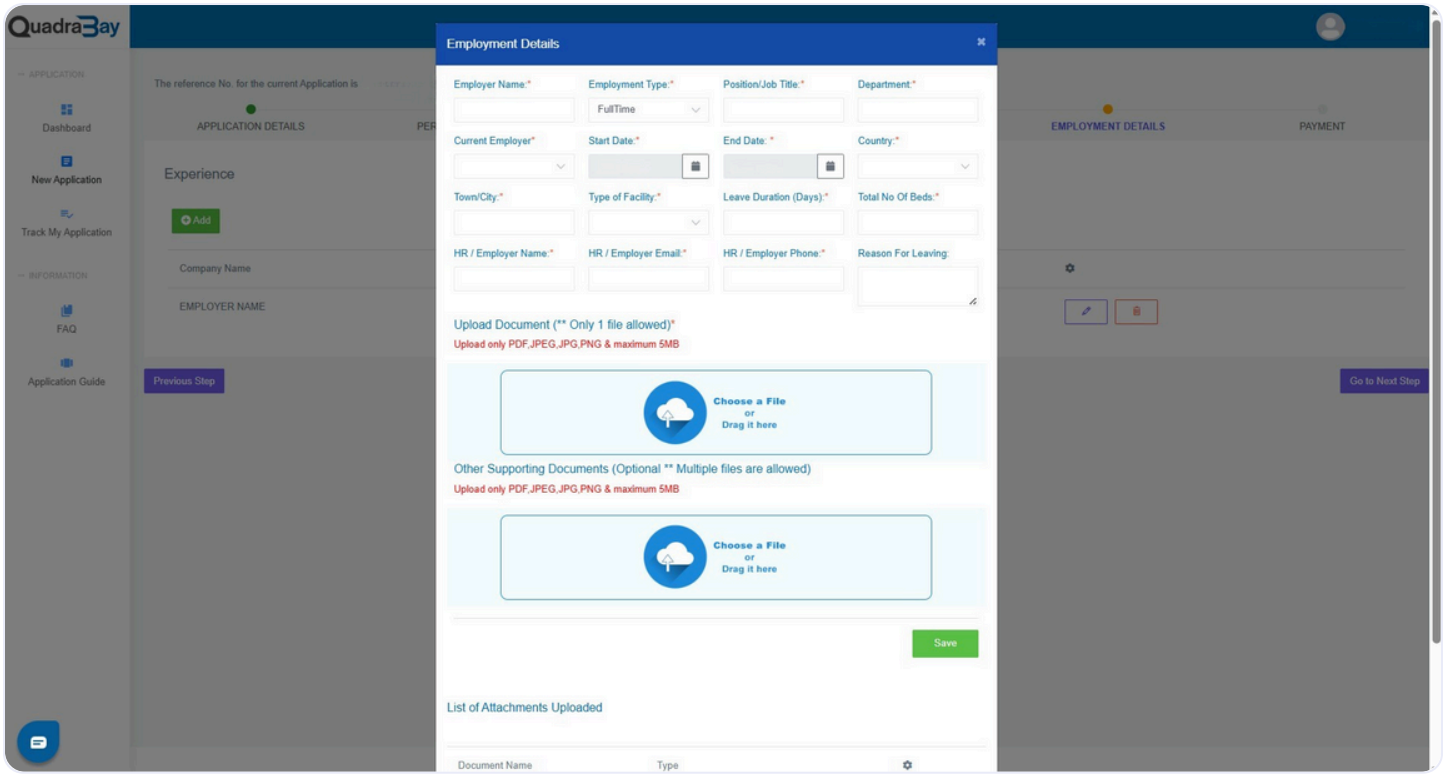
- After completion, review it and then proceed to the next step.

Step 6: Employment Details

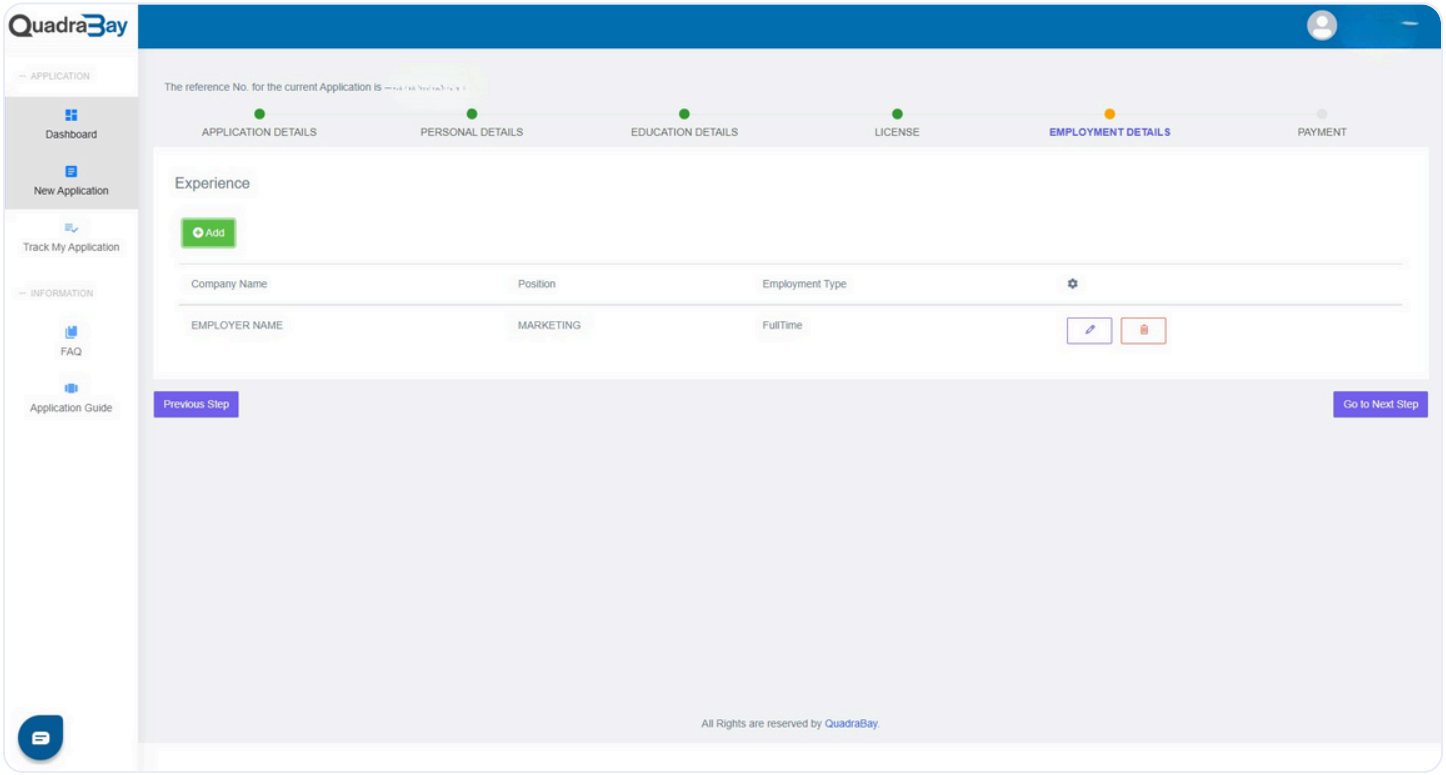
- Select the Add option to add the applicant's employment details.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's employment documents.



- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

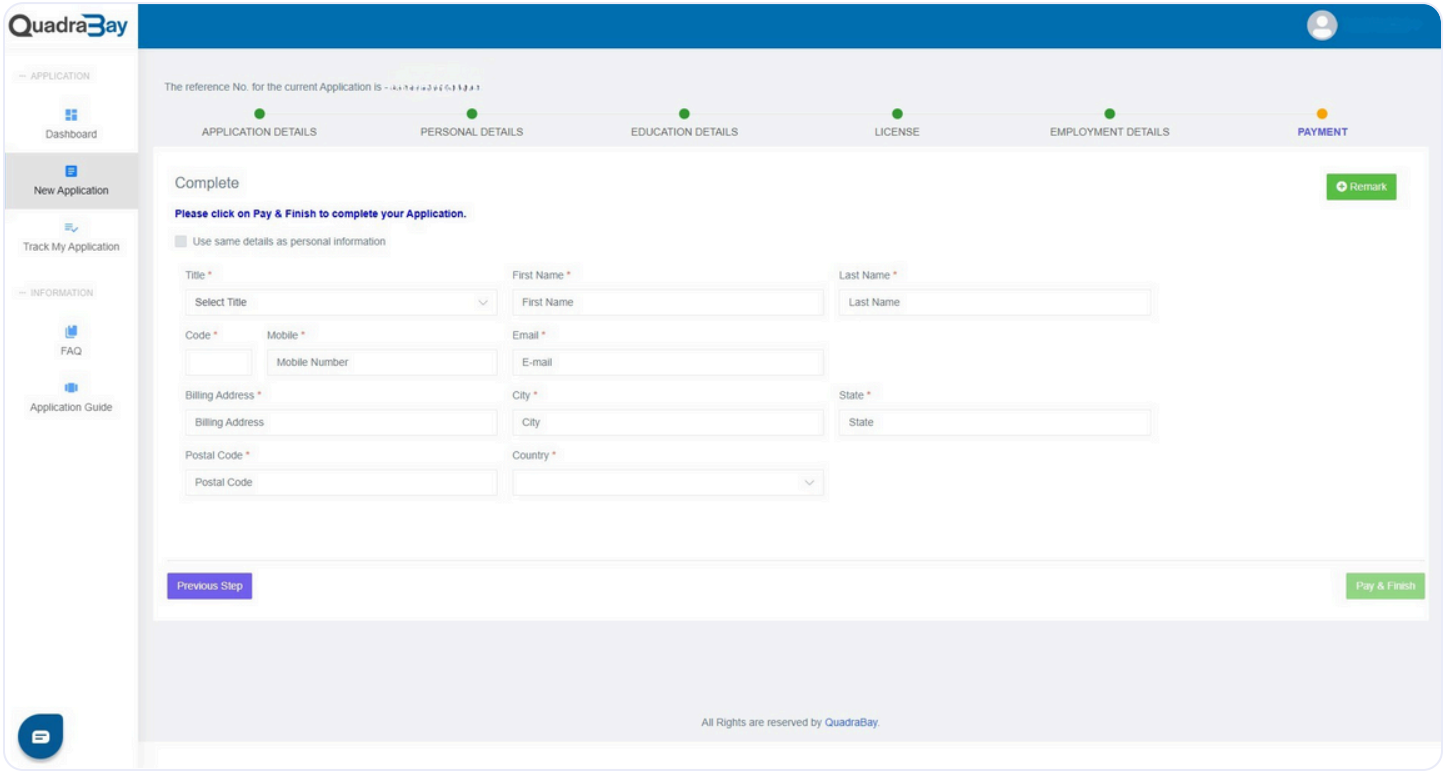


- After completion, review it and then proceed to the next step.

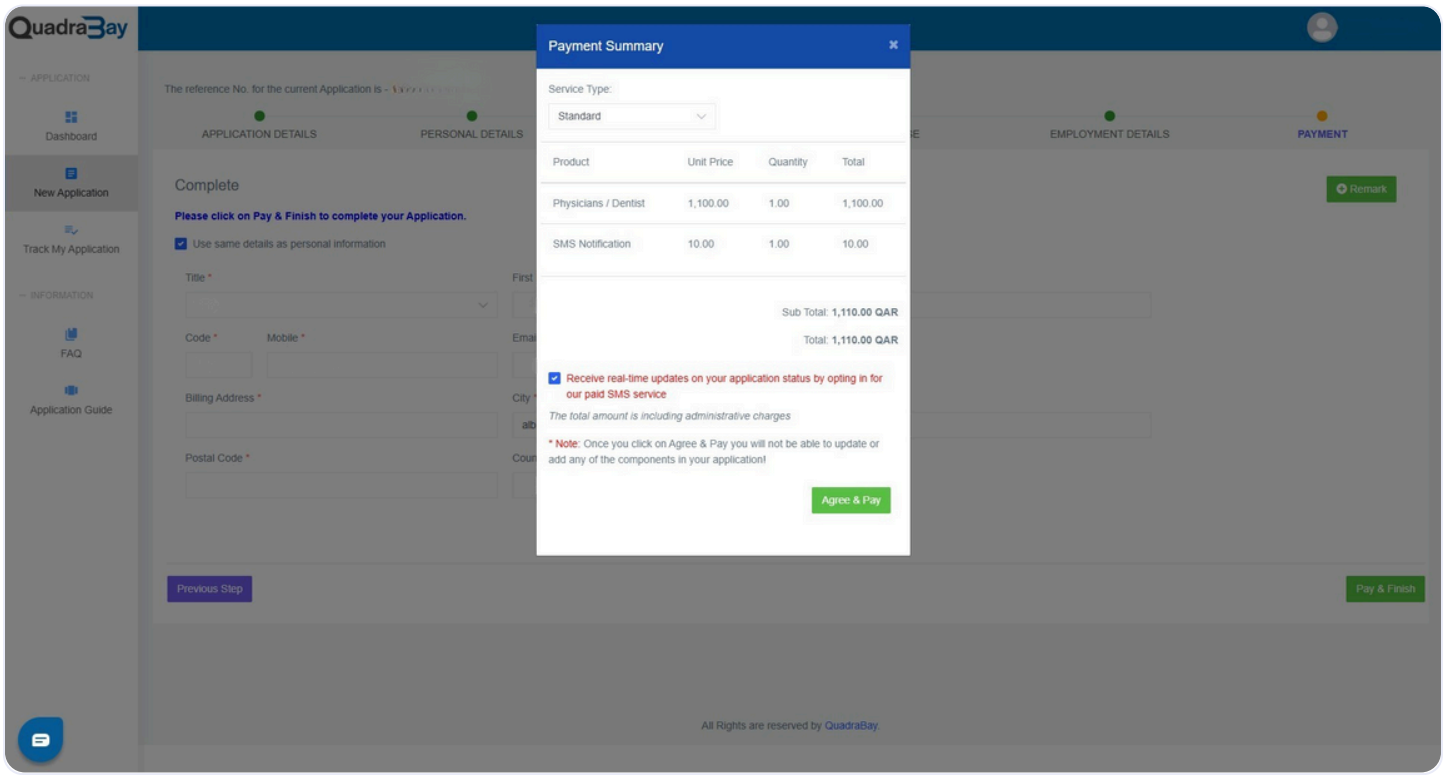
Step 7: Payment

After you have finished uploading all of the documents, the next step is making the payment.

- You can tick the Use Same Details as Personal Information option, The required fields of information will be filled up automatically once this option is enabled.

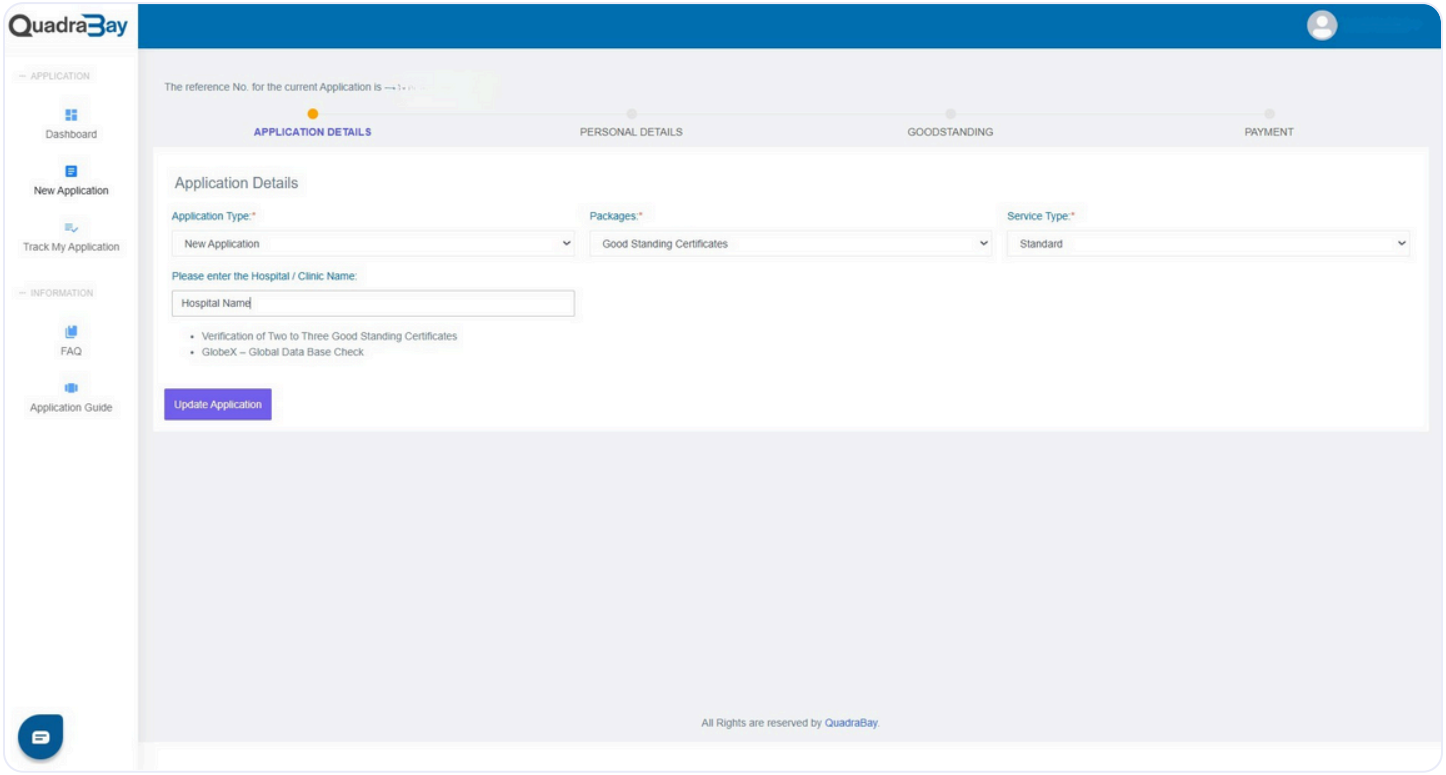


- Next, the payment summary will pop up. Carefully review it and then proceed to pay.
- You can sign up to our SMS Service at checkout for real-time updates.
- Upon completion, a payment receipt will be sent to the registered email address.

