



DATAFLOW

Applicant Kit

The Department of Healthcare Professions (DHP)
Ministry of Public Health (MOPH)
State of Qatar

**“Your tool for a fast and
easy application”**



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“Accuracy of information and documents provided is necessary. Failing to provide the right information will either delay your process and/or terminate your application”

1. Getting Started

Before you start with your application, please read the below carefully:

1

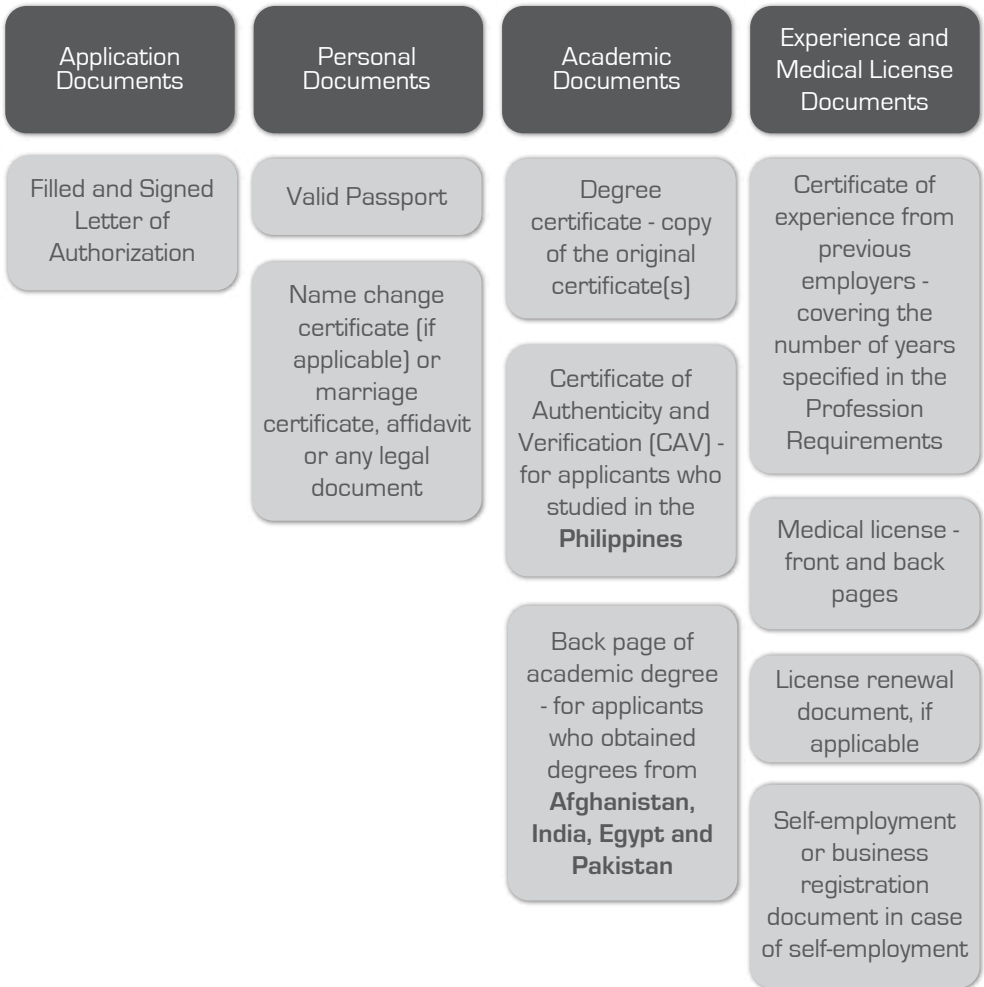
A **passport copy** is only accepted for identification

Accuracy of provided information is essential to avoiding a delay in your process and/or termination of your application

2

3

Before you begin your application, make sure you have **CLEAR SCANNED COPIES** of the following:



2. Profession Requirements

To learn more about the requirements for your profession - whether you are a physician, dentist, nurse, pharmacist or allied healthcare practitioner - visit: www.qchp.org.qa/en/Pages/HowToRegisterToPracticeInQatar.aspx

3. How to Apply

For a step-by-step guide on how to complete your application, visit www.dataflowgroup.com/DHPHTA.

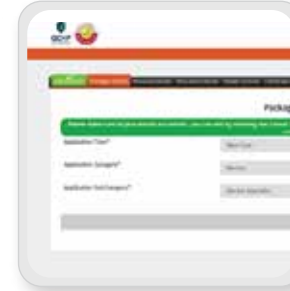
1. Signup (New users)



2. Login (Existing users)



3. Complete the Form



4. Scan and Upload



- Go to www.dfgsch.com
- Click 'Register here'
- Enter and confirm your Email ID
- Read the disclaimer carefully and click 'I Agree' to proceed
- Click 'Register'
- ✓ An email will be sent to you with your login details

- Go to www.dfgsch.com
- Enter the Email ID and Password you received at your registered email
- Click 'Login'

