

**Circular No. (5/2014)**

<b>From</b>	<b>Dr. Jamal Rashid Al-Khanji</b> Acting Chief Executive Officer (CEO)
<b>To</b>	<ul style="list-style-type: none"><li>• All Healthcare Facilities in the State of Qatar</li><li>• All Healthcare Practitioners applying for license to practice within the healthcare sector in Qatar</li><li>• All Healthcare Practitioners licensed before the implementation of the verification system</li></ul>
<b>Subject</b>	Launch of Electronic Verification System
<b>Date</b>	7 <sup>th</sup> May 2014

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

**Background:**

Due to the vast expansion witnessed within the healthcare sector in Qatar, this has resulted in a huge increase in the number of healthcare facilities and therefore a growth in the number of healthcare practitioners applying for license to practice in the healthcare sector. Thus, in an effort to upgrade the services provided by QCHP and to keep abreast of current developments and global trends relating to document verification, the Registration Department has been seeking better and easier ways to streamline the verification process.

Accordingly, the Registration Department, in collaboration with “Data Flow” company, is pleased to inform you of the launch of the **Electronic Verification System**, effective from the date of this circular.

**How to use the Electronic Verification System:**

Applicants can submit the verification application, pay the fees and follow-up on their requests (after 30 working days from the date of submission) electronically through the following link which is available on the Supreme Council of Health website: <http://www.dfgsch.com>

**Expected benefits of the Electronic System:**

The new system will:

- ✓ Increase QCHP's customers' satisfaction
- ✓ Promote sustainability by reducing the amount of paper used in the verification process
- ✓ Save time and effort for both healthcare practitioners and employers
- ✓ Facilitate the process of applying for document verification
- ✓ Ease the burden on Data Flow counters within the Supreme Council of Health premises and decrease the congestion currently experienced, which will decrease the waiting time and the time to complete the transactions at the counters.
- ✓ Facilitate the process of follow-up on the verification procedures by the applicant or his representative
- ✓ Improve communication channels between QCHP's employees and the approved company's team and between the applicants and the said company's Team
- ✓ Facilitate payment by offering electronic payment
- ✓ Enable healthcare practitioners or employers to obtain a copy of the Data Flow report (provided that the report is completed and correct)

**Please note the following:**

- ❖ The Registration Department recommends to start using the Electronic Verification System as it is a fast and easy way rather than visiting the SCH premises for submission of documents, payment or follow up on request.
- ❖ The Electronic Verification System is an additional method to the currently applied methods.
- ❖ Healthcare practitioners and focal points will be regularly updated on the implementation plan and ongoing system developments will be posted on QCHP / SCH website or through other communication mediums.
- ❖ Your cooperation and feedback are essential to ensure the success of the new Electronic Verification System.

**Thank you for your kind cooperation**

**Registration Department Team - Qatar Council for Healthcare Practitioners**