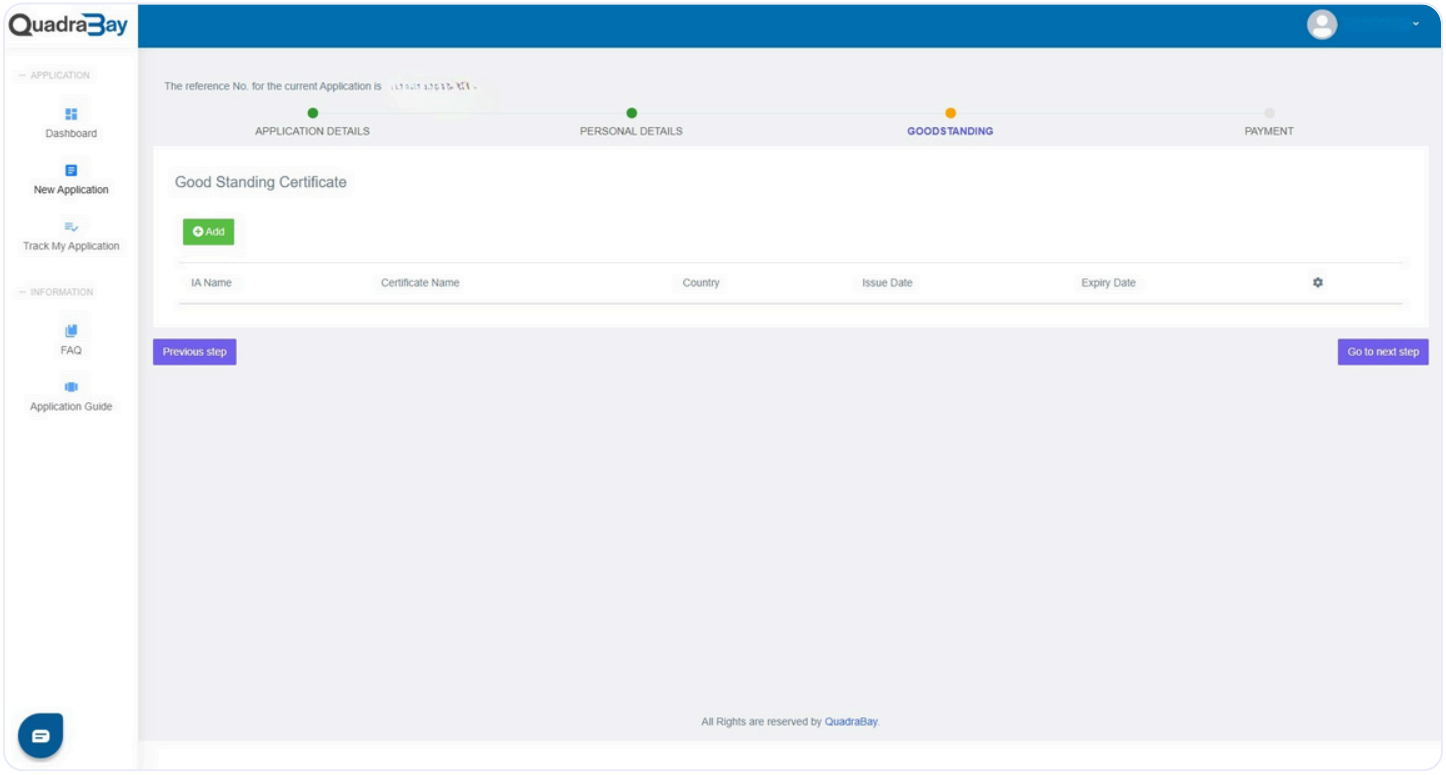


Good Standing Certificates Package

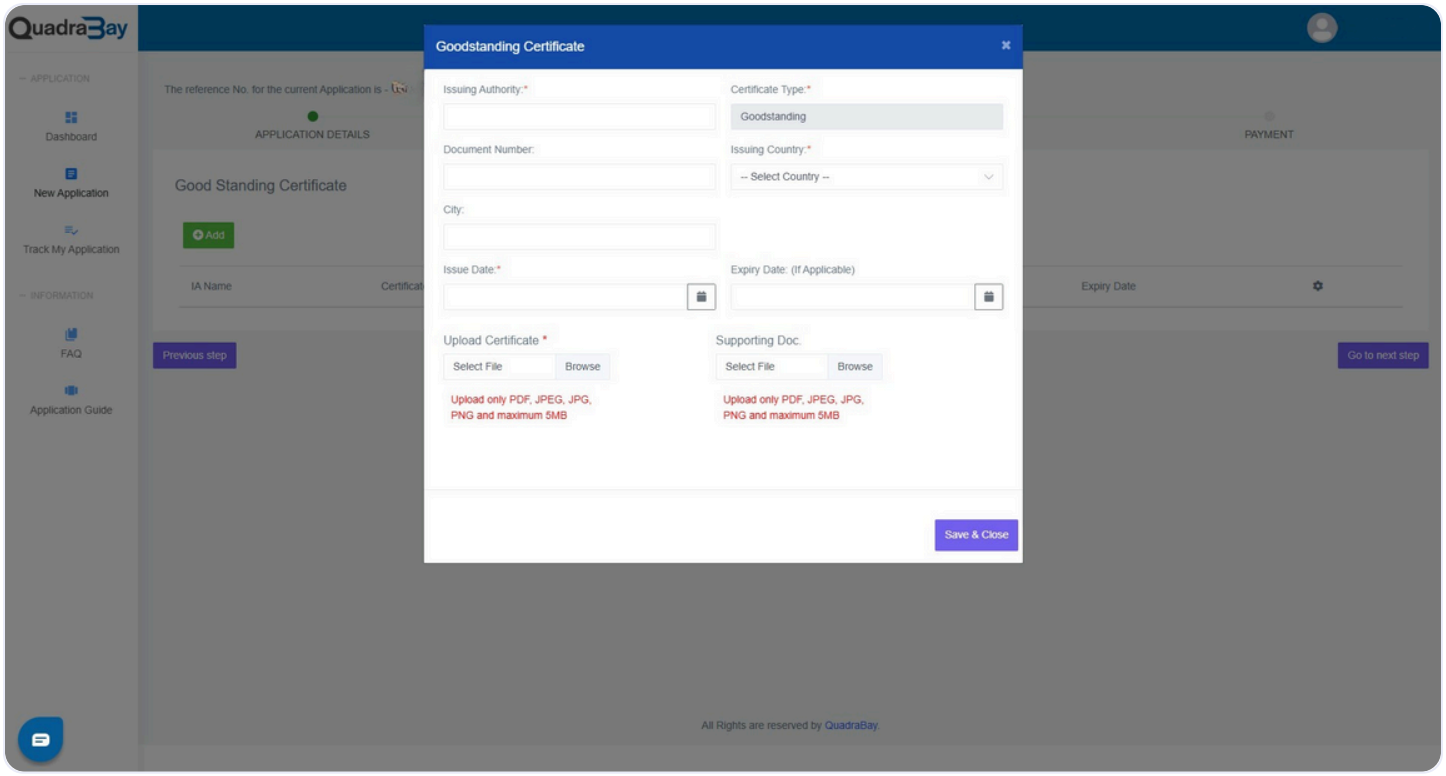
- If you select the Good Standing Certificates package, follow the steps below to add the document to your application.



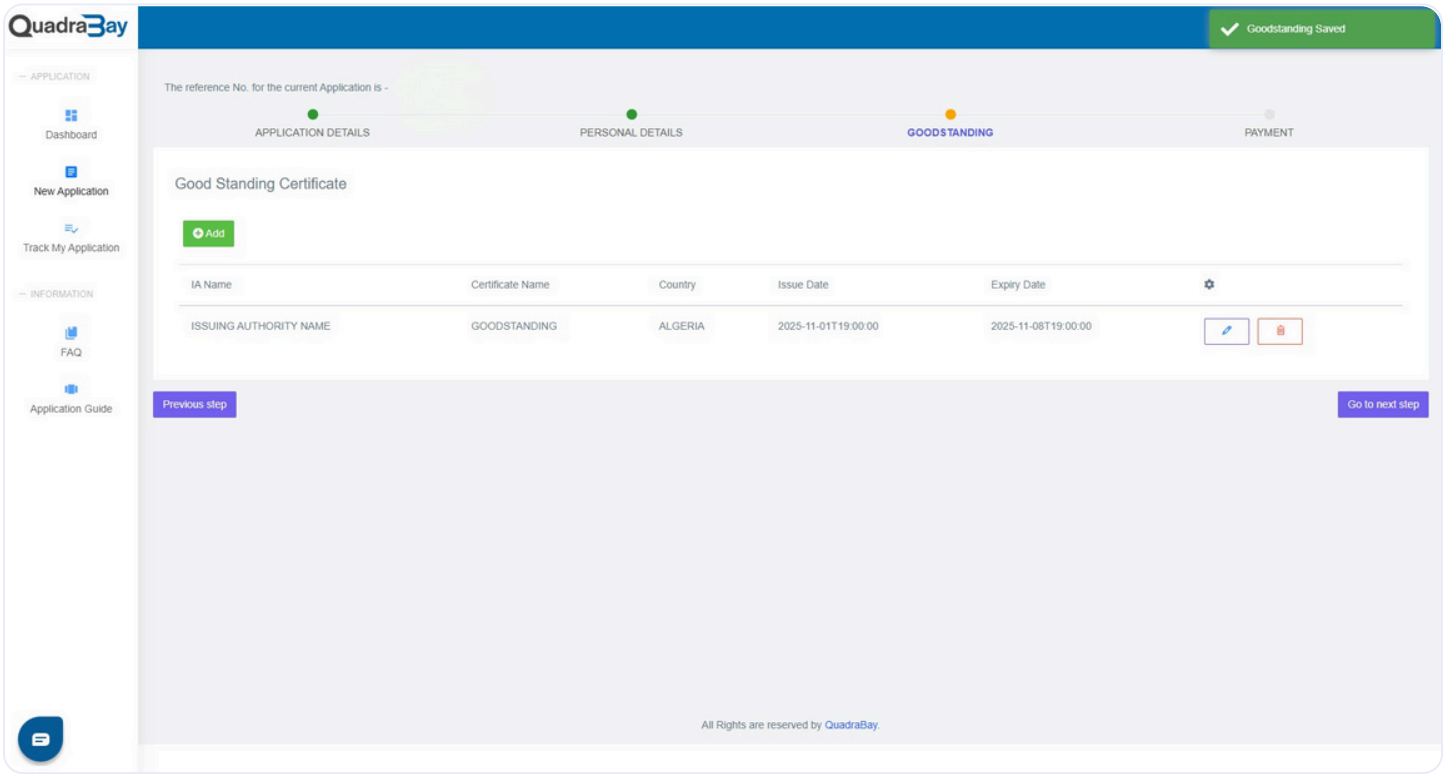
- Select the Add option to add the applicant's good standing details.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's good standing document.
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.



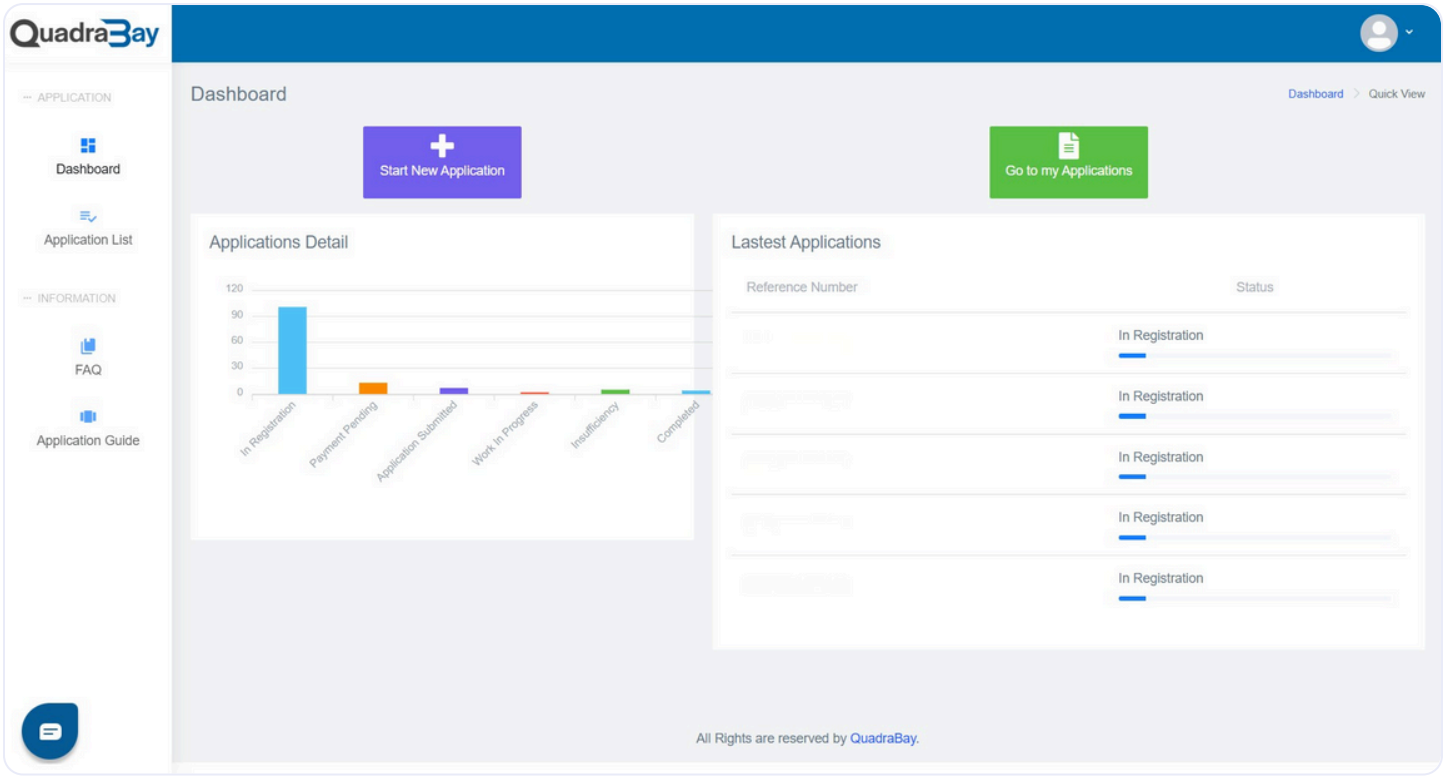
- Save the information to submit. You can edit the information if needed.



- After completion, review it and then proceed to the next step.

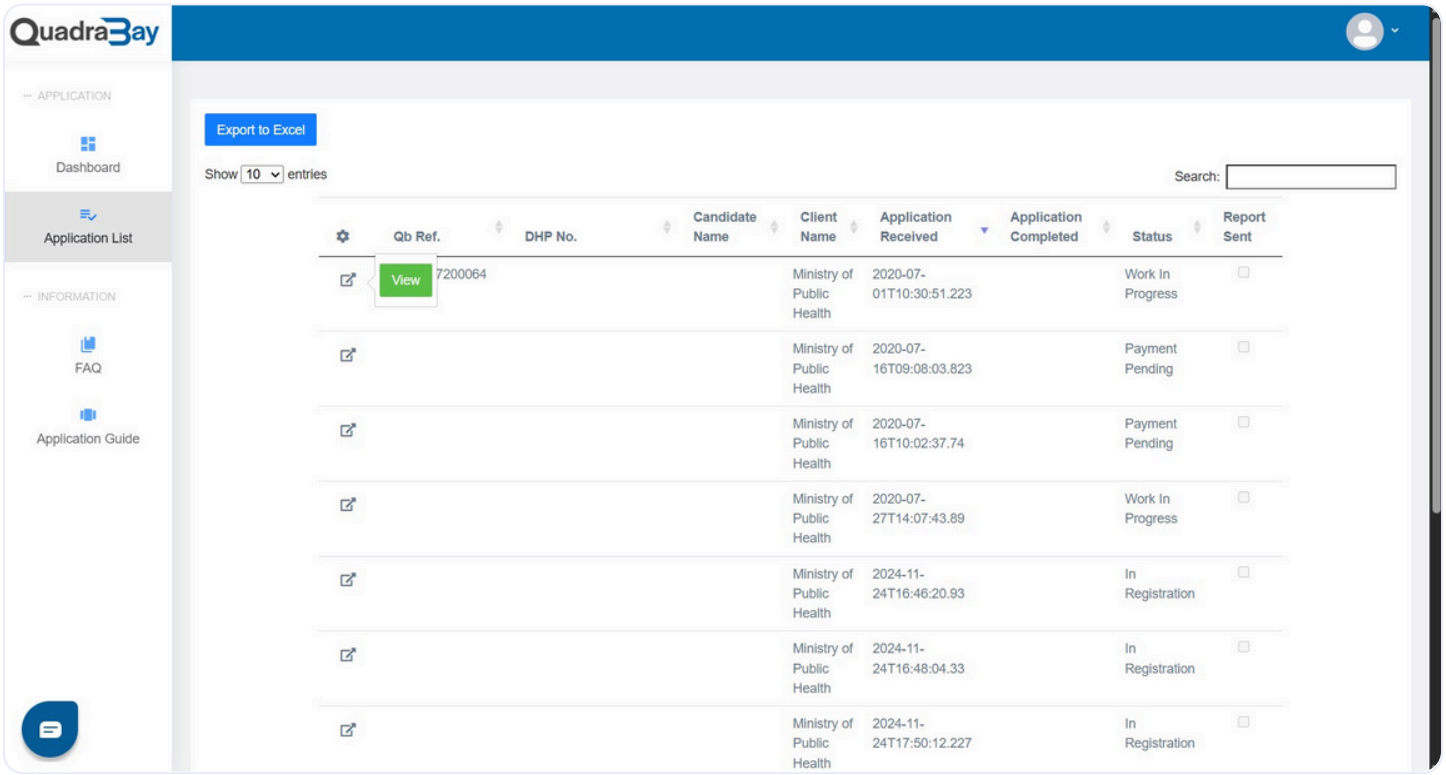
Dashboard

- You can view the applications summary through the dashboard on the portal.



