

Licensing a Visiting Doctor

User Guide

July 2025

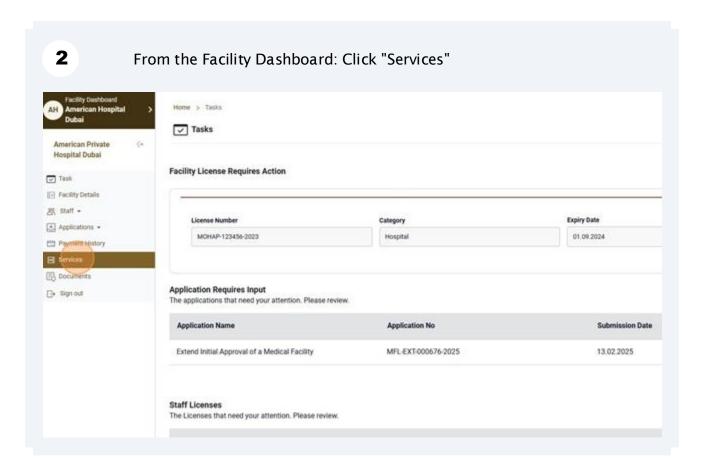


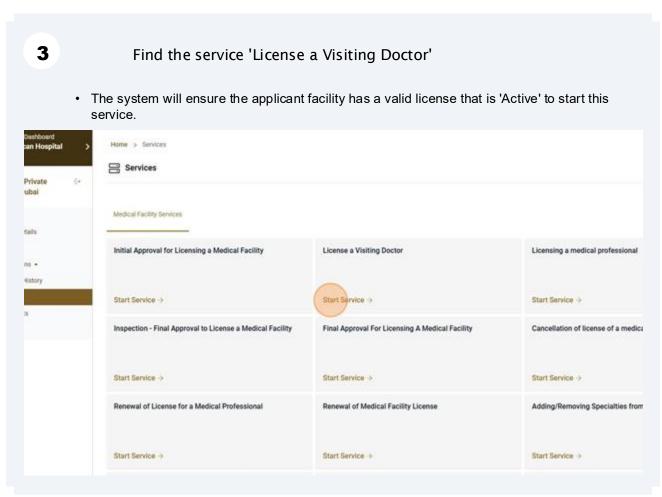
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Licensing a Visiting Doctor

Sign-in through UAE Pass and proceed to select the business profile linked to 1 your account. In this case, we will proceed with 'American Hospital Dubai' and click "Continue". You have successfully logged in with UAE Pass Helio, RoydenPRO 4 Welcome to Ministry of Health and Prevention Select a profile to continue American Hospital Dubai Dubai@hospital.com • RoydenPRO
 diskaporry@gmail.com 0 0 mostafa_test15 mostafa.keswani@ginail.com 0 mostafa_test16 mostafa_keswani@gmail.com 0 0 0

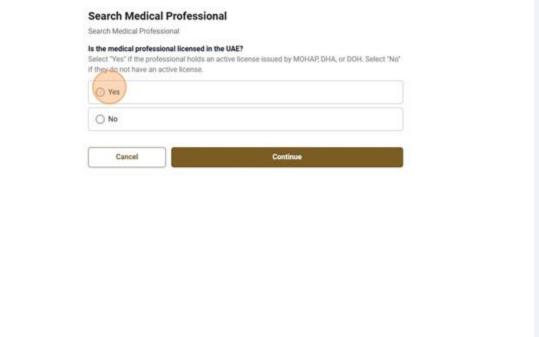




To select a professional, start by clicking 'Yes' if the candidate has an active MOHAP/DHA/DOH license number.

Note: This service is ONLY applicable for medical professionals who are Doctors or Physicians.

Search Medical Professional



Search Medical Professional

Search Medical Professional

Search Medical Professional Idensed in the UAE?

Select "Yes" if the professional bods an active license issued by MOHAP DHA, or DOH. Select "No" if they do not have an active license.

