

Circular No. (20/2014)

From	Dr. Jamal Rashid AlKhanji A/ Chief Executive Officer (CEO), Qatar Council for Healthcare Practitioners (QCHP)
To	<ul style="list-style-type: none">All healthcare practitioners working in the private sectorAll healthcare facilities' focal points in the private center
Subject	The launch of the Central Governmental Electronic Sick Leave System (E-Jaza) through the Electronic Registration and Licensing System.
Date	30th November , 2014

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

With the permanent pursuit to improve the services provided by Qatar Council for Healthcare Practitioners; QCHP has launched the Central Governmental Electronic Sick Leave System (**E-Jaza**) ,through the Electronic Registration and Licensing System.

This initiative was done to achieve the following goals:

- Regulate the sick leave issuance process .
- Standardize and control procedures of issuing sick leaves for healthcare practitioners in the state of Qatar.
- Simplify the procedures of issuing sick leaves for patients.
- Minimize the chances of fraudulent certificates to a minimum, and ensure that they were produced based on proper procedures .
- Provide a national database and comprehensive statistical reports for sick leaves, issued by Qatar's healthcare sector.

Taking into consideration the following points:

- ✓ The(**E-Jaza**) system will be launched as a **pilot phase** for one month only commencing on November 30th , 2014 .
- ✓ During this **pilot phase** ,the new (**E-Jaza**) system will be accepted side by side with the currently used manual sick leave method.
- ✓ The(**E- Jaza**) system will be first implemented in the **private sector**.

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- ✓ All healthcare facilities should provide the required infrastructure such as (computers printers and internet access) to ensure proper utilization of this function .
- ✓ **(E-Jaza)** will be fully implemented starting from December 30th 2014 . It will be mandatory for all healthcare practitioners in private sectors to issue sick leaves through the new **(E-Jaza)** system . Thus, manual leave will no longer be accepted beyond that date.

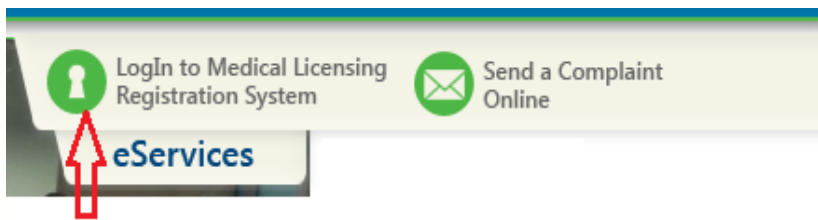
Thanks for your cooperation,

Registration Department/ Qatar Council for Healthcare Practitioners

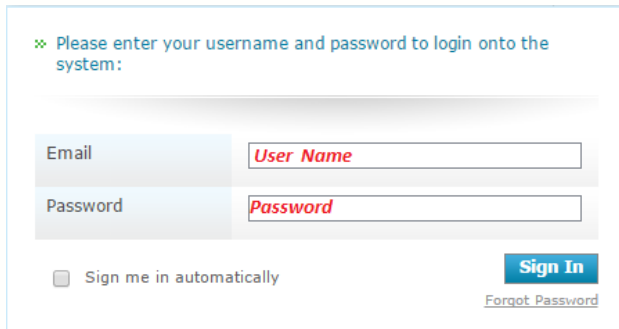
E-Jaza User Manual

To check your Central Governmental Electronic Sick Leave System (e-Jaza), please follow the below steps:

1. Open www.qchp.org.qa
2. Click on Login to Medical Licensing Registration System



3. Sign In with your "Practitioner" Email ID and Password

A screenshot of the login form. It contains a message: 'Please enter your username and password to login onto the system:'. Below this are two input fields: 'Email' with a placeholder 'User Name' and 'Password' with a placeholder 'Password'. There is a checkbox for 'Sign me in automatically' and a 'Sign In' button. A 'Forgot Password' link is also visible.

4. Click On e-Jaza





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5. Fill "Patient Details", "Leave Details" and click on Submit. The e-Jaza will be downloaded to your computer

Patient Details	
QID / Passport No *	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
First Name Ar	<input type="text"/>
Middle Name Ar	<input type="text"/>
Last Name Ar	<input type="text"/>
Place of Work *	<input type="text"/>
Patient Type *	<input type="text" value="Select"/>

Practitioner Details	
Practitioner License Id	15530
Practitioner Name	Ahmed Muhammed
Scope Of Practice	Anesthesiology

Leave Details	
Diagnosis *	<input type="text" value="Select"/>
Diagnosis Details *	<input type="text"/>
From *	<input type="text"/> 
To *	<input type="text"/> 
No. of Days	<input type="text"/>



- 6- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.