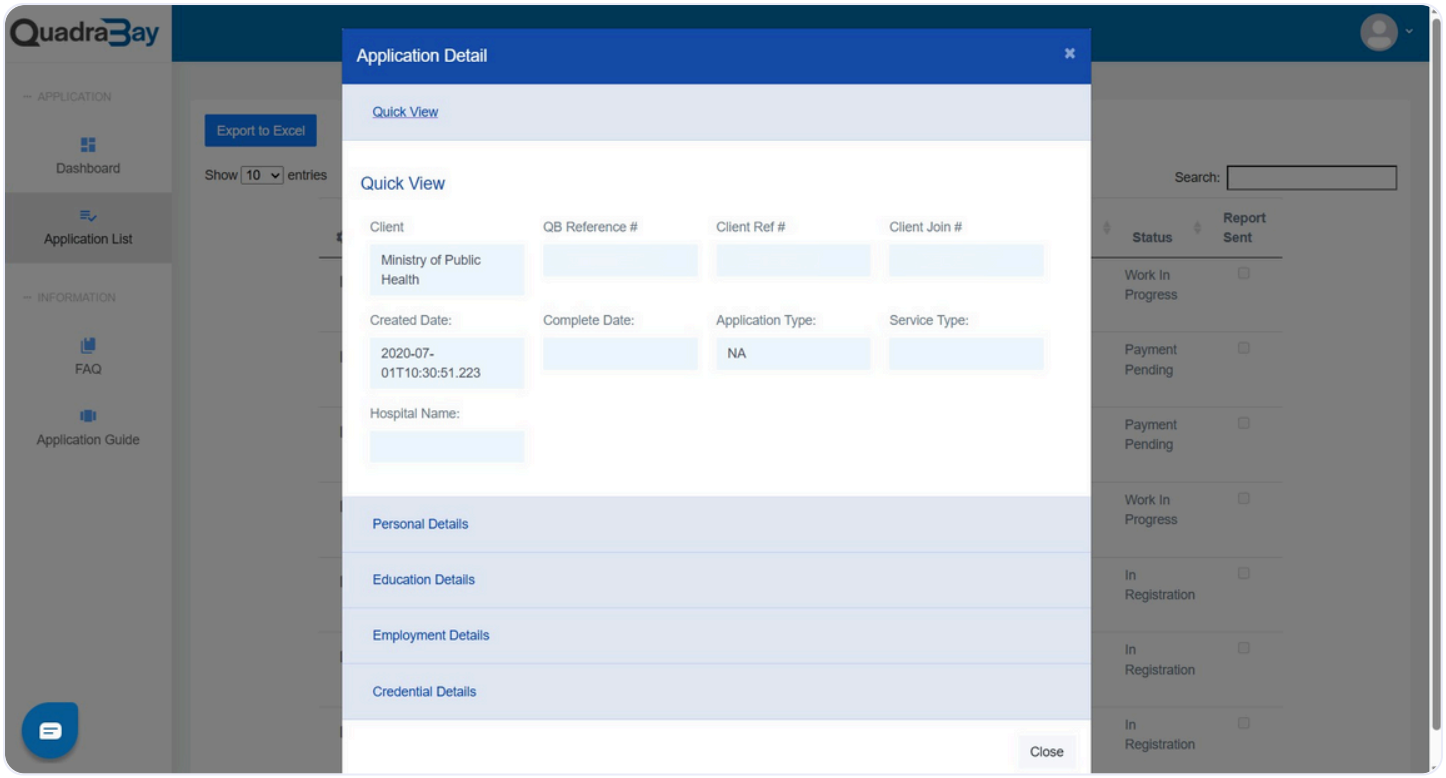
Application List

- You can access the full list of applications through the Application List page on the portal.



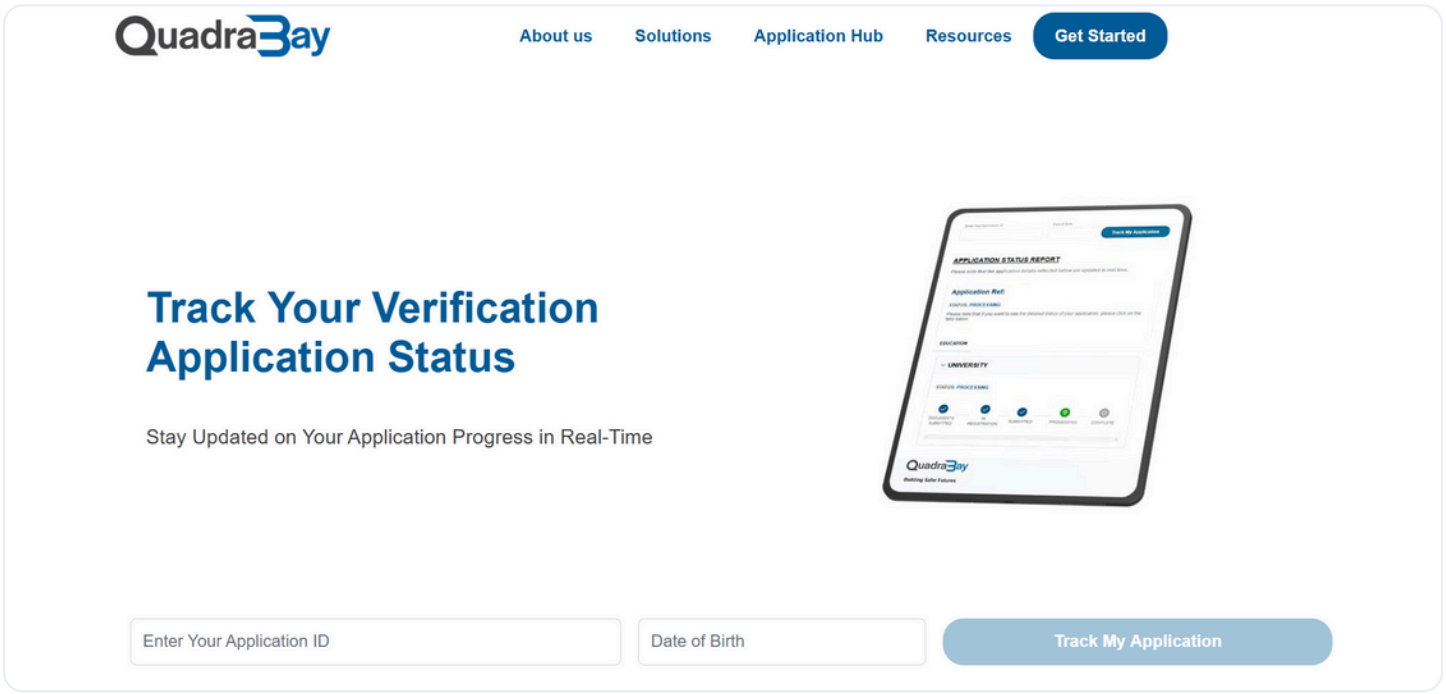
Application Details

- You can expand and view the detailed information of each individual applicant.



Final Steps:

Keep track of the application by selecting the option on the left side of the dashboard or visit www.track.quadrabay.com.



Check the email regularly for any updates.

Need Help? We will handle it for you from start to finish with Concierge Service!

Concierge Service is an exclusive offering from QuadraBay Verification Services. Your verification applications will be handled by one of our dedicated managers, saving you time and effort.

You will receive personalized, one-on-one assistance during every step of the verification process from an experienced professional. To sign up for Concierge Service, you can:

- Request it through QuadraBay dedicated portal **dhp.quadrabay.com** upon signing up**.**
- Register your interest here.
- Send us an email at **dhp.support@quadrabay.com** to request the service.

A Detailed Guide for Individual Accounts to Completing the QuadraBay Department of Healthcare Professions - Ministry of Public Health - (DHP-MOPH) Qatar Primary Source Verification Application

QuadraBay is the trusted verification partner of the Department of Healthcare Professions - The Ministry of Public Health - (DHP-MOPH) Qatar, providing verification services for healthcare professionals.

We verify qualifications, degrees, and certificates, a crucial step for obtaining licenses. This service ensures that medical practitioners seeking to work in the State of Qatar meet the highest standards set by Department of Healthcare Professions - The Ministry of Public Health in Qatar.

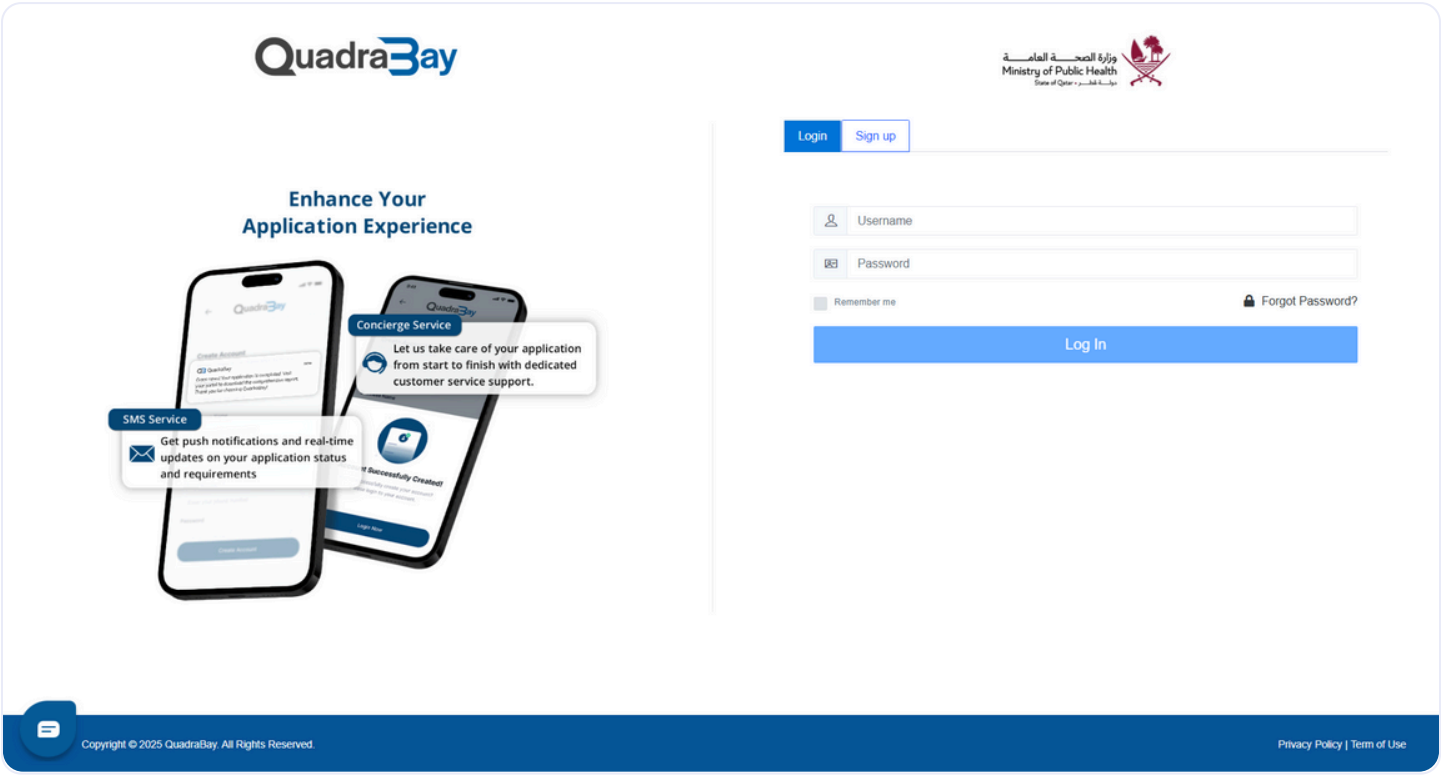
Follow our step-by-step guide below to apply for the QuadraBay Primary Source Verification (PSV) for DHP-MOPH (Qatar).

Step 1: Login with the Credentials

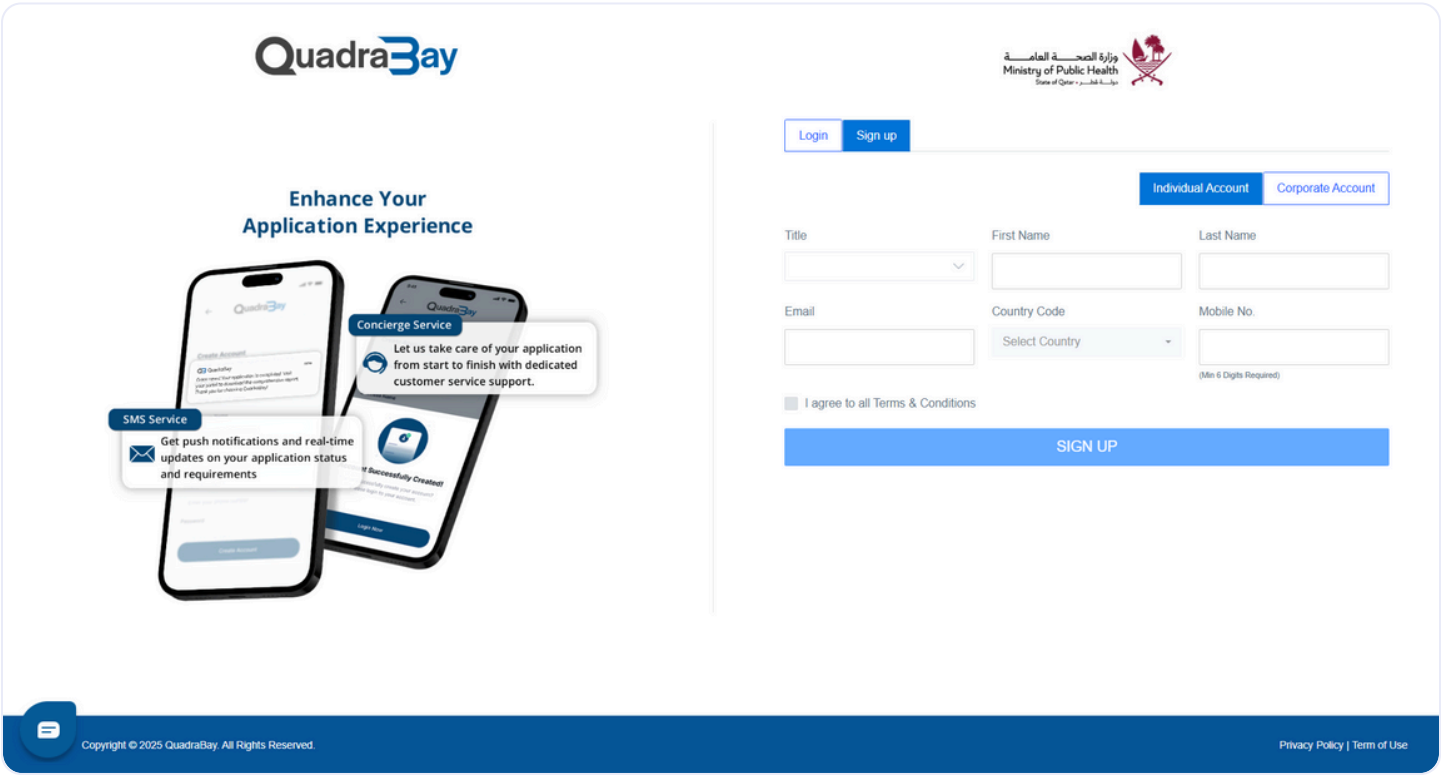
- Before you begin, make sure you have the below documents:
  - Passport Copy
  - Documents to be Verified according to DHP-MOPH Requirements (Copy of the degree, copy of the employment certificates, copy of the credential/any other documents that might be required for licensing)

- Signed Consent Form by the applicant

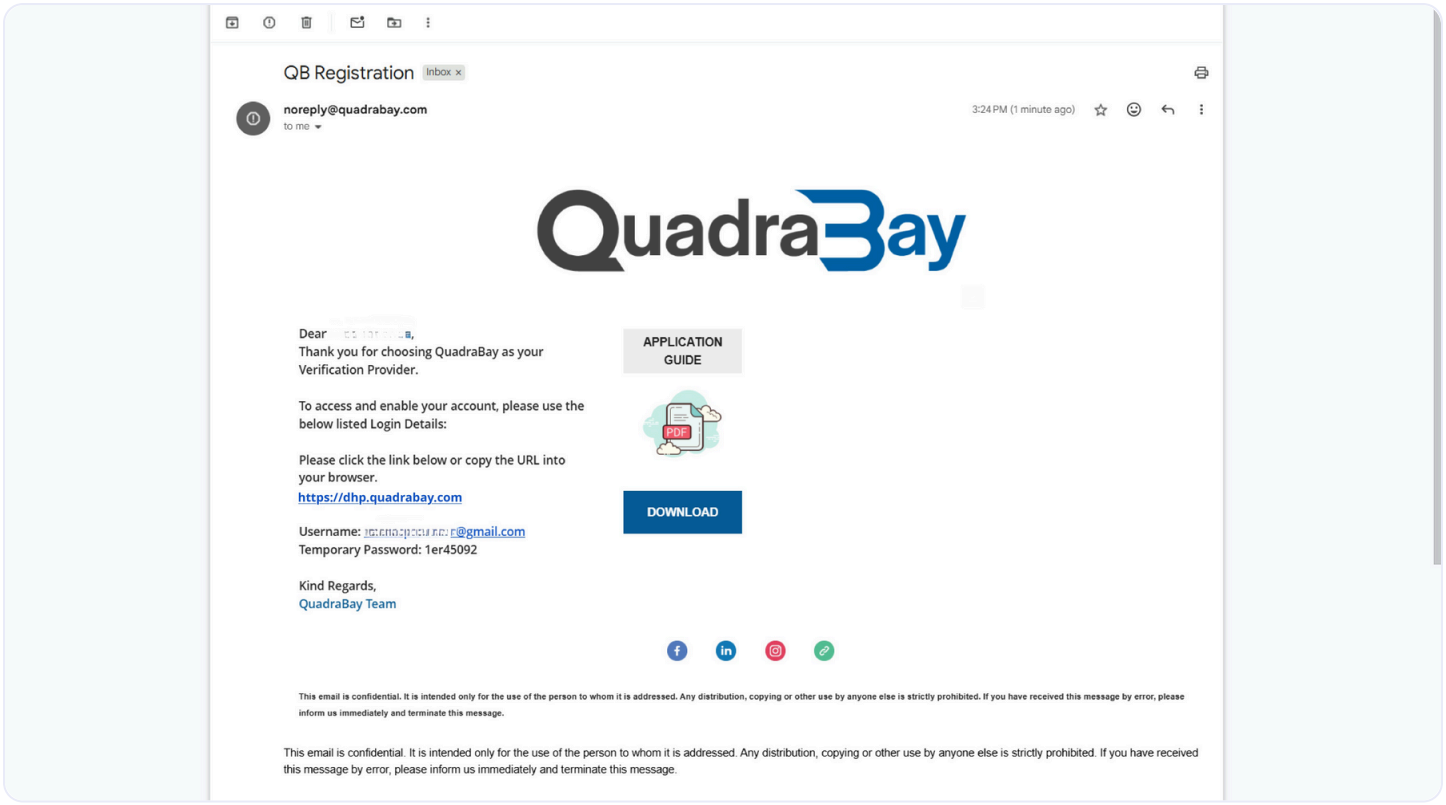
- Visit the official verification portal at https://dhp.quadrabay.com/ to begin your application.



