



Health Practitioner Registration Service

User Manual

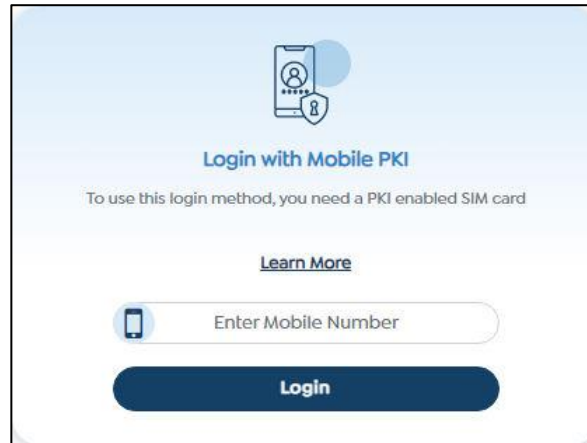


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1. Registration

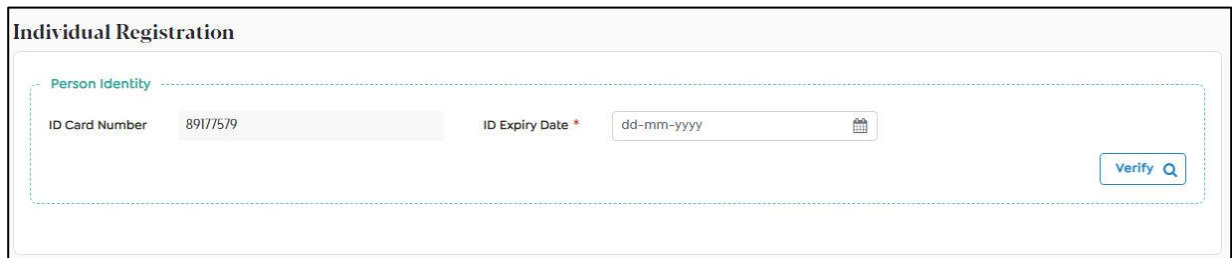
You can create or register a new account to use in the system, you start from the **Login** page as shown below:



The screenshot shows the 'Login with Mobile PKI' interface. At the top, there is an icon of a mobile phone with a person silhouette. Below it, the text 'Login with Mobile PKI' is displayed. A note states: 'To use this login method, you need a PKI enabled SIM card'. There is a link 'Learn More'. Below that is a text input field with a mobile phone icon and the placeholder 'Enter Mobile Number'. At the bottom is a dark blue 'Login' button.

To register as a new user, follow the steps below:

1. Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:



The screenshot shows the 'Individual Registration' form. It has a title bar 'Individual Registration'. Below it is a section titled 'Person Identity'. Inside this section, there are two input fields: 'ID Card Number' with the value '89177579' and 'ID Expiry Date' with a placeholder 'dd-mm-yyyy' and a calendar icon. To the right of these fields is a 'Verify Q' button.

2. Enter your resident card number and expiry date.
3. Click **Verify Q**, and the system will retrieve your information automatically as shown below:



Person Identity

ID Card Number

ID Expiry Date *

Verify

Personal Information

Full Name (En)

Full Name (Ar)

