



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

1/31/2022

# Approval of Medical Leaves & Reports

Test Manual Document Version: 3.0

Updated: January 31st, 2022

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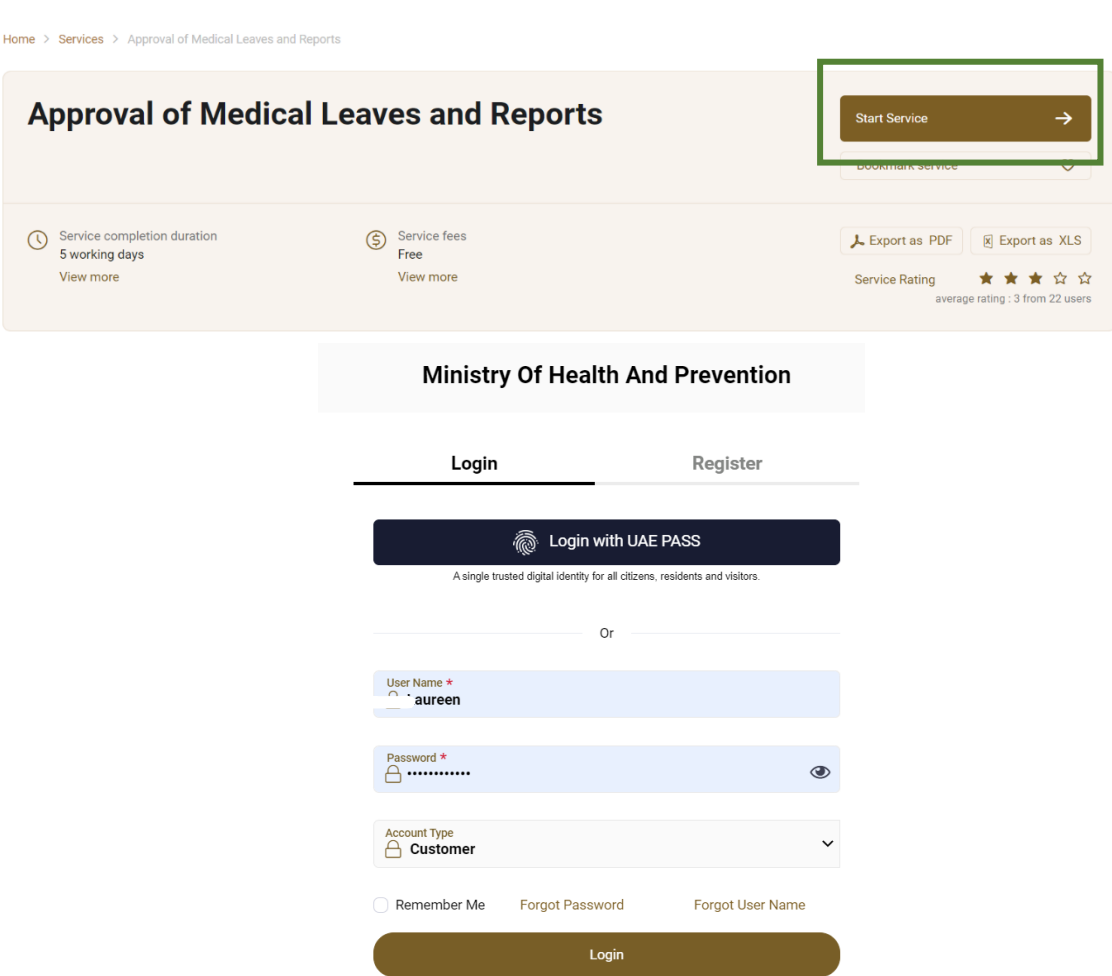
## Summary

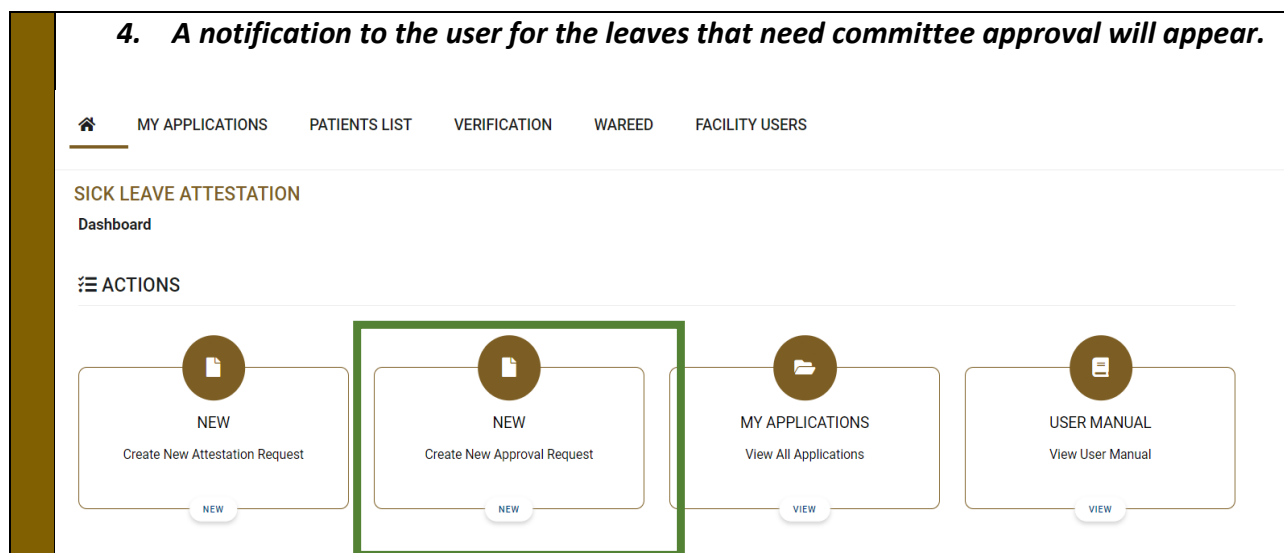
- A.** The user can follow up on the attestation status approval from → [Attestation of Medical Leaves & Reports Service](#) if any of the below conditions applied.
- **Less than 5 days** → no committee approval needed, only the attestation.
  - **Medical facilities report** → approved directly.

