المجلس القطري للتخصصات الصحية QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

إدارة التسجيل REGISTRATION DEPARTMENT

Guidelines on using the Registration/ Licensing electronic system

المجلس القطرى للتخصصات الصحية

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

Guideline on using the Registration/Licensing electronic System

1. Applicant/practitioner

A. New Applicants (never been evaluated online or licensed before)

In order to apply as a new applicant please follow these steps:

1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.

(Kindly be advised that you can submit only through a PC or Laptop. I pads, tablets or smart phones are not applicable).

Beta Version		Register	to E-Bulletin 🖉 FAQs Con	tact us Site Map About u	دربی Email this page to a friend
Sup	المجلس الأعلى للصحة reme Council Of Health	دولة قطر State Of Qatar	Medical Licensing Electronic Registration Syste	m for Health Practitioners	Search this site
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The Supreme Co Health launched	puncil of I the				Entry Ces Cogin to the Medical Licensing Registration System
The Supreme Co Health launched 29/12/2010 The Supreme Counc launched the	buncil of I the				Login to the Medical Licensing Registration System Self Assessment tool for registration

2. Click on Sign up for New Applicant. Create an account by writing your email address and password (Password should contains <u>letters</u> A-Z, <u>numbers</u> 0-9 and <u>special characters</u>!@#\$ %^&*).

» Please enter ye system:	our username and password to login onto the	 If you have any other questions, plea 	ise contact:
Email	[Mr. Craig Smith, Registration Manager	csmith@sch.gov.qa
Password		Dr. Yasamin Ali Morad, Registration Supervisor & responsible for physician and dentist registration & licensing	yabdullahi@sch.gov.qa
📰 Sign me in	automatically <u>Forgot Passwo</u>	Ms. Rasmeh Al Huneiti, Renewals Supervisor & responsible for nurse registration & licensing	ralhuneiti@sch.gov.qa
Sign Up for N If you are a new at the Supreme bere	lew Applicant y applicant, and you want to sign up e Council Of Health Please click	Ms. Jowaher Al Ali, Record Management supervisor & responsible for pharmacist & alled health practitioners registration & licensing	jalali@sch.gov.qa
Sign IIn for A	Uready Registered Practitioner	Ms. Dalal Hareb, System administrator	dhareb@sch.gov.qa

3. Login to the account you have created and click on apply for evaluation. Make sure to fill all the information and upload all the related attachment before submitting your application <u>print out</u> the receipt for payment (if applicable).

دولة مَطر المجلس الأعلى للصحة Supreme Council Of Health State Of Qatar	
» Please enter your username and password to login onto the system:	» If you have any other questions, please contact:
Email	Mr. Craig Smith, csmilh@sch.gov.qa Registration Manager
Password	Dr. Yasamin Ali Morad, Registration Supervisor & responsible for physican and dentist registration & licensing
Sign me in automatically	Ms. Rasmeh Al Huneiti, ralhuneiti@sch.gov.qa Renewals Supervisor & responsible for nurse registration & licensing
Sign Up for New Applicant If you are a new applicant, and you want to sign up at the Supreme Council Of Health Please click bera	Ms. Jowaher Al Ali, jalali@sch.gov.qa Record Management supervisor & responsible for pharmacist & alied health practitioners registration & Icensing
Sign Up for Already Registered Practitioner If you are an already registered practitioner, and you want to sign up at the Supreme Council Of	Ms. Dalal Hareb, dhareb@sch.gov.qa System administrator

4. After submitting your request, it will show (awaiting payment) which means your employer should pay the fees.

Renewal	78144	Prosthodontics	Awaiting Payment	Show Evaluation

- 5. After payment, your request will show (employer completing) which means your authorized focal point should approve your request via the institution account.
- 6. After submission, (If you are exempted from payment) your request will show (employer completing) which means your authorized focal point should approve your request via the institution account.

		22		
Renewal	20131	Cardiology	Employer Completing	Show Evaluation

7. Be sure to complete all the information and upload all the related attachment.

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

B. Already registered practitioner:

1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.