- Read the instructions carefully
- Enter your information in the listed sections
- ✓ Accurate information is required to avoid a delay in your process and/or termination of your application

- Scan and upload your required documents (Refer to the Profession Requirements section)
- ✓ Clear scans are necessary to avoiding a delay in your process and/or termination of your application



- You will receive a payment confirmation email, along with a payment receipt, DataFlow Group Reference Number and Transaction Reference Number
- The DataFlow Group will verify your documents and submit the results to the DHP



6. Payment



- Select your preferred payment method
- Enter your details in the listed sections
- Click on 'Agree to Terms & Conditions'
- Submit payment

5. Submit



- Review your entered information
- Click 'Save and Next'

The Duration Required to Complete the Verification Process is 20 Working Days

4. Fees

SERVICE DESCRIPTION		
Physicians & Dentist	<ol style="list-style-type: none"> 1 - Verification of up to TWO educational qualifications 2 - ONE professional license 3 - Last FIVE years of experience - Up to THREE employers 4 - Cross Check 	QAR 1,100
Allied Health Practitioners/ Complementary Medicine	<ol style="list-style-type: none"> 1 - Verification of ONE educational qualification 2 - ONE professional license 3 - Last FIVE years of experience - Up to THREE employers 4 - Cross Check 	QAR 900
Nurses/Pharmacists	<ol style="list-style-type: none"> 1 - Verification of ONE educational qualification 2 - ONE professional license 3 - Last THREE years of experience - Up to THREE Employers 4 - Cross Check 	QAR 900
Trainee No experience	<ol style="list-style-type: none"> 1 - Verification of One Education Qualification 2 - Cross check 	QAR 600
Clinical Nurse Specialist/ Nurse Practitioner/Nurse Educator	<ol style="list-style-type: none"> 1 - Verification of up to Two Education Qualifications 2 - One Professional License 3 - Last Five years of Experience - Up to THREE Employers 4 - Cross check 	QAR 1,100
Visiting Doctor	<ol style="list-style-type: none"> 1 - Verification of One Education Qualification 2 - Cross check 	QAR 300
Physicians & Dentists licensed before 2009 and still practicing in the State of Qatar	<ol style="list-style-type: none"> 1 - Verification of up to Two educational qualification 2 - ONE Professional License 3 - Medical Risk and Datasets check 	QAR 800
Allied Healthcare Professionals/ Nurses/ Pharmacists licensed before 2009 and still practicing in the State of Qatar	<ol style="list-style-type: none"> 1 - Verification of One educational qualification 2 - ONE Professional License 3 - Medical Risk and Datasets check 	QAR 700

***Verification of any additional element will be charged separately**

Additional Documents	1 - One additional Education Qualification	QAR 400
	2 - One Good Standing Certificate	QAR 300
	3 - One Surgical log book	QAR 300
	4 - One Additional Professional License	QAR 180
	5 - Additional employment screening, also applicable if applicant has more than THREE employers	QAR 300
Report Transfer	Report transfer fee from other authorities, plus charges for additional documents if necessary as per DHP regulations	QAR 200

***Optional Services - In addition to the package price**

SMS Service	An optional service for applicants to receive regular messages related to the checks and status of their case as it progresses	QAR 9.47
Express Service	An optional service for express processing of application. The applicant has the option of upgrading their package to a prioritized document verification service for an average turn-around time of 14 working Days	QAR 492
Applicant Assist	An optional service where applicants need assistance/help in filling up the Dataflow application. Applicants will fill the essential (limited) information and upload the documents. A Dataflow Group associate will assist the applicants in completing the online application on their behalf within 2 working days	QAR 146

- Above prices and discounted packages are applicable only if documents are submitted for verification in the same application at the same submission time. The DataFlow Group shall charge the applicable 'Additional Document' rate for any extra documents submitted post receiving the initial package

5. Track your Application

Visit www.dataflowstatus.com

Or

Visit www.dfgsch.com using your username and password created for the online application

Note: It is entirely the responsibility of the place of work and the applicant to follow up with the DataFlow Group

6. Re-Verification Process

In case of 'Negative' or 'Unable to Verify' applications, please follow the below steps:

1. Visit www.dataflowgroup.com/DHPSupport

2. Fill in the required fields

3. Under 'Nature of Query' select 'Re-Verification'

4. Once done, click 'Submit'

7. Important Notes

1. In case of specialty, the Bachelor's Degree should be submitted with the post graduate degrees.

2. If the applicant has worked in Qatar for a period that exceeds the required years of experience for each profession, the medical license from their home country is not a mandatory requirement.

3. If the applicant has never worked in their home country, the medical license from their home country is not a mandatory requirement.

4. If the applicant's home country does not provide a medical license, it is not a mandatory requirement.

5. If the applicant worked in any other jurisdiction, the medical license of that jurisdiction is a mandatory requirement.

8. FAQs

Visit: www.dataflowgroup.com/DHPFAQ

9. Contact Details

Visit: www.dataflowgroup.com/DHPSupport

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