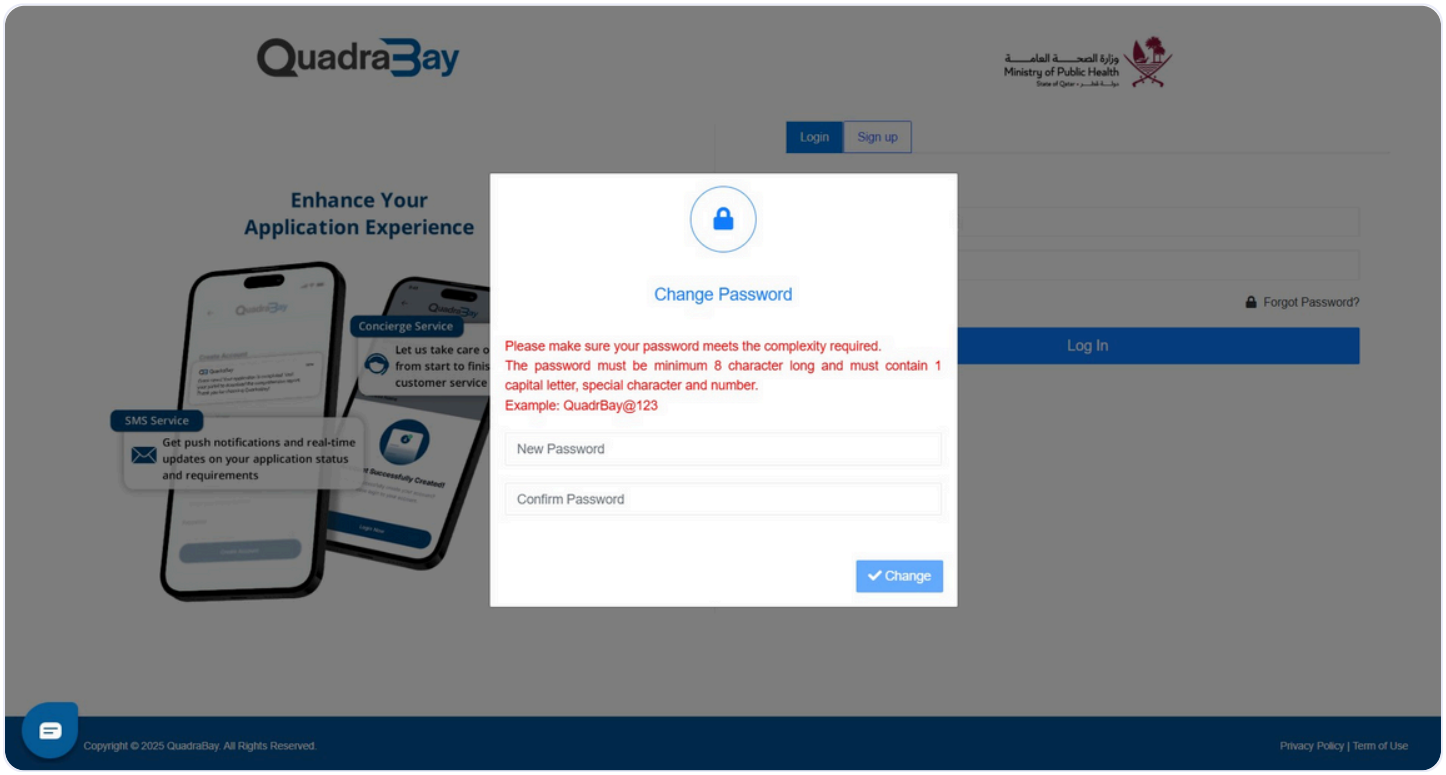
- Choose the appropriate account type (Individual or Corporate). Complete the required information and submit your registration details.



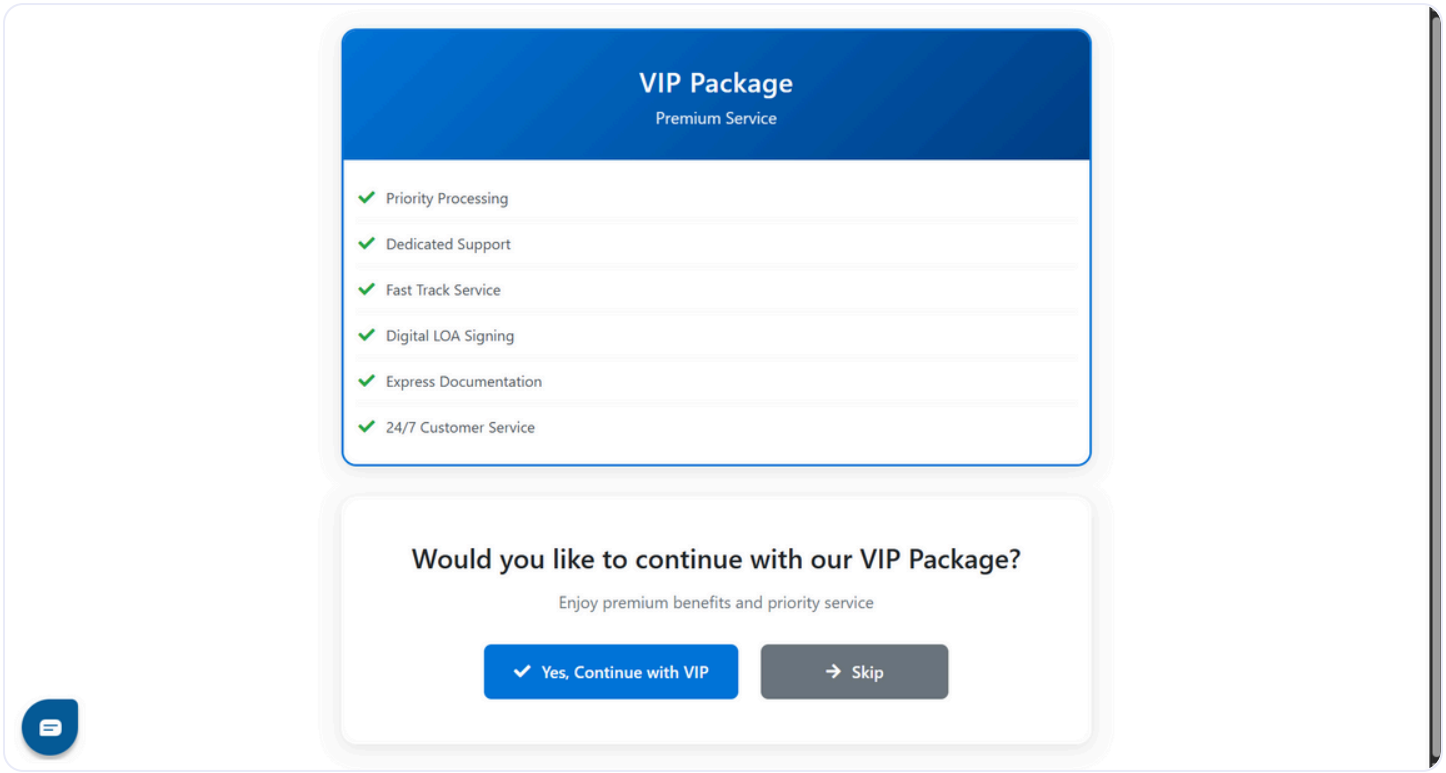
- After registration, you will receive an email containing a one-time password (OTP). Enter this code on the portal to verify your identity and activate your account.



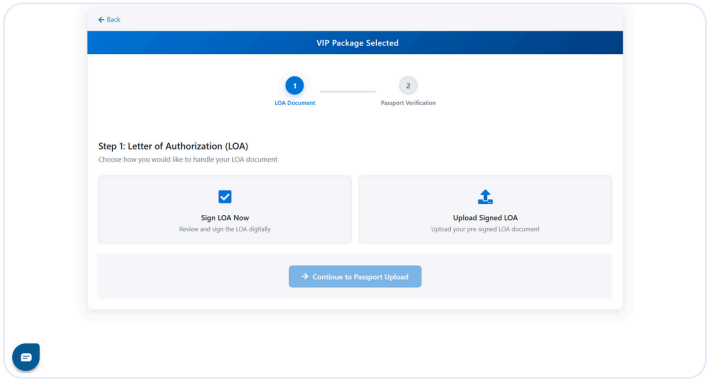
- After copying the password, you can navigate back to the portal.
- Once you log in, you will be asked to Change Password.

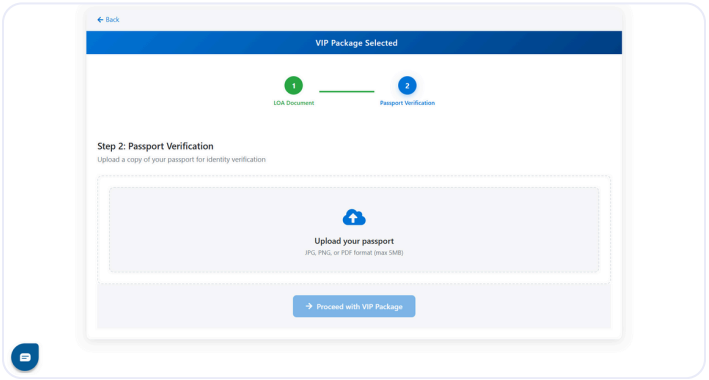


- You have the option to choose a VIP Package that provides additional benefits.

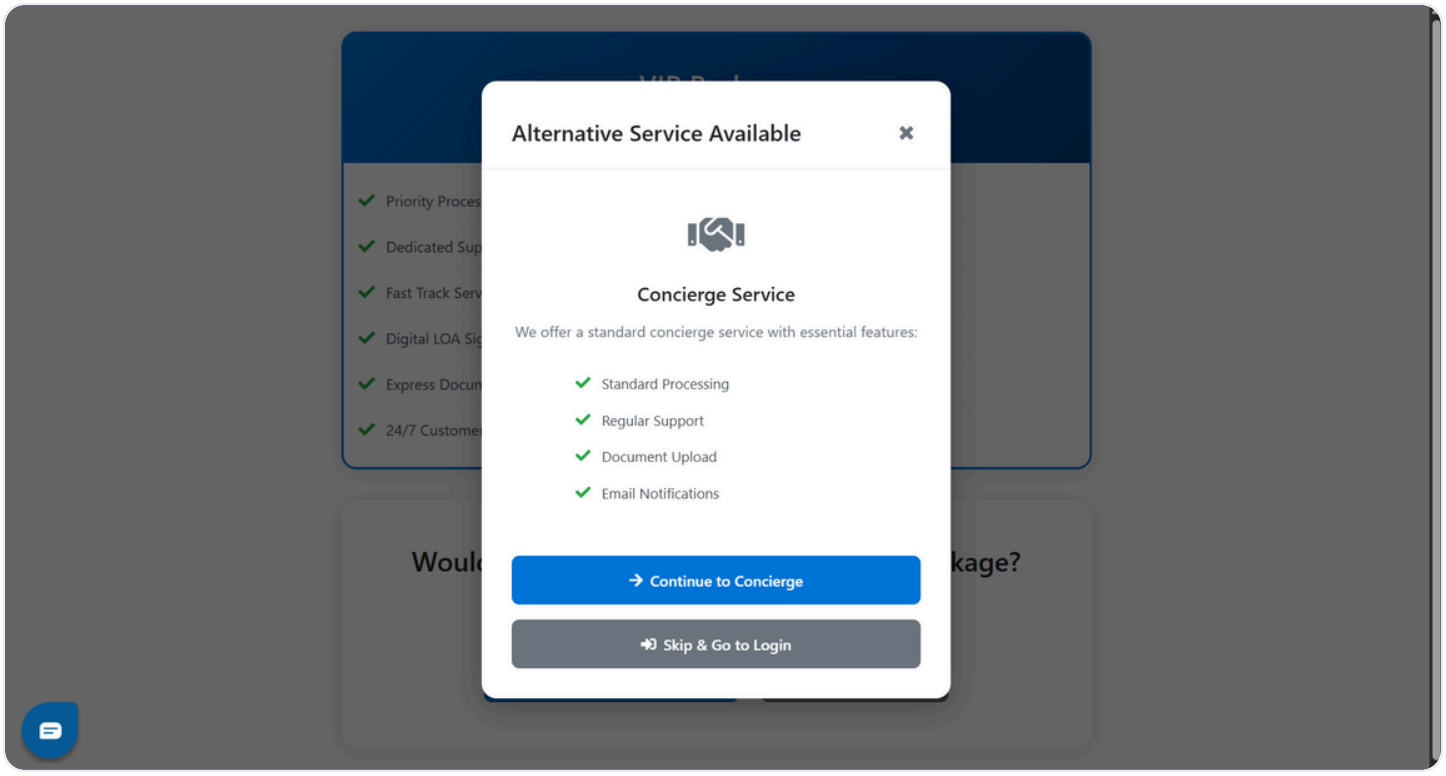


- If you continue with VIP Package, proceed to attach and submit the required documents.
  - Step 1: Upload the signed Consent Form (LOA), or sign the LOA digitally.
  - Step 2: Upload passport details of the applicant.

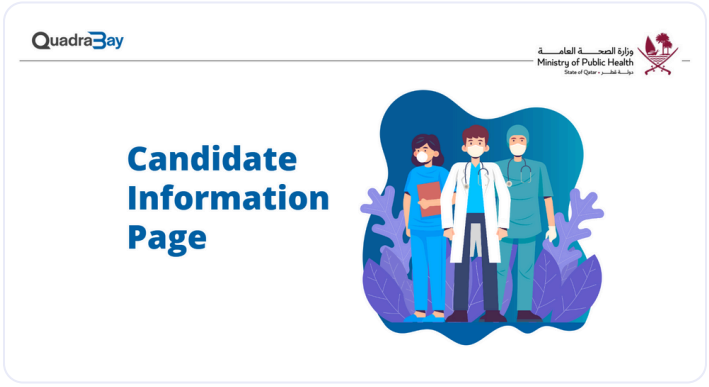


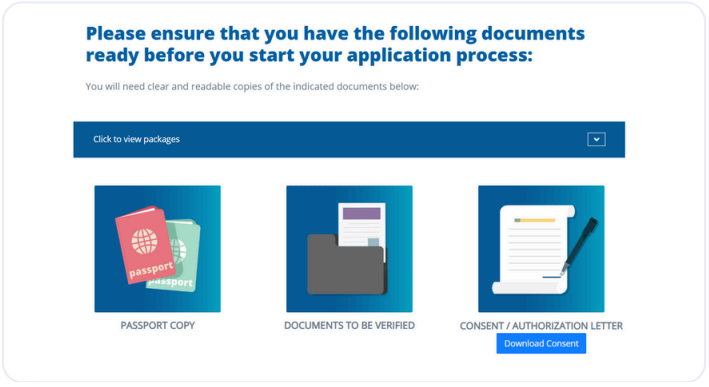


- If you choose Skip, you can opt in for Concierge Service which helps you in the application process.

