Evaluation / Revaluation

For Medical Professionals

Applicant User Manual

Version: 1.0

Date: 04 Apr 2019

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Table of Contents

2   Document management & Version Control

2.1   Document History

Version	Date	Author	Revision Notes
1.0	04-Apr-2019	MOHAP	

3   Introduction

3.1   Purpose & Objective

Evaluation/Re-Evaluation is designed to be used by MOHAP for evaluating staff members on the basis of their qualification, experience and exam in which they are appearing and their approval and rejection is maintained by number of internal users.

3.2   Acronyms, Abbreviations and Definitions

Abbreviations	Definitions
MOHAP	Ministry of Health & Prevention
EO	Exam Officer
CC	Committee Chairman
CO	Committee Officer
CM	Committee Member

3.3   Application Types

	Type	Description
1.	New	▪ New Application must complete and pass the Dataflow checkup or
2.		▪ Transfer License from DHA or HAAD
3.	Revaluation / Upgrade Title	▪ For only Medical Professional evaluated/licensed By MOH
4.	Reregistration	

3.4   Business Rules

Applicant can add, edit or delete his Application if the application is not under process (status type is New, Rejected or send back for information).

If the application is in process by MOHAP applicant cannot add/edit his application.

4   Using the system

4.1   Summary

1. Create new account and activate it if you don't have account
2. Login
3. Select the service
4. Start the application by Regitsering your Profile for new evaluation or Create new applicantion for revaluation
5. Add Qualifications – Latest attested qualifications
6. Add the Experince – latest attested experiences
7. Add license documents – (Good Standing, Data Flow, Evaluation Certificat, License or medical board reg.)
8. Pay the Application Fees – if the payment requested
9. Submit the application
10. if it was sent back to you - Resubmit the application after fulfilling the remarks.
11. Confirm for Exam if it is required
12. Print the evaluation certificate if the application has been approved.
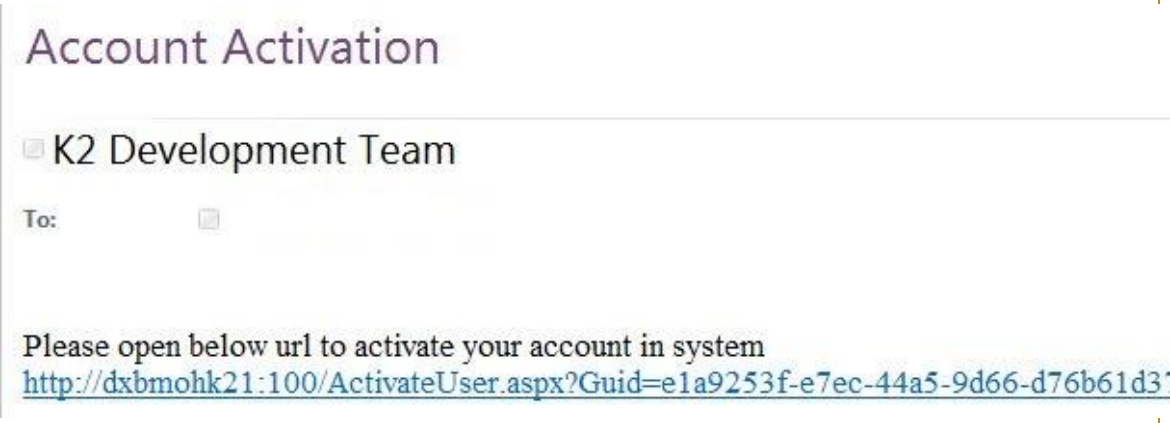13. View Verification of the Certificate or show it to any party want to verify the evluation certificate

