



**QCHP**

المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners  
التسجيل والترخيص  
Registration & Licensing



## Employer Representative User Manual

Guidelines on using the Registration & Licensing Electronic System

Step 1. Visit [www.qchp.org.qa](http://www.qchp.org.qa) and click on “Registration & Licensing System”.



The screenshot shows the homepage of the Qatar Council for Healthcare Practitioners (QCHP). At the top, there is a navigation bar with links for "Register to E-Bulletin", "FAQs", and "Contact us", along with a language selector for Arabic. The main header features the QCHP logo, the State of Qatar Ministry of Public Health logo, and the text "Qatar Council for Healthcare Practitioners" with the tagline "Committed to Patient Safety". Below the header is a secondary navigation menu with categories: "About us", "QCHP Departments", "For Healthcare Practitioners", "For Public", "Media Center", and "eServices".

A search bar titled "Search Practitioners" is located on the left, with fields for "Select", "First Name", "Middle Name", "Family Name", "License Number", and "Select", followed by a "Search" button. To the right of the search bar is a large group photograph of staff members.

The main content area consists of a grid of service tiles:

- Registration and Licensing System** (highlighted with a red dashed border)
- CME/CPD Accreditation System**
- Complain against a Practitioner**
- Qualifying Examinations**
- Events**
- Circulars**
- News & Announcements**
- Primary Source Verification**

At the bottom, there is a banner for "ISQua's 32<sup>nd</sup> International Conference DOHA 2015" with the theme "Building Quality and Safety into the Healthcare System", held from 4<sup>th</sup> to 7<sup>th</sup> October at the National Convention Centre, Doha, Qatar. The banner includes the ISQua logo and the QCHP logo.

The footer contains the copyright notice: "© All rights reserved to Qatar Council for Healthcare Practitioners 2016" and a small circular logo on the right.



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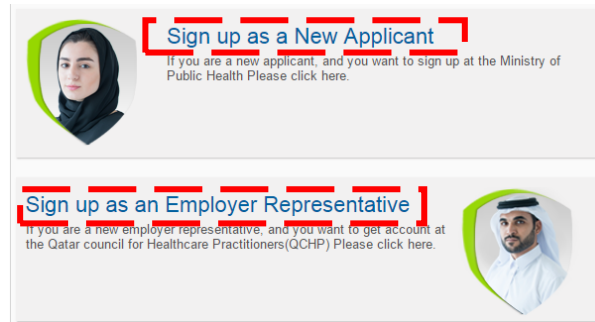


## Step 2. Choose the appropriate tab as per the following:

- LOGIN/SIGN IN – If you already have a User Name and Password as an Employer Representative (provided by QCHP)
- REGISTER/SIGN UP – If you want to create a new account as an Employer Representative
- GUIDELINES – For Guidelines on Using the System and Process Overviews

To REGISTER/ SIGN UP

Click on “[Sign up as an Employer Representative](#)” to sign up as an Employer Representative



Fill the details required for registration and click on “*Sign Up*”. On submission, an activation email will be sent to the provided email address.

Please open the provided email account and click on *Activation/Verification* link to activate the account to login.

Please visit: [QCHP Website](#) / [Registration & Licensing System](#) to SIGN IN.

Please enter registered Email/Username and Password and click on “Sign In” to LOGIN to the system.

You will be navigated to your facility page where you can do the following

- View/Edit applications of practitioners registered with your facility
- Approve/Reject/Send back applications of practitioners registered with your facility
- Print Evaluation letters, Provisional Licenses, Medical licenses, Radiation licenses
- View all details such as Requests, Documents, Profile etc... of all practitioners
- Apply for different types of requests on behalf of a practitioner
- Issue e-Jazas on behalf of a practitioner



The following page will appear after log in

**Wipro Testing - Employer Landing Page**

**Review and Submit Requests**

- [> Evaluations & Licensing](#) > [Renewals](#) > [Change Place Of Work](#) > [Add/Change Scope of Practice](#) > [Removal from the Registry](#)
- [> Restoration to the Registry](#)