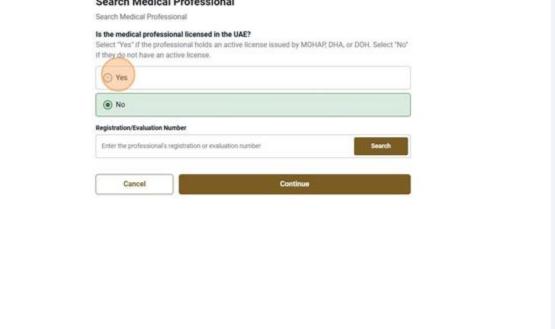
Yes

Kriter the professional's license number

Cancel

Continue





Search Medical Professional
Search Medical Professional
Search Medical Professional
Is the medical professional licensed in the UAE?
Select "Yes" if the professional holds an active license issued by MOHAP, DHA, or DOH. Select "No" if they do not have an active license.

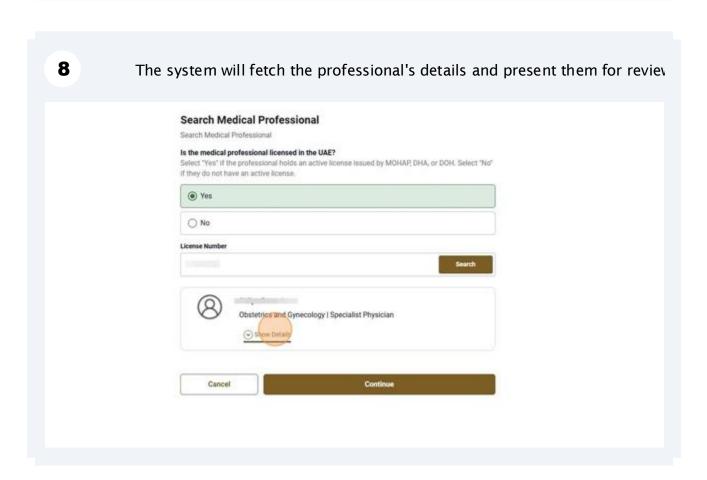
Yes

No

License Number

Cancel

Centinue

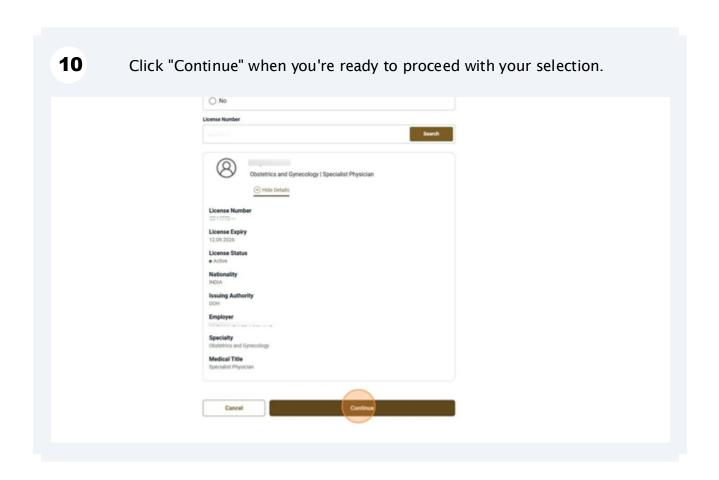


Glick 'Show Details' to view more license information.

Search Medical Professional

The Manual of principal released in the MED

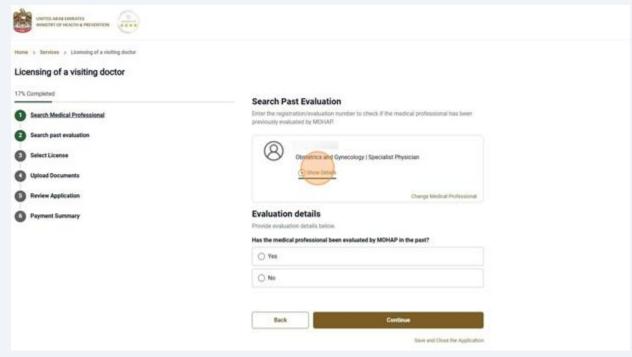
The Medical Principal released in the Medical R



You have now reached the first step of the application process.

You can review he details of the candidate selected.

Clicking 'Change Professional' will take you back to the 'Search for Medical Professional' page.



Click the "Enter evaluation / registration number" field to find their past evaluation details if they were previously evaluated with MOHAP

	Evaluation details Provide evaluation details below. Has the medical professional been evaluated	by MOHAP in the past?	
	Yes		
	No Enter evaluation / registration number Enter evaluation / registration number	Search	
	Back	Continue Save and Close the Application	
About	Help & Support	References	Toll Free Number

Or click "No", if they do not have past evaluation records.