Nationality

Governorate

Village

Date of Birth

Gender

Age

Willayat

03-01-1986

Male

37

Select Willayat

Contact Details

E-mail address

Send OTP

Mobile *

Send OTP

OTP

OTP *

Communication Preferences

Language *

English

Arabic

Method

SMS

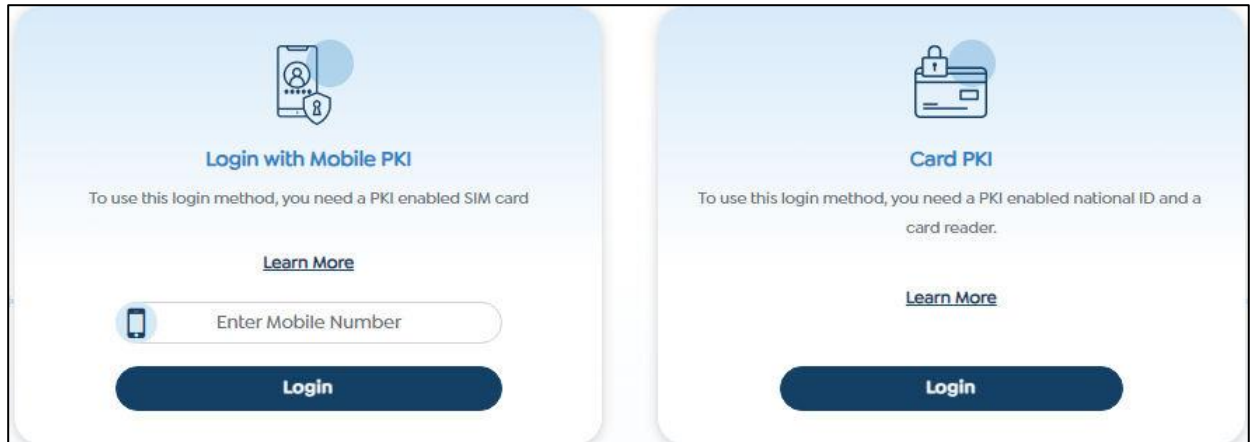
Email

Save

- Enter the location which consists of Governorate, Wilaya, and village.
- Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
- Select the communication language if it's in Arabic or English.
- Select the communication method if it's by SMS or Email or both.
- Click Save, and a message appears indicating that the account has been successfully registered.

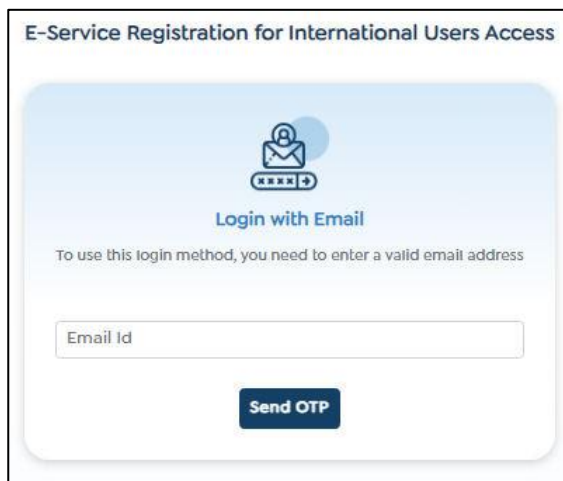
2. Login

You can login to the system with your account using three different methods: Mobile PKI, Card PKI, and Email for international users. The **Login** page appears as shown below:



The screenshot shows two login options side-by-side. On the left, 'Login with Mobile PKI' features an icon of a smartphone with a lock, a text box for 'Enter Mobile Number', and a 'Login' button. On the right, 'Card PKI' features an icon of an ID card, a text box for 'Enter National ID', and a 'Login' button. Both sections include a 'Learn More' link.

- For **Mobile PKI**, you enter your mobile number then you click **Login** button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click **Login** on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.
- For **Email**, the page appears as shown below:




The screenshot shows the 'E-Service Registration for International Users Access' page. It features an icon of an envelope with a lock, the title 'Login with Email', and a text box for 'Email Id'. Below the text box is a 'Send OTP' button.

1. You enter the email and then click **Send OTP**, and the following page appears:



✔ OTP sent successfully

E-Service Registration for International Users Access



Enter Verification Code

Please enter the verification code that was sent to your email

Verify

2. Enter the OTP you received on your email then click .



3. Register a Health Practitioner

Through this page you register a new health practitioner. The process is as follows:



The Health Practitioner Registration Service page appears as shown below:

Health Practitioner Registration Service

Fill e-Form Receive Confirmation

Please make sure your contact details are correct and up to date, email: agafoor@almadinagroup.net ,mobile phone: 98288164.To update, please click [My Profile](#)

Personal Information

Applicant Details

Resident Type * Resident/National

Applicant Civil Id * [Redacted]

Expiry Date * 2025-06-14

Name (En) * [Redacted]

Name (Ar) * [Redacted]

Gender * Male

Nationality * INDIA

Governorate * Muscat

Willaya * Al-Seeb

Date Of Birth * 1996-07-30

Age * 28

Passport Number * [Redacted]

Marital Status * Single

Speciality and Hiring Details

Medical Category * Select

Speciality * Select...

Sub Speciality * Select...

Hiring preference * Select...