**View**

- [> Request Dashboard](#) > [All Practitioner Details](#) > [Expiring Evaluations & Medical Licenses](#) > [Rejected Requests](#)
- [> Employer Representative Account Status Report](#)

**Print**

- [> Evaluation Reports & MOI Letters](#) > [Provisional Licenses](#) > [Online Payment Receipts](#) > [e-Jazas](#)

**Others**

- [> Apply on behalf of a Practitioner](#) > [Issue e-Jaza on behalf of a Practitioner](#) > [Upload Employer Representative photo](#)

**View & Track status of Practitioner's requests**

**Search**

Applicant/Practitioner Name : <input style="width: 90%;" type="text"/>	Licence Number: <input style="width: 90%;" type="text"/>
Request Date From: <input style="width: 90%;" type="text"/>	Request Date To: <input style="width: 90%;" type="text"/>
Request Type: <input style="width: 90%;" type="text" value="Select"/>	Request No. <input style="width: 90%;" type="text"/>

**Search**

Request No	Applicant/Practitioner Name	Licence Number	Radiation Licence Number	Licence Expiry Date	Request Type	Scope of Practice	Request Creation Date	Status
225052	Ashish GargG	7397		10-12-2015	Apply for Renewing the Practicing License	Andrology / Male Fertility	23/05/2016	Completing Renewal Application
225051				N/A	Apply For A Certificate Of Good Standing		23/05/2016	Practitioner Completing
225049	Ashish GargG	7397		10-12-2015	Apply for Radiation License	Andrology / Male Fertility	23/05/2016	Pending with employer
225037	Moph Test			N/A	Apply for Licensing	Vascular surgery	05/05/2016	Under process with QCHP
225047	Applicant QCHP			N/A	Application for Evaluation	Cardiology	18/05/2016	Applicant Completing
225046	Ashish GargG	7397		10-12-2015	Apply To Add/Change Scope of practice	Andrology / Male Fertility	17/05/2016	Pending with employer
225043	Wipro Middle East			N/A	Application for Evaluation	Cardiology	11/05/2016	Under process with QCHP

## Review /Edit & Approve/Reject/Send back

✓ Review and Submit Requests

> Evaluations & Licensing > Renewals > Change Place Of Work > Add/Change Scope of Practice > Removal from the Registry

> Restoration to the Registry

Click on the “**Evaluation, Licensing & Others**” link to review/edit/Approve/Reject/Send back the following:

*Applications for Evaluation, Application for Licensing, Applications for Additional Place of Work, Applications for Radiation license, Applications for Surgical privileges*

Click on the “**Renewals**” link to review/edit/approve/reject/Send back license renewal requests

Click on subsequent links to review/edit/approve/reject each type of request.

By clicking the links under the “Review and Submit Requests” section, the following screen appears:



Edit Request Info	Applicant/Practitioner Name	Profession	Scope of Practice	Request Creation Date	Request Type	Comments
00000	Test Practitioner Name	Physician	General Practitioner	23/05/2016	Apply for Radiation License	
000000	complementary Test medicine Test	Complementary Medicine	Ayurveda	07/02/2016	Apply for Licensing	

Click on “Request No.” under **Edit Request Info** to **Review/Edit** the request and the request appears the same way it appears in the practitioner page.



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You can navigate through the wizard and update/add/remove any data/documents for each step and click on save to update.

<input checked="" type="checkbox"/> Personal Declaration	<b>Personal Declaration</b>
<input type="checkbox"/> Personal Information & Identification Info.	I certify that I am the person applying to the Qatar Council for Healthcare Practitioners for registration, that I am the person named in the submitted documents and that the information I have given is true and correct.
<input type="checkbox"/> Radiation License	I understand that any license or approval that may result from this application will be void if I have made any false or misleading representations or declarations in this application through error or omission.
<input type="checkbox"/> Additional Information and Uploads	I authorize the Qatar Council for Healthcare Practitioners to post my professional information on a publicly available register of licensed practitioners should my application be successful.
<input type="checkbox"/> Pay Fees and Submit Application	I certify that the information contained in this application form or accompanying documents is correct to the best of my knowledge and belief
	I understand that I will be liable to penalties prescribed under the law if I fail to comply with the obligation to declare, or provide complete and correct information.
	<input checked="" type="checkbox"/> I hereby declare the above mentioned statements.
	<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Close"/> <input type="button" value="Reset"/>
	<input type="button" value="Previous"/> <input type="button" value="Next"/>