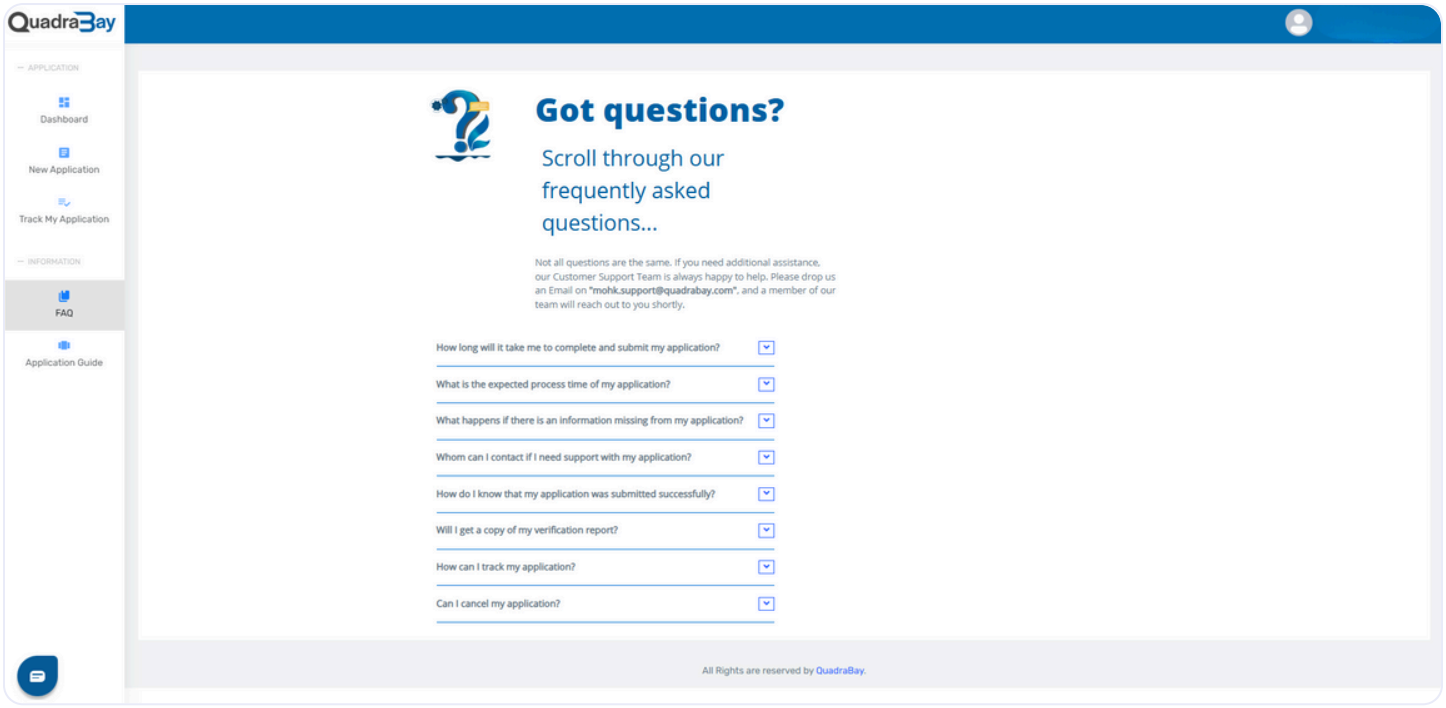


- Once you log in, you will then be redirected to the Candidate Information Page, which will have all the information and instructions you need to start the application.
- Please carefully read all the instructions. You can view packages and download the consent form, which will be required at a later stage.
- The details on the consent form should match the same details as the applicant's passport.



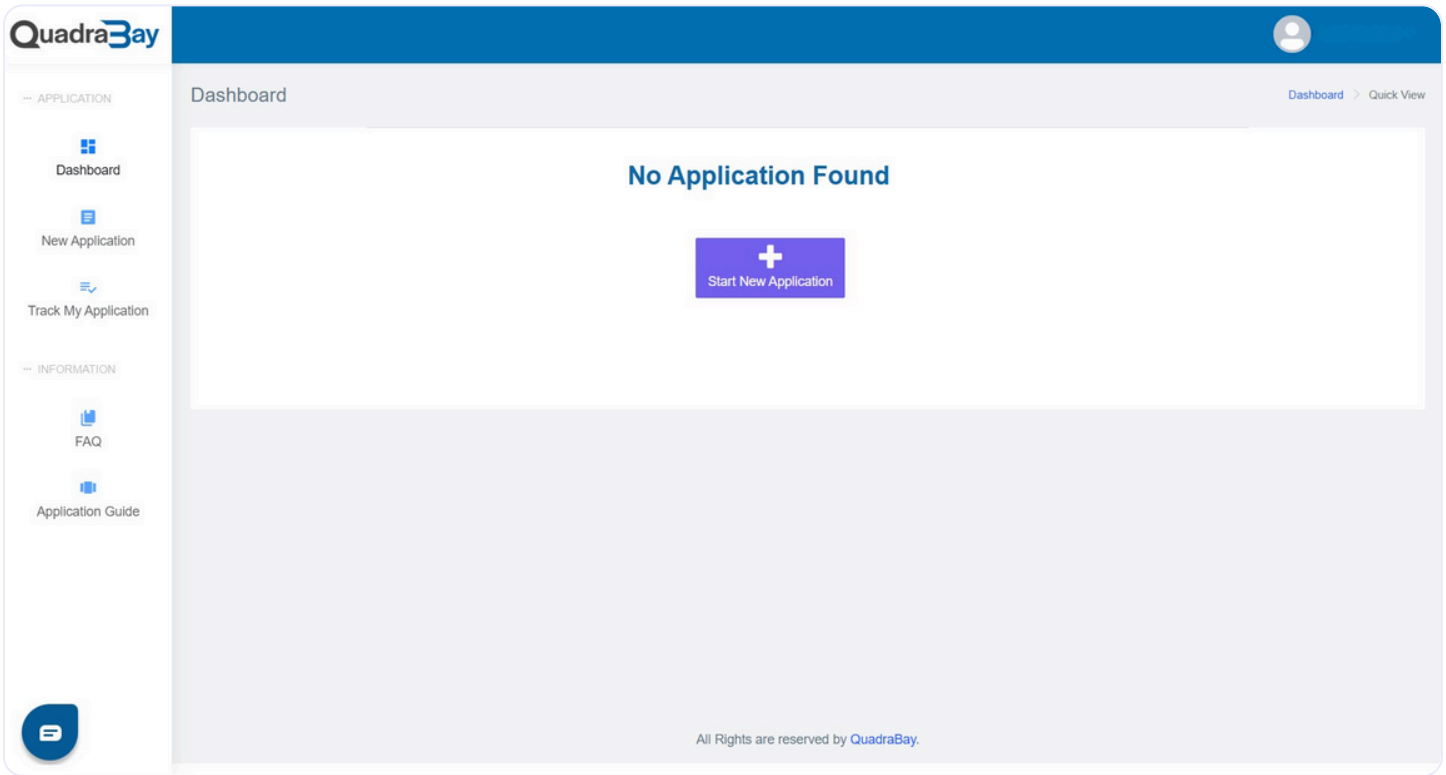


- If you have any questions, kindly refer to the FAQs section on the landing page.
- Throughout the application process, the Chat Now button can be used to get in touch with a customer service representative.

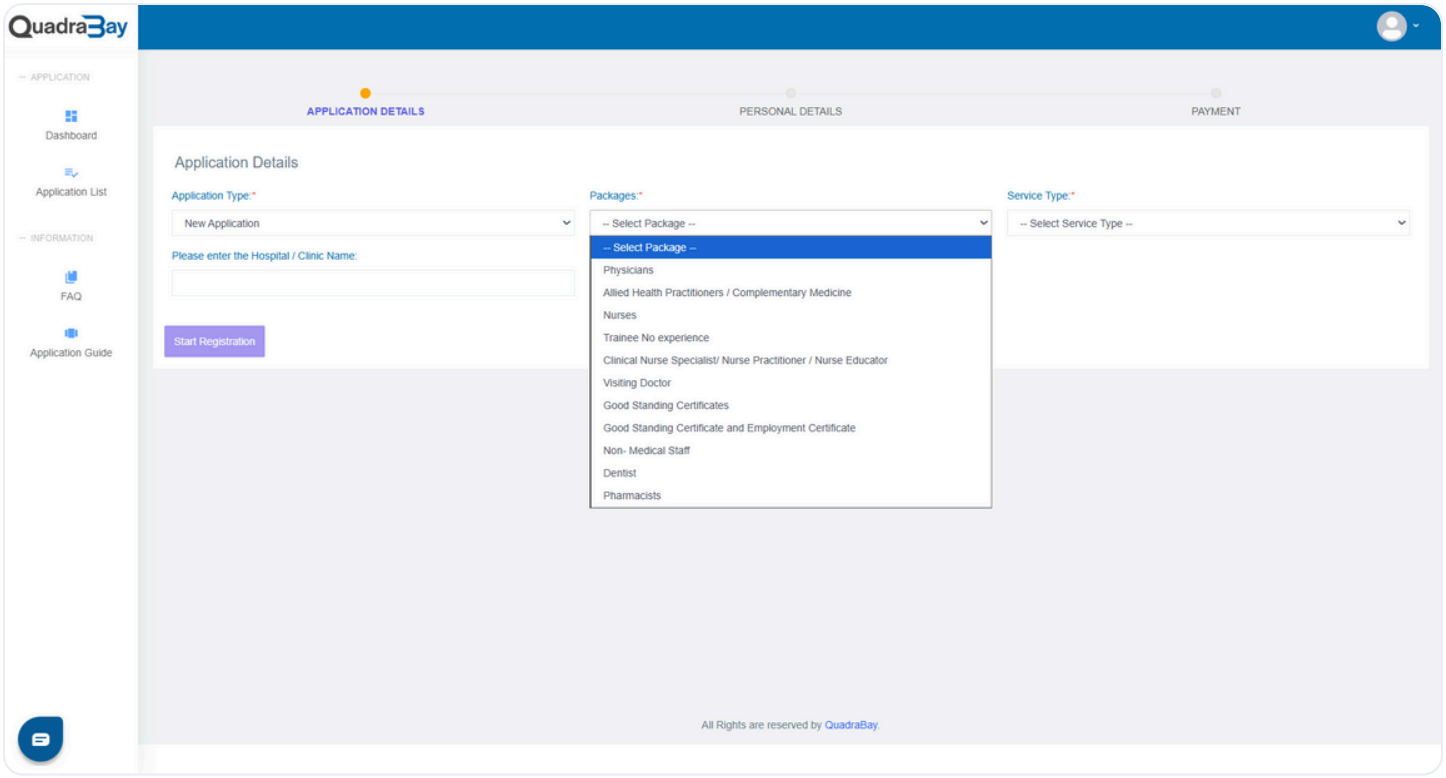


Step 2: Application Details

- Select the Start New Application option.

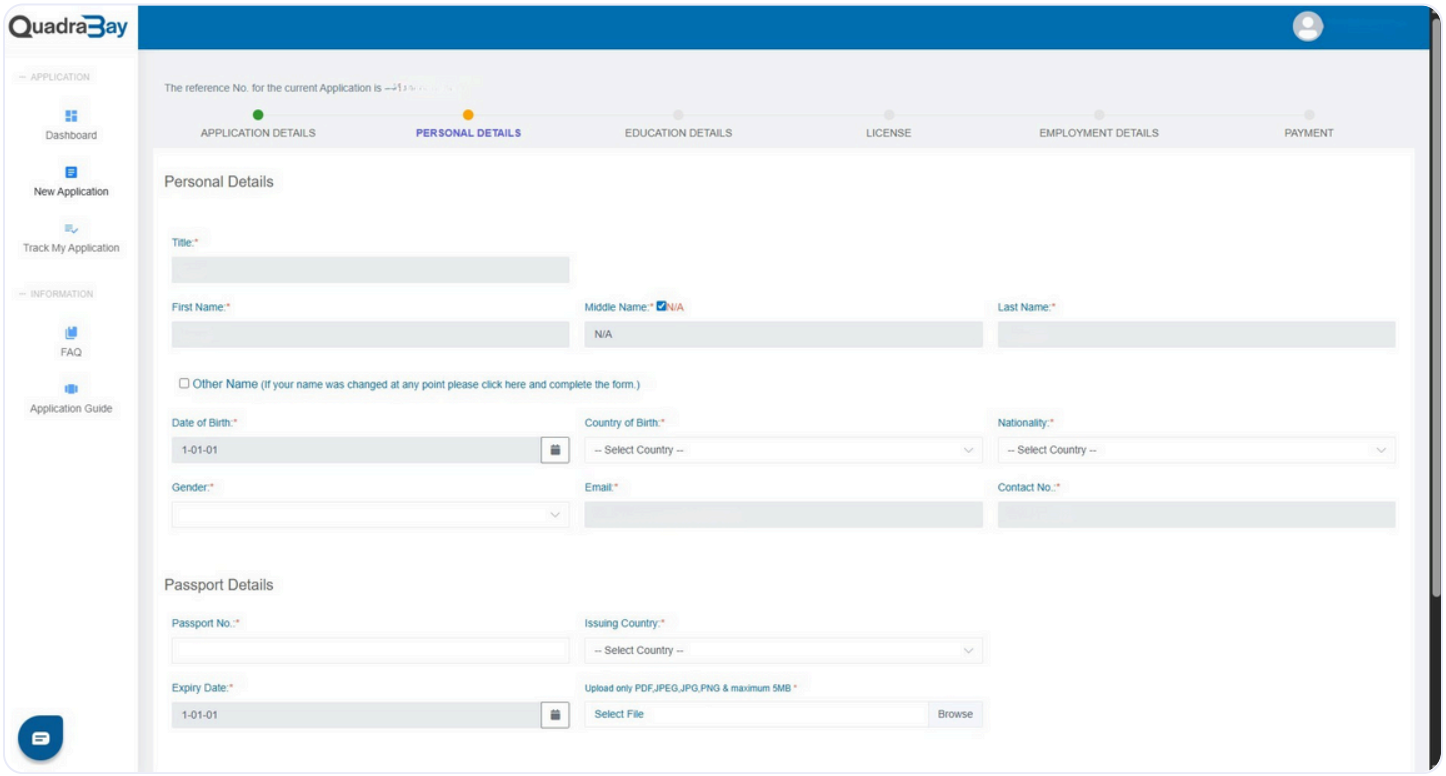


- Select the package that suits the applicant's requirements. Once completed, click on Start Registration.



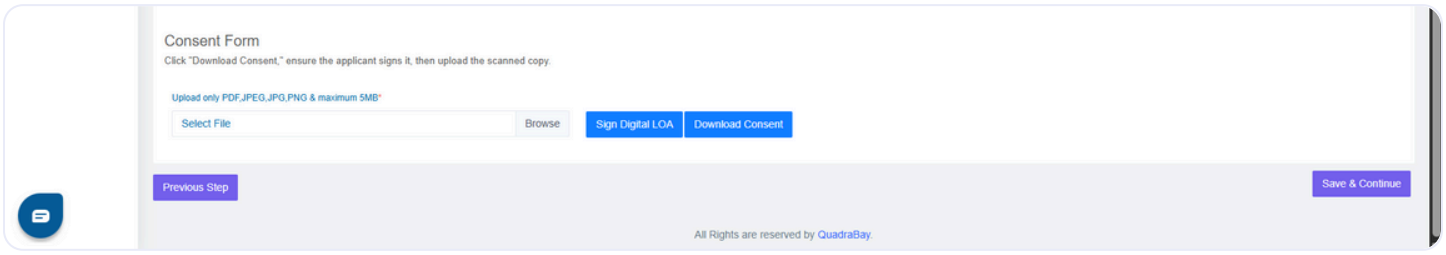
Step 3: Personal Details

- Fill in the applicant's personal details and passport details. The fields highlighted with a red asterisk (*) need to be filled out since they are mandatory.



- The Consent Form can be downloaded by clicking on Download Consent button at the bottom of the page and signed manually by the applicant.

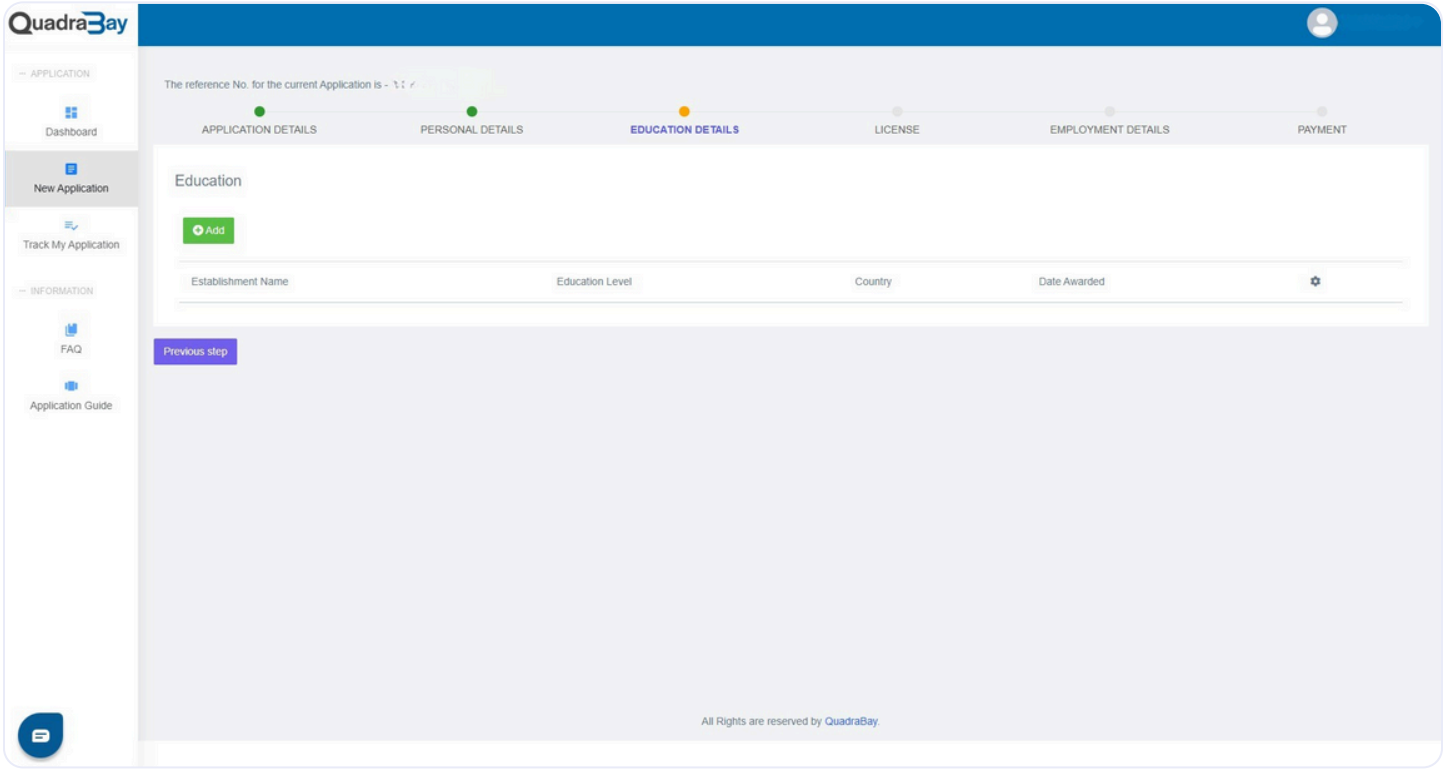
- Read the details carefully and ensure that the information is accurate. Once completed, add it to the application by selecting Browse. Upload the signed form, save and close.
- **Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.**