MACIBAT ZAYED HOSPITAL
Specialty
Observations and dynecology
Medical Title
Specialts Physician

Evaluation details
Provide evaluation details below.

Has the medical professional been evaluated by MOHAP in the past?

© Yes

No

Enter evaluation / registration number

Enter evaluation / registration number

Enter evaluation / registration number

Sever and Close the Application

Next, click 'Add Medical Professional Details' to fetch their profile information using their Emirates ID and Date of Birth.

Only required when the selected candidate has a DHA/DOH issued license

Has the medical professional been evaluated by MOHAP in the past?

Yes

No

Medical Professional Profile Details

Enter the medical professionals Emirates ID, Passport, and Contact details.

Medical Professional

Add Medical Professional

Add Medical Professional Octals

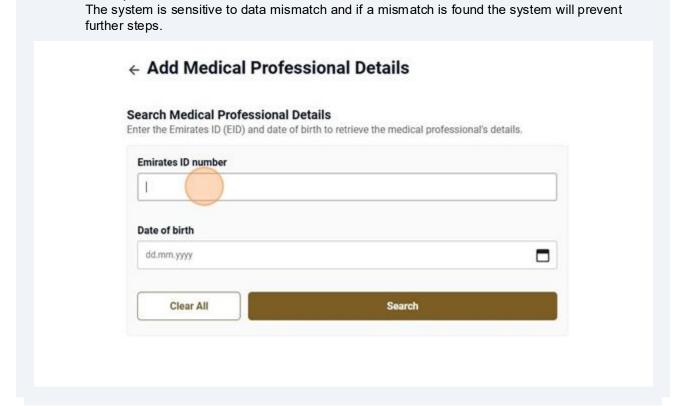
Back

Continue

Save and Close the Application

In the fields provided, type in the candidate's Emirates ID and Date of Birth to fetch their profile details from ICP.

It is important to remember to use ONLY the selected candidate's Emirates ID information.



		Verify Details Full Name (English)	
		Full Name (Arabic)	
		Gender	
		Emirates ID Expiry Date	
		Passport Number	
		Passport Issue Date	
		Enter the passport assue date	
		Passport Expiry Date	
		Mobile Number	
		Enter the mobile number	
		Email	
		Enter the email address	
7	Ensure that t	the Mobile Number input is correct, and meets the fol	lowing c
7			lowing c
7	• Mobile numb	per is linked to the selected candidate's UAE Pass account	lowing c
7	• Mobile numb	per is linked to the selected candidate's UAE Pass account per is active and accessible to the candidate	lowing c
17	• Mobile numb	per is linked to the selected candidate's UAE Pass account	lowing c
17	• Mobile numb	per is linked to the selected candidate's UAE Pass account per is active and accessible to the candidate Passport Number	lowing o
17	• Mobile numb	per is linked to the selected candidate's UAE Pass account per is active and accessible to the candidate Passport Number	lowing c
7	• Mobile numb	per is linked to the selected candidate's UAE Pass account per is active and accessible to the candidate Passport Number Passport Issue Date	
17	• Mobile numb	per is linked to the selected candidate's UAE Pass account over is active and accessible to the candidate Passport Number Passport Issue Date	
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7	• Mobile numb	per is linked to the selected candidate's UAE Pass account per is active and accessible to the candidate Passport Number Passport Issue Date Passport Expiry Date Mobile Number	

1 acknowledge and confirm:

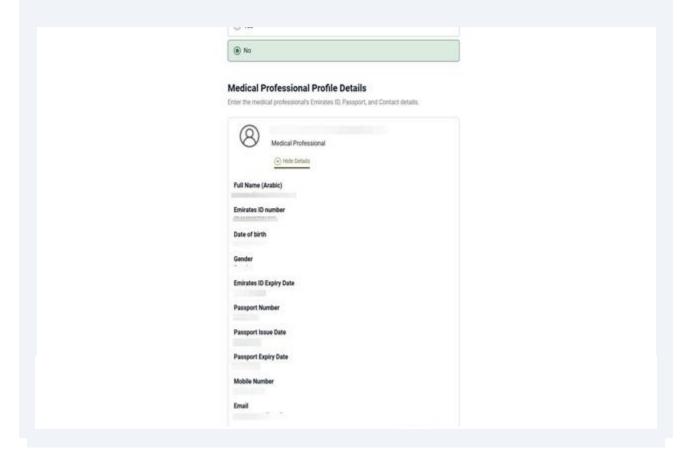
1 acknowledge and confirm:
+1 confirm that the provided email address is correct. Incorrect details may prevent the medical professional from receiving or accepting the invitation, which will expire after 72 hours if no action is taken.
+1 confirm that the Emirates ID entered belongs to the selected Medical Professional.
+1 acknowledge that any profile discrepancies found between the information as per the Emirates ID and the selected medical professional's licensing records may be considered as a misconduct.