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Click on “**Practitioner Name**” and **Approve/Reject/Send back** the application; the following screen appears:

✓ Employer Approval

### Employer Approval

#### Request Information

Name	complementary Test medicine Test
Request No.	0000000
Request Type	Apply for Licensing
Scope of practice	Ayurveda
Current Employer	Wipro Testing

#### Employer Decision

Approve  
 Reject

**Comments:**

Type in your comments

#### Attachments :

Select File  No file chosen  
Maximum File Size is : 2 MB  
Max Resolution is 400 DPI

File Description

Choose appropriate decision and click on “**Submit**”

If the decision is “**Approve**” the request will come to QCHP for approval.

If the decision is “**Reject**” the request will be rejected and will not come to QCHP for approval (except the “Change Place of Work” request).

If the decision is “**Send Back**” click on **Send Back** button to send back the application to the practitioner

**Note: - You can add any additional documents (if required) which are relevant to the application.**



## “View” section

View

> Request Dashboard > All Practitioner Details > Expiring Evaluations & Medical Licenses > Rejected Requests

> Employer Representative Account Status Report

➤ **“Request Dashboard”** – to get an overview/statistics of all request types and the status

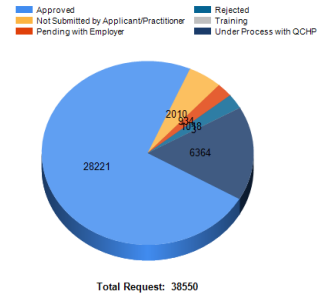


Employer Request Dashboard - Hamad Medical Corporation

Total Request Count : 510  
Report Generated On : 5/24/2016

### All Request Statistics

	Approved	Not Submitted by Applicant/Practitioner	Pending with Employer	Rejected	Training	Under Process with QCHP	Total
Apply for a Certificate of Good Standing	209	126	0	1	0	17	353
Apply for a Radiation License	77	23	14	0	0	7	121
Apply for Additional Place of Work	5	2	1	0	0	0	8
Apply for Evaluation	15480	926	539	462	3	213	17623
Apply for Licensing	8282	583	228	78	0	5882	15153
Apply for Removal from the Registry	9	4	3	0	0	0	16
Apply for Renewal	3529	119	23	421	0	56	4148
Apply for Restoration to the Registry	5	1	0	0	0	0	6
Apply to Add/Change Scope of Practice	97	68	17	20	0	13	215
Apply to Change Place of Work	272	73	28	10	0	5	388
Apply to Update Personal Information	256	85	81	26	0	71	519
<b>Total</b>	<b>28221</b>	<b>2010</b>	<b>934</b>	<b>1018</b>	<b>3</b>	<b>6364</b>	<b>38550</b>







- **“All Practitioners Details”** - to view all practitioners working directly or working as an additional/surgical place with your Institution
  1. Click on **“Practitioner name”** to view a practitioner’s profile which contains all the information about the practitioner such as (Qualifications, Work experiences, Registrations, Personal & Identification information, all attached documents, license details etc.).