**This service applies for specific leave conditions.**

- B.** If the user has applied for one of the below conditions, then the leave requires a committee/ business unit approval after the attestation approval. Which is through [Approval-of-medical-leaves-and-reports](#).
- **If the leave is 5 days to 1 month.**
  - **If the leave is above 1 month.**

## 1. Using the service

#	Using the Service
1	<ul style="list-style-type: none"> <li>- Go to the following link <a href="#">Approval-of-medical-leaves-and-reports</a></li> <li>- On the right side click on “Start Service”</li> <li>- The system will automatically transfer you to the Login Page</li> <li>- Log-in using UAEPASS or the credentials (if the user does not have an account, a sign up is required).</li> </ul> <p>Follow the screenshots below</p>
2	
3	<ol style="list-style-type: none"> <li>1. Once logged in the link will transfer the user to the following landing screen.</li> <li>2. A history and the status of previous applications will be shown in the landing screen.</li> <li>3. This service could be accessed from the “<i>Attestation of Medical Leaves &amp; Reports</i>” service depending on the types of conditions as mentioned above.</li> </ol>



## 2. Create New Approval Request

#	Create New Approval Request
1	<p><b>1. Click on “Create New Approval Request” as to the above.</b></p> <p><b>*The Leaves that require approval request, are the ones that are above &gt; 5 days. Otherwise, other leaves are automatically approved after attestation.</b></p>
2	<p><b>2. Choose if your leave certificate was either issued from within UAE or outside UAE.</b></p> <p>SICK LEAVE ATTESTATION AND APPROVAL</p> <p>My Applications</p> <p>Choose location of Sick Leave issuance</p> <p><input type="radio"/> My sick leave was issued within UAE <input type="radio"/> My sick leave was issued outside UAE</p> <p><b>3. Based on the selection, the following options will be presented:</b></p> <ol style="list-style-type: none"> <li><b>A list of user applications which their leaves are &gt; 5 days will appear. Choose the corresponding attested sick leave.</b></li> <li><b>Apply and provide the details of the sick leave from scratch (only applicable if sick leave issued outside UAE)</b></li> </ol>

Choose Attested Sick Leave

Show My Attestation Requests  Search By Emirates ID  Search By Attestation Request ID

Applications List (Displaying 1 - 1 of 1 Applications)

Sort By: [dropdown] [up/down arrows] Filter Application No [dropdown] No Filter [search icon] [close icon]

View	Application No	Status	No. of Days	Patient Name En	Last Updated On	Action
	SLP00 [redacted]	Approved	7	[redacted]	22/06/2022	<input type="button" value="Apply Approval"/>

OR

### SICK LEAVE ATTESTATION AND APPROVAL

#### My Applications

Choose location of Sick Leave issuance

My sick leave was issued within UAE  My sick leave was issued outside UAE

**4. Click on “*Apply Approval*” for the application that needs approval in the right-hand box as to the below screen.**

### 3. Confirm Leave Report Details

# Leave Report Details

**1. Once the user clicked on “Apply Approval”, the user will be prompted to the leave report (attestation) to view the filled data as “Patient Information” and where he should “Upload the Required Document”.**

**All fields with red \* are mandatory to be filled, others are optional.**

- **Patient information:** Information related to the patient for whom the sick leave was applied for.
- **Attestation Information:** The sick leave details.
- **Upload Document:** The list of documents pertaining to sick leave and the approval. Usually consists of a sick leave certificate and medical report. The user has the option of attach relevant documents if not done already.

**SICK LEAVE ATTESTATION AND APPROVAL**

My Applications

Patient Information

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Attestation Information

Upload Document

Application History

Payment History

Patient Information

Emirates Id Vi:

\*Employer En

Ministry of Health and Prevention ▼

\*Patient Full Name (English) \*P

\*Mobile Number \*E

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### 4. Upload Attachment and Submit

1. After reviewing the applied leave report data, the user must upload the **approved attested document** to get an approval from the committee.
2. Choose the **file** when clicking on **“Upload Document”**.
3. Then click on **“Add Document”**.

Add Documents

Document Type	File Name	Remarks	Last Action Date	View	Delete
Sick Leave	20220620061930151.pdf		6/22/2022		
Medical Report	20220620061930151.pdf		6/22/2022		

**Instructions:**

Allowed file types : .jpg, .png, .pdf, .jpeg, .doc, .docx

Maximum file size : 1 MB

Please select document type and attestation type before uploading document.

If the attachment is not clear, approver will reject and will ask to upload again.

**Upload Document \***

Report.jpg
Remove

**Remarks (if any)**

Medical Report

Save
Cancel

4. Click the **Submit** button to submit your request.
5. The request will be processed by the MOHAP Approval Committee, and the user will be notified through SMS/Email about the progress of the request.



**SICK LEAVE ATTESTATION AND APPROVAL**

**My Applications**

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Patient Information Add Documents

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Attestation Information

Document Type	File Name	Remarks	Last Action Date	View	Delete
Sick Leave	20220620061930151.pdf		6/22/2022		
Medical Report	20220620061930151.pdf		6/22/2022		

Application History

Payment History

Submit Back