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UNITED ARAB EMIRATES MINISTRY OF HEALTH & PREVENTION

# Renewal of a Private Medical Facility License

Updated: January 20th, 2023

Ministry of Health & Prevention - UAE©

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# 1. Service Overview- Summary

Thanks to this service, medical facilities can renew the licenses required to operate and offer healthcare services in the UAE. These facilities consist of public and specialized clinics, medical centers, diagnostic and rehabilitation centers, emergency and home health centers, fertility and recovery centers, one-day surgical centers and hospitals, hospitals of various sizes, and hospitals with various specialities.

# 2. Service Conditions

• The facility must have been open and practicing its commercial activity with a valid license for more than 6 months.

 The license must be renewed annually. If such renewal is delayed, fines will be calculated at a rate of 25% for every 30 days of the facility's basic fee up to (6) months. After the 6-month period, the license will be legally cancelled

#### 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

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#### 4. Log into the system

#	User Login
1	If the user already has an account and wants to access any of MOHAP services, the user needs to follow the below steps.
	<ol> <li>Go to the official website of the <u>Ministry of Health</u></li> <li>Click on Services</li> <li>Look for the required service OR search for its name in the search bar</li> <li>Select the required Service icon</li> <li>After choosing the service click on Start Service as the below screen.</li> <li>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".</li> </ol>

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# 5. Apply for the Renewal

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Your renewal request has been established at this stage, you will start filling the • required information and uploading documents Click on the "Basic Information" tab it will reveal the main information about the • facility, as follows; MEDICAL LICENSING Establishment Details Submitted E Latest Applica Submit Date Payment Due Request Type Current Status AED 0.00 29-11-2022 Renewal 57558 Not submitted  $\widehat{\mathbf{T}}$ 📽 Partner Details 🛛 🖪 Attack Pay Notifications Medical Direc me (English) TestClinic ستكلينيك شش ent Type edical District Ras Al Kh 0 04 2301732 WW.WEBSITENAME.A Building No Contact Name (Person 1) Contact Number (Person 1) \$ 0505306467 мон IT Developer One You can review your information only. \_ Then click on the next tab "Owner Details" where you may also review; ESTABLISHMENT WORKSPACE ESTABLISHMENT DETAILS STAFF WORKSPACE VISIT STAFF WORKSPACE STAFF (RARE SPECIALTY) DATA UPLOAD -🔒 Ow Partner Details 📑 Attachments 📸 Payments 📑 Notifications 📑 Medical Director Basic Inform ns 🚯 First Name (English) \* Middle Name (English) \* Last Name (English) \* Hesham 1 Α н Last Name (Arabic) \* First Name (Arabic) \* Middle Name (Arabic) \* هشام ε  $\mathbf{1}$ Gender \* Mobile \* Emirate \* Female Ras Al Khaima 0552222222 Identity Type Identity Number Issued Date Expiry Date View 0 Family Book 343243243334 01-01-2014 01-01-0001 0 00111 05-08-2019 06-08-2019 Passport Emirates ID 999-9999-9999999-9 05-08-2019 0 0 Family Book 343243243334 01-01-2014 01-01-0001 0 Passport 00111 05-08-2019 06-08-2019 0 999-9999-99999999-9 05-08-2019 Emirates ID

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Establishment Request Letter	23-01-2023	0	<b>İ</b>
Internal Establishment Regulation	23-01-2023	٥	<b>1</b>
JCI Certificate (Hospital and One Day Surgery Hospital)	23-01-2023	٥	<b>İ</b>
List of licensed medical staff	23-01-2023	0	<b>İ</b>
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# 6. Payment Process

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# Renewal of a Private Medical Facility License- Applicants User Manual - Version 1.0

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MedicalDistrictOfficer Application Id : 50367, Status: Rejected, Message : Test		23-12-2021	_
MedicalDistrictOfficer Application Id : 50367, Status: Rejected, Message : What is this		22-12-2021	
MedicalDistrictOfficer Application Id : 50367, Status: Rejected, Message : test		24-10-2021	_
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