4.2   Create New Account

If you are new (i.e. you do not have user) you have to Create New Account to be able to access MOHAP e Services.
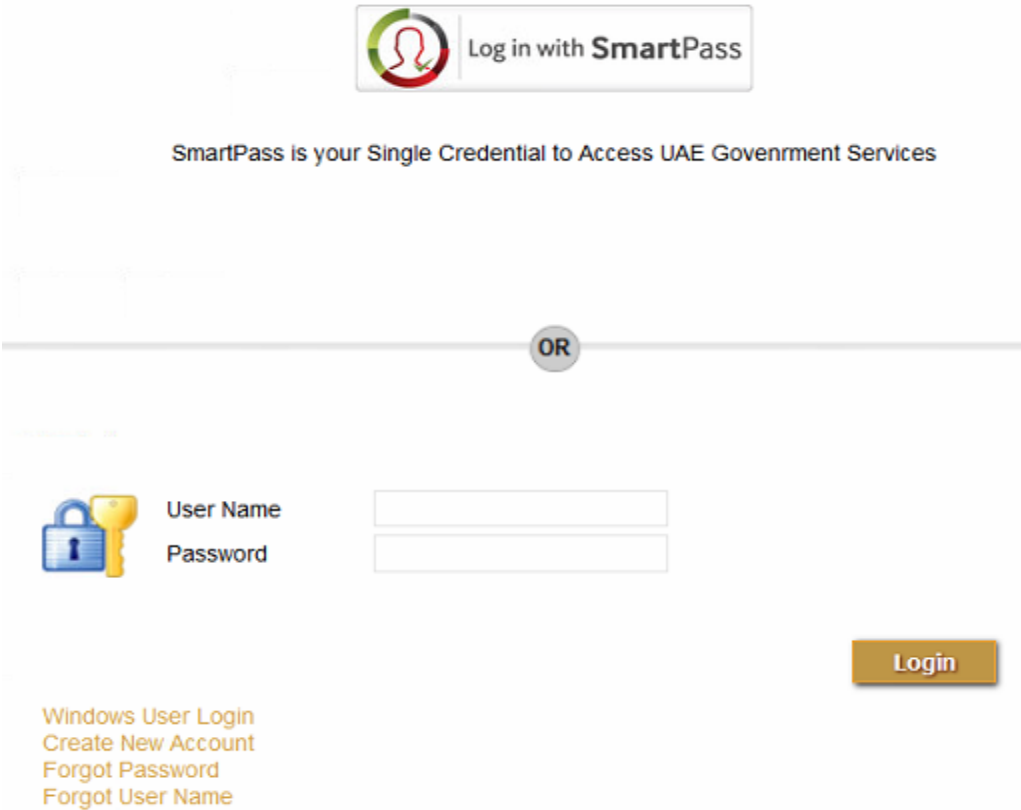
If you already have an account, skip to Login to the system

#	Create New Account – Sign Up
1	If You are new (i.e. you don't have user) you have to Create New Account before login Go to the official website of the Ministry of Health https://smartforms.moh.gov.ae:444/?lang=en Click 'Create New Account' Link
1	
2	Enter all required information to sign up in the signup page Click Create Account

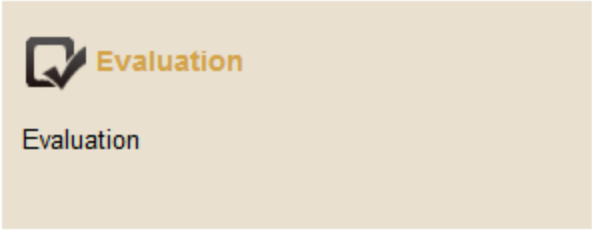| #	Create New Account – Sign Up
2	▶ Sign Up **Login Information** User Name * User Group * Select ▼ Email * Password * Verify Password * **User Information** First Name * Middle Name Last Name * Cell Number Address * Country * Select ▼ City Select ▼ Area Select ▼ Identity * Select ▼ Attachment Browse... No file selected. Two Factor Authentication ⓘ ☐ If you need to have additional security at login, than enable this option Word Verification: * B8B-N ⟳ ◉ Click Here ➤ (Create New Account) Cancel
3	After Completion of the registration steps, the following alert will show to confirm that the records saved successfully and an Email has been sent for activation.
3	**Signup** Record Saved Successfully and Email has been sent to User For Activation

#	Create New Account – Sign Up
4	Click on the link in activation E-mail to activate the account
4	**Account Activation** ☐ K2 Development Team To: ☐ Please open below url to activate your account in system http://dxbmohk21:100/ActivateUser.aspx?Guid=e1a9253f-e7ec-44a5-9d66-d76b61d3...

4.3   Login to the system

#	User Login
1	To Access any MOHAP eService follow the below few steps 1. Go to the official website of the Ministry of Health & Prevention http://www.mohap.gov.ae. 2. For the classic version https://smartforms.moh.gov.ae/run/Runtime/Form/ServiceLaunchForm 3. Click on E-Services. 4. Click on Required Service Icon. 5. The below screen appears 6. If you have username, account enter user name, Password and click login button. 7. If you don't have username account click the link 'Create New Account'

4.4   Service Select

#	Service Select
1	Select the service 'Evaluation'

4.5   Start and Fill the Application

After Logging in from user management, if applicant is using the evaluation service for the first time then he needs to be registered first by filling up the registration form provided.

