



وزارة الصحة ووقاية المجتمع  
MINISTRY OF HEALTH & PREVENTION

# User Guide

Health Professionals Evaluation

MOHAP External Users



[www.mohap.gov.ae](http://www.mohap.gov.ae)



## DISCLAIMER

You should have an authorized, registered copy of this document. If you have an unregistered, copy or require further copies of this document, please inform the author. Should you have an uncontrolled copy, you will not be informed about any updates. Please ensure that all revisions before this latest revision were destroyed. © 2021 MOHAP All Rights Reserved.





<b>1. SERVICE OVERVIEW</b>	<b>3</b>
<b>2. SERVICE CHANNEL</b>	<b>3</b>
<b>3. SERVICE TARGET AUDIENCE</b>	<b>3</b>
<b>4. SERVICE OUTPUTS</b>	<b>3</b>
<b>5. SERVICE PREREQUISITES</b>	<b>4</b>
<b>6. APPLY SERVICE REQUEST</b>	<b>5</b>
6.1 OPEN THE FORM FROM THE SERVICES LIST	5
6.2 ACCEPT DECLARATION BEFORE SUBMISSION	5
6.3 SELECT APPLICATION TYPE	6
6.3.1 NEW EVALUATION	7
6.3.2 SECOND MEDICAL TITLE	8
6.4 SELECT THE MEDICAL CATEGORY	9
6.5 ACKNOWLEDGE THE INFORMATION	9
6.6 SELECT THE MEDICAL TITLE TO APPLY FOR	10
6.7 SELECT THE MEDICAL SPECIALTY	10
6.8 CHOOSE IF YOU HAVE A PREVIOUS DATAFLOW REPORT OR NOT.	11
6.9 ENTER DATAFLOW REPORT ID – OLD FORMAT	11
6.10 ENTER DATAFLOW REPORT ID – NEW FORMAT	12
6.11 ENTER QUALIFICATIONS, EXPERIENCE, LICENSE DETAILS	13
6.12 PREVIEW THE APPLICATION AND EDIT IT IF REQUIRED	14
6.13 SUBMIT THE APPLICATION FOR REVIEW	15
6.14 PAY THE FEES AT THE REQUIRED STAGES	15
6.15 SELECT EXAM DATE AND TIME	16
6.16 DECIDE TO RETAKE EXAM OR WITHDRAW APPLICATION	16





## 1. Service Overview

Enables health professionals to apply for an assessment certificate to facilitate the issue of the licenses required to practice in the medical profession in the UAE.

## 2. Service Channel



Website

## 3. Service Target Audience



Professional

## 4. Service Outputs



Evaluation Letter.





## 5. Service Prerequisites

1

Certificates are valid for 5 years from the date of issue.

2

There should be no more than a two-year gap in the applicant's work record.

3

The Unified Healthcare Professional Qualification Requirements (PQR) Manual specifies the required years of experience and conformity of qualifications.

4

Qualification certificates must be from a recognized university in the country in which the certificate was issued.

5

All documents submitted by Dataflow must be successfully audited.

6

Passing the required tests for the specializations for which the two tests are specified.

