



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

11/1/2023

# Health Professional Evaluation

User Manual Document Version: 3.0

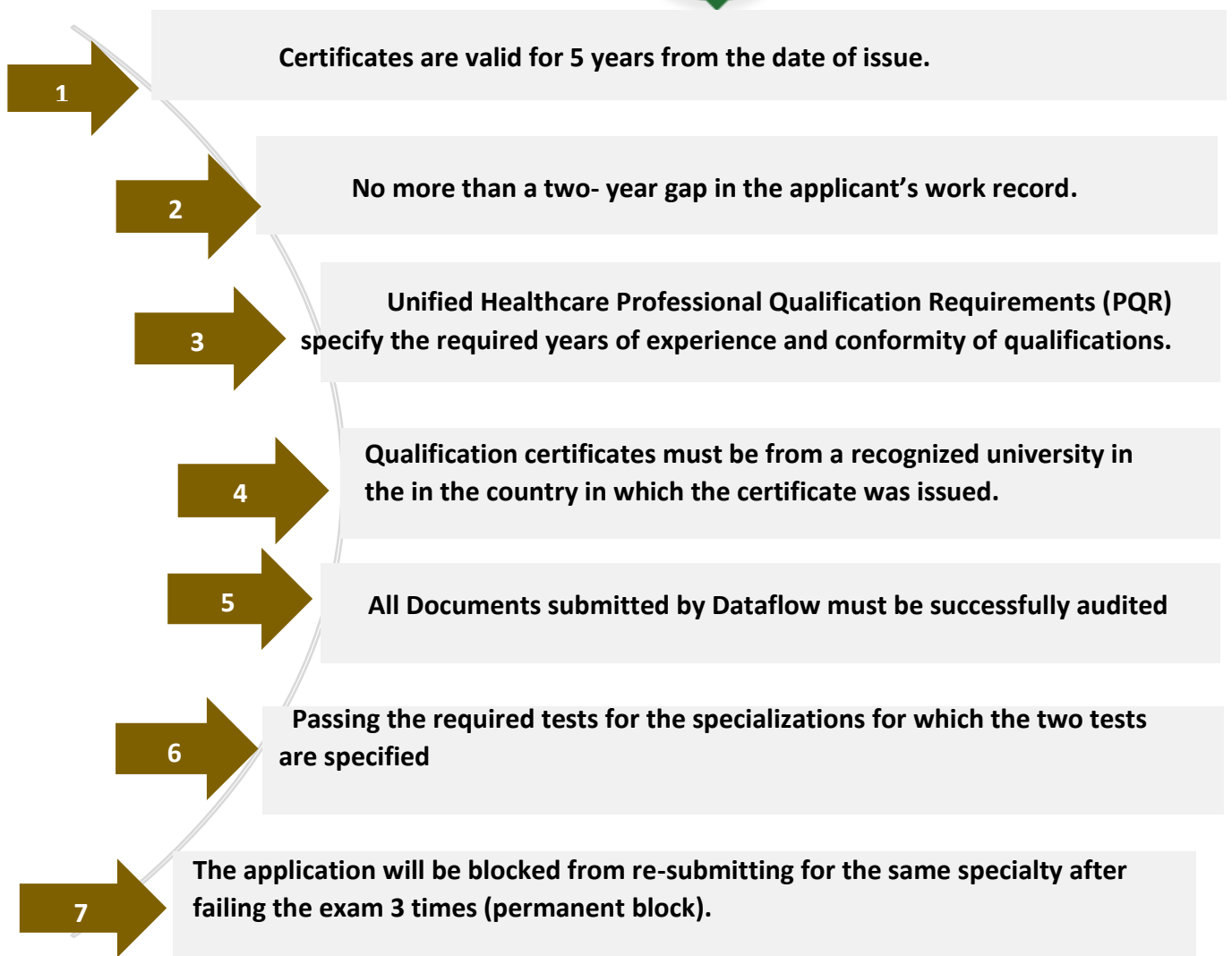
Updated: January 11<sup>th</sup>, 2023

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**1. Service Overview – Summary**


