



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



Circular No. (16/2016)

From	Qatar Council for Healthcare Practitioners (QCHP)
To	<ul style="list-style-type: none">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:

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**Thank you for your cooperation,
Registration Team/ Qatar Council for Healthcare Practitioners**



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Attachments: Illustrative photos on how to create a focal point/employment representative account.

Photo (1): QCHP Account Creation Page

The screenshot shows the QCHP Registration & Licensing System interface. At the top, there are logos for QCHP and the State of Qatar Ministry of Public Health. The main heading is "Qatar Council for Healthcare Practitioners" with the subtitle "Registration & Licensing System". A green button with the Arabic word "عربي" (Arabic) is visible. Below the header, there is a navigation bar with links: "About Us", "Sitemap", "Contact Us", "Change Password", and "Sign Out". The main content area features the QCHP logo and the text "World Class Standards. Qualified Practitioners". A green banner indicates "This website will be under scheduled maintenance". Below this, there are three buttons: "LOGIN/SIGN IN", "REGISTER/SIGN UP" (highlighted with a right arrow), and "GUIDELINES". The "REGISTER/SIGN UP" button is active, leading to a form with two input fields: "Please enter your User Name" and "Please enter your Password". There are icons for a user and a lock next to these fields. A green "Sign In" button is to the right of the password field. Below the form is a green "Forgot Password" button.



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Photo (2): Filling in the Required Information:



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Registration & Licensing System

[About Us](#) | [Sitemap](#) | [Contact Us](#)

[Change Password](#) | [Sign Out](#)

User Registration

E-mail*	<input type="text"/>
Confirm E-mail*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
First Name*	<input type="text"/>
Middle name	<input type="text"/>
Last Name*	<input type="text"/>
Enter Code *	<div>067149</div> <input type="text"/>

 On submission, an account activation email will be sent to your email address.

[Sign Up](#) [Reset](#)



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Photo (3): Employer Representative Account Creation Page:





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Photo (4): Focal point/Employer Representative Information Page

Facility Details	
Facility Name(En)*	<input type="text"/>
Facility Name(Ar)*	<input type="text"/>
Facility Address*	<input type="text"/>
Facility Contact Number*	<input type="text"/>

Employer Representative Details	
Representative First Name	<input type="text"/>
Representative Last Name	<input type="text"/>
Representative QID Number	<input type="text"/>
Representative Contact Number*	<input type="text"/>

i The following documents are mandatory to create employer representative account.
First inspection letter or Facility final license.
Employer Representative QID copy both front and back.
Fill and Attach circular 26(2011).
Please upload your Photo of same size as passport photo with White background

i Click here to download circular26(2011) (English)|(Arabic)

Documents*	<p>i Allowed file extensions are .PDF, .JPG, .DOC/.DOCX, .PNG & .GIF</p> <p>Select File <input type="button" value="Choose File"/> No file chosen</p> <p>i Maximum File Size is : 2 MB i Max Resolution is 400 DPI</p> <p>File Description <input type="text"/></p> <p><input type="button" value="Add"/> <input type="button" value="Reset"/></p>
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Photo (5): Account Creation Confirmation Message

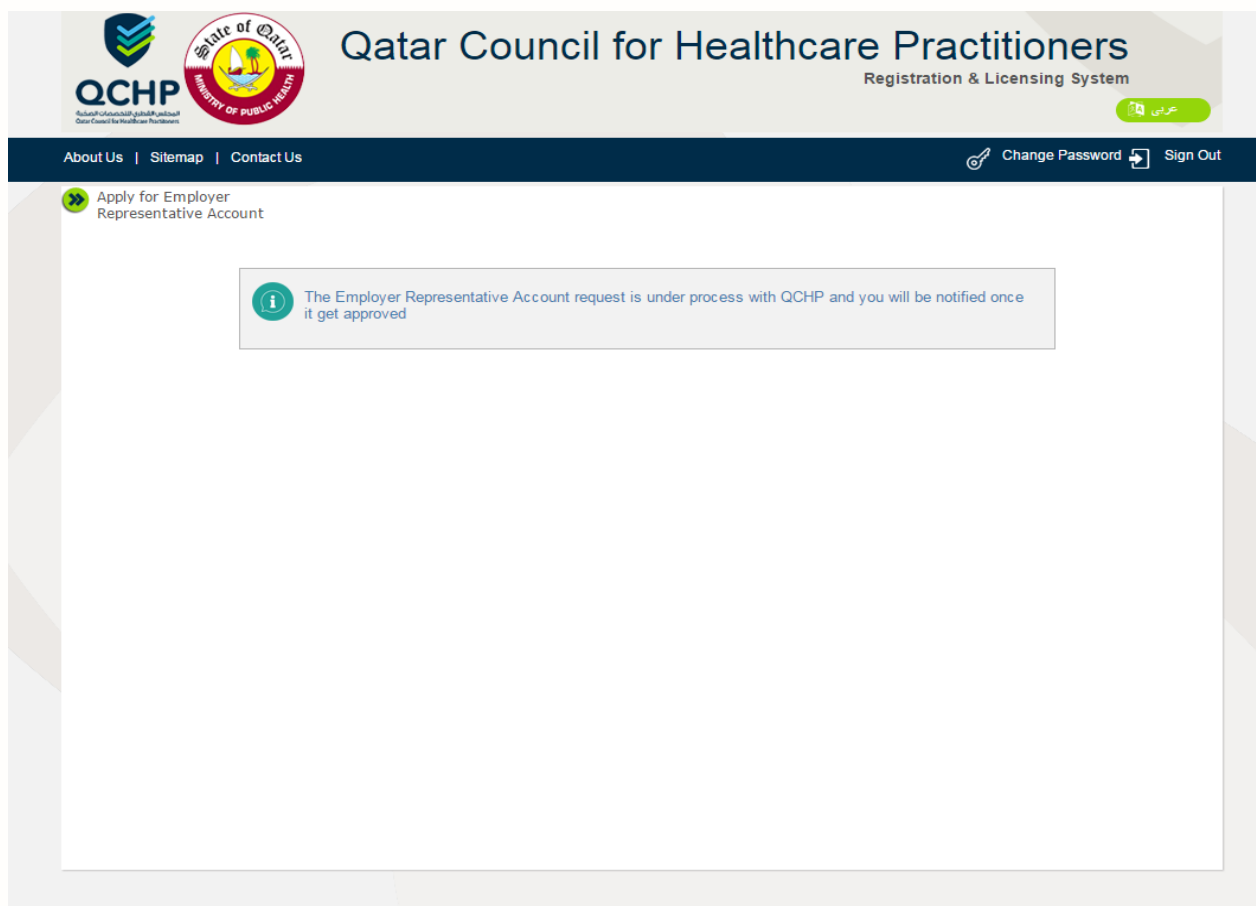


Photo (6): Focal Point/Employer Representative Electronic Card