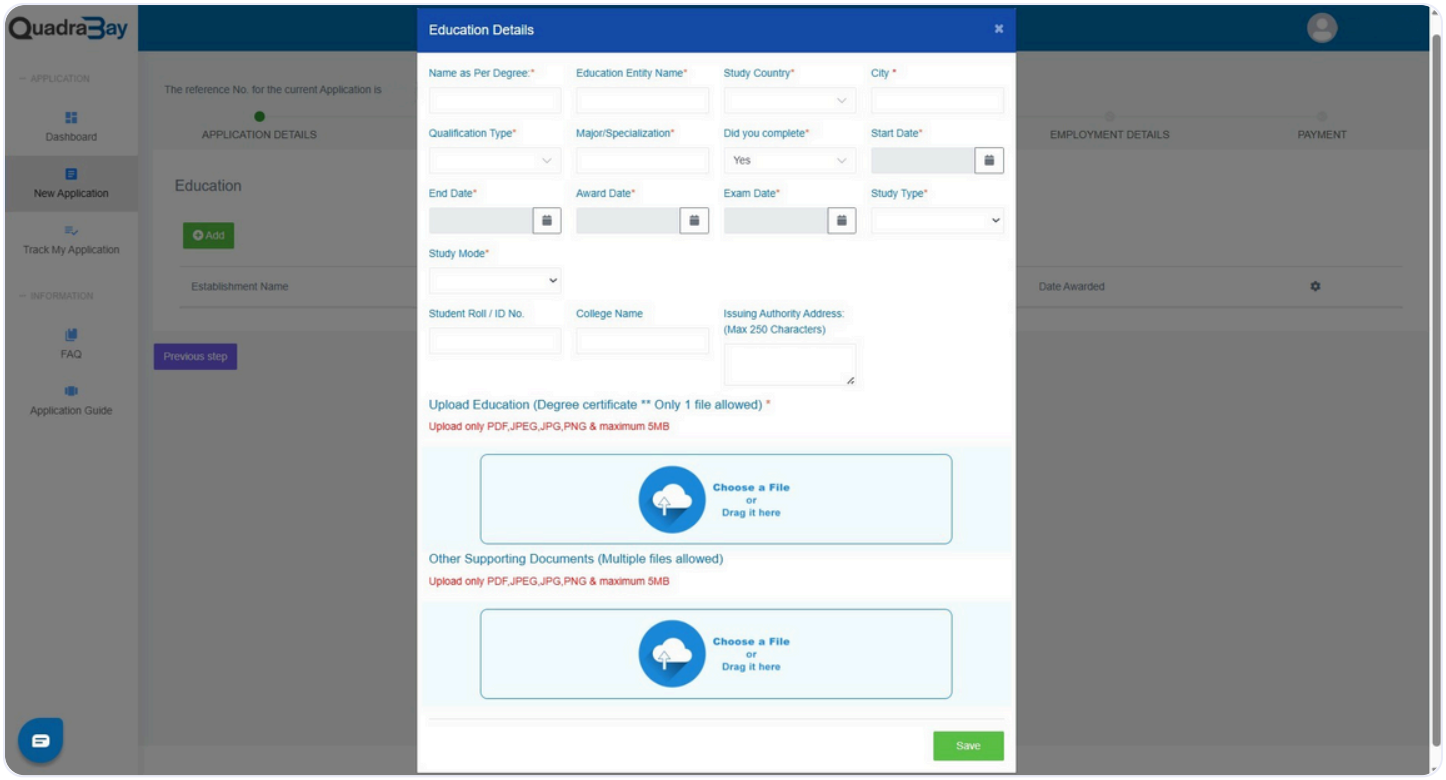
- A pop up will appear; read it carefully before pressing 'OK'.

Step 4: Education Details

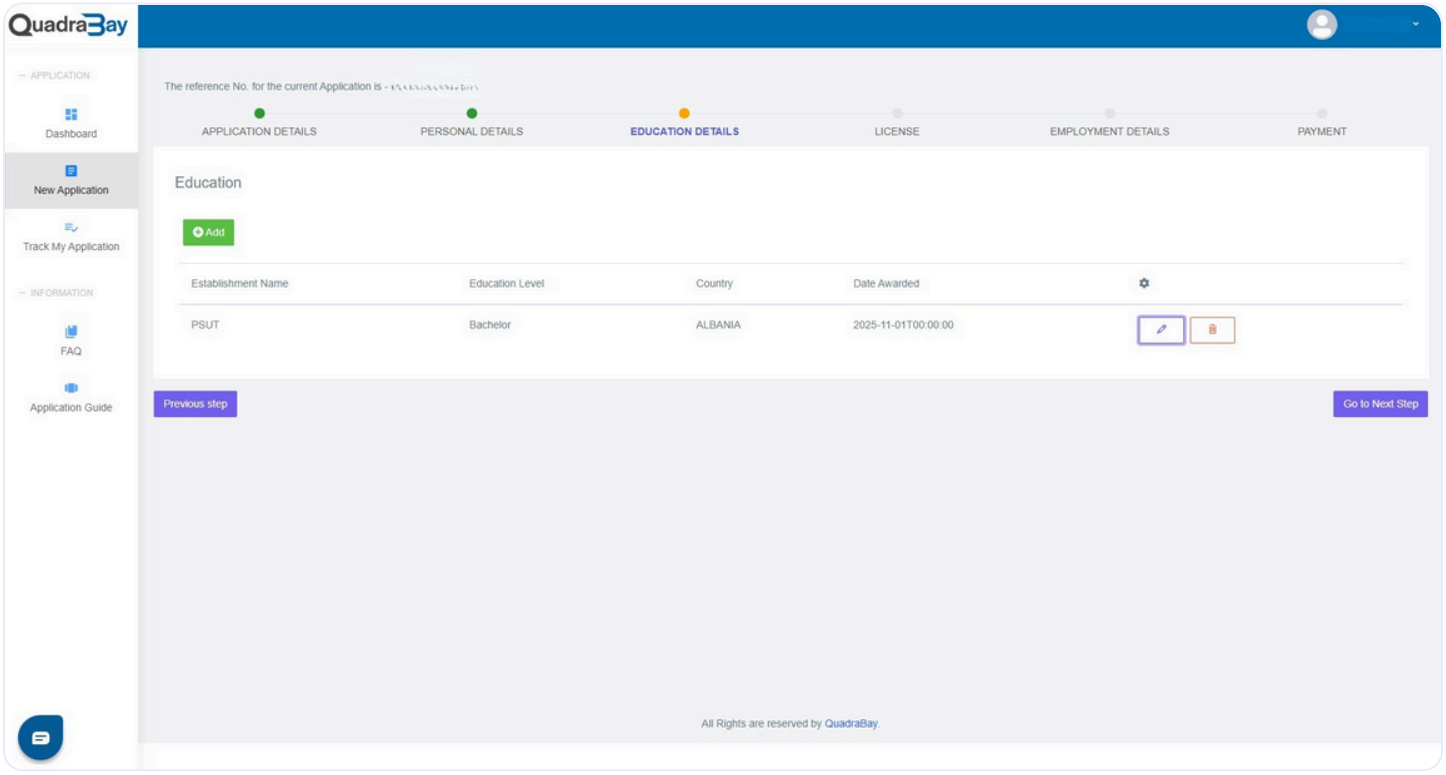
- Select the Add option to add the applicant's education details.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's educational documents.
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.



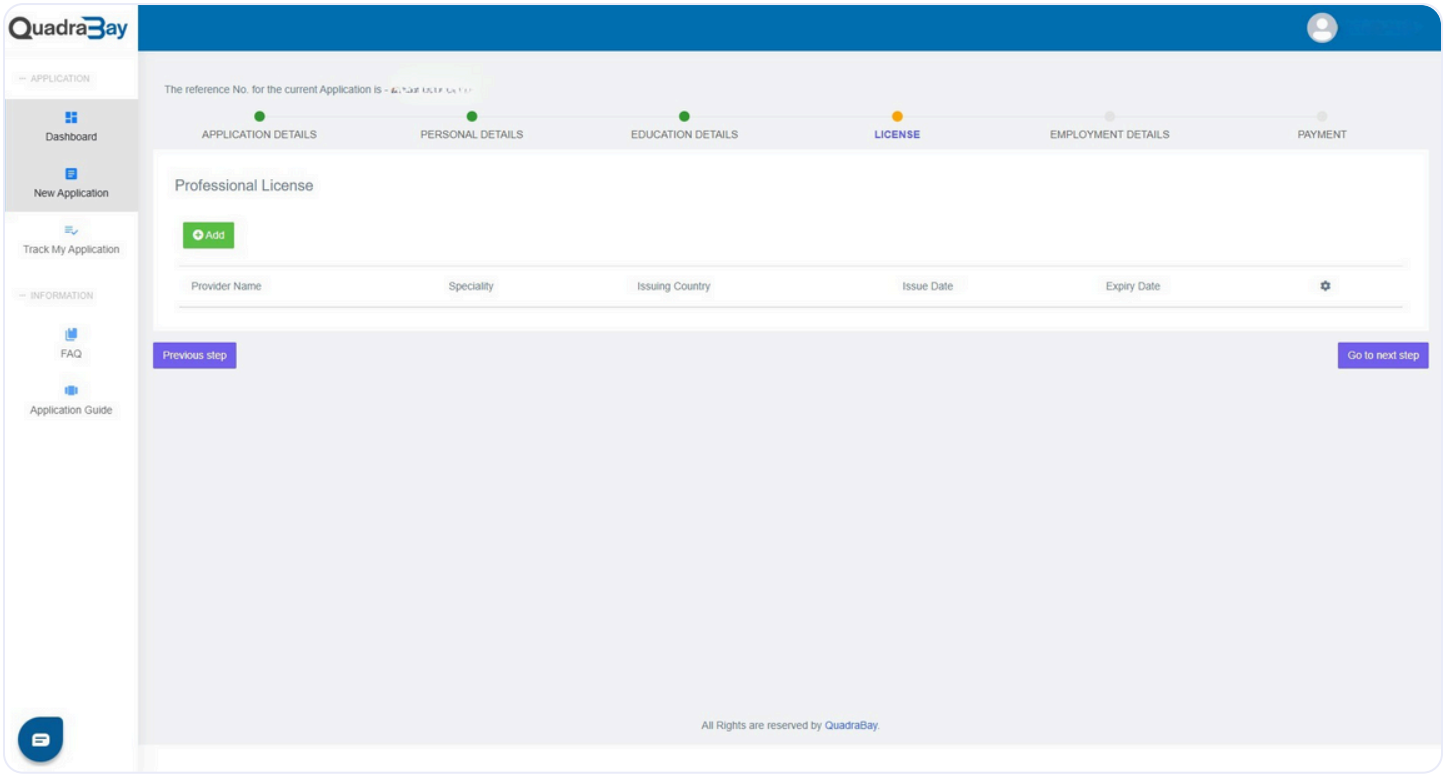
- Save the information to submit. You can edit the information if needed.



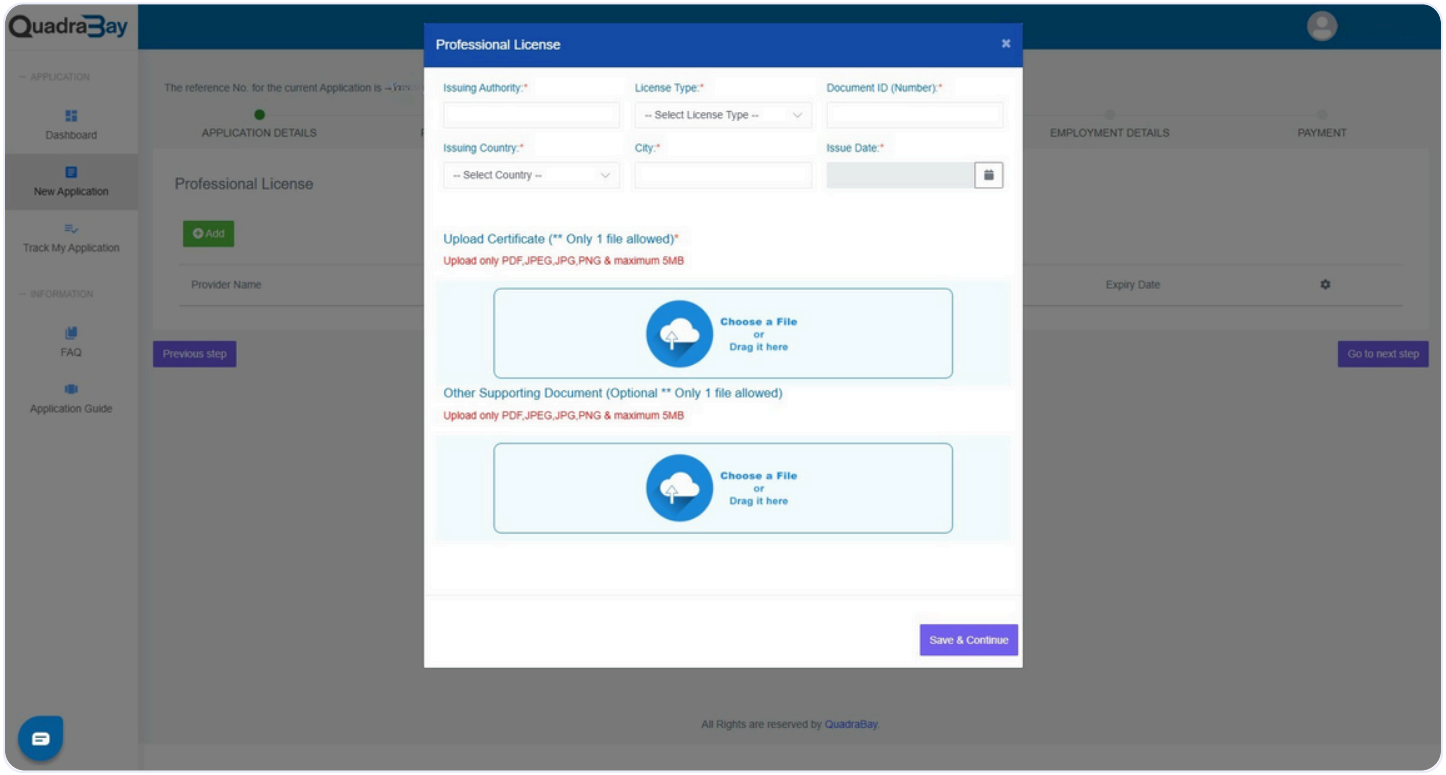
- After completion, review it and then proceed to the next step.

Step 5: Professional License

- Select the Add option to add the applicant's professional license.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's license.



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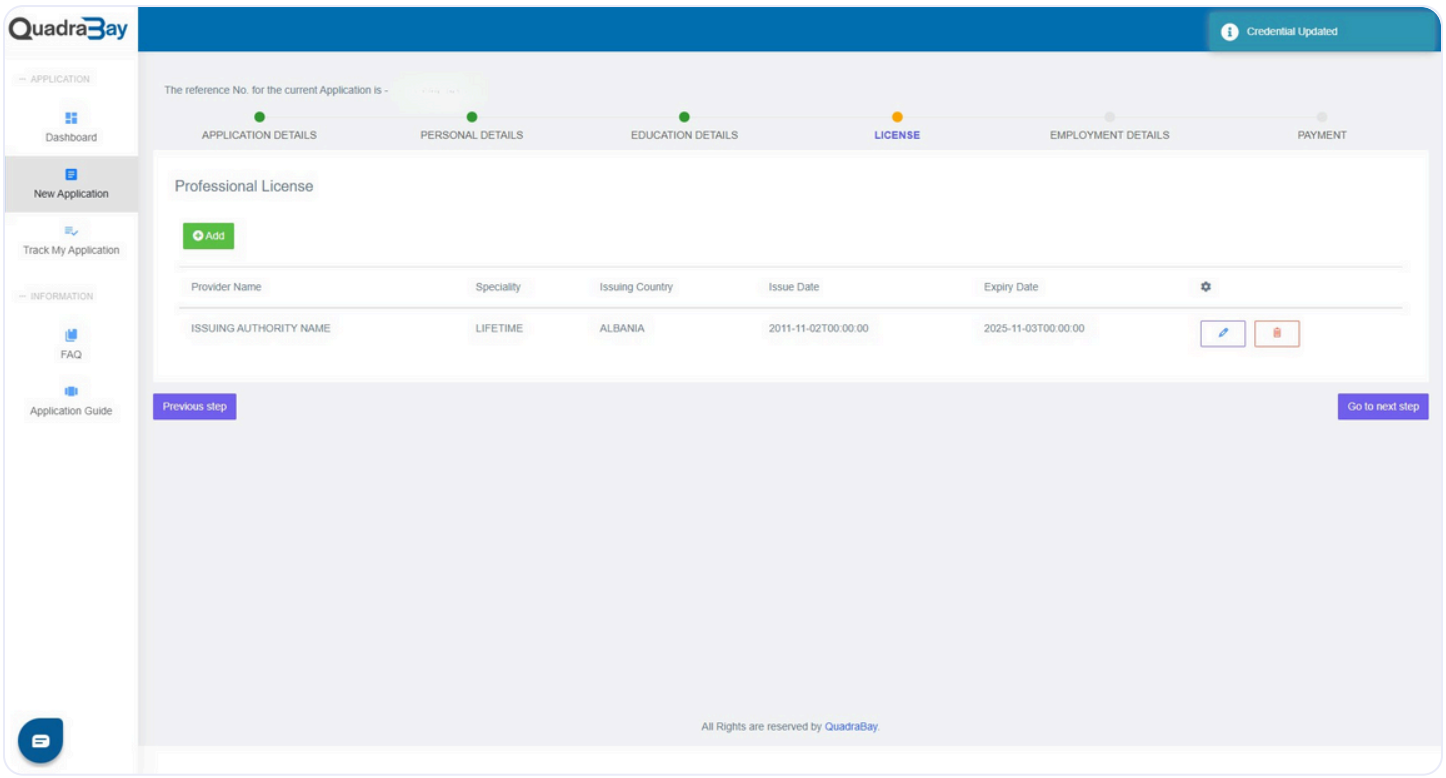
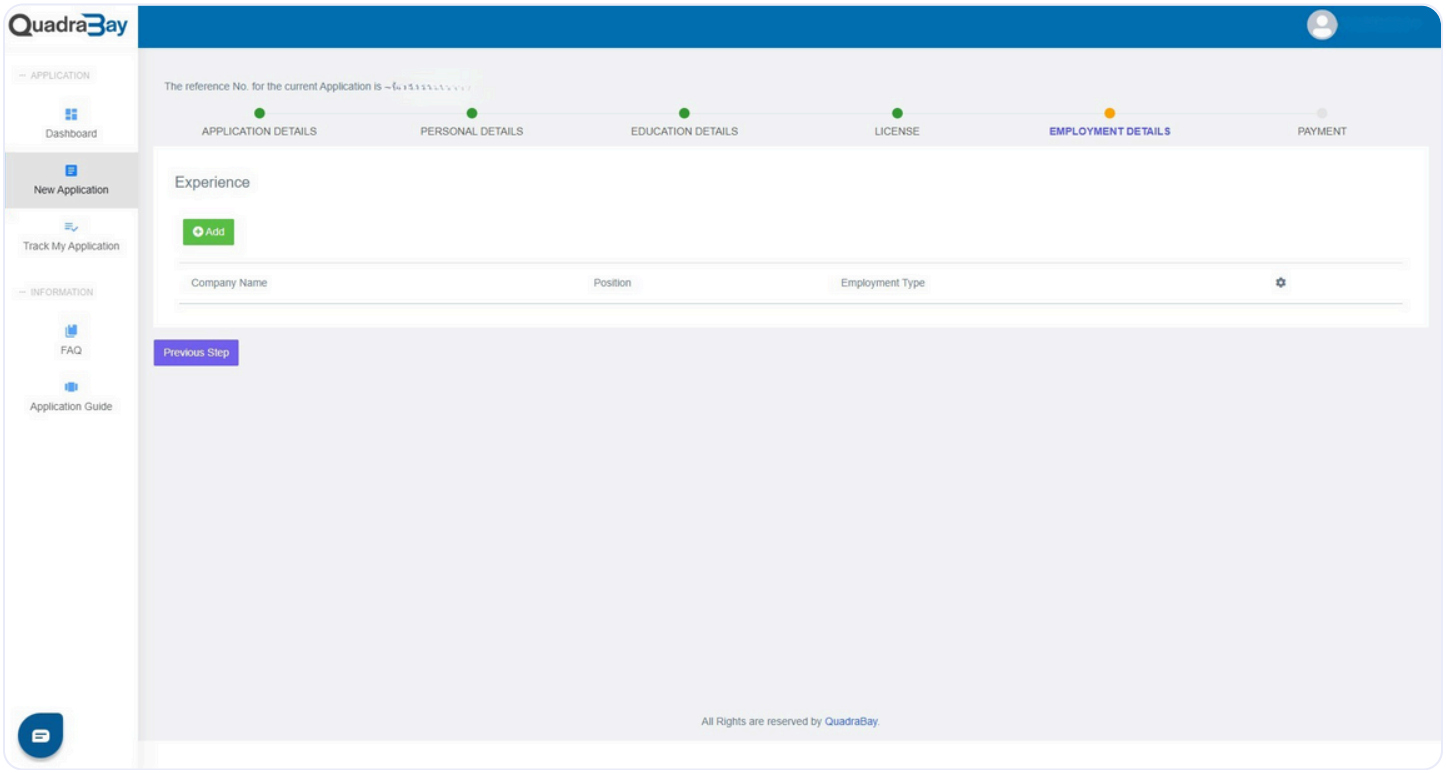