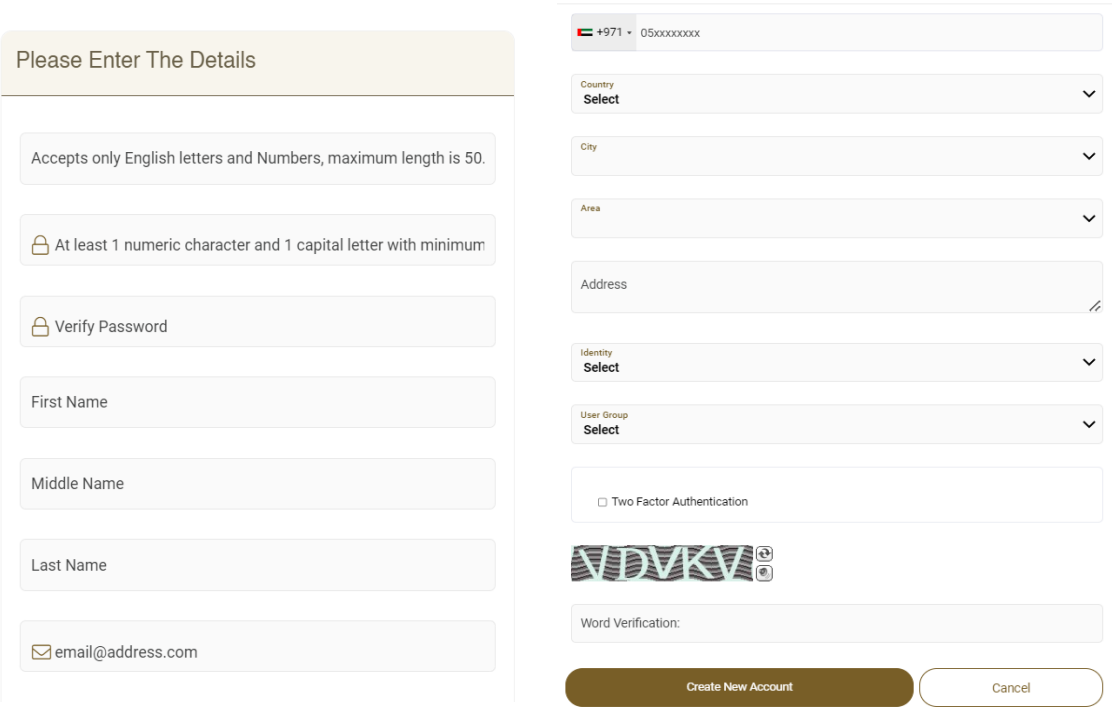
The Health Professional Evaluation service enables health professionals to apply for an assessment certificate to facilitate the issuance of the licenses required to practice in the medical profession in the UAE.



### 3. Create new account

If the user is new (i.e., you do not have account) you need to Register and Create a New Account to be able to access MOHAP services.

If you are already a MOHAP user, then [Login to the system directly](#)

#	Create New Account – Register/Sign up
1	<p><b>If the user is new (i.e., doesn't have an account) they need to Create a New Account First</b></p> <ul style="list-style-type: none"> <li>- Go to the official website of the <a href="#">Ministry of Health</a></li> <li>- On the right side click on the Login tab</li> <li>- Since the user does not have an account yet, the user will need to Register</li> </ul>
2	 <p>The screenshot shows the official website of the Ministry of Health and Prevention. At the top, there are logos for the United Arab Emirates and the Ministry of Health &amp; Prevention. On the right, there are links for 'عربي' and 'Login'. The main heading is 'Ministry Of Health And Prevention'. Below this, there are two buttons: 'Login' and 'Register'. A prominent dark button labeled 'Login with UAE PASS' is centered below, with the text 'A single trusted digital identity for all citizens, residents and visitors.' underneath it.</p>
3	<p><b>To Sign Up, the user needs to fill all the required information and follow the steps</b></p>  <p>The screenshot displays a registration form titled 'Please Enter The Details'. On the left side, there are several input fields: a text area with a note 'Accepts only English letters and Numbers, maximum length is 50.', a password field with a lock icon and the requirement 'At least 1 numeric character and 1 capital letter with minimum', a 'Verify Password' field, and fields for 'First Name', 'Middle Name', and 'Last Name'. At the bottom left is an email field with the placeholder 'email@address.com'. On the right side, there is a phone number field with a dropdown for '+971' and a text input '05xxxxxxxx'. Below this are dropdown menus for 'Country Select', 'City', 'Area', 'Identity Select', and 'User Group Select'. There is a checkbox for 'Two Factor Authentication'. A word verification section shows a distorted image of the letters 'VDVKV' and a 'Word Verification:' input field. At the bottom right, there are two buttons: 'Create New Account' and 'Cancel'.</p>
4	<ul style="list-style-type: none"> <li>- Click create account.</li> <li>- After completing the registration steps, the following alert will show to confirm that all records are saved successfully, and a verification email has been sent for activation.</li> </ul>