7

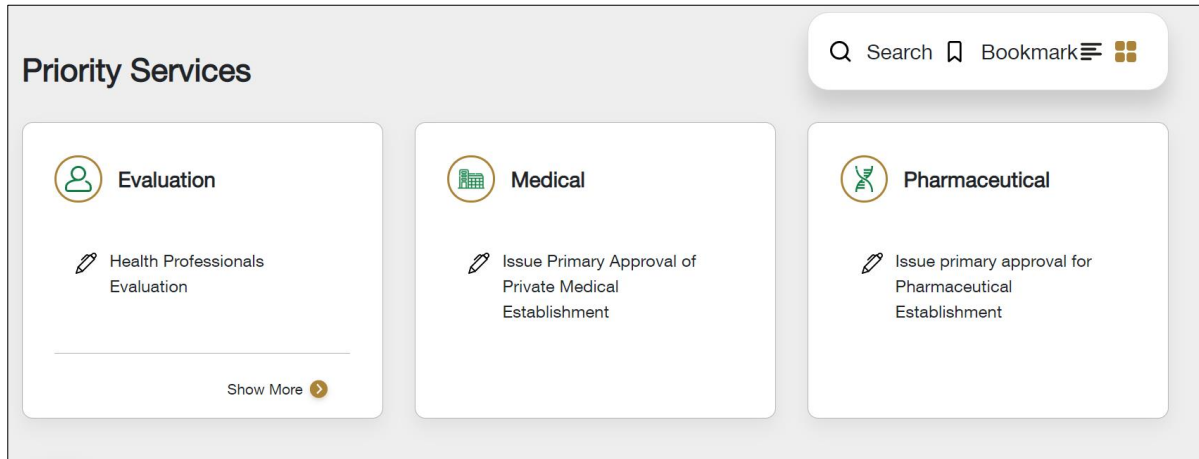
The applicant will be blocked from re-submitting for the same specialty after failing the exam 3 times (permanent block).