Practitioner's Details						
	Name:	Practitioner Name	Licence No:	7614		
	Name(Arabic):	Name - Arabic	License Status:	Active		
	Qatar ID:	0000000000	Corporate ID:	NA		
	Place of work:	Place Of Work	Passport Number:	A66824394		
	Profession:	Physician	Address:	Nchallil		
	Age:	30	Scope of practice:	Clinical pathology/Clinical pathology		
	Nationality:	India	SOP Limited To:	N/A		
	Licence Issue Date:	24-11-2015	Gender:	Male		
	Resident Number:		Licence Expiry Date:	30-11-2017		
	Mobile Phone:		Email Address:			
Additional Place of work(s):	NA	Surgical Place of work(s):	NA			
Qualification and Education Information						
Qualification	Country	City	Institution	Start Date	End Date	
BSc. Basic Medical Sciences	India	Kota	Adichunchanagiri Institute of Medical Sciences, Rajiv Gandhi University of Health Sciences	01/05/2001	01/04/2005	
WorkHistory Information						
Start Date	End Date	Position	Country	City	Place of Work	Contact Phone No
01/02/2008	02/02/2014	IT Technical Support	QATAR	Doha	SCH	44070279
Registration Information						
⚠ No data is available						
Requests Information						
Request Type	Request No.	Scope of Practice	Created Date	Date of submission to Employer	Request Status	
Application for Evaluation	00000	Clinical pathology/Clinical pathology	15-11-2014	29-10-2015	Approved Ready for Printing	📧
Apply for Licensing	0000	Clinical pathology/Clinical pathology	9-11-2015	24-11-2015	Completed	📧
Apply To Add/Change Scope of practice	0000	Clinical pathology/Clinical pathology	25-02-2016	N/A	Practitioner Completing	📧
Apply To Change Place of Work		Clinical pathology/Clinical pathology	14-03-2016	N/A	Practitioner Completing	📧
Related Document(s)						
📎 BloodTests						
📎 CPRCourses						

2. Click on **“License Number”** to view the e-License.

e-License	
الرخصة الإلكترونية - e-License	
<p><b>Practicing Licence</b> ترخيص مزاولة المهنة</p> <p>Practitioner Name</p> <p>Place of Work</p> <p>7614</p> <p>المختبرات الطبية بقولجى سويدي Clinical pathology/Clinical pathology</p>	<p>Issue Date: 24/11/2015 تاريخ الإصدار:</p> <p>Expiry Date: 30/11/2017 تاريخ الانتهاء:</p> <p>Qatar ID No: 28635605506 رقم البطاقة التعريفية:</p> <p></p> <p>الرئيس التنفيذي بالوكالة</p> <p>Physician Dentist AHP Pharma Nurse CM</p> <p>This Licence is Subject to the Laws &amp; Regulations Governing the Health Sector in the State of Qatar يخضع الترخيص للقوانين و القرارات المنظمة للعمل في القطاع الصحي في دولة قطر</p>



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3. Click on **“Radiation License Number”** to view the e-Radiation license.

View all Practitioners working directly or working as an Additional/Surgical place with your Institution

Search

Profession:  Scope of practice:

Passport or QID  Corporate ID

Licence Number

Full Name	Profession	Scope of Practice	Licence Number	Expiry Date	License Status	Place of Work	Additional Place Of Work(s)	Surgical Place Of Work(s)	Qatar ID	Corporate ID	Radiation Licence Number
QCHP Wipro	Dentist	Orthodontics	8171	28/02/2018	Active	Wipro Testing	NA	NA	28635605506	5734	
Noufal Chalil	Physician	Clinical pathology/Clinical pathology	7614	30/11/2017	Active	Wipro Testing	NA	NA	28635605506	NA	
Ashish GargG	Physician	Andrology / Male Fertility	7397	10/12/2015	Active	Wipro Testing	NA	NA	56565656565	9895	

➤ **“Expiring Evaluations & Medical Licenses”** – to View expiring evaluations & medical licenses

View Expiring Evaluations & Licenses

Search

Profession:  Scope of practice:

QID / Passport No  Corporate ID

Request Number	Applicant/Practitioner Name	Profession	Scope of Practice	Request Type	Expiry Date	Licence Number
124576	Ashish GargG	Physician	Clinical pathology/Clinical pathology	Apply for Licensing	10/12/2015	7397

➤ **“Rejected Requests”** – to view all the requests rejected by QCHP

➤ **Employer Representative Account Status Report** – to view the status of employer representative account requests



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## “Print” Section

Print

> Evaluation Reports & MOI Letters > Provisional Licenses > Online Payment Receipts > e-Jazas

- **Evaluation Reports & MOI Letters** – to print evaluation reports and MOI letters click on their respective “Print” links

Applicant/Practitioner Name :

Profession:

Request Date From:

QID / Passport No

Scope of practice:

Request Date To:

Request No.