	nat the email entered is correct, and meets the following criteria:
• Email is	s registered with the selected candidate's UAE Pass account
• Email is	s active and accessible to the candidate to receive and view MOHAP Work Invitations
	Mobile Number
	Email
	Enter the email address
	1 acknowledge and confirm: 1 confirm that the provided email address is correct, incorrect details may prevent the
	medical professional from receiving or accepting the invitation, which will expire after 72
	hours if no action is taken. • I confirm that the Emirates ID entered belongs to the selected Medical Professional.
	 I acknowledge that any profile discrepancies found between the information as per the
	Emirates ID and the selected medical professional's licensing records may be considered as a misconduct.
	Cancel Confirm and add

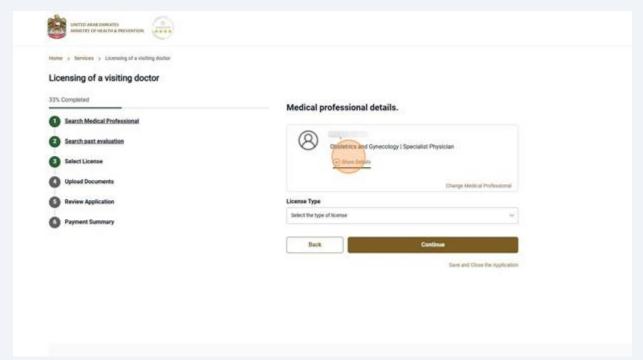
20 The added profile details will be presented for review:

- · If modifications are required click 'Edit details'
- Click 'Remove' ONLY if you wish to delete the profile details added through the Emirates ID. This will bring back the field to add by Emirates ID again.

Click 'Continue' to proceed with the next step of the application.



You are now on the 'Select License' page where you must specify the type of license you wish to issue for the selected candidate.



Select the license type and click 'Continue'

