



**Directorate General of Private Health
Establishments –
Administration & Financial Affairs Section**

Doc. No: MoH/DGPHE/SOP/013/Vers.02
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Institution Name: Directorate General of Private Health Establishments

Document Title: Procedure – Administration & Financial Affairs Section

Approval Process

	Name	Title	Institution	Date	Signature
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Acknowledgement

DGPHE would like to thank and appreciate the great efforts of all the staff from different departments and directorates within the Ministry of Health who participated in writing up this SoP and in particular the following staff:

Name of Employee	Institution / Directorate / Department
Ms Huda Salim	MOH / DGPHE / Administration and financial section
Mr Talal Al Nabhani	MOH / DGPHE / Administration and financial section

Acronyms:

DGPHE	Directorate General of Private Health Establishments
MOH	Ministry of Health, Oman
SOP	Standard Operating Procedure
Vers	Version
DO	Document Owner
DT	Document Type
DN	Document Number
QPs	Quality problems / 4.18 IT : Information Technology Section
PHE	Private Health Establishments



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1. Introduction

The Directorate General of Private Health Establishments (DGPHE) provides this procedure as a functional guidance to standardize the format and the procedure for managing activities related to Administration and financial section

2. Scope

This document is applicable to Administration and financial section

3. Purpose

- 3.1 To provide guidelines for carrying out the activities related to the Administration and financial section
- 3.2 To ensure that all in Administration and financial section follow a recognized standardized framework and process.

4. Definitions

- 4.1 Institution: is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, hospitals, directorates (Douglas, 2010).
- 4.2 Institutional Document: is any document related/ applied to the institutional level.
- 4.3 National Documents: is any document applied to the national level.
- 4.4 Policy: is the basic principle, by which a government is guided, it declares objectives of the institute.
- 4.5 Procedure: is the established steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved (Athabasca University, 2009).
- 4.6 Process: It is a set of mandatory step by step, detailed action required to successfully accomplish a task.
- 4.7 Protocol: Protocol has several different meanings, all connected to the idea of guidelines or procedures to follow, including:
 - 4.9.1 An accepted or established code of procedure or behavior in any group, organization or situation.
 - 4.9.2 A set of rules explains the ideal procedures.



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- 4.8 Record: Document that memorializes and provides objective evidence of activities performed, events occurred, results achieved, or statements made.
- 4.9 Review: is a process of going over a subject or document again and again to correct it and make it valid.
- 4.10 Revision: is a process of re-reading or reviewing a document periodically for updating purpose.
- 4.11 Storage/Archiving: Options to maintain system files via data storage hardware, utilizing one or several distributed location.
- 4.12 Version: Refers to the status the document currently at with regard to the number of times the document has been revised.