2. Click on sign up for already registered practitioner.

Email		Mr. Craig Smith, Registration Manager	csmith@sch.gov.
Password		Dr. Yasamin Ali Morad, Registration Supervisor & responsible for physician and dentist registration & licensing	yabdullahi@sch.gov.
🔲 Sign me in aut	omatically <u>Forgot Passion</u>	Ms. Rasmeh Al Huneiti, and Renewals Supervisor & responsible for nurse registration & licensing	ralhuneiti@sch.gov.
Sign Up for New If you are a new ap at the Supreme Co	r Applicant plicant, and you want to sign up uncil Of Health Please click	Ms. Jowaher Al Ali, Record Management supervisor & responsible for pharmacist & alled health practitioners registration & licensing	jalali@sch.gov.
nere.		Ms. Dalal Hareb, System administrator	dhareb@sch.gov.
Sign Up for Already If you are an already you want to sign up Health Please click	ady Registered Practitioner dy registered practitioner, and o at the Supreme Council Of k here.		

- 3. Create an account (that wasn't used previously for login) and then apply for whatever request you are allowed to e.g. renewal, change place of work, etc.
- 4. Complete and submit the application.
- 5. Pay the fees if applicable through the focal point.
- 6. Finally the (employer) should approve the request through the institution account.

المجلس القطرى للتخصصات الصحية

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

7. In case you face any problem in registration, please send an email to our technical support: nchalil@sch.gov.qa

2. Institution focal point or employer

To apply on behalf of a practitioner via the institution's account please do the following:

1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.



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QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

2. Enter the institution account & sign in.

دولة مُطر المجلس الأعلى للصحة Supreme Council Of Health State Of Qatar	
» Please enter your username and password to login onto the system:	» If you have any other questions, please contact:
Email	Mr. Craig Smith, csmilh@sch.gov.qa Registration Manager
Password	Dr. Yasamin Ali Morad, yabdullahi@sch.gov.qa Registration Supervisor & responsible for physician and dentist registration & licensing
Sign me in automatically	Ms. Rasmeh Al Huneiti, ralhuneiti@sch.gov.qa Renewals Supervisor & responsible for nurse registration & lcensing
 Sign Up for New Applicant If you are a new applicant, and you want to sign up at the Supreme Council Of Health Please click here 	Ms. Jowaher Al Ali, jalali@sch.gov.qa Record Management supervisor & responsible for pharmacist & alied health practitioners registration & licensing
Sign Up for Already Registered Practitioner If you are an already registered practitioner, and you want to sign up at the Supreme Council Of	Ms. Dalal Hareb, dhareb@sch.gov.qa System administrator

3. Click on registering on behalf of an institution staff member.

ou could perform the follo	owing actions:		
 Complete applications for Registration 	• Renew APLs for employees	Change Place Of Work	 Restoration to the register
- Removal from the register	Registering on behalf of institution staff member	Review application for change in scope of practice	Review application for change supervisor
tatus of employees' appli	cations:		
Search			
		Liconco Numbor:	2
Applicant/Practitioner Name :		Licence Number.	
Applicant/Practitioner Name : Request Date From:		Request Date To:	

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

4. Search for the required practitioner and click show requests.

ase register on behalf	of an institution St	aff Member in the	following options:						
- Search									
Applicant Name:	oplicant Name: haitham			User T	User Type Sel				Ţ
Profession:	Select 🔹		✓ Scope	Scope of practice:		[¥	
Licence Number:	-			_					
				Search					
Full Name	Profession	Scope Of Practice	User Type				Licence Number	Licence Expiry Date	Licence status
			Draditioner	ShowRequests	Send	View		N/A	N/A
HAITHAM OSMAN ELBASHIR	Physician	Pediatrics	Practitioner	And a state of the second	Lindi				
HAITHAM OSMAN ELBASHIR Haitham Mohammed Jassim	Physician Physician	Pediatrics Internal medicine	Practitioner	ShowRequests	Send Email	View Information	4237	31-07-2012	Active

5. Click create new request on the top left.

aitham Mohammed Ja	assim				
Search					
	12.000		Request Status:	Select	•
Request Type:	Select	•			
Request Type: Request Date From:	Select		Request Date To:	[

- 6. Choose the request you want and create.
- 7. Complete the online application, attach the required documents and submit.
- 8. Pay the fees if applicable.
- 9. Approve and submit the request (as en employer) online via the institution account.