	<p><b>Signup</b></p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px 0;"> <p>Record Saved Successfully and Email has been sent to User For Activation</p> </div>
5	<p><b><i>Go to the email entered when registering, and click on the link to activate the MOHAP Account</i></b></p>
	<p>Dear</p> <p>Thank you for registering with Ministry of Health and Prevention E-Services.</p> <p>Please open below url to activate your account.</p> <p><a href="#">Account Activation Link</a></p> <p>Regards,</p> <p>Ministry of Health And Prevention, UAE</p>

#### 4. Log into the system

4	<p><b>User Login</b></p>
1	<p><b><i>If the user already has an account and wants to access any of MOHAP services, the user needs to follow the below steps</i></b></p> <ol style="list-style-type: none"> <li>1. <b><i>Go to the official website of the <a href="#">Ministry of Health</a></i></b></li> <li>2. <b><i>Click on <b>Services</b></i></b></li> <li>3. <b><i>Look for the required service <b>OR</b> search for its name in the search bar</i></b></li> <li>4. <b><i>Select the required <b>Service icon</b></i></b></li> <li>5. <b><i>After choosing the service click on <b>Start Service</b> as the below screen.</i></b></li> <li>6. <b><i>If the user has logged in from the official page, then when the user clicks on “Services” they’ll be directly transferred to the service, otherwise the user will have to login after clicking on “Start Service”.</i></b></li> </ol>

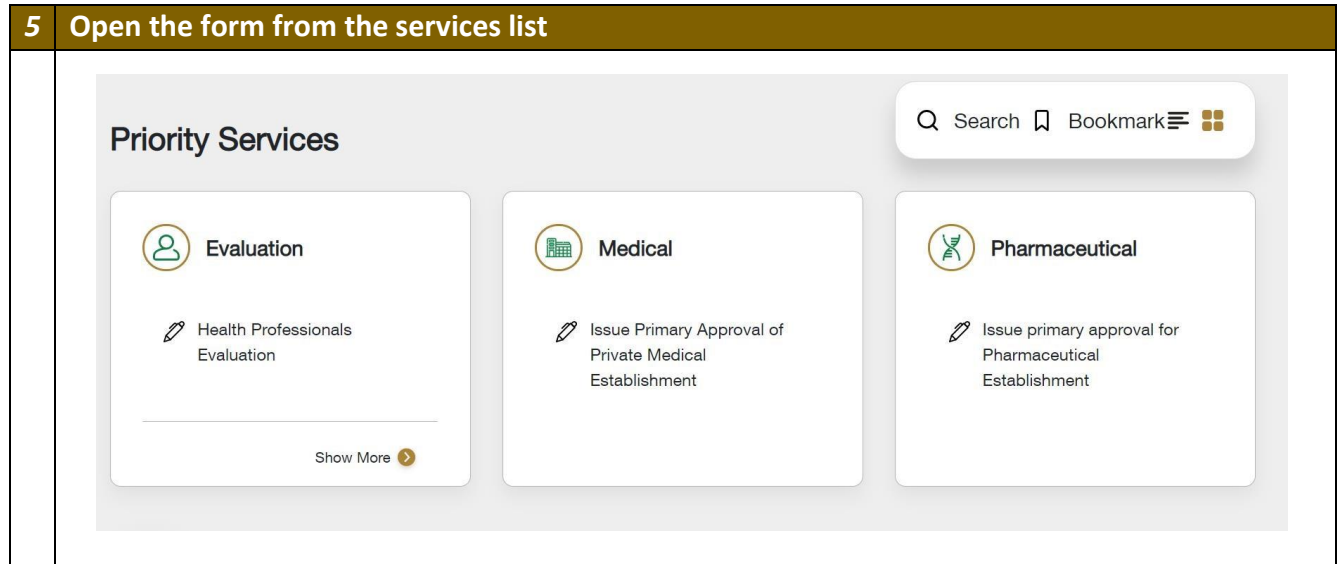
The screenshot is divided into three horizontal sections. The top section shows the 'Services' page with a search bar containing 'health' and a grid of service cards. A green box highlights the first card, 'Health Professionals Evaluation / Second Medical Title', and a green arrow points to the search bar. The middle section shows the details for 'Health Professional Evaluation', including a 'Start Service' button, a 'Bookmark service' button, and service details like 'Service completion duration' and 'Service fees'. The bottom section shows the login and registration interface for the 'Ministry Of Health And Prevention', featuring a 'Login with UAE PASS' button, input fields for 'User Name' and 'Password', and a 'Login' button.