1. Regitser your Profile 1st time for new evaluation or create new applicantion for revaluation
2. Add the Qualifications – Latest attested qualifications
3. Add the Experince – latest attested experiences
4. Add the license documents – (Good Standing, Data Flow, Evaluation Certificat, License or medical board reg.)
5. Pay the application Fees – if the payment requested
6. Submit the application
7. if it was sent back to you - Resubmit the application after fulfilling the remarks.
8. Confirm for Exam if it is required otherwise go direct to print the certificate step.
9. Palce request to do the exam again if you failed in the exam and pay the fees.
10. Print the evaluation certificate if the application has been approved.

#	Registration to the Evaluation System
1	Select the service 'Evaluation'

#	Registration to the Evaluation System

🏠 Residential Information

Country *
Select ▼

Address *
dub1

PO Box *

🖼 Contact Information

Email Address *
tariqj@moh.gov.ae

Telephone *

Mobile 1

Mobile 2

💾 Register

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Last updated on : 31 March 2019 (1.0.0)
This site is best viewed in 1024 x 768 screen resolution
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http://وزارةالصحةووقايةالمجتمع.امارات/

☰ Healthcare Information

Category *
Physician ▼

- Select
- Dentist
- Pharmacist
- **Physician**
- TCAM
- Technicians
- Veterinary Physician

Sub Category *
Select ▼

- **Select**
- Consultant
- General Practitioner
- Intern
- Residence
- Specialist

Speciality *
Select ▼

- Internal Medicine
- Internal Medicine/Interventional Cardiology.
- Interventional Cardiology
- Interventional Radiology
- IVF / Infertility
- Laboratory Heamatology

Last Name (English) * | **First Name (Arabic) *** | **Last Name (Arabic) ***

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1 💾 Register

WORKSPACE

MEDICAL PROFESSIONAL EVALUATION

Applicant Workspace

☰ Recent Application Summary

New ✔ ——————— In progress ○ ——————— Complete ○

Registration to the Evaluation System

☰ Recent Application Summary

New — In progress — Complete

ⓘ Your payment is under processing. You will be able to submit your application as soon as your payment attempt is successful

Application No
92666

R-Number
171948

Application Type
New Evaluation

Status
New

Fee For
Application fees for an assessment exam for Human Medicine or Der

Service Code
145602-0092

Amount (AED)
500.00

Payment Status
Failed

⑤ **$ Make Payment**

📄 Applicant Details   ✎ Edit Profile

② **③** **④**

📇 Personal Profile   👤 Qualification   🏛 Experience   📄 License $ Payments   🕘 Application History   📄 Evaluation Certificates

📋 Healthcare Information

Category *
Physician

Sub Category *
Consultant

Medical Title *

Speciality *
Internal Medicine

4.6   Payment

For payment, Applicant clicks the payment button and will be redirected to payments screen through which he will pay the required amount.

When payment will be in progress, both the buttons of submit and payment would get disabled and once it's done then applicant will be redirected back to the workspace and payment status would be marked in the payment status grid present in workspace and submit button would get enabled.

4.7   Submit the Application

When payment is done successfully the submit button appears at the workspace, click it to submit the application

4.8   Applicant Workspace

After Registration, Applicant will be directed to his workspace page which includes the "Application History" that shows how many times that person has submitted the application, and Comment History including comments against any approval or rejection of the application and Payment Status which shows the list of payments that have been made against an application.

The submit button: If it appears disabled then the applicant has to do the payment in order to enable.

4.9   Exam Task

If MOHAP exam officer exempted the applicant from exam, then applicant can skip to print certificate

If MOHAP exam officer assigned exam to the applicant has to "Confirm Assigned Exam".

The applicant has to react with system according to the exam Category:

1. Prometric exam: the applicant has to click on the "Confirm Assigned Exam", go to book through Prometric system and attend the exam within the specified Period in the example should be between Apr 1 2019 and July 4 2019 otherwise the exam will be deemed as failed automatically.