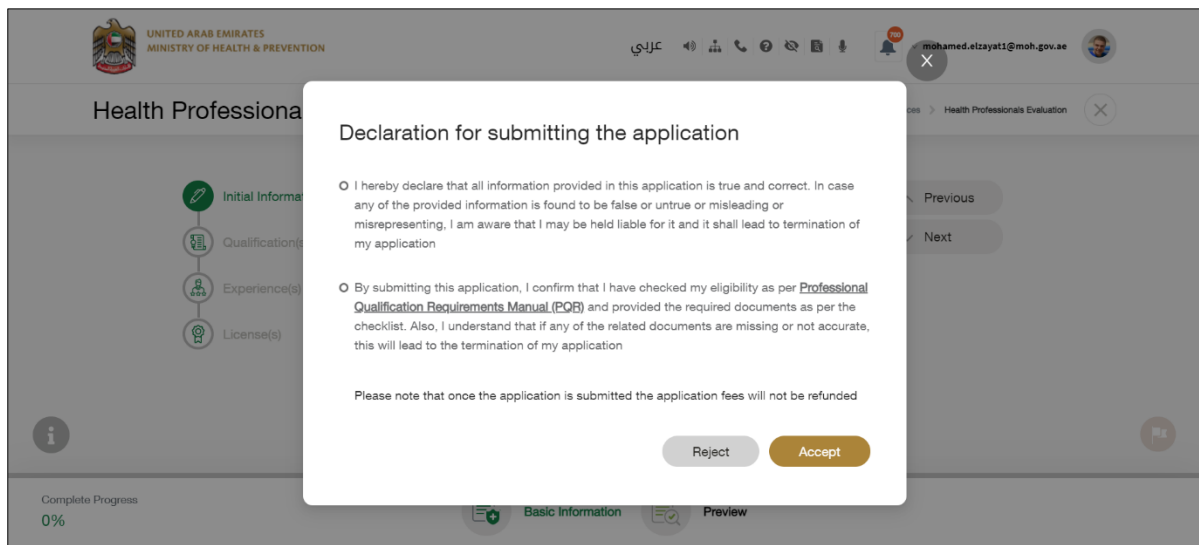


## 6. Submit Service Request

### 6.1 Open the form from the services list



### 6.2 Accept declaration before submission





## 6.3 Select Application Type

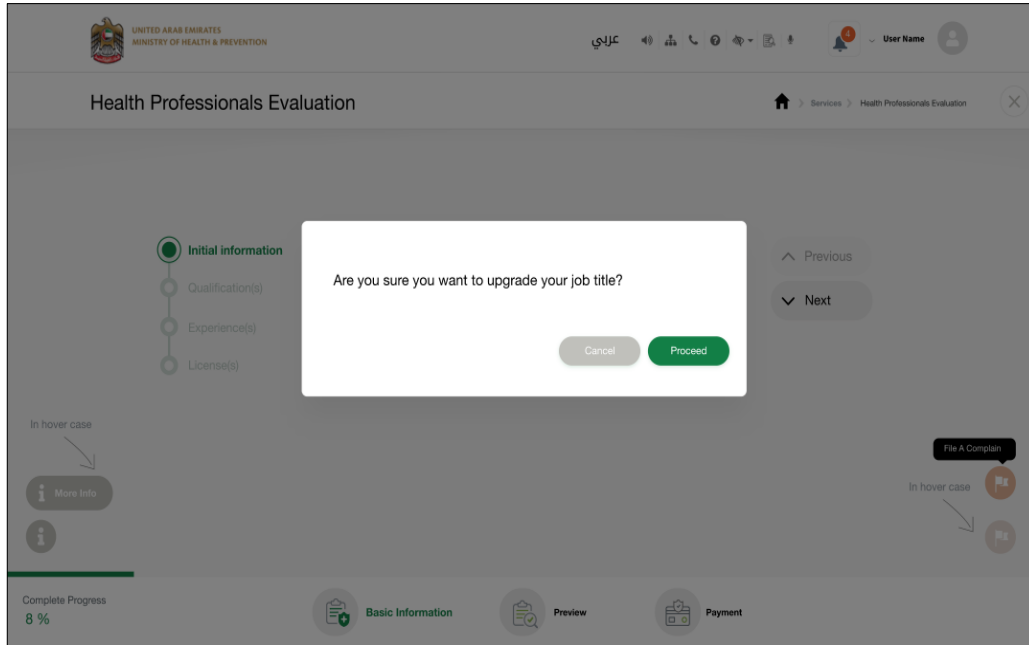
The screenshot shows a web application interface for "Health Professionals Evaluation". At the top left is the UAE Ministry of Health & Prevention logo. The top right shows the user's name "mohamed.elzayat1@moh.gov.ae" and a profile picture. Below the header, the page title "Health Professionals Evaluation" is displayed with a breadcrumb trail: Home > Services > Health Professionals Evaluation. The main content area features a vertical list of steps: "Initial Information" (highlighted with a green circle), "Qualification(s)", "Experience(s)", and "License(s)". To the right of this list, the text "Please choose the application that you want to apply for" is followed by two radio button options: "New Evaluation" and "Second Medical Title". Further right are "Previous" and "Next" buttons. At the bottom left, a progress indicator shows "Complete Progress: 0%". At the bottom center, there are two circular icons: "Basic Information" and "Preview".