How to get the employer's approval online

Login to the employer representative's account, check the request and attach any missing documents (if any) by doing the following:

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

1. Open the practitioners' page from your employer landing page (i.e.: you search for the applicant's name, it appears in blue, you click it and his application opens).

Https://reg.qchp.org.qa/	en/_layouts/sch_registration 🔎 = 🔒 🕻	🗧 🔀 Employ	er Landing Page	×		1			
							Change your pa	ssword Sign Out	
[Employer Landing Page								
	You could perform the follo	owing actions	s:						
	Complete applications for Registration	- Rei emp	new APLs for loyees		🤊 - Change Pla	ice Of Work	- Restoratio register	n to the	
	 Removal from the register 	Registering on behalf of institution staff member		Review appli change in sc practice	cation for ope of	Review app change sup	lication for ervisor		
	Status of employees' appli	cations:							
	E Search								
	Applicant/Practitioner Name :	haitham	haitham			r:			
	Request Date From:				Request Date 1	fo:			
	Request Type:	Select		•					
				Sea	irch				
	Applicant/Practitioner Name	Licence Number	Licence Expiry Date	Reque	st Type	Scope of Practice	Request Creation Date	Status	
Click here	Haitham Mohammed Jassim	4237	31-07-2012	Renewa	al	Internal medicine	09/08/2012	Employer Completing	
	Haitham Mohammed Jassim	4237	31-07-2012	Renewa	al	Internal	06/07/2011	Completed	
	Haitham Mohammed Jassim	4237	31-07-2012	Apply Fe Good S	or A Certificate Of tanding	Internal medicine	11/03/2012	Under process with SCH	
	Haitham OSMAN Elbashir	4956	31-01-2012	Apply fo	r Licensing	Pediatrics	16/01/2011	Completed	
	Haitham Abdelraheem Hodhod		N/A	Applicat	tion for Evaluation	Emergency medicine	09/04/2014	Employer Completing	

- 2. Review the requirements on the practitioner's application and ask him/her for any missing documents.
- 3. Upload any missing documents. (If needed)
- 4. Once the application is complete, submit.

🗲 🛞 📆 https://reg.qchp.org.qa/en/_layouts/sch_registration 🔎 = 🔒 C	🛛 🗶 📴 Pay Fees and Submit Applic ×	↑ ★ ¤
اصحة Supreme Co	دوانة مطر المجلس الأعلى لل ouncil Of Health State Of Qatar Chance your password Sign Out	*
Personal Declaration	Pay Fees and Submit Application	
Request Information	There are No Fees for This Request Medical License renewal request will be processed within 15 days after Employer Submission Medical Radiation License renewal request will be processed within 15 days after Employer	
Personal Information & Identification Info.	JOURNAM	
Place of work information	Request Type: Renewal Request Transaction ID: 38612	
Update your CPD Record		
Vedical Information	Save Save And Close Cancel Reset Previous Submit	E
Complete Declaration		
Complete the survey		
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QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

Afterwards, approve the request by doing the following:

1. Click "Registering on behalf of institution staff member".

				Change your password	Sign Out
Employer L	anding Page				
You could p	erform the following	actions:			
Complete for Regist	te applications rabon	- Renew APLs for employees	O - Change Place Of Work	 Restoration to the register 	
- Remova register	I from the	Registering on behalf of institution staff member	Review application for change in scope of practice	Review application for change supervisor	
Status of en	nployees' application:	8:			
E Search					
Applicant/Pro	actitioner Name :		Licence Number:		
Request Dat	e From:		Request Date To:		

