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UNITED ARAB EMIRATES MINISTRY OF HEALTH & PREVENTION

1/9/2023

Renewal of Licenses for Nursing and Medical Professionals

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User Manual Document Version: 3.0

Ministry of Health & Prevention - UAE©

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Using the Service – Summary

- 1. You need to create an account (register) if you don't have one.
- 2. The user can just Login if there is already an account
- 3. Select the service "Renewal of Licenses for Nursing and Medical Professionals"
- 4. Only Facility Users are authorized to renew the doctors' licenses

1. Create new account

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

If you are already a MOHAP user, then skip to Login to the system

#	Create New Account – Register/Sign up
1	If the user is new (i.e., doesn't have an account) the user needs to Create a New Account First - Go to the official website of the <u>Ministry of Health</u> - On the right side click on the Login tab - If the user does not have an account, the user will need to Register
2	united ARAB EMIRATES عربي ڪ Login
	Ministry Of Health And Prevention
	Login Register
	Cogin with UAE PASS A single trusted digital identity for all citizens, residents and visitors.

	= +971 - 05xxxxxxxxx
Please Enter The Details	Country
Accents only English latters and Numbers maximum length is 50	City
Accepts only English letters and withbers, maximum length is so.	Area
At least 1 numeric character and 1 capital letter with minimum	
A Verify Password	Address
	Identity Select
First Name	User Group Select
Middle Name	Two Factor Authentication
Last Name	V DVKV ©
	Word Verification:
 Click create account. After completing the registration confirm that all records are save 	Create New Account Can on steps, the following alert will show to ed successfully, and a verification emai
 Click create account. After completing the registration confirm that all records are save been sent for activation. 	Create New Account Canonic of the following alert will show to be a successfully, and a verification email of the successfully.
 Click create account. After completing the registration confirm that all records are save been sent for activation. ignup 	Create New Account Can on steps, the following alert will show to be successfully, and a verification email
 Click create account. After completing the registration confirm that all records are save been sent for activation. ignup Record Saved Successfully and Email 	Create New Account Can on steps, the following alert will show to red successfully, and a verification email I has been sent to User For Activation
 Click create account. After completing the registration confirm that all records are save been sent for activation. ignup Record Saved Successfully and Emails to the email entered when register MOHAP Account 	Create New Account Carr In steps, the following alert will show the distribution email Show the distribution email I has been sent to User For Activation Inspective contract the link to activate the distribution email
 Click create account. After completing the registration confirm that all records are saw been sent for activation. ignup Record Saved Successfully and Email of the email entered when register MOHAP Account 	I has been sent to User For Activation
Click create account. After completing the registration confirm that all records are save been sent for activation. Record Saved Successfully and Ema to to the email entered when registered Dear Thank you for registering with Ministry of Health	Create New Account Carrier In steps, the following alert will show the ed successfully, and a verification email Thas been sent to User For Activation Ing, and click on the link to activate the and Prevention E-Services.
 Click create account. After completing the registration confirm that all records are save been sent for activation. Ignup Record Saved Successfully and Email of the email entered when register and the please open below url to activate your account. 	Create New Account Carry In steps, the following alert will show the ed successfully, and a verification email Thas been sent to User For Activation Ing, and click on the link to activate the and Prevention E-Services.
 Click create account. After completing the registration confirm that all records are save been sent for activation. Ignup Record Saved Successfully and Email of the email entered when registering the registering with Ministry of Health Please open below url to activate your account. Account Activation Link 	I has been sent to User For Activation and Click on the link to activate the and Prevention E-Services.
Click create account. After completing the registration confirm that all records are saw been sent for activation. Record Saved Successfully and Email Record Saved Successfully and Email of the email entered when register and the please open below unit to activate your account. Account Activation Link Regards,	I has been sent to User For Activation and Prevention E-Services.