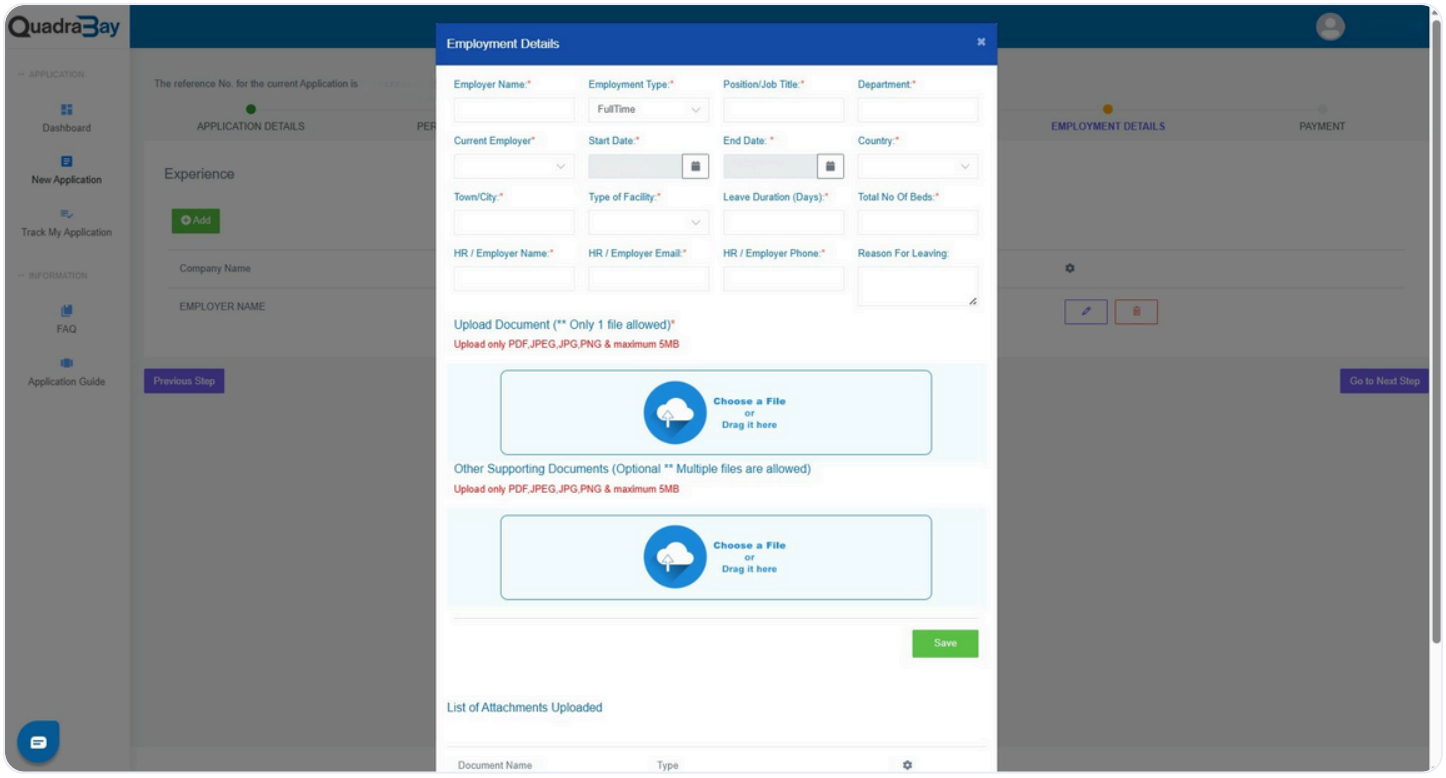
- After completion, review it and then proceed to the next step.

Step 6: Employment Details

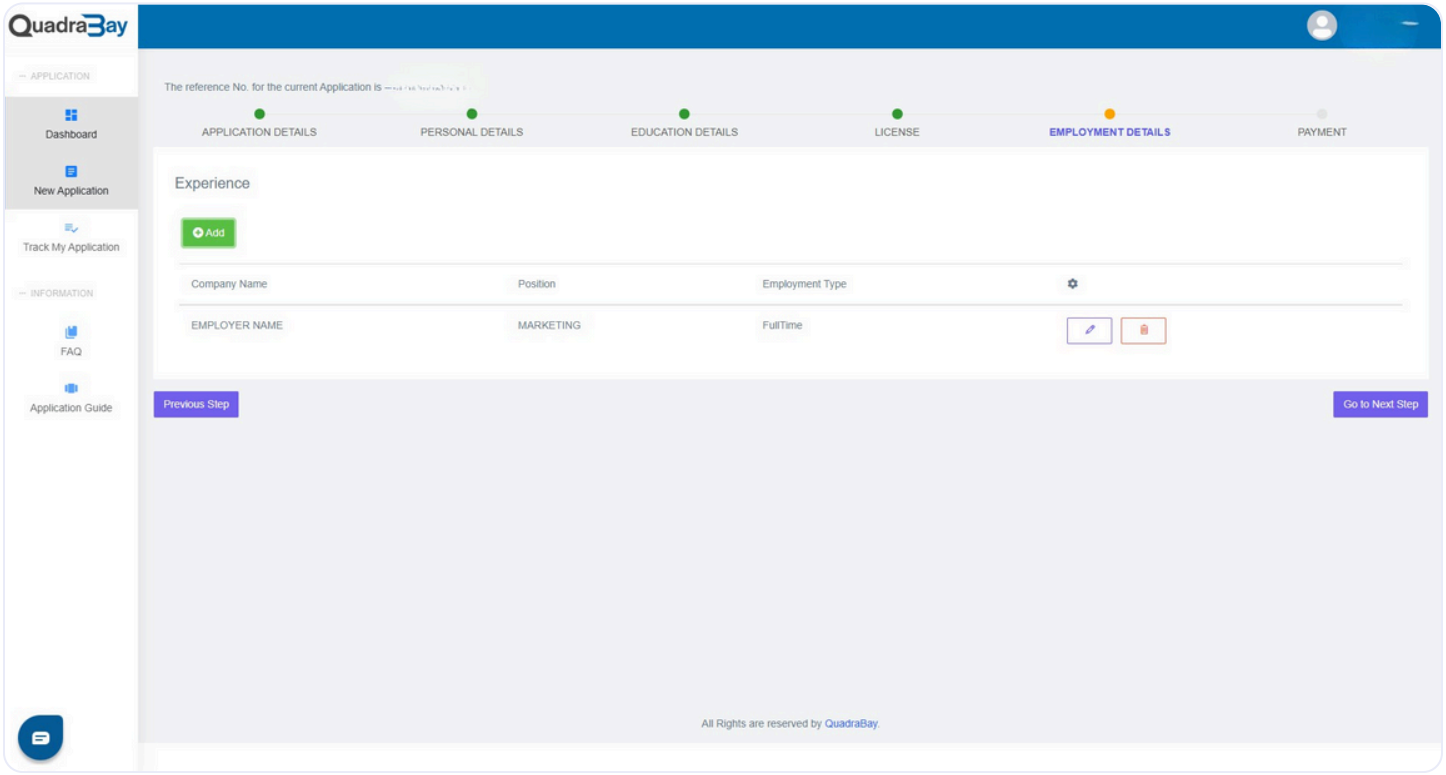
- Select the Add option to add the applicant's employment details.



- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's employment documents.



- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

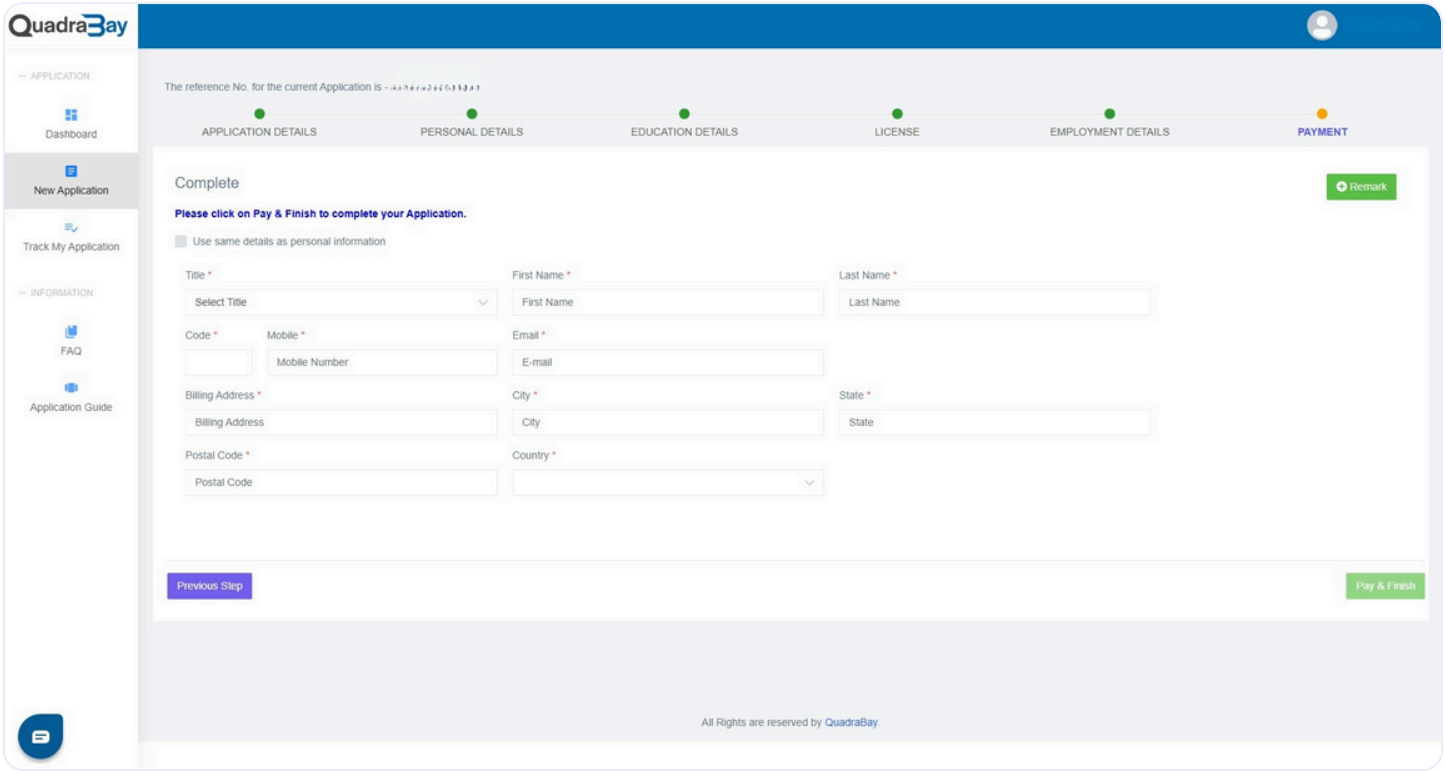


- After completion, review it and then proceed to the next step.

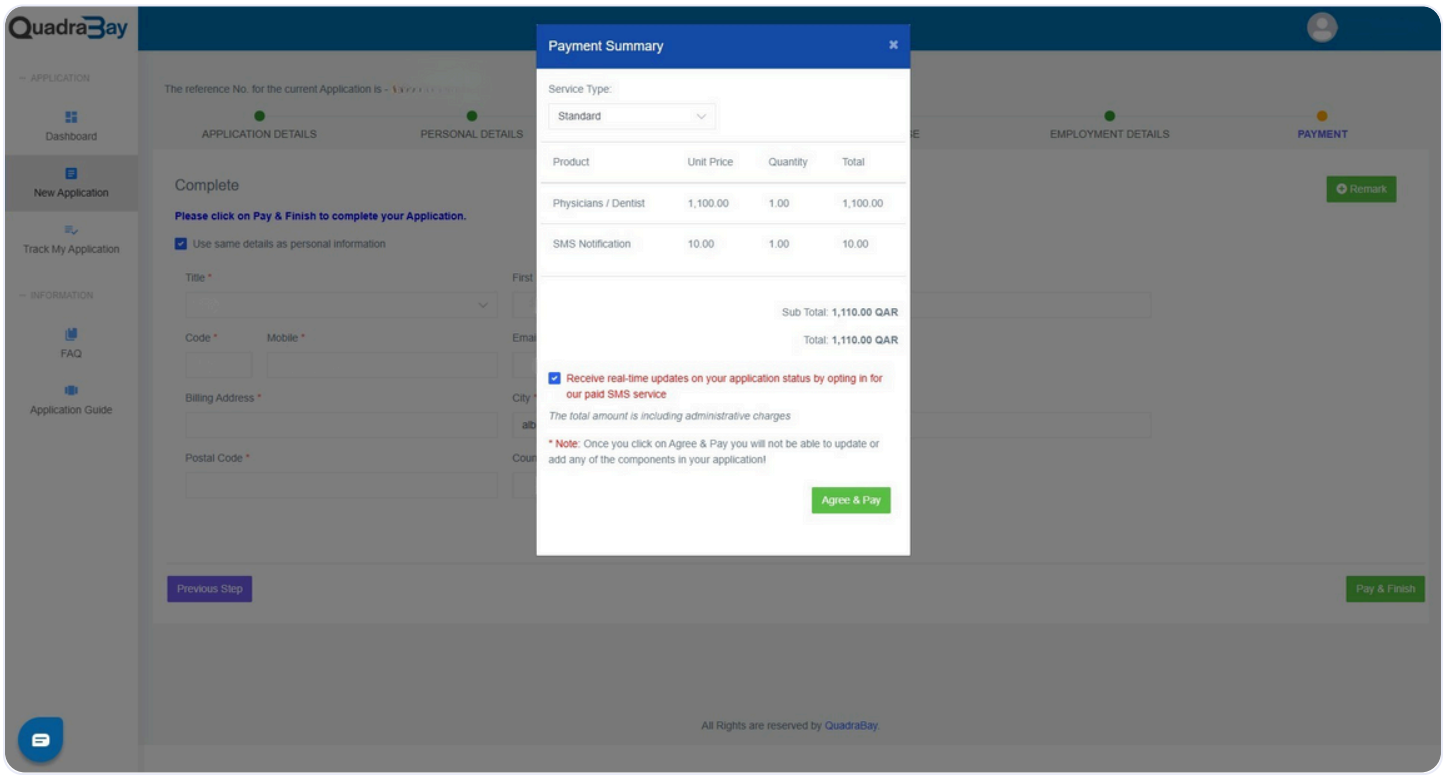
Step 7: Payment

After you have finished uploading all of the documents, the next step is making the payment.

- You can tick the Use Same Details as Personal Information option, The required fields of information will be filled up automatically once this option is enabled.