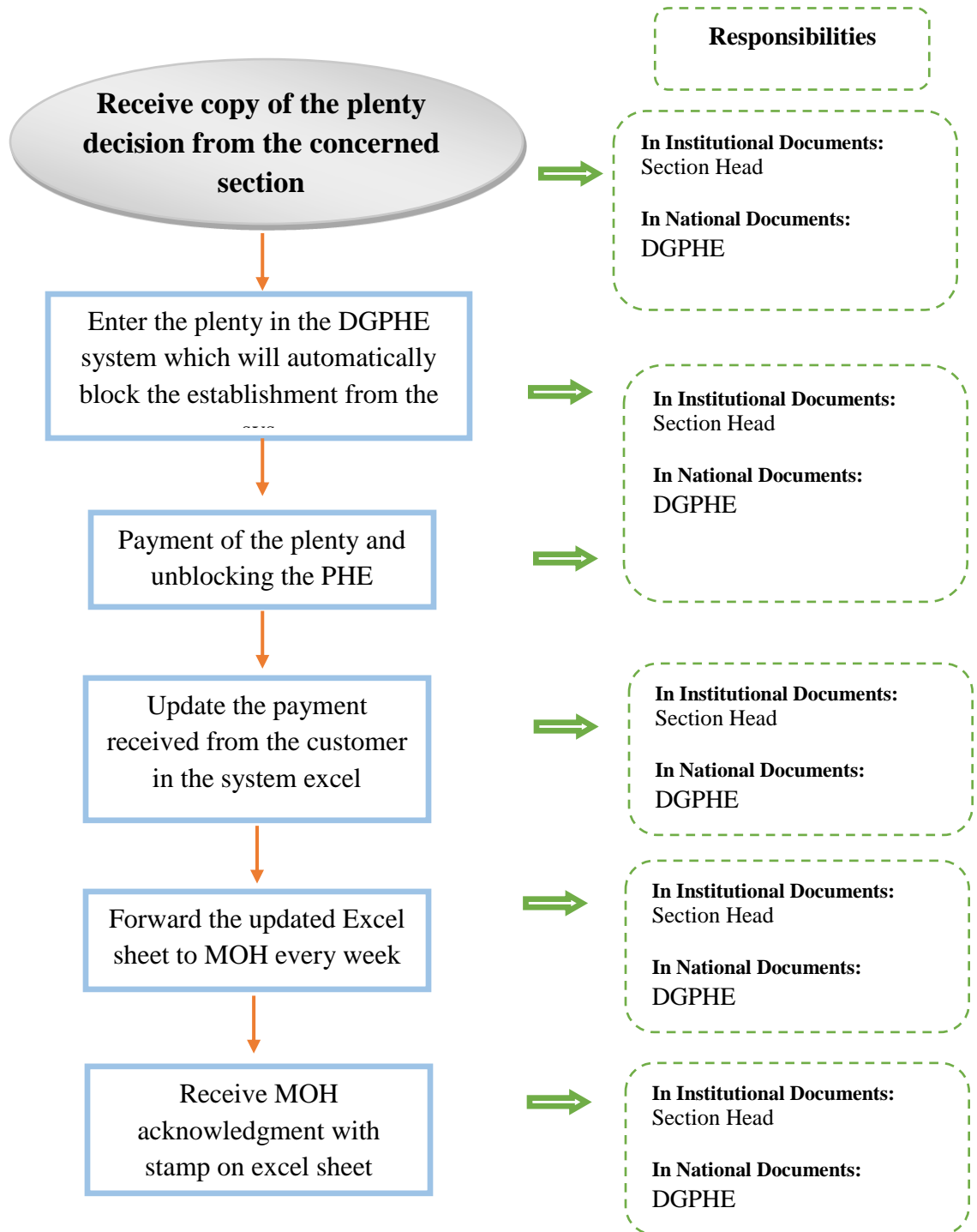
5. Policy

The DGPHE ensures that all in Administration and financial section will be following the policy and procedure mentioned here in this document while carrying out activities related to the Administration and financial section.

- 1.1 Definitions of Administration and financial section mentioned in the document in 4.0 Definitions for better understanding.
- 1.2 Upon receiving of any bill or requirements to Administration and financial section this procedure shall be followed by all employees working in Administration and financial section.