2. Log into the system and Access the Service

User Login

1 If the user already has an account and wants to access any of MOHAP services, the user needs to login only through the following:

- 1. Go to the official website of the Ministry of Health
- 2. Click on Services
- 3. Look for the required service OR search for its name in the search bar
- 4. Select the required Service icon
- 5. After choosing the service click on Start Service as the below screen.
- 6. If the user has logged in from the official page, then when the user clicks on "Services" they'll directly access the services, otherwise the user will have to login after clicking on "Start Service".

winistry of Hea	alth And Prevention	
Login	Register	
ر Logir A single trusted digital identif	n with UAE PASS	Renewal of Licenses for Nursing
	Or	and Medical Professionals
A User Name		
A Password	۲	Start Service ⊖
Account Type	~	
Remember Me Forgot Password	Forgot User Name	
	Login	
Nome Services Digital Participation	ation Open Data COVID-19 About Us	More
Nome Services Digital Participation Tome > Services > Renewal of Licenses Renewal of Lice Medical Profes	ation Open Data COVID-19 About Us for Nursing and Medical Professionals enses for Nursing an sionals	More Search d Start Service → Bookmark service ♡
Iome Services Digital Particip ome > Services > Renewal of Licenses Renewal of Lice Medical Profes	ation Open Data COVID-19 About Us for Nursing and Medical Professionals enses for Nursing an ssionals	More Search d Start Service → Bookmark service ♡

ESTABLISHMENT WOF	& PREVENTION				0.0-	 Hesnam Test Us
ESTABLISHMENT WO						
	RKSPACE ESTABLISHMENT DETA	ILS STAFF WORKSPA	CE VISIT STAFF W	ORKSPACE	STAFF (RARE SF	PECIALTY)
DATA UPLOAD -						
MEDICAL LICENSING						
Establishment Worksp	bace					
	Establishment Name (English)	Establishment Name (Ar	abic) Category		Medical	District
	TestClinic	تستكلينيك	General	Clinic	🗮 🛛 Ras A	Khaima
License Number		Issue Date	Date License St		Status	
	6763	01-02-2022	31-01-20	123	Licens	sed
E Latest Application D	letails					
Application Number	Request Type	Current Status		Payment Due	•	Submit Date
37775	TeleHealth	Pending for Au	ditor Approval	AED 0.00)	03-01-2023

3. Service Usage

3	Actions	
	- The facility must be Regine <u>Establishment</u>	stered in MOHAP before the renewal for any doctor $ ightarrow$
	- Then to renew a License	as a facility user, click on $ ightarrow$ Staff Workspace
	UNITED ARAB EMIRATES MINISTRY OF HEALTH & PREVENTION	عربي 👌 Hesham Test User 🔸
	ESTABLISHMENT WORKSPACE ESTABLISHME	NT DETAILS STAFF WORKSPACE VISIT STAFF WORKSPACE STAFF (RARE SPECIALTY)
	MEDICAL LICENSING	
	Establishment Workspace	