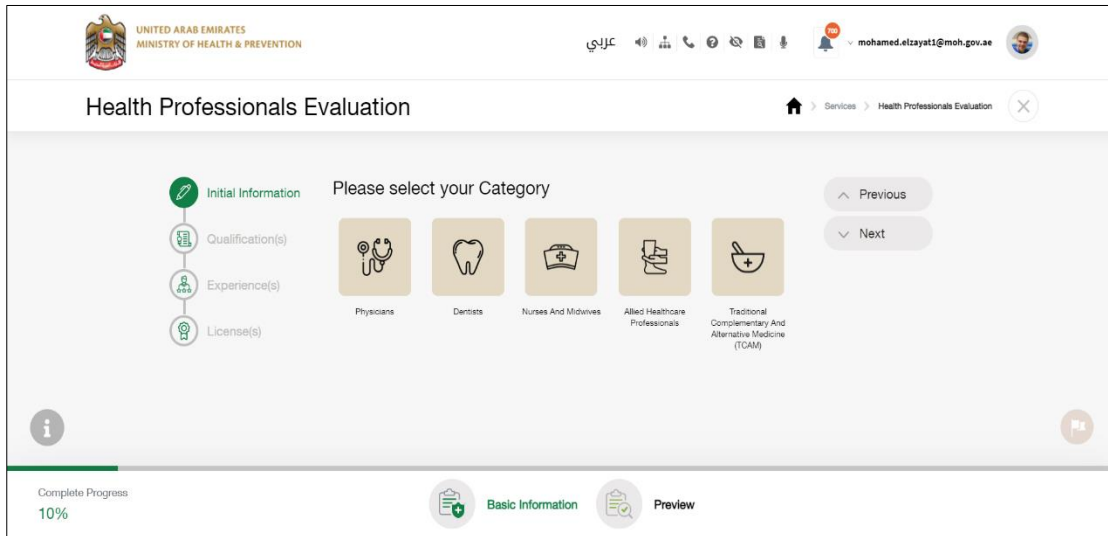


## 6.3.1 New Evaluation

### 6.3.1.1 Profile Number Exists



### 6.3.1.2 Profile Number Not Exists







## 6.3.2 Second Medical Title

### 6.3.2.1 Profile Number Exists

The screenshot shows the 'Health Professionals Evaluation' application form. The user is at the 'Initial Information' step, which asks them to 'Please choose the application type to apply for'. Two options are available: 'New Evaluation' (unselected) and 'Second Medical Title' (selected). A confirmation dialog box is displayed in the center, asking 'Are you sure to add second medical title?' with 'Cancel' and 'Proceed' buttons. The progress bar at the bottom indicates 'Complete Progress 5%'. Navigation buttons for 'Previous' and 'Next' are visible on the right side.

### 6.3.2.2 Profile Number Not Exists

The screenshot shows the 'Health Professionals Evaluation' application form. The user is at the 'Initial Information' step, which asks them to 'Please select your Category'. Five categories are listed with icons: 'Physicians', 'Dentists', 'Nurses And Midwives', 'Allied Healthcare Professionals', and 'Traditional Complementary And Alternative Medicine (TCAM)'. The progress bar at the bottom indicates 'Complete Progress 10%'. Navigation buttons for 'Previous' and 'Next' are visible on the right side.





## 6.4 Select the medical category

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

Health Professionals Evaluation

Please select your Category

- Physicians
- Dentists
- Nurses And Midwives
- Allied Healthcare Professionals
- Traditional Complementary And Alternative Medicine (TCAM)

Complete Progress: 10%

Basic Information Preview

## 6.5 Acknowledge the information

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

Health Professionals Evaluation

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 POR](#)

I Read It All

Complete Progress: 10%

Basic Information Preview





## 6.6 Select the medical title to apply for

The screenshot shows the 'Health Professionals Evaluation' form. The title 'Please select the medical title to apply for' is displayed. Below the title, there are five radio button options: Consultant, General Practitioner, Intern, Resident, and Specialist. The 'Initial Information' step is highlighted in green. The progress bar at the bottom shows 'Complete Progress 10%'. Navigation buttons for 'Previous' and 'Next' are visible on the right side of the form.

## 6.7 Select the medical specialty

The screenshot shows the 'Health Professionals Evaluation' form. The title 'Please select your specialty' is displayed. Below the title, there is a dropdown menu with the text 'Please Select Your Specialty'. The 'Initial Information' step is highlighted in green. The progress bar at the bottom shows 'Complete Progress 10%'. Navigation buttons for 'Previous' and 'Next' are visible on the right side of the form.





## 6.8 Choose if you have a previous Dataflow report or not.

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

Health Professionals Evaluation

Initial Information Do you have a previous Data Flow report?

Qualification(s)  Yes  No

Experience(s)

License(s)

Complete Progress 10%

Basic Information Preview

## 6.9 Enter Dataflow Report ID – old format

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

Health Professionals Evaluation

Initial Information Enter DataFlow Report Unique ID

Qualification(s)  Please Select This Option If Your Report ID Has 'VR'

Experience(s) xxxx - xxxx - xxxxxx

Pay dataflow fee to retrieve your verified information

Pay Now

Complete Progress 10%

Basic Information Preview Payment





## 6.10 Enter Dataflow Report ID – new format

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

Health Professionals Evaluation

Enter DataFlow Report Unique ID

Initial Information

Qualification(s)

Experience(s)

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

xxxx - VR - xxx - xxxxxxx

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

Pay dataflow fee to retrieve your verified information

Pay Now

Complete Progress 10%

Basic Information Preview Payment

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

Health Professionals Evaluation

Data flow report information is currently being prepared by Data flow team. This process could take few minutes

