



Circular (26)

From	Dr. Jamal Rashid Khanji Director, Medical Licensing/SCH
To	All Health Facilities in the State of Qatar All health practitioners in the State of Qatar All applicants for registration & licensing in the State of Qatar
Subject	Updates on Electronic Registration System for Health Practitioners" No. 2"
Annex	No.1 : Required Information No.2 : Authorization Letter No.3 : Contact List
Date	24 March 2011

In alignment with circular no.25 dated 7/3/2011 regarding subject cited above and at its commitment of customer service quality, please note the below mentioned updates:

We would like to draw your kind attention that registration, licensing & other registration functions will follow the same path of current requirements & processes.

Below are some guidelines for the health practitioners & employers.

You can access the Electronic Registration System through www.qchp.org.qa.

Guidelines for Health Practitioners

You can log into the registration system & create your own personal account to do the following functions:

- 1- Evaluation
- 2- Renewal of APL
- 3- Licensing

Your application will be forwarded automatically to your employer to approve & forwarded to the Registration section.

Guidelines for Employers

To ensure confidentiality of the health practitioner's data base in the state of Qatar kindly follow the below mentioned steps:

- 1- Provide Registration with list of your authorized representative to access the database of your facility by filling annex form no. 1 & 2.





- 2- Submit the filled forms to counter 13, ground floor, SCH building, within 2 weeks from the date of this circular.
- 3- Your personal account & password will be sent to the provided email from your side. (You can change your password after you log in to the system).
- 4- Accordingly you will be able to access the system to apply & follow up your applications.

Important Remarks

- 1- Customer Service Counters will continue providing their services from Sunday to Thursday as usual by receiving applications as usual for the purpose of supporting the transition to the electronic registration system.
- 2- You will be provided with the support needed through workshops where your feedbacks will be valued and taken into consideration.
- 3- For walking in customers registration coordinators are available as usual on Mondays, otherwise by appointments which will be set via the provided emails.
- 4- Our policy is ongoing improvement and development of our business processes; your feedback is valuable.
- 5- Regular updates on the implementation plan and ongoing system developments will be posted on the Electronic Registration System website or through other communication media.

We apologize for any inconvenience that might be caused during the implementation of the new system.

“Your cooperation is essential to the success of the electronic registration system.”



Annex 1 /For Employers

The following data required for registration in the current database:

First name .	
Last Name	
Active E-mail	
Facility	
Phone No	
Mobile No.	

- Please provide us with a copy of Valid Qatari ID card for each representative.
- You can authorize more than one person to access the system.



Annex 2 /For Employers

LETTER OF AUTHORISATION

(name)* is an approved representative of (Facility)* and is authorized to act as our agent to submit, modify, and finalize applications for health practitioner registration and licensure within the Health Practitioner Registration and Licensing System (HPRLS).

(Facility)* assumes all liability and responsibility for system access, data entry and responsible use of the HPRLS by its employees and agents.

Signed on behalf of (facility) by:

Authorized signatory

Facility Stamp

* Please fill into the required information.



Annex 3/ For Employers & Health Practitioners

Contact List for communication

Physicians & Dentists

Supervisor /Dr. Yasmin Ali Morad/ yabdullahi@sch.gov.qa

Team Members

Dr. Omar Nigm

Onigm@nha.gov.qa

Dr. Rima Hadda

rhaddad@sch.gov.qa

Dr. Esraa Kader

ekader@sch.gov.qa

Nursing

Supervisor / Rassmah Al Huneiti/ ralhuneiti@sch.gov.qa

Team Members

Hessa Al Falamarzi

hfalamarzi@sch.gov.qa

Moza AlHadharami

malhadharami@sch.gov.qa

Pharmacist

Supervisor / Jowaher Al-Ali/ jalali@sch.gov.qa

Team Members

Thikrayat AlKubaisi

Tkubisi@sch.gov.qa



Allied Health Practitioners

Supervisor / Jowaher Al-Ali/ jalali@sch.gov.qa

Team Members

Dr. Soma Eltorkey

seltorky@sch.gov.qa

Mona Aldhaheri

maldhaheri@sch.gov.qa

Dalal Hareb

dhareb@sch.gov.qa

Customer Service

Supervisor /Dr. Yasmin Ali Morad/ yabdullahi@sch.gov.qa

Team Members

Sumaya Almaraghi

salmaraghi@sch.gov.qa

Mariem Mohamed

mmohammed@sch.gov.qa

Naema Almohamed

nalmohamed@sch.gov.qa