3

## 5. Submit Service Request

If the user logs in directly from [MOHAP website](#), then the user will need to click → Home → will be prompted to the above screen.

**5 Open the form from the services list**



The screenshot displays a dashboard titled "Priority Services". At the top right, there is a search bar with a magnifying glass icon, a bookmark icon, and a menu icon. Below the search bar, there are three service cards arranged horizontally. Each card has a circular icon, a title, a list of services, and a "Show More" button with a right-pointing arrow.

- Evaluation** (person icon):
  - Health Professionals Evaluation
  - Show More
- Medical** (building icon):
  - Issue Primary Approval of Private Medical Establishment
- Pharmaceutical** (DNA helix icon):
  - Issue primary approval for Pharmaceutical Establishment

**5 Accept Declaration before submission**

- **The user needs to declare that all the information provided in the applications is true and correct.**
- **And has to confirm his eligibility in accordance to the PQR as stated, since once the application is submitted it won't be refunded.**

Health Professionals Evaluation Home > Services > Health Professionals Evaluation Save & Close

Declaration for submitting the application

- I hereby declare that all information provided in this application is true and correct. In case any of the provided information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and it shall lead to termination of my application
- By submitting this application, I confirm that I have checked my eligibility as per [Professional Qualification Requirements Manual \(PQR\)](#) and provided the required documents as per the checklist. Also, I understand that if any of the related documents are missing or not accurate, this will lead to the termination of my application
- Multiple documents attached in the same file will be considered as separate documents and charged separately when the dataflow verification fee is calculated

Please note that once the application is submitted the application fees will not be refunded

Info X Cancel Application Accept

## 5 Select Application Type

**The user needs to select which application they'r applying for:**

**A- New Evaluation**

**B- Second Medical Title**

Health Professionals Evaluation Home > Services > Health Professionals Evaluation Save & Close

Please choose the application that you want to apply for: Next

New Evaluation  Second Medical Title

**Initial Information**

- Choose Application Type
- Select Category
- Acknowledge PQR
- Select Medical Title
- Choose Specialty
- Confirm Fresh Graduate Status
- Choose DataFlow Report Status

**Qualification(s)**

- Qualification Details - (1)
- Qualification Attachments - (1)

**Experience(s)**

- Experience Details - (1)
- Experience Attachments - (1)

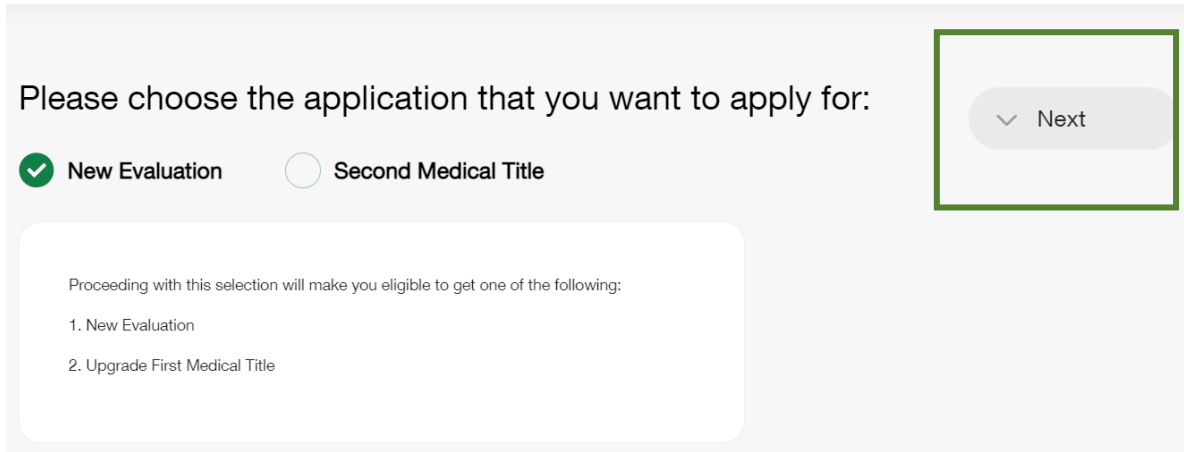
**License(s)**

- License Details - (1)
- License Attachments - (1)