License Type

Visiting Physician

Back

Continue

Select the type of license

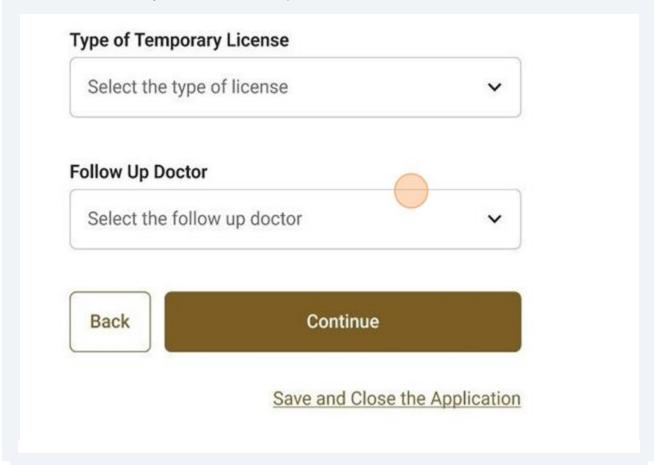
Visiting Physician

Visiting Surgeon

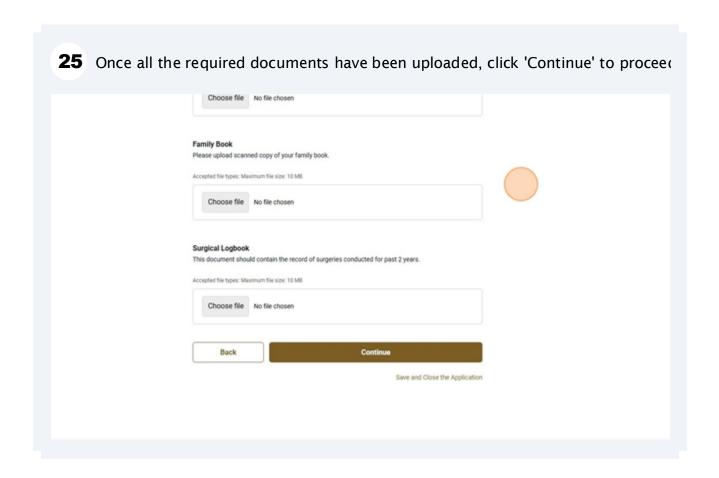
After selecting the type of license, the system will display a secondary field to select a follow-up doctor for the selected candidate.

This field will display only if:

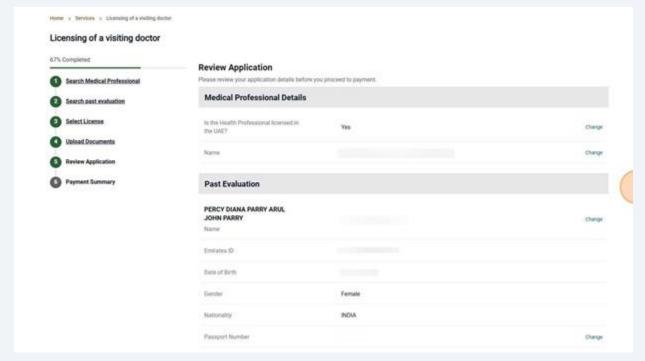
- The selected candidate has a surgical specialty
- The selected candidate will be a visiting doctor from outside UAE (does not have a UAE license, only a MOHAP evaluation)



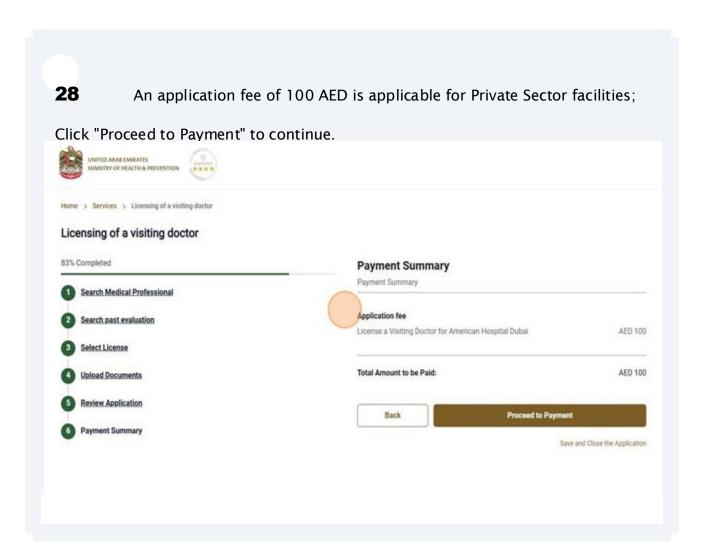
The next page will list the documents to be uploaded with specific 24 requirements clearly described. • The system will validate the type and size of the document uploaded (Allowed formats: JPEG, .PNG, .JPG, PDF within 10 MB only) **Upload Documents** Search Medical Professional Shilpa Bansai 2 Search past evaluation Obstetrics and Gynecology | Specialist Physician Select License Upload Documents Insurance Against Medical Error Payment Summary Choose file No file choses Physical & Mental Report
This should be issued by Emirates Health Services and only for doctors above 60 years old. Choose file No file chosen Choose file No file choses



After reviewing the details on the application review page, click the "I Understand and Agree" field to proceed.

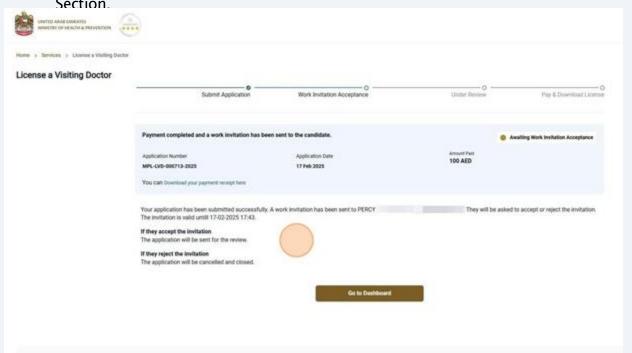


27 After checking the consent box, click on "Continue" Follow Up Doctor **Uploaded Documents** Insurance Against Medical Error Physical & Mental Report Passport Change No Objection Certificate from Current Employer Family Book Change Surgical Logbook By applying for licensing service, I acknowledge and confirm that all the required details and documents are correct and I accept complete responsibility for the conduct of the designated medical professional at our facility Save and Close the Application



- On successful payment or submission, you are shown a detailed application status page with pertinent details about the application.
 - A work invitation to the selected candidate will be sent.
 - This invitation will have a validity of 72 hours.