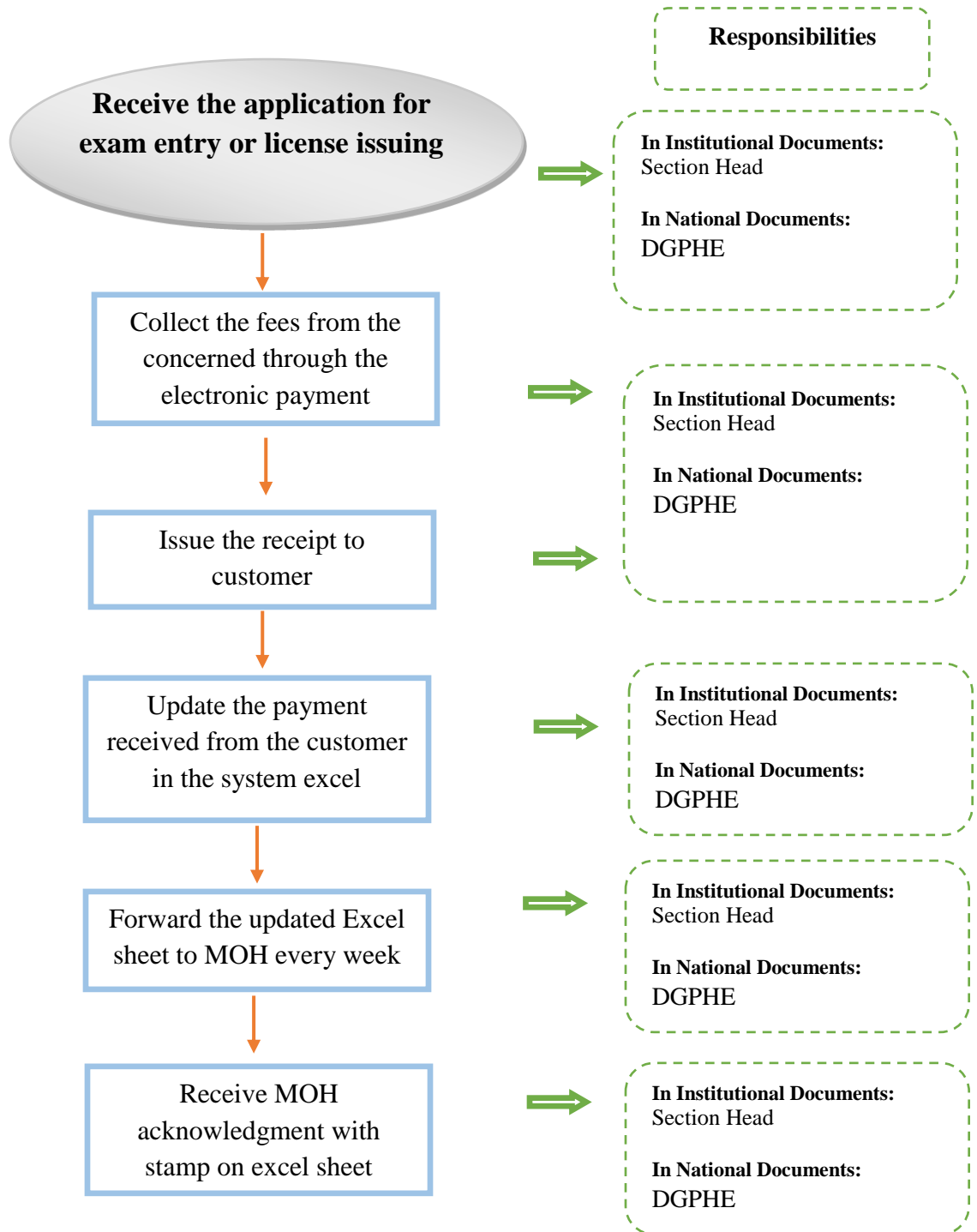


6. Procedure –penalty payment



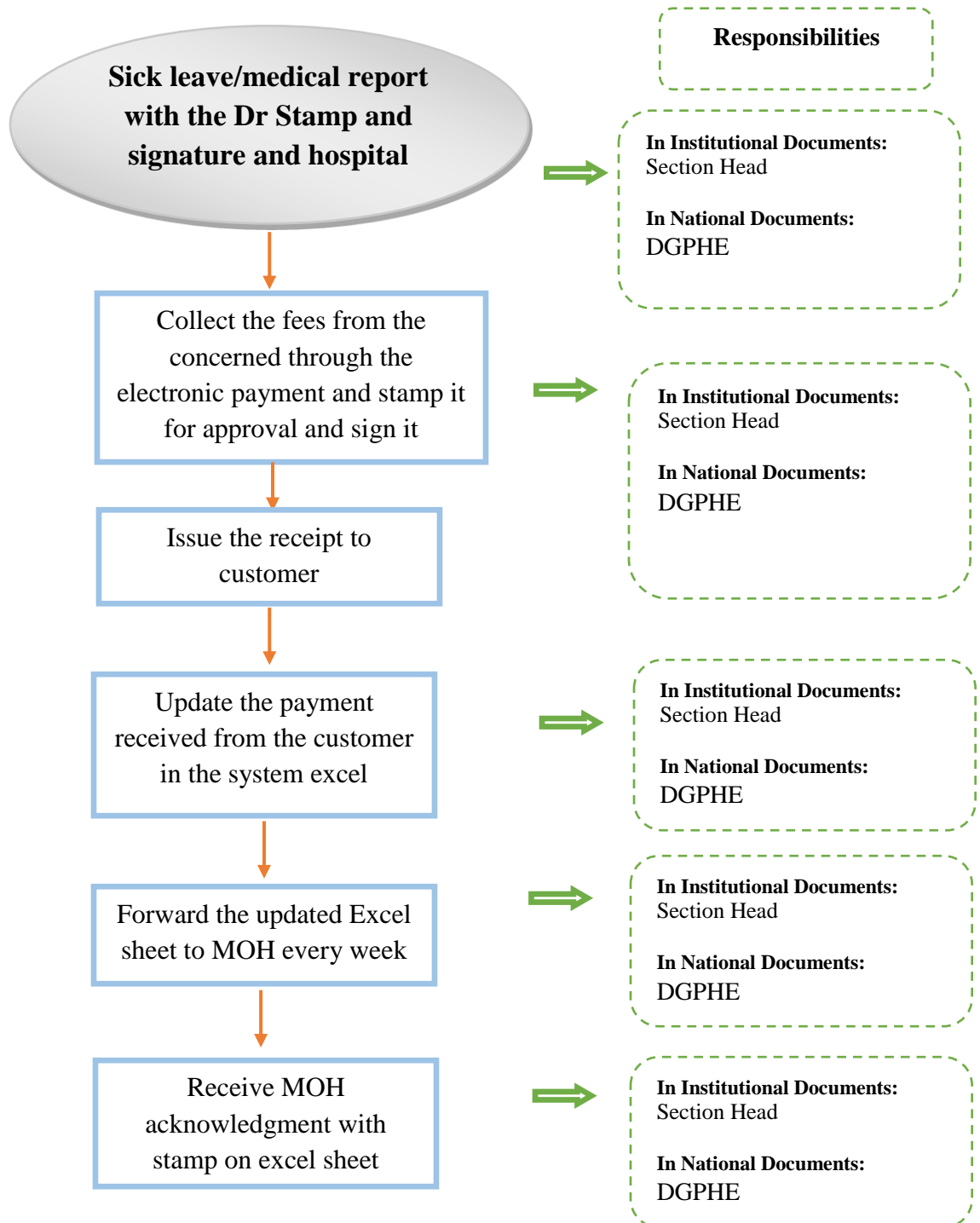


7. Procedure – License and exam entry fee payment



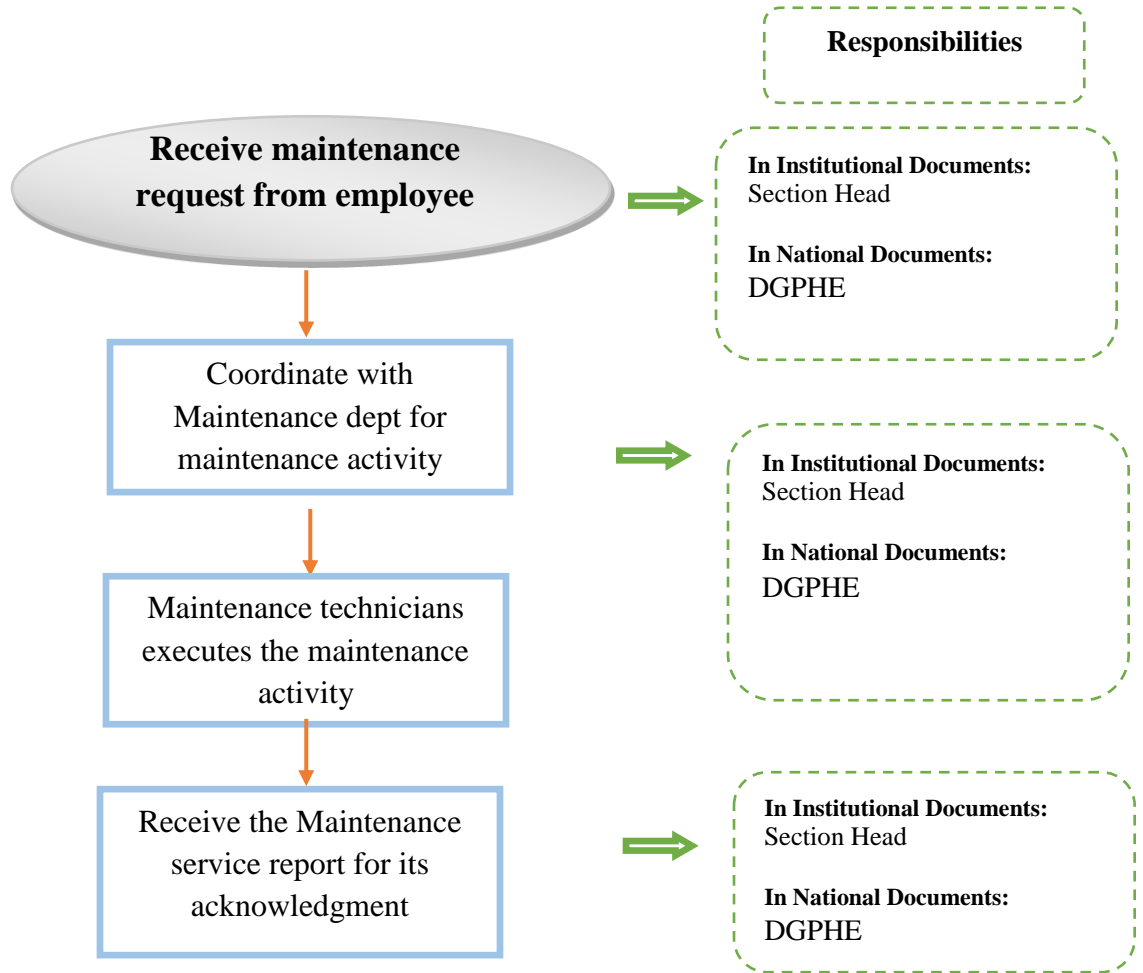


8. Procedure – payment for medical report approval and sick leaves



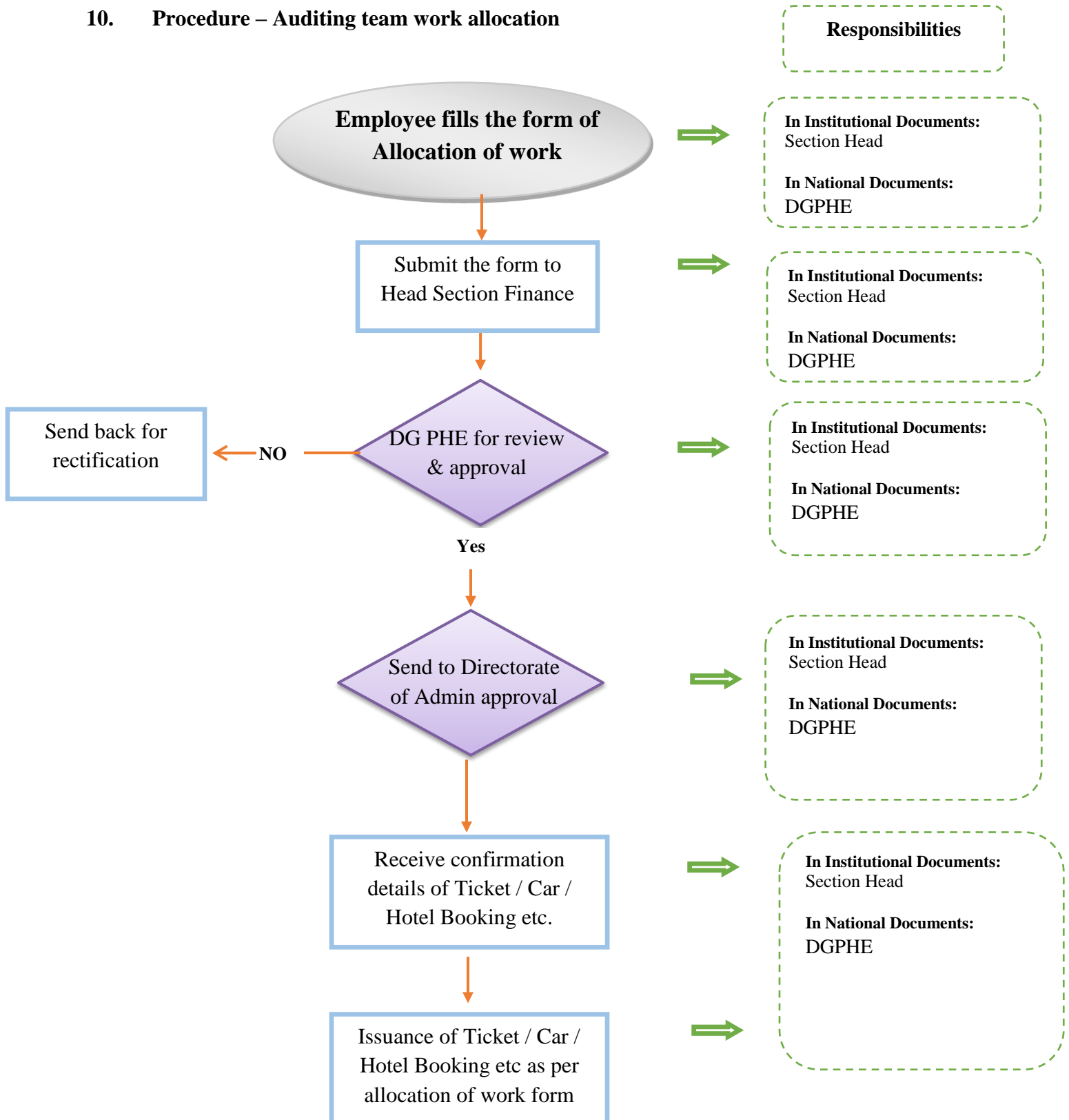


9. Procedure – Maintenance Coordination





10. Procedure – Auditing team work allocation





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11. Responsibilities

4.10 Responsibilities are mentioned above in the 6.0 procedure for each activity in the DG Private Health Establishments while performing this procedure

4.11 Ms Huda Al Salti – Financial Clerk

4.12 Ms Maryam Al Rasbi – Medical Specialist Coordination

4.13 Mr Talal Al Nabhani – HoD Of Administration And Financial Affairs

4.14 Mr Bader Al Jabri – DG Of DGPHE

12. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
01	Initial Release	Ms Huda Al Salti	Feb 2020
02	First Review	Mr Talal Al Nabhani	Dec 2021
Written by		Reviewed by	Approved by
Mr Talal Al Nabhani		Mr Rawan Al Amri	Mr Bader Al Jabri

13. Related Documents:

NIL



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14. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
No references			