2. Search for the practitioner and click "Show requests".

Registering on beh	alf of an inst	itution Staff Me	mber						
Please register on behalf	of an institution St	aff Member in the fo	lowing options						
Search									
Applicant Name:	hait	ham		User T	pe		Select		
Profession:	Sel	ect		• Scope	of practice	8			
Licence Number:									
Full Name									
Full Name		Scope Of							
								Date	
Hallham Mohammed Jassim	Physician	Internal medicine	Type Practitioner	ShowRequests	Send Email	View Information	Number 4237	Date 31-07-2012	status Active
Haltham Mohammed Jässim Haltham Mohammed Jassim	Physician Physician	Internal medicine Internal medicine	Practitioner Applicant	ShowRequests ShowRequests	Send Email Send Email	View Information View Information	Number 14237	Uate 31-07-2012	Active NIA
Haithain Mohammed Jassim Haithain Nohammed Jassim HAITHAN OSMAN ELBASHIR	Physician Physician Physician	Practice Internal medicine Internal medicine Pediatrics	Practitioner Applicant Practitioner	ShowRequests ShowRequests ShowRequests	Send Email Send Email Send Email	View Information View Information View Information	A237	Date 31-07-2012 NIA NIA	Active Active NUA SUA
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Hatthum Mohammed Jassim Hatthum Mohammed Jassim HATTHAN OSMAN ELBASHR Hatthum OSMAN Elbashr ELBASHR Hatthum OSMAN ELBASHR Hatthum Tharwal Mohamed Hassim ElBardia	Physician Physician Physician Physician Physician	Practice Internal medicine Internal medicine Pediatrics Pediatrics Urology	Practitioner Applicant Practitioner Practitioner Applicant Practitioner	ShowRequests ShowRequests ShowRequests ShowRequests ShowRequests ShowRequests	Send Email Send Email Send Email Send Email Send Email	View Information View Information View Information View Information View Information	Number 4237 4955 4630	231-07-2012 NIA NIA 31-01-2012 NIA 31-01-2012 NIA 31-12-2011	Active NIA NIA Active NIA Active Active
Hallham Mahammed Jaseim Hallham Mahammed Jaseim Huthau Askan EUASHR Halham OSMA EDASHR Halham OSMA EDASHR Halham Anf Fatouh Sayed Amred El- Halham Anf Fatouh Sayed Amred El- Haldon	Physician Physician Physician Physician Physician Physician	Practice Internal medicine Internal medicine Pediatrics Pediatrics Unology General Scope Physician	Practitioner Applicant Practitioner Applicant Practitioner Practitioner Practitioner	ShowRequests ShowRequests ShowRequests ShowRequests ShowRequests ShowRequests ShowRequests	Send Email Send Email Send Email Send Email Send Email Send Email	View Information View Information View Information View Information View Information View Information	Number 4237 4955 4630	21-07-2012 NIA NIA 31-01-2012 NIA 31-12-2011 NIA	status Active NIA SIGA Active NIA

المجلس القطري للتخصصات الصحية

QATAR COUNCIL FOR HEALTHCARE PRACTITIONERS (QCHP)

3. Click on the request that he/she is applying for.

Haitham Mohammed	i Jassim						
-							
Search							
Request Type:	Select		•	Request Statu	5 1	Select	
Request Date From:				Request Date	To:		1
Completed :	Select		•	Request No.			
			Sea	rch			
Request Type		Request No.	Serve	e of Practice	Remest	ratus	
Non-sector States		8624	Inter	al medicine	Completed		Show Puplication
Represel							
Renewal		14250	Interr	al medicine	Completed		Show Evaluation
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Renewal Renewal Apply For A Certificate Of G Renewal	lood Slanding	14260 25310 38612	interr Interr	al medicine al medicine al medicine	Completed Under proc	ess with SCH	Show Evaluation Show Evaluation
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4. Approve the request and submit.

Enter Employment & Supervision Info.	Decla	Declaration					
Declaration		Instruction	s: Select only o	ine of the responses below			
	1	Enter Declaration					
	Tot	the best of your	knowledge has t	his applicant			
						No	
		1 Ever	been denied a lic	ense to practice medicine ?	0	•	
	c	Comments:					
	т	Type in your o	omments				
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	Se	elect File			Browse		
				Maximum File Size is : 2 MB Max Resolution is 400 DPI			
	File	le Description			Reset		
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