



## Circular No. (16/2021)

From	Department of Healthcare Professions/Ministry of Public Health
To	<ul style="list-style-type: none"><li>All Healthcare Practitioners in the State of Qatar (Governmental and Private sectors)</li><li>All Healthcare Facilities' Focal Points in the State of Qatar (Governmental and Private sectors)</li></ul>
Subject	Processing Time for Applications
Date	22 December 2021

"Greetings from Department of Healthcare Professions",

The Department of Healthcare Professions (DHP) announces a number of changes regarding the processing time required for each application to be processed to meet the quality standards while provide sufficient time to carefully review the documents submitted by healthcare practitioners to ensure their qualification and safety while streamlining a smooth process for healthcare practitioners' applications.

The following table shows each online application and the new required processing time:

#	Request Type	Working days
1	Apply for Evaluation	25
2	Apply for Temporary License	5
3	Apply for Licensing	15
4	Apply for Renewal	7
5	Apply for Update Personal Information	3
6	Apply to Change Place of work	10
7	Apply for Removal from the Registry	3
8	Apply for a Certificate of Good Standing	5
9	Apply for Restoration to the Registry	20
10	Apply to Add/Change scope of Practice	25
11	Apply for Additional Place of Work	3
12	Apply to Update Leave Details	3
13	Apply to Update Profile	15
14	Apply for Short Notice	3



For manual requests:

#	Request Type	Working days
1	Apply for Training	15
2	Apply for Surgical Privilege	30

- For sent back requests, the processing time will be considered from the resubmission date.
- If the applicant does not resubmit an application within the deadline specified in the automated email from the system, then the application will be automatically cancelled.
- Following up on any application while still within the above-mentioned processing time will not be accepted.
- For technical issues in the Registration/Licensing Electronic System, please contact: [dphelpdesk@moph.gov.qa](mailto:dphelpdesk@moph.gov.qa)
- For more information, please contact: [dhregistration@moph.gov.qa](mailto:dhregistration@moph.gov.qa)

Thank you for your cooperation  
Department of Healthcare Professions  
Ministry of Public Health