The same details can be found on the dashboard under the Application Section.



Work Invitation Acceptance from Candidate Profile

As a candidate, sign-in using UAE Pass and select the profile linked with your 30 UAE Pass email. Note: The profile associated with the UAE Pass email is treated as an Individual Profile. Select a profile to continue American Hospital Dubai 0 Dubai@hospital.com @gmail.com UAE Pass Runa Medical Hospital 0 runa@hospital.com Or link an existing MoHAP account to your UAE Pass account. Suppose you were using an account with a username and a password to access our services previously, you can link it here. Recover your personal account

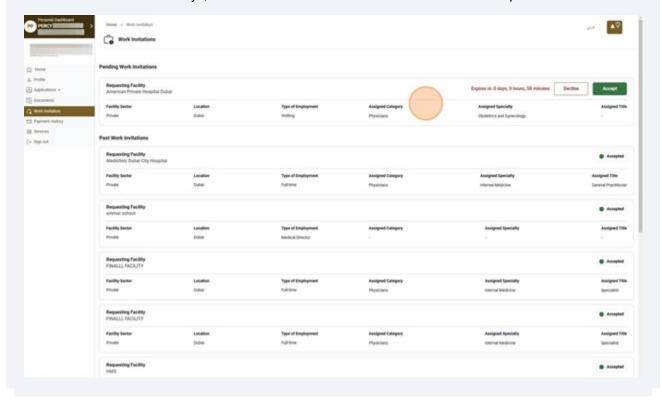
31 From the Individual Dashboard, click 'Work Invitation' to review any pending or past work invites.

Welcome to your Dashboard

Applications Document Licences Payments Services

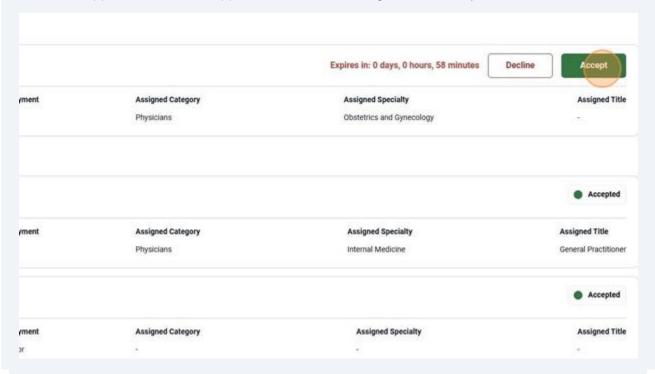


- This will include past work invitations 'Accepted', 'Declined' or 'Expired'
- A work invitation will have a set validity. This will be displayed to the user in a countdown to the number of days, hours and minutes left before the work invitation expires.

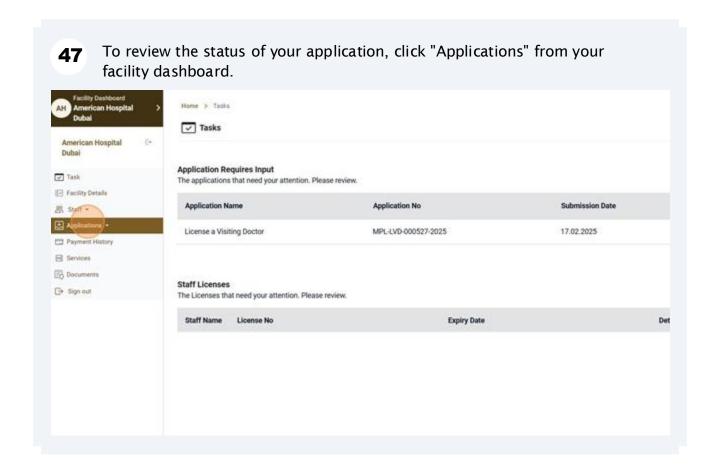


Once can choose to either Accept or Decline work invitation.