2. MOHAP written or oral exam: the applicant has to select the date and location from list showing at his application at the MOHAP evaluation system, click on the "Confirm Assigned Exam", and attend the exam.

Applicant after finishing exam will wait for the result Passed or Failed through email or enquiry through the system

Applicant may request another exam - if the result was "failed" - and should pay the MOHAP fees of exam request.

There is maximum number of exam trials – 3 trials -.

Exam Task

WORKSPACE

MEDICAL PROFESSIONAL EVALUATION

Applicant Workspace

≡ Recent Application Summary

New   In progress   Complete

Application No	R-Number	Application Type	Status
92666	171948	New Evaluation	Exam Date Confirmation

If MOHAP exam officer assigned exam to the applicant has to "Confirm Assigned Exam".

The applicant has to react with system according to the exam Category (Prometric, MOHAP(Written or Oral))

Wither

Prometric exam: the applicant has to click on the "Confirm Assigned Exam", go to book through Prometric system and attend the exam within the specified Period in the example should be between Apr 1 2019 and July 4 2019 otherwise the exam result will be deemed as failed automatically.

ⓘ You have been assigned an exam. You are requested to confirm this assignment.
You are requested to schedule your exam in the given date range. On the contarary the exam will expire and will be deemed as failed.

Assigned Exam

Accident & Emergency

Prometric exam permitted 3 months to should be finished within this period through prometric web site

Exam Date/Location

Apr 1 2019 - Jul 6 2019

Remarks

📖 Confirm Assigned Exam

OR

MOHAP written or oral exam: the applicant has to select the date and location from list showing at his application at the MOHAP evaluation system, click on the "Confirm Assigned Exam", and attend the exam.

ⓘ You have been assigned an exam. You are requested to confirm this assignment.

Assigned Exam

Medical Imaging

For Oral Or written Exam held by ministry
Select the the exam date & location, Fill any remarks
you want to send to the exam officer,
then Press Confirm Exam Button

Exam Date/ Exam Date/Location

May 13 20 | May 13 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai

May 13 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Jun 10 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Jul 8 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Sep 9 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Oct 14 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Nov 11 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai
Dec 9 2019 8:00AM - Radiology Department, Al Baraha Hospital (preventive medicine building) - Dubai

Remarks

📖 Confirm Assigned Exam

New   In progress   Complete

ⓘ Your application is currently in process. Please review the Comments History below to refer to your application state

Application No	R-Number	Application Type	Status
92666	171948	New Evaluation	Pending Exam Results

📄 **Applicant Details**

📇 Personal Profile   👤 Qualification   🏢 Experience   📄 License $ Payments   �time Application History   📑 Evaluation Certificates

🕐 Application History

ⓘ Please click on the Details button to view the Exam and ApplicationLogs

Application ID	R-Number	Status	Application Type	Updated On	Details
92666	171948	Pending Exam Results	New Evaluation	4/3/2019 12:50:46 PM	≡ Details

☰ Exam History 1 - 2 of 2						
Sort By: [⌄] ↑ ↓		**Quick Filter:** Exam Category [⌄]			[🔍] [✕]	
Exam Category	**Exam Sub Category**	**Exam**	**Status**	**Assigned On**	**Exam Date**	
Prometric	Scheduled	Accident & Emergency	Pending	01/04/2019	03/04/2019	
Oral	Technicians - Scheduled	Medical Imaging	Pending	01/04/2019		

☰ Application Log 1 - 1 of 1					
Sort By: [⌄] ↑ ↓		**Quick Filter:** Application ID [⌄]		[🔍] [✕]	
Application ID	**Application State**	**Action Performed**	**Remarks**	**Action Date**	**Action By**
92666	Exam Date Confirmation	Confirmed Exam/Date Selected		03/04/2019 12:50:46	ph1

4.10 Re-Evaluation

- Applicant can re-evaluate his or her self after 6 months of Evaluation.

- Licensed Applicant by HAAD or DHA can do revaluation to transfer his evaluation to MOHAP by check the box "I already have certificate", which will create evaluation application for him then allow him to submit revaluation application.

- For Revaluation user has to update his profile like Qualification, Education, license and Experience.

- After doing, this user has to do payment against Re-Evaluation application instance created in application history.

- Payment process will be same.

- After Payment user has to select Re-Evaluation option and submit the application.

4.11 Evaluation Certificate

Applicant can view and print his evaluation certificate any time from his workspace.