1. The below screen appears when the user clicks on \rightarrow Staff Workspace, which

3.1 Staff Workspace

To initiate a new license

shows the status of the facility staff

3.1

Section 2: the	Active S	staff App	lications –	all the on goi	ing applicatio	ns applie	d for
with their deta	ils.			· · · · · ·			
Section 3: list (Indicates wher	of the a the Ni	llready lic urse's / Pr	ensed sta <u>f</u> offession's	f with the exp license will	oiry dates for he exnired in	each. The which th	e exp ve fac
to apply for rei	newal f	for him be	fore the d	ue date.	be expired, in	which th	ic juc
4. If the fo	acility a	pplies for	r the renwo	al within the	expiry period	\rightarrow only p	ayme
paid			.,) a		
5. If the fo	acility is delay	s late to r	enew the d	doctor's licen	se → Paymer	it + fine h	as to
uue to t Section 4: Ann	ueiuy roved (^ancellati	on Annlico	itions			
	10100	Juncenuti	ση Αρριιου	tions			
MEDICAL LICENSING							
Staff Workspace	1						
Establishment Name (English)		Establishment Nam	e (Arabic)	Category	Medical I	District	
TestClinic		تستكلينيك		General Clinic	🗮 Ras Al I	s Al Khaima nse Status	
License Number		Issue Date		Expiry Date	License S		
6763		01-02-2022		31-01-2023	License	d	
		2					+ Add Staff
Active Staff Applications 1	- 5 of 9	-					
		Sort By:	~	L L Quick Filter:	Application Number 🗸		Q X
	Staff Nam	e	Medical Staff T	ype Request Types	Application Status	Submit Date	View
Application Number	TestUserEval	Eval	Doctor	Initial Approval	Submitted	04-10-2022	0
Application Number	93015 Evaluation A		Technician	Initial Approval	Submitted	27-02-2019	0
Application Number 90392 93015	Evaluation Ap	ala 16 maran	Teshail 1	Initial Approval Payment Requested		27-02-2019	•
Application Number 90392 93015 93016 93017	Evaluation A Athulya Sures	sh Kumar	Technician	Initial Approval	Payment Requested	04-03-2019	
Application Number 90392 93015 93016 93017 93018	Evaluation A Athulya Suree MUHAMMED SHAHITH MC	sh Kumar PRAFI PAIKKADAN	Technician Doctor Doctor	Initial Approval	Payment Requested	04-03-2019 04-03-2019	•
Application Number 90392 93015 93016 93017 93018 1 2)	Evaluation Ap Athulya Suret MUHAMMED SHAHITH MC	sh Kumar) RAFI PAIKKADAN)HAN	Technician Doctor Doctor	Initial Approval Initial Approval Initial Approval	Payment Requested	04-03-2019 04-03-2019	0
Application Number 90392 93015 93016 93017 93018 1 2	Evaluation Ap Athulya Suree MUHAMMED SHAHITH MC	sh Kumar) RAFI PAIKKADAN)HAN	Technician Doctor Doctor	Initial Approval Initial Approval Initial Approval	Payment Requested	04-03-2019	0
Application Number 90392 93015 93016 93017 93018 2 Licensed Staffs 1 - 5 of 7	Evaluation Ap Athulya Surer MUHAMMED SHAHITH MC	sh Kumar RAFI PAIKKADAN DHAN	Technician Doctor Doctor	Initial Approval Initial Approval Initial Approval	Payment Requested	04-03-2019 04-03-2019	0
Application Number 90392 93015 93016 93017 93018 ① 2	Evaluation Ap Athulya Suret MUHAMMED SHAHITH MC	sh Kumar) RAFI PAIKKADAN DHAN Sort By:	Technician Doctor Doctor	Initial Approval Initial Approval Initial Approval Initial Approval Unitial Approval Unitia	Payment Requested Not submitted Staff License No	04-03-2019 04-03-2019	୍ ଡ ସ୍ ×

		Sort By:	✓ ↓↓ ↓₹ Quic	Filter: Staff License No	~		Q X
Staff License No	Name	Medical Staff Type	Specialty	Medical Title	Expiry Date	License Status	View
D15162	Sita Raman Radhakrishnan	Doctor	Internal Medicine/Interventiona Cardiology	Consultant (A)	31-01-2023	Licensed	0
T43556	JAI RAJESH SUNDARAM	Technician	Registered Nurse	Registered Nurse	31-01-2023	Licensed	0
T54636	ASWATHY GANGADHARAN PILLAI REMA	Technician	Registered Nurse	Registered Nurse	31-01-2023	Licensed	0
T15872	Lisa Joseph Joy	Technician	Registered Nurse	Registered Nurse	31-01-2023	Licensed	0
T16767	Test	Doctor	Anaesthesia	Assistant Technician (A)	31-01-2023	Licensed	0
 2 Approved Canc 	ellation Applications 0 - 0 of 0	1					
		Sort By:	✓ ↓↓ ↓	Filter: Application Number	~		Q X
				Description	0		Minus

