

E-Jaza User Manual-Practitioner

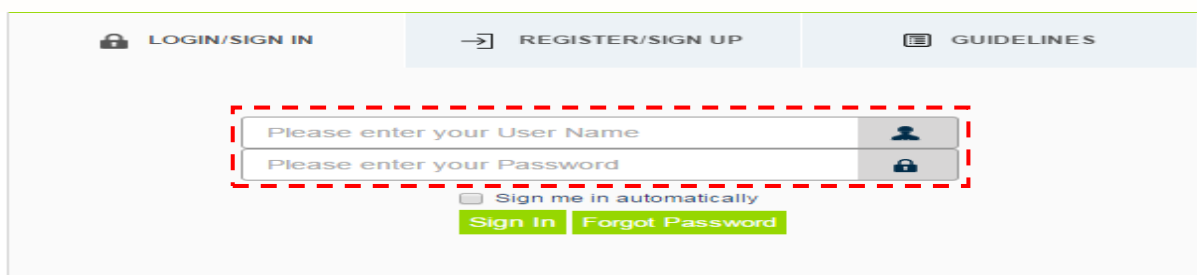
To check your Central Governmental Electronic Sick Leave System (e-Jaza), please follow the below steps:

1. Open www.qchp.org.qa
2. Click on Registration and Licensing System



The screenshot shows the website's main navigation and service tiles. The 'Registration and Licensing System' tile is highlighted with a red dashed box. Other visible tiles include 'CME/CPD Accreditation System', 'Complain against a Practitioner', 'Qualifying Examinations', 'Events', 'Circulars', 'News & Announcements', and 'Primary Source Verification'. A banner for 'ISQua's 32nd International Conference DOHA 2015' is also visible.

3. Sign In with your "Practitioner" Email ID and Password



The screenshot shows the login/sign in interface. It includes a navigation bar with 'LOGIN/SIGN IN', 'REGISTER/SIGN UP', and 'GUIDELINES'. Below is a form with two input fields: 'Please enter your User Name' and 'Please enter your Password'. There is a checkbox for 'Sign me in automatically' and two buttons: 'Sign In' and 'Forgot Password'.



4. Click On e-Jaza

Welcome : Noufal Challi - You could perform the following actions:

View

e-License Profile CPD ePortfolio Issued e-Jazas Surgical Privilege Requests Evaluation

Online Payment Receipts

Create and Submit Requests

e-Jaza Apply for Renewal Apply to Change Place of Work Apply to add/change scope of practice

Apply to Update Personal Information Apply for a Certificate of Good Standing Apply for a Radiation License

Apply for Renewal of Radiation License Apply for Removal from the Registry Apply for Restoration to the Registry

Apply for Additional Place of Work

5. Fill "Patient Details", "Leave Details" and click on Submit. The e-Jaza will be downloaded to your computer

Issue e-Jaza for a Patient

Patient Details

QID / Passport No*

First Name*

Middle Name

Last Name*

First Name Ar

Middle Name Ar

Last Name Ar

Place of Work*

Practitioner Details

License No. 7614

Practitioner Name Noufal Challi

Scope Of Practice Clinical pathology/Clinical pathology

Facility Wipro Testing

Leave Details

Patient Type* Out Patient In Patient

From Date* 22/08/2016

To Date*

No. of Days

Diagnosis*

Diagnosis Details*

- Enter patient QID or Passport number and click on "Fetch Details" if the patient data already present in the system patient will be displayed automatically
- E jaza Print Preview (This Report which cannot be used as an e-Jaza certificate)

6- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners
التسجيل والترخيص
Registration & Licensing



E – Jaza Report

1. Click On "View all e-Jaza" Will find e- jaza issued.

Welcome : Noufal Chalil - You could perform the following actions:

View

- e-License
- Profile
- CPD ePortfolio
- Issued e-Jazas
- Surgical Privilege Requests Evaluation
- Online Payment Receipts

✓ Create and Submit Requests

- e-Jaza
- Apply for Renewal
- Apply to Change Place of Work
- Apply to add/change scope of practice
- Apply to Update Personal Information
- Apply for a Certificate of Good Standing
- Apply for a Radiation License
- Apply for Renewal of Radiation License
- Apply for Removal from the Registry
- Apply for Restoration to the Registry
- Apply for Additional Place of Work

- ✘ In case you face any problem in E - Jaza, please send an email to our technical support:
Qchphelpdesk@moph.gov.qa



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E-Jaza User Manual-Employer Account

To check your Central Governmental Electronic Sick Leave System (e-Jaza), please follow the below steps:

1. Open www.qchp.org.qa
2. Click on Registration and Licensing System

The screenshot shows the website interface for the Qatar Council for Healthcare Practitioners. At the top, there are navigation links for 'Register to E-Bulletin', 'FAQs', and 'Contact us'. The main header includes the QCHP logo and the text 'Qatar Council for Healthcare Practitioners - Committed to Patient Safety'. A navigation menu lists 'About us', 'QCHP Departments', 'For Healthcare Practitioners', 'For Public', 'Media Center', and 'eServices'. A search bar for practitioners is on the left. The main content area features a grid of service tiles: 'Registration and Licensing System' (highlighted with a red dashed border), 'CME/CPD Accreditation System', 'Complain against a Practitioner', 'Qualifying Examinations', 'Events', 'Circulars', 'News & Announcements', and 'Primary Source Verification'. Below the grid is a banner for 'ISQua's 32nd International Conference DOHA 2015' with the theme 'Building Quality and Safety into the Healthcare System'.