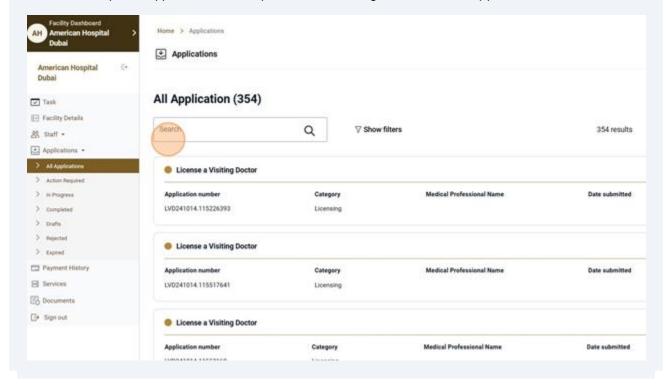
- A single medical professional can have ONLY 1 'Active' full-time license and 2 'Active' visiting licenses.
- If the selected candidate, who is a medical professional, ha spreviously accepted 2 work invitations for visiting licenses, then they will not be able to accept a third invite. (this is applicable even if the application in the review stage with MOHAP).



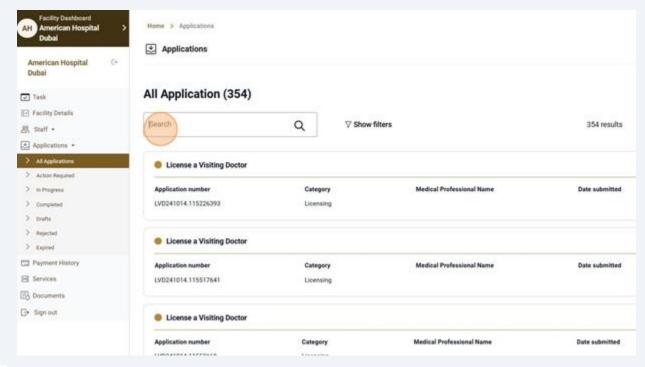
Customer Portal: Application Update and Completion of Process to License a Visiting Doctor



- Click "All Applications" or on the relevant tab based on the status of your application;
 - Action Required: Applications pending payment updates or a payment.
 - In progress: Applications that are pending action from MOHAP Auditors.
 - Completed: Applications that have been successfully completed.
 - Drafts: Applications with a draft status that are yet to be submitted.
 - Rejected: Applications that were rejected by the MOHAP Auditors.
 - Expired: Applications that expired while awaiting action from the applicant.



Click the "Search" field and enter the application to quickly find the desired application.



Once found, click "View Details" to open it.

Show filters

354 results

Prev

1 2 3 4 --- 18 Next > Size 20 --
Medical Professional Name
Date submitted
FERCY DIAMA PARRY ARIU, JOHN PARRY
17.02 2025

19.02 2025

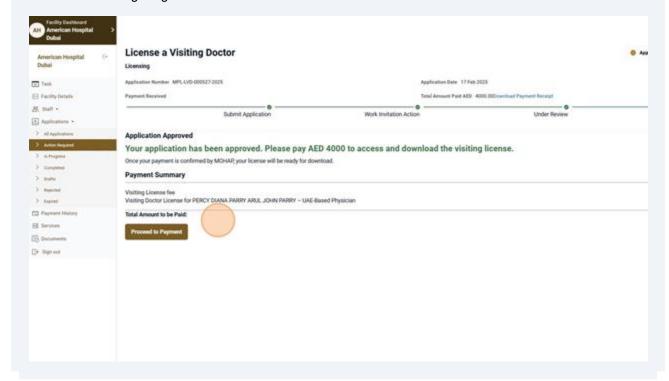
Approved-Pending Payment

View Dytails

You can review the details of the completed application and download the documents generated.

If you are a Private Sector facility, an additional service fee may apply;

- Visiting Physician from UAE: AED 4,000 for 12 months
- Visiting physician from outside UAE: AED 3,000 for 3 months
- Visiting surgeon: AED 1000 for 12 months



If the Candidate selected was licensed by DHA/DOH, upon approval MOHAP will provide an Evaluation Letter in addition to the Visiting License.