Once the data retrieval process is completed, you will receive a notification on your email, phone (SMS), and your workspace

Next

Complete Progress 10%

Basic Information Preview Payment





## 6.11 Enter Qualifications, Experience, License Details

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

mohamed.eltayati@moh.gov.ae

### Health Professionals Evaluation

Services > Health Professionals Evaluation

**Please Add Your Qualification(s)**

- Initial Information
- Qualification(s)
- Experience(s)
- License(s)

Previous

Next

**Institute Name**  
Institute Name

**Degree**  
Degree

**Qualification Attended**  
Qualification Attended

**Qualification Attended In Arabic**  
Qualification Attended In Arabic

**Examination Date**  
Examination Date

**Graduation Date**  
Graduation Date

**Duration Of Study**  
Duration of Study

**Country**  
Select

Complete Progress  
20%

Basic Information

Preview

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

mohamed.eltayati@moh.gov.ae

### Health Professionals Evaluation

Services > Health Professionals Evaluation

**Please add your experience(s)**

- Initial Information
- Qualification(s)
- Experience(s)
- License(s)

Previous

Next

**Facility Name In English**  
Facility Name in English

**Facility Name In Arabic**  
Facility Name in Arabic

**Facility Type**  
Facility Type

**Position**  
Position

**Start Date**  
Start Date

**End Date**  
End Date

**Country**  
Country

Complete Progress  
30%

Basic Information

Preview





UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

Health Professionals Evaluation

Please add your License(s)

Initial Information

Qualification(s)

Experience(s)

License(s)

Licensing Board In English  
Licensing Board In Arabic

Add License Type  
License Number

Country  
License Status  
Active Expired Cancelled

Expiry Date

Complete Progress  
40%

Basic Information Preview

## 6.12 Preview the Application and Edit it if Required

UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

Health Professionals Evaluation

Collapse All Expand All

Initial Information

Category: Physicians  
Specialty: Addiction Psychiatry  
Data Flow Transfer Number  
Medical Title: Consultant

Qualification(s)

Experience(s)

License(s) and Good Standing

Submit Application →


Complete Progress  
100%

Basic Information Preview






## 6.13 Submit the Application for Review



Your application has been completed and submitted successfully  
Reference Number (R-Number): #5518966061  
Application Number: #02.01.001-1851


[Go To Workspace](#)

## 6.14 Pay the Fees at the Required Stages



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي



mohamed.eltayati@moh.gov.ae

### Health Professionals Evaluation

Services > Health Professionals Evaluation

Request Information  
Request No: EVS-21-1338

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

[Accept Terms And Conditions](#)

Select Payment Method

VISA

MasterCard

eDirham

[Process For Payment](#)







## 6.15 Select Exam Date and Time

The screenshot shows a 'Prometric' form overlay on a web application. The form is titled 'Prometric' and indicates 'Completed 0 of 2'. It contains the following fields and options:

- Exam type:** Radio buttons for 'Oral', 'Written', and 'Prometric' (which is selected).
- Exam Attempts Count:** A text input field containing the number '1'.
- R-Number:** A text input field containing '10340'.
- Category:** A dropdown menu with 'Physicians' selected.
- Medical Title:** A dropdown menu with 'Resident' selected.
- Speciality:** A dropdown menu with 'Adolescence Medicine' selected.

At the bottom of the form are three buttons: 'Cancel', 'Withdraw', and 'Next'.

## 6.16 Decide to Retake Exam or Withdraw application

The screenshot shows the 'Health Professionals Evaluation' page. At the top, there is a header with the UAE Ministry of Health & Prevention logo and the text 'UNITED ARAB EMIRATES MINISTRY OF HEALTH & PREVENTION'. Below the header, the page title 'Health Professionals Evaluation' is displayed. In the center of the page, there is a prominent green button with the text 'Retake Or Withdraw Oral - Not Attended'.





UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

عربي

## Health Professionals Evaluation

Exam type  
Oral

Exam Result **Not Attended**

Retake The Exam

Withdraw The Application

Cancel Submit