4. Renew a License: Nursing and Medical Professions

- To renew a staff license, the facility user need to scroll to section 3 "Licensed Staff".
- Check the expiration date & the Medical Staff Type that their license require renewal (two months earlier in order not to pay a fine if delayed).
- Choose a staff as an example \rightarrow Expiry = January 31st 2023 \rightarrow Speciality = Nurse

		Sort By:	✓ ↓1 ↓F Quick Filter	Staff License No	~		Q X
Staff License No	Name	Medical Staff Type	Specialty	Medical Title	Expiry Date	∟icense Status	View
D15162	Sita Raman Radhakrishnan	Doctor	Internal Medicine/Interventional Cardiology	Consultant (A)	31-01-2023	licensed	0
T43556	JAI RAJESH SUNDARAM	Technician	Registered Nurse	Registered Nurse	31-01-2023	Licensed	0
T54636	ASWATHY GANGADHARAN PILLAI REMA	Technician	Registered Nurse	Registered Nurse	31-01-2023	₋icensed	0
T15872	Lisa Joseph Joy	Technician	Registered Nurse	Registered Nurse	31-01-2023	Licensed	0
T16767	Test	Doctor	Anaesthesia	Assistant Techniciar (A)	31-01-2023	licensed	0

4.1 Review the Staff Status

4.1	Current License Stat	us						
7.1	 Four section The user net the request The "Print s The service is directly reduced to comments. 	ns will appear eds to go thre taff license be is immediate enewed UNLE	r as to ough elow' , whic SS, a	o the belo all section ' is for the ch means rejection	w scre ns to r curre once i come	een. enew th nt licen the last s back	ne lice se. step i due to	nse after initiating s done, the license o missing
	Basic Information	ents 🚦 Payments 📑 Notific	ations					
	Image Instructions () *	License Number	License	Status	Issued Da	ate Ex	piry Date	Visit Licenses Count
		T15872	License	ed	01-02-2	022	31-01-2023	0
		Staff Name (English)				Staff Name (A	rabic) *	
		Lisa Joseph Joy				ليسا جوزيف	,	
		Evaluation Number		Category		Specialty		Medical Title
		0		Technician		Registered N	urse	Registered Nurse
		Medical Staff Type *		Nationality		Gender		Date Of Birth
		Technician	~	India		Female		15-09-1982
		Email *			Emirates	ID *	Bava	anati Number Visa Unified
		mail@rakhospital.c	om		784-198	32-4618027-1		Number *
	- The user nee → Click Conj Click Conj initiate New Request Request Types Instant Renewal Cancelation Title Change Instant Renewal	eds to click on firm in the box	→ Init	tiate New age.	Reque	st and c	hoose	Print Staff License → Instant Renewal Print Staff License
				ESTABLISHM Evaluati 0 Medical	Are you s	Category Doctor National	ate a new reques	st for the Staff? × SPACE S* ncel ✓ Confirm Specialty Internal Medicine/Inter Gender

4.2 Documents Upload

 The below application Then the 	w screen appears → to on information as to user needs to → uple	the user needs to m the first section bad the needed doc	ake sure of the staff uments
MEDICAL LICENSING Staff Application			
Init	tiated	Submitted	Complete
Establishment Name (English) TestClinic	Establishment Name (Arabic) تستكلينيك	Category General Clinic	Ras Al Khaima
License Number	Issue Date	Expiry Date	License Status
6763	01-02-2022	31-01-2023	Licensed
Latest Application Details			
Application Number	Request Type	Current Status	Submit Date
93095	Instant Renewal	Not submitted	09-01-2023
License Number	License Status	Issue Date	Expiry Date
	Licensed	01-02-2022	31-01-2023
D15162 Staff Details	40% Complete		
D15162 Staff Details Basic Information Staff Image Instructions *	40% Complete.	hrome Issued Date	Expiry Date Visit Licenses Count
D15162 Staff Details Staff Detail	Adt Complex	nents before submitting the application	Expiry Date Visit Licenses Count
Staff Details Staff	All Complete All Complete f Documents Payments Notifications Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplet	The submitting the application Upload Document Select Upload Filter: Document	Expiry Date Visit Licenses Count
Staff Details Staff	Addy Complete	nents before submitting the application	Expiry Date Visit Licenses Count
D15162 Staff Details Basic Information Staff Image Instructions Document Types followed by Allowed file types: .jpg., ng., Maximum file size: 1 MB Document TypeSelect- Select- <td>AdV Complete</td> <td>The submitting the application</td> <td>Expiry Date Visit Licenses Count</td>	AdV Complete	The submitting the application	Expiry Date Visit Licenses Count