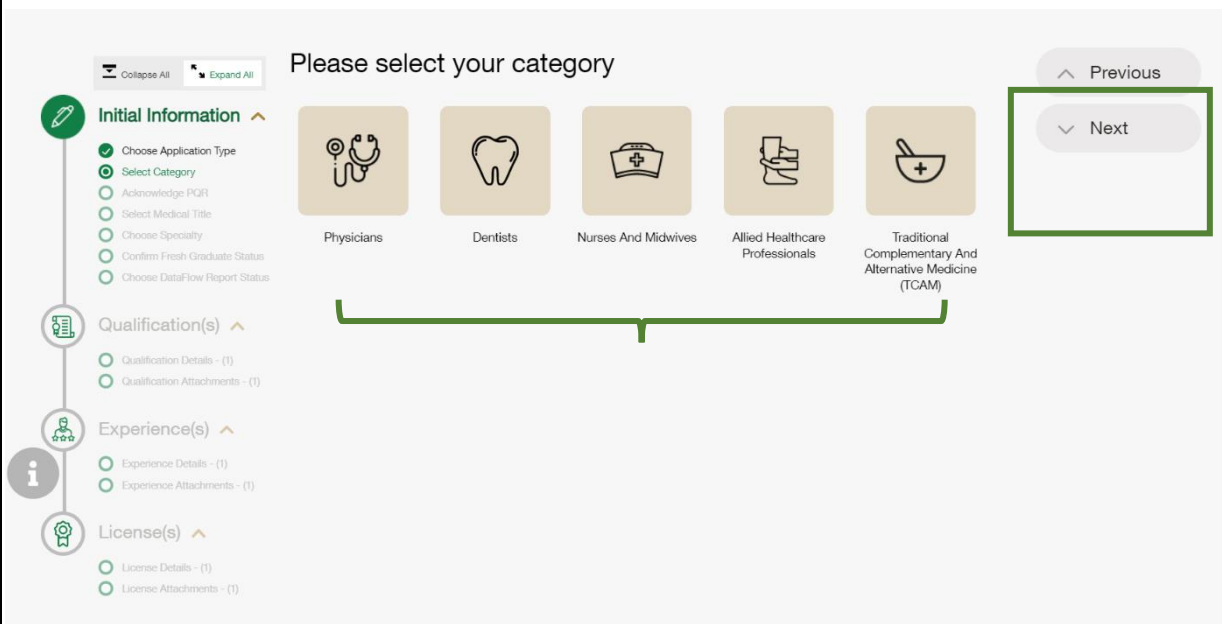


6. **New Evaluation**

1 **When the user chooses “New Evaluation” option, then the below screen will appear.**



- 2
- **The user need to choose the medical category from the below options**
  - **Click → Next**



### 7. Acknowledge the Information Resulted

**7 Required Documents**

*The user must acknowledge and confirm the below message regarding the conditions and documents by checking the box below.*

#### Required Documents

**Qualification(s)**

- Recognized Degree Certificate as per PQR
- Transcripts/Mark List

**Experience**

- Internship Certificate
- All related to the title experience Certificates

**License/Registration**

Medical Practice Licensing issuing Authority that covers the period of experience providing

**Good Standing Certificate**

From Medical Practice Licensing issuing Authority not older than 6 months of issuance

[Physicians and Dentists PQR](#)

I Acknowledge That I Have Read All Of The Above Points

Previous

Next

### 8. Select the Medical Title Applying for

**8 Select the Medical Title to Apply for a New Evaluation**

Collapsible All Expand All

Please select the medical title to apply for

Please Select The Medical Title To Apply For

- Consultant
- General Practitioner
- Intern
- Resident
- Specialist
- Trainee

Previous

Next

**Initial Information**

- ✓ Choose Application Type
- ✓ Select Category
- ✓ Acknowledge PQR
- Select Medical Title
- Choose Specialty
- Confirm Fresh Graduate Status
- Choose DataFlow Report Status

**Qualification(s)**

- Qualification Details - (1)
- Qualification Attachments - (1)

**Experience(s)**

- Experience Details - (1)
- Experience Attachments - (1)

## 9. Select the Medical Speciality

**9 Select the Medical Speciality Related to the User**

## 10. Is The User a Fresh Graduate

**10 Choose Data Flow**

- **The user needs to choose whether the user is “Fresh Graduate” on No.**
- **Noticing that the options when Yes are less than the options when know on the left side and that’s due the lack of experience.**

11. Dataflow Report

11

- Does the user have a Dataflow report or no?
- Dataflow Report → no → the user will continue to the next section “Qualifications”

Do you have a previous DataFlow report?