3. Sign In with your "Employer" Email ID and Password

The screenshot shows the login/sign in form. At the top, there are three tabs: 'LOGIN/SIGN IN', 'REGISTER/SIGN UP', and 'GUIDELINES'. The 'LOGIN/SIGN IN' tab is active. The form contains two input fields: 'Please enter your User Name' and 'Please enter your Password'. Below these fields is a checkbox labeled 'Sign me in automatically'. At the bottom of the form are two buttons: 'Sign In' and 'Forgot Password'.



4. Click On Issue e-Jaza on behalf of a practitioner

Wipro Testing - Employer Landing Page

✓ Review and Submit Requests

- ▢ Evaluations, Licensing & Other Requests
- ▢ Renewals
- ▢ Change Place Of Work
- ▢ Add/Change Scope of Practice
- ▢ Removal from the Registry
- ▢ Restoration to the Registry

👁 View

- ▢ Request Dashboard
- ▢ All Practitioner Details
- ▢ Expiring Evaluations & Medical Licenses
- ▢ Rejected Requests
- ▢ Employer Representative Account Status Report

🖨 Print

- ▢ Evaluation Reports & MOI Letters
- ▢ Provisional Licenses
- ▢ Online Payment Receipts
- ▢ e-Jazas

👤 Others

- ▢ Apply on behalf of a Practitioner
- ▢ **Issue e-Jaza on behalf of a Practitioner**
- ▢ Upload Employer Representative photo

5. Choose the practitioner and click on "Issue e-Jaza"

Issue e-Jaza on behalf of a Practitioner

🔍 Search

Licence Number: Profession:

Applicant Name: Scope of practice:

🔍 Search

| Full Name | Profession | Scope Of Practice | Licence Number | Licence Expiry Date | Login email | e-Jaza on Behalf |
|-----------|------------|---------------------------------------|----------------|---------------------|---------------------------|------------------|
| | Physician | Clinical pathology/Clinical pathology | | 30-06-2017 | noufal_hch@rediffmail.com | Issue e-Jaza |
| | Physician | Cardiology | | 18-01-2017 | ashisgarg@gmail.com | Issue e-Jaza |



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6. Fill "Patient Details", "Leave Details" and click on Submit. The e-Jaza will be downloaded to your computer

Issue e-Jaza for a Patient

Patient Details

| | | |
|--------------------|----------------------|--|
| QID / Passport No* | <input type="text"/> | <input type="button" value="Fetch Details"/> |
| First Name* | <input type="text"/> | |
| Middle Name | <input type="text"/> | |
| Last Name* | <input type="text"/> | |
| First Name Ar | <input type="text"/> | |
| Middle Name Ar | <input type="text"/> | |
| Last Name Ar | <input type="text"/> | |
| Place of Work* | <input type="text"/> | |

Practitioner Details

| | |
|-------------------|--|
| License No. | 7614 |
| Practitioner Name | Noufal Challi |
| Scope Of Practice | Clinical pathology/Clinical pathology |
| Facility | <input type="text" value="Wipro Testing"/> |

Leave Details

| | |
|--------------------|---|
| Patient Type* | <input checked="" type="radio"/> Out Patient <input type="radio"/> In Patient |
| From Date* | <input type="text" value="22/08/2016"/> |
| To Date* | <input type="text"/> |
| No. of Days | <input type="text"/> |
| Diagnosis* | <input type="text" value="Diagnosis"/> |
| Diagnosis Details* | <input type="text"/> |

- Enter patient QID or Passport number and click on "Fetch Details" if the patient data already present in the system patient will be displayed automatically
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6- Print the e-Jaza, sign it and stamp it with your practitioner stamp and facility stamp.



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E – Jaza Report and Print

1. Click On "e-Jazas" will find e-jaza issued by all practitioners.

Wipro Testing - Employer Landing Page

✓ Review and Submit Requests

Evaluations, Licensing & Other Requests Renewals Change Place Of Work Add/Change Scope of Practice

Removal from the Registry Restoration to the Registry

👁 View

Request Dashboard All Practitioner Details Expiring Evaluations & Medical Licenses Rejected Requests

Employer Representative Account Status Report

🖨 Print

Evaluation Reports & MOI Letters Provisional Licenses Online Payment Receipts e-Jazas

👤 Others

Apply on behalf of a Practitioner Issue e-Jaza on behalf of a Practitioner Upload Employer Representative photo

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