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Documents	the box 7 Acknowledge	nent jor an the applied
- Once clicked \rightarrow Click \rightarrow	Submit	
ESTABLISI Information All the required information is provided. Please Submit	the application.	×
DATA UPLOAD -		
		Save X Can
Sort By:	V 11 17 Quick Filt r: Docum	nent Type (English) 🗸 🔍
Document Type (English)	Upload Date	View Delete
Visa Copy	1/9/2023 8:58:08 AM	@
Physical and Mental Report (Age Above 60)	1/9/2023 8:58:03 AM	@ î
Labor Card	1/9/2023 8:57:57 AM	•
Insurance Against Medical Faults	1/9/2023 8:57:50 AM	@
Continuous Medical Education (CME) (10)	1/9/2020 0.57.10 ////	@
Initiate New Request Request Type : Instant Renewal Instant R	nto and i ban full reanancibility for it	
I acknowledge the validity of the submitted and attached documents	ents, and I bear full responsibility for it.	

4.3 Application Submission

1.3	
Linitiate New Request	
Request Type :	
Instant Renewal	
I acknowledge the vali lity of	of the submitted and attached documents, and I bear full responsibility for it. Submit Request
	VENT Are you sure you wish to Submit your request? Please note that × you will be unable to modify your application after submission. SPACE × Cancel ✓ Confirm
	VIE Quick Filter: Document Type (English)

4.4 Applications Status

Staff Application			
Initiated			
O		Submitted	Complete O
Establishment Name (English)	Establishment Name (Arabic)	Category	Medical District
TestClinic	تستكلينيك	General Clinic	🗮 Ras Al Khaima
License Number	Issue Date	Expiry Date	License Status
6763	01-02-2022	31-01-2023	Licensed
 Latest Application Details Application Number 	Request Type	Current Status	Submit Date
93095	Instant Renewal	Payment Requested	09-01-2023
License Number	License Status	Issue Date	E-min D-t-
D15162			Expiry Date
	Licensed	01-02-2022	31-01-2023
Staff Details Basic Information Staff Documents Bill Staff Application Number Number	Licensed 100 % compl s Payments Notifications Description Amount Paid Processed	01-02-2022 Its: Please submit the application Issue Date Transaction Status	Payment Reference Make Vie Number Payment
Staff Details Basic Information Staff Application Number Number 98303 93095	Licensed Licensed S Payments Notificat Description Amount Paid Processed Default Fees 3100 Not No Paid	Ilssue Date Transaction Status 1/9/2023 12:00:00 AM	Payment Reference Make Vie Number Payment
Staff Details Basic Information Staff Application Number Number 98303 93095 Total Amount: AED 3100	Licensed	Inter Please submit the application.	Payment Reference Make Vie Number Payment
Staff Details Basic Information Staff Application Number Number 98303 93095 Total Amount: AED 3100 Staff Logs 1 - 1 of 1 Comment	Licensed	Issue Date Transaction Status 1/9/2023 12:00:00 AM Constant Date	Payment Reference Make Vie Number Payment