Yes  No

**Initial Information**

- Choose Application Type
- Select Category
- Acknowledge PQR
- Select Medical Title
- Choose Speciality
- Confirm Fresh Graduate Status
- Choose DataFlow Report Status

**Qualification(s)**

- Qualification Details - (1)
- Qualification Attachments - (1)

**Experience(s)**

- Experience Details - (1)
- Experience Attachments - (1)

**License(s)**

- License Details - (1)
- License Attachments - (1)

The DataFlow Group is a leading global provider of specialized Primary Source Verification (PSV) solutions, background screening and immigration compliance services.

Ministry of Health and Prevention (MOHAP) leverages the DataFlow Group's specialized Primary Source Verification (PSV) solutions to screen the credentials of healthcare professionals practicing in the country.

For more information and to contact DataFlow support team please visit <https://support.dataflowgroup.com/support/home>

You can also reach us by email at [csedubai@dataflowgroup.com](mailto:csedubai@dataflowgroup.com)

- If yes, → the user will be prompted to the below screen asking if the Dataflow report ID has a “VR” the user needs to click on the check box → Select and then fill the empty boxes with the required box.
- While if the dataflow report is without VR → then the user will need to fill the empty boxes as shown below with a VR no.
- The user will need to proceed with the dataflow report steps if he chose yes.

Enter DataFlow Report Unique ID

Please Select This Option If Your Report ID Has 'VR'

You will be required to enter your details and the system will attach the Dataflow report with the application

XXXX - XXXX - XXXXXX

Please input!

**No**

---

Enter DataFlow Report Unique ID

Please Select This Option If Your Report ID Has 'VR'

You will be required to enter your details and the system will attach the Dataflow report with the application

XXXX - VR - XXX - XXXXXX

Please input!

**Yes**

12. Qualifications

12 Qualifications

**- The user will have to add the qualifications**

Collapse All Expand All

### Please Add Your Qualification(s)

Previous  
Next

**Initial Information**

- Choose Application Type
- Select Category
- Acknowledge PQR
- Select Medical Title
- Choose Speciality
- Confirm Fresh Graduate Status
- Choose DataFlow Report Status

**Qualification(s)**

- Qualification Details - (1)
- Qualification Attachments - (1)

**Experience(s)**

- Experience Details - (1)
- Experience Attachments - (1)

**License(s)**

- License Details - (1)
- License Attachments - (1)

**Institute Name \***

**Degree \***

**Qualification Obtained \***

+ [Qualification Obtained In Arabic \(Optional\)](#)

**Examination Date \***

**Graduation Date \***

**Duration Of Study \***

**Country \***

**- The user will need to upload the Qualification certificate**

Collapse All Expand All

### Please upload your qualification certificate

Previous  
Next

**Initial Information**

- Choose Application Type
- Select Category
- Acknowledge PQR
- Select Medical Title
- Choose Speciality
- Confirm Fresh Graduate Status
- Choose DataFlow Report Status

**Qualification(s)**

- Qualification Details - (1)
- Qualification Attachments - (1)

**Experience(s)**

- Experience Details - (1)
- Experience Attachments - (1)

**License(s)**

- License Details - (1)
- License Attachments - (1)

Select Files from your computer

Use the "Button" below to upload your attachments  
The supported files are: .pdf,.docx,.doc  
File size: No more than 5MB

Browse For Attachments On Your Computer

Health Professionals Evaluation – Applicants User Manual – Version 2.0.Pdf

1.74 MB

✕

12 | Page

Ministry of Health & Prevention – UAE ©

- **If the user has more qualifications → Add more**

This screenshot shows a step in the application process titled "Do you want to add more qualification certificate(s)?". On the left, there is a progress bar with a pencil icon at the top. Below it, the "Initial Information" section is expanded, showing a list of completed steps: Choose Application Type, Select Category, Acknowledge PQR, Select Medical Title, Choose Speciality, Confirm Fresh Graduate Status, and Choose DataFlow Report Status. A green plus icon and the text "Click here to add more qualification(s)" are prominently displayed. On the right side, there are two buttons: "Previous" and "Next".

