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17 Aug 2017

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# E-HEALTH PORTAL MOH OMAN

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## PRODUCT CLASSIFICATION SERVICE- BUSINESS USERS



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Ver.	Date	Author	Change
1	17/8/2017	AM	First release version
1	17/8/2017	AM	Overall revision

## 1 Overview

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eHealth Portal is a large project with a diverse user base, including patients, business users, and MOH staff. Each users group has one or more user sub-groups. This document is intended for business users and citizen as well. This document is can be shared with any other users group.

The purpose of this document is to introduce the product classification service related roles, explain relevant workflows, if any, and provides systematic usage instructions complimented with screen-shots.

## 2 Product Classification Service Roles

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Product Classification service depends on a ministry staff processing applications using different roles. These are not relevant to the business users and not added here.

## 3 Workflow

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The workflows are not relevant to the business users.

## 4 Step-by-Step Instructions

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Steps below demonstrate how business users can submit requests for “Non Registered Drugs” through ministry of health portal.

### 4.1 Business Registration

To access pharmacy related e-services, you must first register your business on eHealth Portal through this link: <https://www.moh.gov.om/en/business-registration-at-moh>

Details are mentioned in the same page. This one-time process and must be carried by an authorized signatory as per Ministry of Commerce and Industry (MOCI) registration papers. Once the business is registered, the authorized signatory may access the registered business from 'My Sites' on the top-bar.

In that page, click on Members page and then “Add” button to add authorized employees so the business can be represented on the portal by employees other than those in the top management and listed in the MOCI papers.

Please note, to add authorized employees, they must first sign in to the portal so their account is created and searchable.

## 4.2 Product Classification

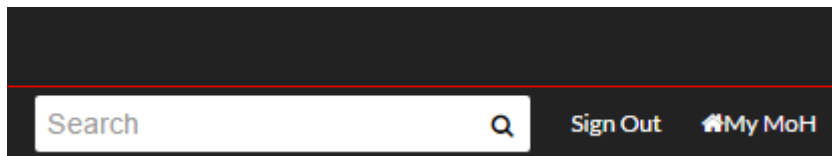
Please note that the “Product Classification” service below can be used both by an authorized employee of the business and as individual basis.

As individual, the service is accessible from MOH portal main page.

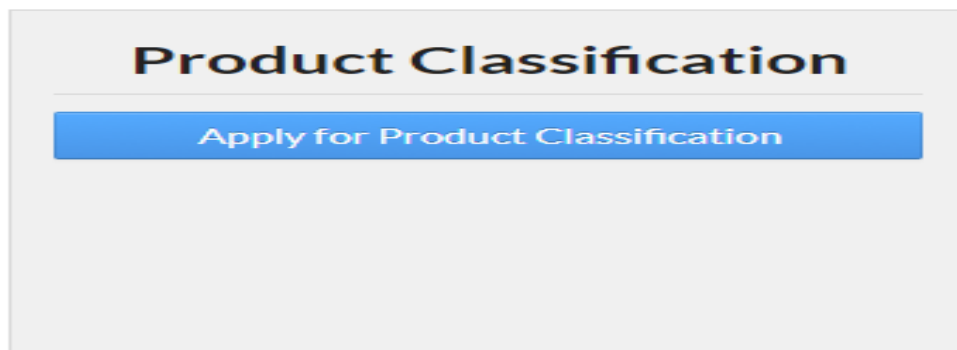
The instructions below show how to access the service as Business users must access the Product classification Services from the Business Dashboard accessible after successful registration of the business as explained in 4.1 above.

### 4.2.1 Submitting “Product Classification” Application.

Screen1: After you login into the portal, click on “My MoH”. Then click on “Business Dashboard” (only visible if business is registered and you are added as a staff member).



Screen2: Click on “Apply for Product Classification” to classify any products with ministry of health.



Screen3: You need to enter all required details before you can submit the request. Please make sure you enter the correct details with your application.

### Product Classification Page 1 of 4

Registered Company

Submission Date

Contact Person Name (Required)

Contact Person Phone (Required)

Contact Person E-Mail (Required)

Screen4: You need to enter the product detail before submitting the application. You can add multiple products with one application.

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#### Add New Drug Product Details

Product Name (Required)

Dosage Form

Product Manufacturer (Required)

Is the sample available for submission (you may receive notification requesting you to submit the sample)?  
 Yes  No

Attach classification certificate in country of origin in PDF format

Attach product packaging label in PDF format (Required)

Pack Size (Required)

Product Name	Product Manufacturer		
test	test	<input type="button" value="Add/Edit Composition"/>	<input type="button" value="Delete"/>
test	test	<input type="button" value="Add/Edit Composition"/>	<input type="button" value="Delete"/>

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Screen5: You will need to add the composition of the products that you are trying to classify.

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**Product Composition Details**

Ingredient (Required)	Strength/Quantity (Required)	Unit	
<input type="text" value="Ingredient"/>	<input type="text" value="Strength/Quantity"/>	<input type="text" value="µg/ML"/>	<input type="button" value="Add"/>

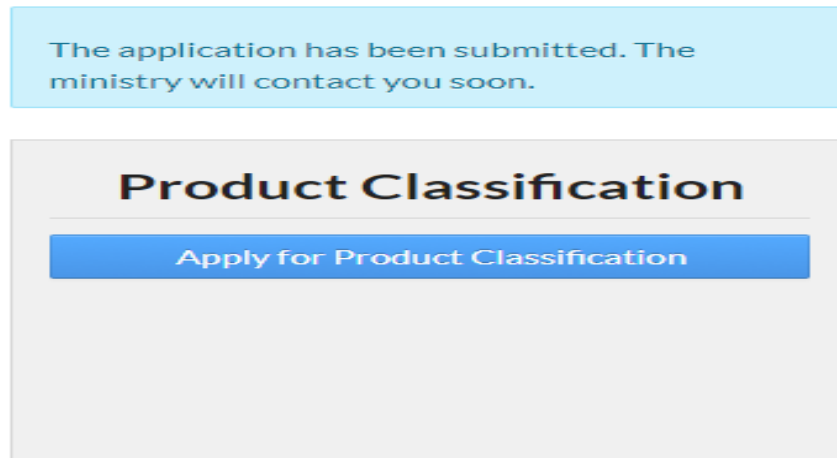
Screen6: You can attach any supporting documents with your application and then you can click on "Submit".

Product Classification Page 4 of 4

Attach supporting document, if any (+)

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Screen7: You will get a notification message and an email notification mentioning the product details have been submitted successfully.



Note: Requests can be electronically returned, rejected or accepted by the ministry staff processing your request. In all cases, the applicant will receive an email notification as well as a notification in the portal's top bar.

If the application is returned, you will need to open the application, edit it as per the reasons mentioned by the ministry staff, and resubmit it.

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