4.5 Make Payment

L Staff Details			
Basic Information 🛛 🔓 Staff Docu	ments Payments Notifications		
Bill Staff Application Number Number	Description Amount Paid Process	ed Issue Date Transaction Status	Payment Reference Make Number Payment
98303 93095	Default Fees 3100 Not No Paid	1/9/2023 12:00:00 AM	0
Total Amount : AED 3100	Paid: AED 0	R	emaining: AED 3100
- Staff Lage 1 - 1 of 1			
Comment	Created By	Created Date	Message
Comment Payment Requested - Choose the - The user co	Created By hesham123	Created Date 09-01-2023 09:13:02 ethod and confirm 0	Message it → for example: Card الإمارات وزارة الصحة ووق
Comment Payment Requested - Choose the - The user co	Created By hesham123 preferred Payment Me in calculate the price to UNITED ARAB EMIRATES STRY OF HEALTH & PREVENTION Ministry of H	Created Date 09-01-2023 09:13:02 ethod and confirm 0 و المالية المتحدة المعربية المتحدة عليه المتحدة عليه المتحدة عليه المحدة	Message it → for example: Card It and the second seco
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Comment Payment Requested - Choose the - The user co	Created By hesham123	Created Date 09-01-2023 09:13:02 ethod and confirm 0 العربية التحدة ealth and Prevention me left: 00:19:06	Message it → for example: Card الإمارات وزارة الصحة ووق
Comment Payment Requested - Choose the - The user co	Created By hesham123	Created Date 09-01-2023 09:13:02 Ethod and confirm O The second	Message it → for example: Card الإمارات وزارة الصحة ووق
Comment Payment Requested - Choose the - The user co MINI Select the	Created By hesham123 preferred Payment Method UNITED ARAB EMIRATES STRY OF HEALTH & PREVENTION Ministry of H Session ti Ministry of H Session ti Method required payment method	Created Date 09-01-2023 09:13:02 ethod and confirm o المحالية المحدة المحالية المحدة المحالية المحدة المحالية المحلة المحلة المحالية المحلة ا	Message it → for example: Card الإمارات
Comment Payment Requested - Choose the - The user co MINI Select the	Created By hesham123	Created Date OP-01-2023 09:13:02 ethod and confirm O The sethod and confirm O Confirm ethod Confirm	Message it → for example: Card الإمارات وزارة الصــحــة ووقـــــــــــــــــــــــــــــــــ

	MINISTR	UNITED ARAB EMIRAT Y OF HEALTH & PREVENTIO	es 📦 🚧	مارات العربية المتــــــــــــــــــــــــــــــــــــ	الإ وزارة الصـــحـــ				
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	-	=							
		Method	Confirm	n					
Description				Amoun	t Tax Amou	nt (AED)	Quantity	Total With Tax	Amount
Application fees for newLicensing r	renewal of license topractice fo	or Medicine or Dentistry	oractice	100 AE	0.00 AED		1	100 AED	
Total								100 AED	
Description			Amount	Tax Amount (AED)	Quantity	Total V	With Tax Amount	t
Renewal of License to practice Hum	nan Medicine or Dentistry		3000 AED	0.00 AED		1	3000 A	\ED	
Total							3000 A	AED	
Request Fees									
Description	Amount	Tax Amount (A	D)		Total With	Tax Amount			
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The user can If the user cl Conditions A After the use Authenticati	Cancel the licks on → Pi Agreement er enters the ion	Process C roceed -> e card det	R Chan Card D ails the ails the res on up of Health ar I Payment: 31 sion time left:	ge Pay etails o user n فیکالتحدہ d Preventior 22.13 AED 00:01:35	ment are rec eeds t مارات العرب د ووقساید ا	Meth guired o clic	od O d to b k on وزارة	OR Proc De filled → conj	ceed d + i
The user can If the user cl Conditions A After the use Authenticati	Cancel the licks on → P Agreement er enters the ion	Process C roceed -> e card det NITED ARAB EMIRA HEALTH & PREVENT Ministe Tota Set	PR Chan Card D ails the ails the rts ion y of Health ar I Payment: 31 sion time left:	ge Pay etails (user n منحتمع d Preventior 22.13 AED 00:01:35	ment are red eeds t مارات العرب ه ووقاية	Meth quired o clic	od O d to b k on	R Proc De fillec → conj	seed d + 1 firm
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5. Check Renewal Status

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6. Print Staff License

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