**13. Experiences**

**13 Experiences**

This screenshot displays the "Please add your experience(s)" form. The left sidebar shows a progress bar with a pencil icon. The "Initial Information" section is expanded, listing completed steps: Choose Application Type, Select Category, Acknowledge PQR, Select Medical Title, Choose Speciality, Confirm Fresh Graduate Status, and Choose DataFlow Report Status. The main form area contains several fields: "Facility Name In English \*" (text input with "PSUT"), "Facility Name In Arabic \*" (text input with "سبوت"), "Facility Type \*" (dropdown menu with "Private"), "Position \*" (text input with "Graduate"), "Start Date \*" (calendar input with "2023-01-04"), "End Date \*" (calendar input with "2023-01-21"), and "Country \*" (dropdown menu with "Jordan"). A red note states: "\*\* For Surgical related specialties please upload surgery log book with each experience. For the surgical related specialties list please click here".

- **Add the experience certificate/s + If there are any additional certificates**

This screenshot shows the "Please upload your experience certificate" step. The left sidebar shows a progress bar with a pencil icon. The "Initial Information" section is expanded, listing completed steps: Choose Application Type, Select Category, Acknowledge PQR, Select Medical Title, Choose Speciality, Confirm Fresh Graduate Status, and Choose DataFlow Report Status. The "Qualification(s)" section is also expanded, showing "Qualification Details - (1)" and "Qualification Attachments - (1)". The main area features a large dashed box containing an upload icon and the text: "Select Files from your computer. Use the 'Button' below to upload your attachments. The supported files are: pdf, docx, doc. File size: No more than 5MB." Below this is a "Browse For Attachments On Your Computer" button and icons for various cloud storage services like OneDrive, Box, and Google Drive. On the right, there are "Previous" and "Next" buttons.

- **If the user has more experiences certificates → Add more**



## 14. Licenses


### 14 Licenses

- **The user needs to fill the licenses**


- **The user is required to upload his licenses**

- **The user can add additional licenses**

Add more Licenses(s) or Good Standing Certificate(s)

 [Click here to add more certificate\(s\)](#)

 Previous

 Next

## 15. Preview / Edit the Application

### 15 Preview Application before submitting

- **The user can check the details before submitting.**
- **Once submitted the application will be transmitted to the payment screen**

 Collapse All

 Expand All

#### Initial Information

Category  
Physicians

DataFlow Transfer Number

Specialty  
Diagnostic Radiology

Medical Title  
Specialist

#### Qualification(s)

Institute Name: PSUT

Duration Of Study: 9 Year(s)

Qualification Obtained: Doctor

Qualification Obtained In Arabic:

Graduation Date: 09-30-2022

Examination Date: 01-10-2023

Degree: Master

Country: Jordan

Attachments: Health Professionals Evaluation – Applicants  
User Manual – Version 2.0.pdf

Status: New

 [Click here to add more qualification\(s\)](#)

Submit Application →

#### Experience(s)



16. Submit the Application for Review

**16 Submitted**

*Once the user submits the application, the user will receive the below confirmation message.*

Health Professionals Evaluation Services > Health Professionals Evaluation Save & Close

**Your application has been completed and submitted successfully**

R Number:#12164  
Request Number:#EVS-23-1011-01

[Go Back](#) [Go To Payment](#)

17. Payment

**17 Payment**

- *The user is required to click on the **arrow** on “Request Information” to view more details.*
- *Once the user clicks on → **Accept Terms and Conditions** → The user can proceed for payment*
- *An extra payment step is required if the medical category is → **Nurse***

**Request Information**  
Request No: EVS-21-1338

Service Fees Details	Amount
Application Fees	500 AED
<b>Total:</b>	<b>500 AED</b>

Accept Terms And Conditions

Select Payment Method

VISA eDirham

[Process For Payment](#)

Request No.	Request Date
EVS-23-1011	11/01/2023
Service No.	PMO No.
SRV-02.01.001	110-06-043-000
Application No.	Application Date
EVS-23-1011	11/01/2023
Application Name	Application Status
Health Professionals Evaluation	Pending Payment

**Applicant Name**  
Fadil Mohammed [Contact Info](#)

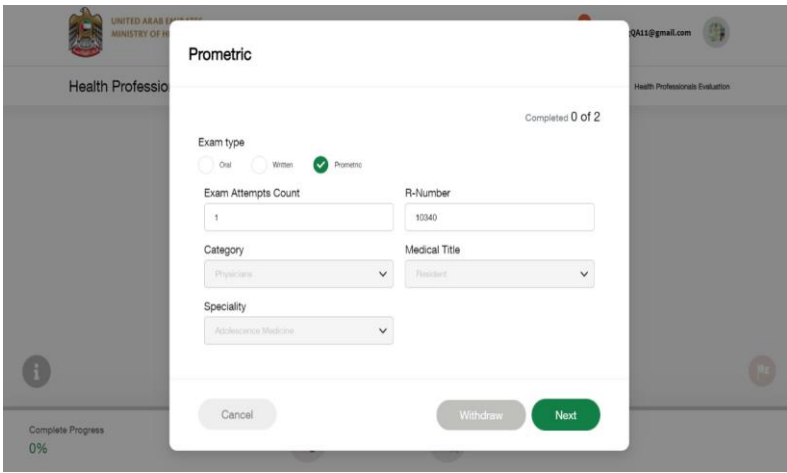
**Request Information**  
Request No: EVS-23-1011