Corporate ID

Search

Request No.	Applicant Name	Scope of Practice	Date of request	View MOI letter	View primary evaluation
225036	Moph Test	Vascular surgery	05/05/2016 17:48:44	<a href="#">Print</a>	<a href="#">Print</a>
207914	QCHP Wipro	Orthodontics	11/02/2016 14:33:44	<a href="#">Print</a>	<a href="#">Print</a>

- **Provisional Licenses** – to print provisional licenses click on “*license number*”

View & Print Provisional Licenses for Practitioners

Search

Profession:

Request No.

Licence Number:

Applicant/Practitioner Name :

Search

Request No.	Full Name	Place Of Work	Date of request	Licence Expiry Date	View Licence
225036	Moph Test	Wipro Testing	05/05/2016	05/11/2016	<a href="#">P2748</a>
155919	Noufal Hussain Chalil	Wipro Testing	27/08/2015	20/02/2016	<a href="#">P2025</a>

- **Online Payment Receipts** – to print payment receipts for online payments for applications
- **e-Jazas** – to search for and download e-Jazas issued by practitioners

Search & Download e-Jazas issued by Practitioners

Search

Patient Name :

Practitioner Name :

Request Date From:

Licence Number:

Reference Number

Request Date To:

Search

Patient Details	Place of Work	Issue Date	From Date	To Date	No. of Days	License No.	Practitioner Name	Scope of Practice
Sasas Asas	asas	23/12/2015	16-12-2015	18-12-2015	3	7397	AshishGargG	Andrology / Male Fertility



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**"Others" Section**



Others

> Apply on behalf of a Practitioner > Issue e-Jaza on behalf of a Practitioner > Upload Employer Representative photo

➤ **Apply on behalf of a practitioner** - for creating a request on behalf of a practitioner

Others

> Apply on behalf of a Practitioner > Issue e-Jaza on behalf of a Practitioner > Upload Employer Representative photo

Step 1. Find the practitioner with the available search criteria

**Apply on behalf of a Practitioner**

Please register on behalf of an institution Staff Member in the following options:

**Search**

Applicant Name:  User Type:

Profession:  Scope of practice:

Licence Number:  Request No.:

QID / Passport No:  Email Address:

Corporate ID:

Full Name	Profession	Scope Of Practice	User Type	Show Requests	Licence Number	Licence Expiry Date	Licence status	Login email
QCHP Wipro	Dentist	Orthodontics	Practitioner	ShowRequests	8171	28-02-2018	Active	wiprosch@rediffmail.com

Step 2. Click on **"Show Requests"** to show all the requests related to the practitioner

**Apply on behalf of - Noufal Ch**

> Create new request

**Search**

Request Type:  Request Status:

Request Date From:  Request Date To:

Completed:  Request No.:

Request Type	Request No.	Scope of Practice	Request Status	
Application for Evaluation	140084	Pharmacist	Approved Ready for Printing	Show Evaluation
Application for Evaluation	225043	Cardiology	Under process with QCHP	Show Evaluation



Step 3. Click on **“Create New Request”**

Create New Wizard

Create New Request :

Request Type: Select

Create Cancel

Step 4. Choose the request type and click on **“Create”** to create a request of that type.

- **Issue e-Jaza on behalf of a Practitioner** – to issue an e-Jaza on behalf of a Practitioner

Issue e-Jaza on behalf of a Practitioner

Search

Licence Number: [ ] Profession: Select

Applicant Name: [ ] Scope of practice: [ ]

Search

Full Name	Profession	Scope Of Practice	Licence Number	Licence Expiry Date	Login email	e-Jaza on Behalf
Noufal Chalil	Physician	Clinical pathology/Clinical pathology	7614	30-11-2017	noufal_hch@rediffmail.com	Issue e-Jaza

- **Upload Employer Representative photo** – to update the employer representative photo

Update Employer Representative Photo

Representative First Name: Select

Passport size photo\*

Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

Select File: Choose File No file chosen

Maximum File Size is : 2 MB

Max Resolution is 400 DPI

File Description: [ ] Add

[ ] Reset

Update