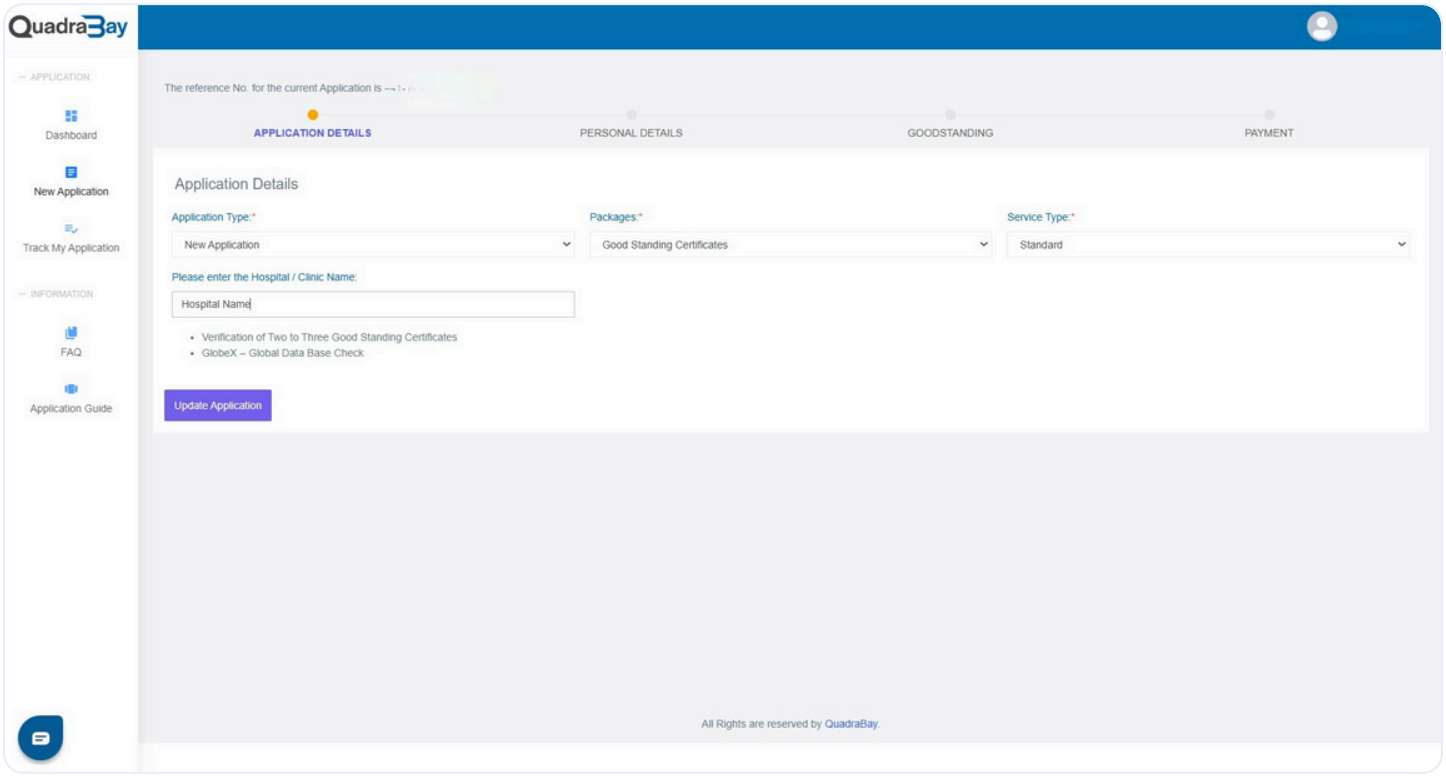


- Next, the payment summary will pop up. Carefully review it and then proceed to pay.
- You can sign up to our SMS Service at checkout for real-time updates.
- Upon completion, a payment receipt will be sent to the registered email address.

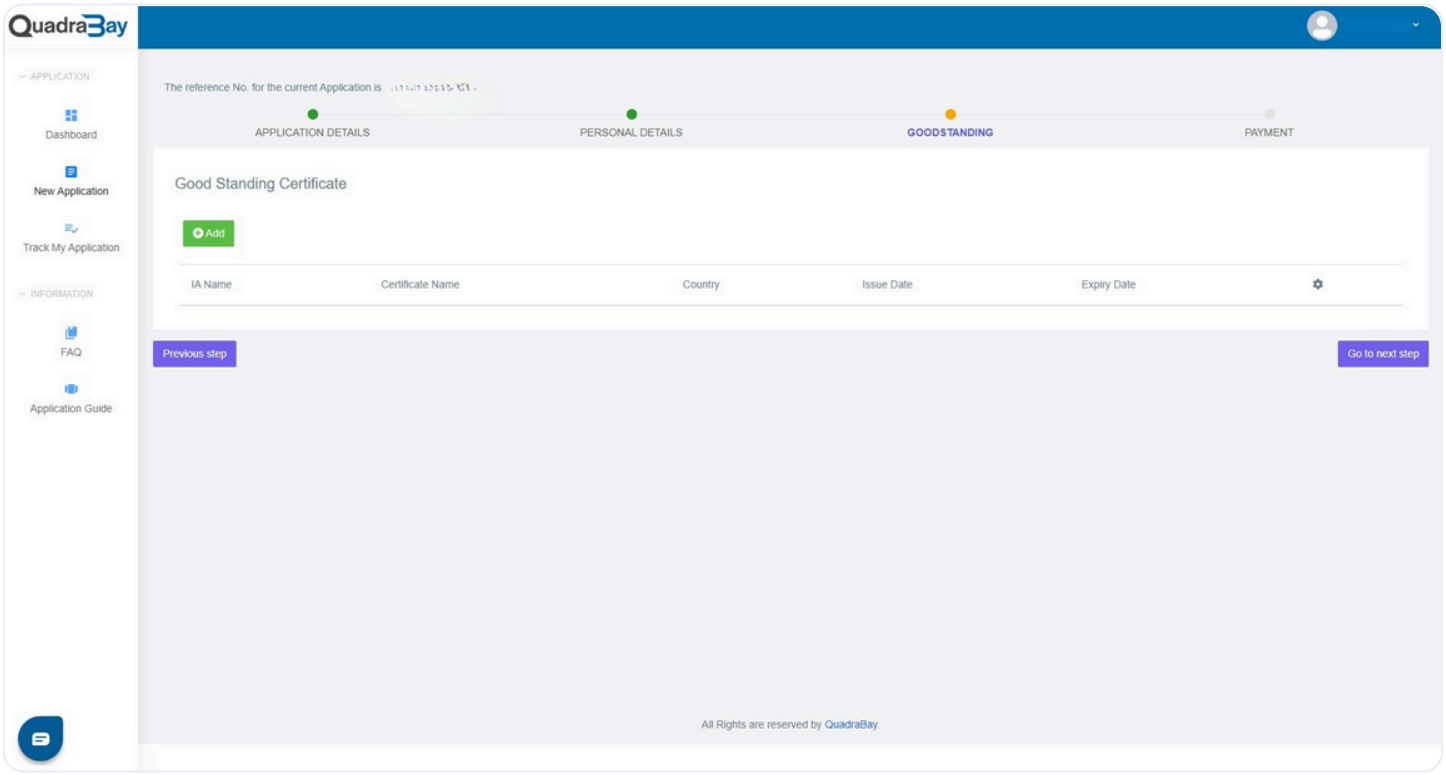


Good Standing Certificates Package

- If you select the Good Standing Certificates package, follow the steps below to add the document to your application.

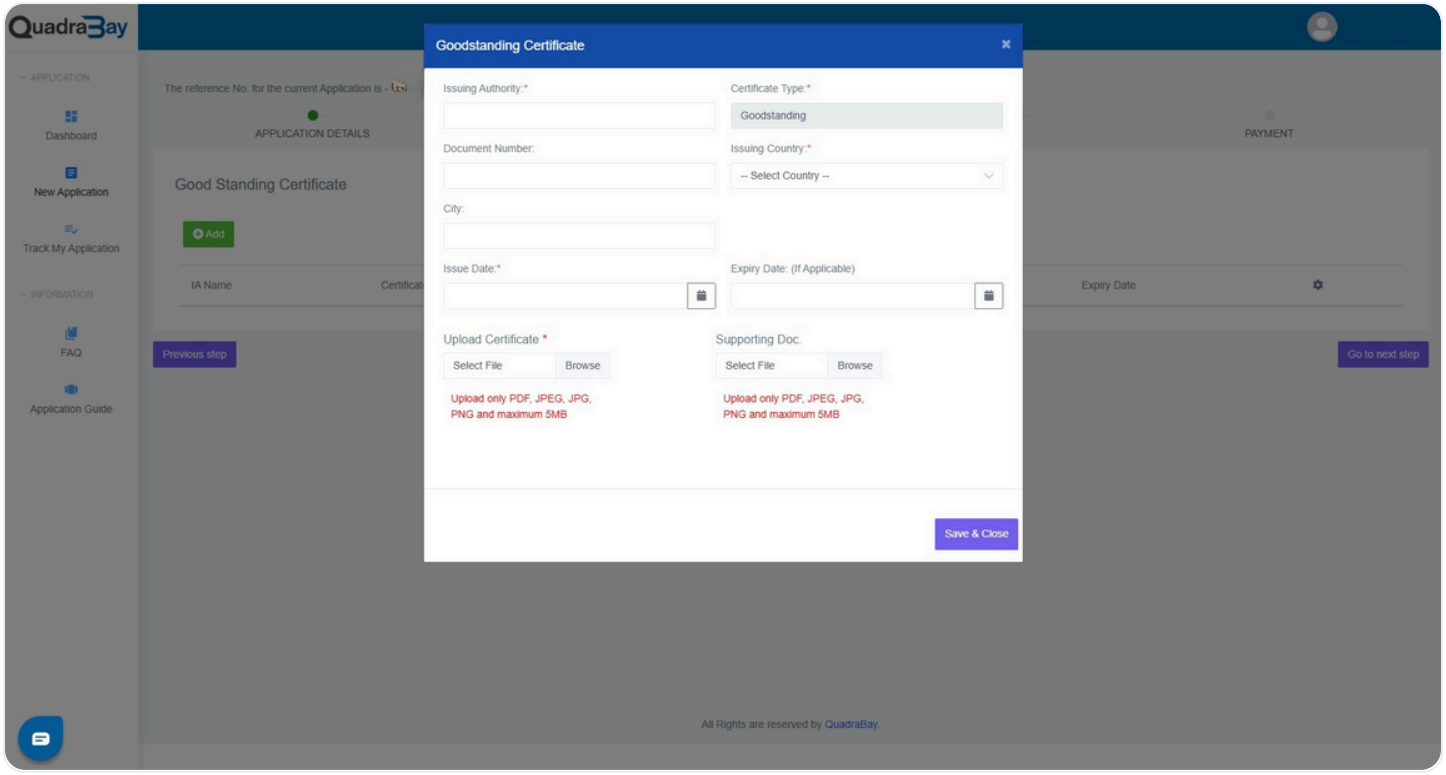


- Select the Add option to add the applicant's good standing details.

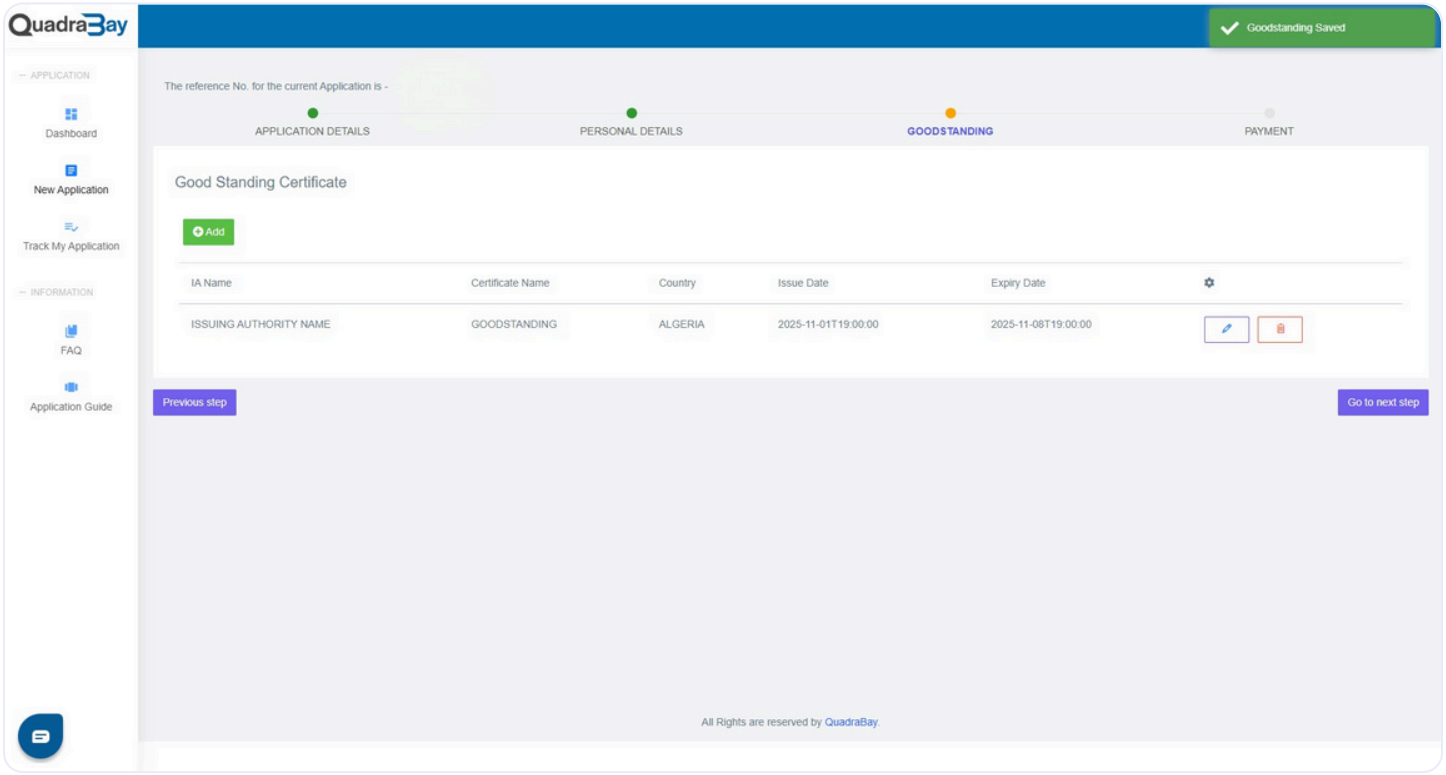


- Fill out the mandatory fields marked with a red asterisk (*) and upload clear copies of the applicant's good standing document.

- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.



- Save the information to submit. You can edit the information if needed.



- After completion, review it and then proceed to the next step.

Final Steps:

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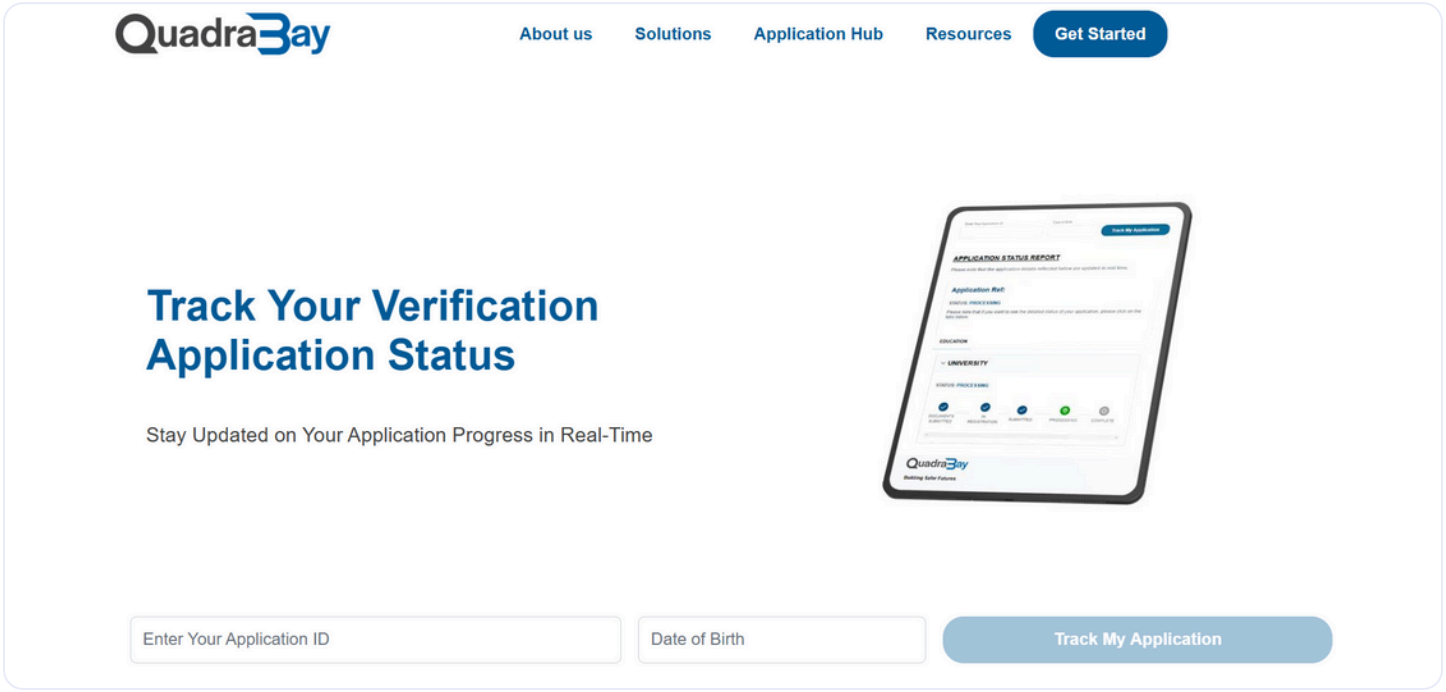

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You will receive personalized, one-on-one assistance during every step of the verification process from an experienced professional. To sign up for Concierge Service, you can:

- Request it through QuadraBay dedicated portal **dhp.quadrabay.com** upon signing up.
- Register your interest here.
- Send us an email at **dhp.support@quadrabay.com** to request the service.