

**Circular No. (4/2015)**

<b>From</b>	Qatar Council for Healthcare Practitioners (QCHP)
<b>To</b>	<ul style="list-style-type: none"><li>• All Healthcare Facilities in the State of Qatar (governmental &amp; private sectors)</li><li>• All the focal points working for the Healthcare Facilities in the State of Qatar (governmental &amp; private sectors)</li></ul>
<b>Subject</b>	Launch of new Electronic Verification System Employer Portal ( EP ) for applying for verification of credentials through the verification company.
<b>Date</b>	9-2-2015

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

In an effort to improve the services provided by Qatar Council for Healthcare Practitioners (QCHP), to expedite and facilitate the registration/licensing procedures, and to keep in pace with the current developments relating to verification process ;QCHP - in collaboration with the verification company - is delighted to announce the launch of the new system: Employer Portal (EP) .

The new system (EP) allows the healthcare facilities to create their own accounts so that the focal points representing these facilities could submit one verification application for many healthcare practitioners that work in their facilities or are intended to work for them, and pay the fees in bulk. While the electronic system that was released earlier (healthcare practitioners' portal) **only** allows healthcare practitioners to create individual accounts and apply for documents verification.

**Expected benefits of the Electronic System:**

- ✓ Increase QCHP's customer satisfaction
- ✓ Save time and effort for both healthcare facilities and healthcare practitioners by allowing the process of applying for more than one practitioner in the same application.

- ✓ Facilitate the process of follow-up on the verification procedures by the health facilities.
- ✓ Facilitate payment by offering electronic **bulk payment**.

**How to apply:**

1 – Visit the verification company on the following link

<http://www.dfgsch.com/admin/proonlineregistration.aspx>

2 – Fill in the application and attach the required documents to be verified for the required number of practitioners.

3 – Pay the fees electronically.

Attachment (Guidelines for Employer Portal)

**Please note the following:**

- ✓ The electronic system is an additional method to the currently applied methods.
- ✓ Regular updates on the implementation plan and ongoing system developments will be posted on QCHP / SCH website or through other communication mediums.
- ✓ Your cooperation is essential to ensure the success of the new electronic system.
- ✓ The Registration Department in the QCHP recommends the use of the electronic system for verification as it is a fast and easy way for healthcare facilities and practitioners rather than visiting the SCH premises for applying and paying.
- ✓ For any inquiries please contact us on [gchphelpdesk@sch.gov.qa](mailto:gchphelpdesk@sch.gov.qa)

**Thank you for your kind cooperation.**

**Registration Team/Qatar Council for healthcare practitioners.**