- ***If the user is required to take an exam, then the below steps will be required to be completed.***
- ***If not, then the evaluation application is completed once the approval process is done after payment.***

### 18. Exam Details

**18**    **Select Exam Date and Time**

**After the user pays the fees, the exam date and time should be determined if required**

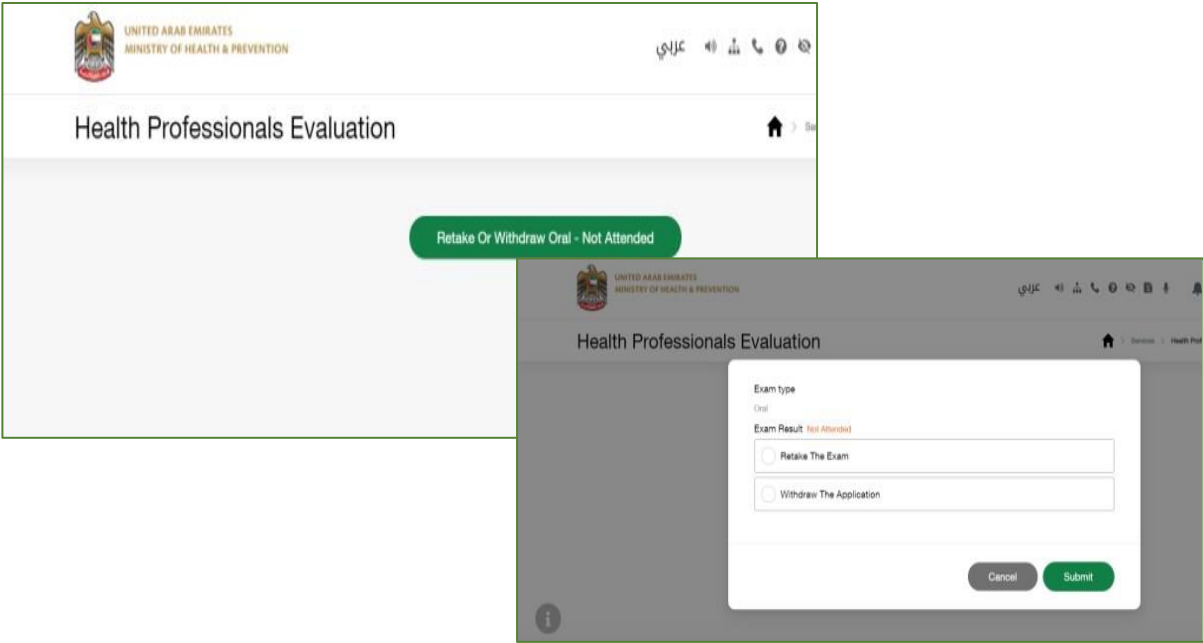


The screenshot shows a 'Prometric' form with the following fields: 'Exam type' (Oral, Written, Prometric), 'Exam Attempts Count' (1), 'R-Number' (10340), 'Category' (Physicians), 'Medical Title' (Resident), and 'Specialty' (Adolescence Medicine). The 'Prometric' option is selected. At the bottom, there are 'Cancel', 'Withdraw', and 'Next' buttons. The background shows a progress indicator 'Completed 0 of 2' and 'Complete Progress 0%'.

### 19. Retake or Withdraw

**19**    **Retake the exam or withdraw the application**

- ***In case the user failed the exam and would like to retake the exam click → **Retake.*****
- ***In case the user would like to withdraw the entire application click → **Withdraw.*****



The screenshot shows a 'Retake Or Withdraw Oral - Not Attended' dialog box. It contains two radio button options: 'Retake The Exam' and 'Withdraw The Application'. The 'Retake The Exam' option is selected. At the bottom, there are 'Cancel' and 'Submit' buttons. The background shows the 'Health Professionals Evaluation' page with a progress indicator.