Current/Potential Employer * Select

Examination Details

Exam Name * Select

Score * [Redacted]

Exam Date * [Redacted]

Exam Reference Number * [Redacted]

[Next >](#)

[?](#)

To register as a health practitioner, follow the steps below:

1. Update the applicant details.
2. Enter speciality and hiring details which consist of medical category, specialty, sub specialty, hiring preference, and current/potential employer.



And make sure you get this notification:

✓ Speciality & Hiring Details are valid

3. Enter examination details which consist of exam name, score, date, and reference number.

And make sure you get this notification:

✓ Score matches with Passing criteria

4. Click **Next** and the following page appears:

Personal Info
Professional Info
Research & Publications
Attachments
Preview

Professional Information

Education details

Degree Type *
Select...
Degree Name *
Institution Name *
Institution Country *
Select...
Start Date *
End Date *
Certification and Transcript *
Select file
Equivalency Certificate *
Select file

+ Add

Id	Degree Type	Degree Name	Institution Name	Institution Name	Start Date	End Date	Certification and Transcript

Experience details

Experience Type *
Select...
Designation Name *
Institution Name *
Institution Country *
Select...
Start Date *
End Date
Experience Letter
Select file

+ Add

Id	Experience Type	Designation Name	Institution Name	Institution Name	Start Date	End Date	Experience Letter

Certifications and Training Details

Institution Country
Select...
Institution Name
Select...
Certification Type
Select...
Certification Name
Select...
Issuance Date
End Date
Certificate
Select file

+ Add

Id	Certification Type	Certification Name	Institution Name	Institution Country	Start Date	End Date	Certificate

Verification of Qualification(DataFlow)

Verification of Qualification (Data Flow)

Back
Next

?



- Enter education details which consist of degree type, degree name, institution name, institution country, start and end dates, certification and transcript file, and equivalency certification file.

- Click [+ Add](#) and the details appear as shown below:

Id	Degree Type	Degree Name	Institution Name	Institution Name	Start Date	End Date	Cert
1	Bachelors Degree	Dermatology	SQU	SULTANATE OF OMAN	30-08-2017	01-08-2023	

You can add more records, edit a record by clicking [Edit](#), or delete it by clicking [Delete](#).

- Enter experience details which consist of experience type, designation name, institution name, institution country, start and end dates, and experience letter file.

- Click [+ Add](#) and the details appear as shown below:

Id	Experience Type	Designation Name	Institution Name	Institution Name	Start Date	End Date
1	Research Assistantship	Assistant	Medical center	SULTANATE OF OMAN	01-09-2023	01-08-2024

You can add more records, edit a record by clicking [Edit](#), or delete it by clicking [Delete](#).

- Add certification and training details which consist of institution country, institution name, certification name, certification type, issuance date, end date, and certificate file.

- Click [+ Add](#) and the details appear as shown below:

Id	Certification Type	Certification Name	Institution Name	Institution Country	Start Date	End Date
1	Diploma	Diploma	Training	SULTANATE OF OMAN	31-07-2019	01-08-2020

You can add more records, edit a record by clicking [Edit](#), or delete it by clicking [Delete](#).

- Make sure all entered details are valid and showing .
- Enter verification of qualification which is required for all users except for private health establishment users.
- Click [Next >](#) and the following page appears:



Research and Publications

Research And Publications Details

Type: Title:

Journal/Conference Name: Link to Publication/Research:

Publication Year:

[+ Add](#)

Id	Degree Type	Title	Journal/Conference Name	Link	Publication Year

Personal Statement

CV *

[< Back](#) [Next >](#)

14. Enter research and publication details which consist of type, title, journal/conference name, link to publication/research, and publication year.

15. Click [+ Add](#) and the details appear as shown below:

Id	Certification Type	Certification Name	Institution Name	Institution Country	Start Date	End Date
1	Diploma	Diploma	Training	SULTANATE OF OMAN	31-07-2019	01-08-2020

You can add more records, or delete a record by clicking [Delete](#).

16. Enter your personal statement which should be between 50 to 150 words.

17. Click [Next >](#) and the following page appears:

Attachments

Professional Documents

Required Attachment	Description	File Name	Action
Exam Result Report	Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file
Good Standing Certificate or Experience	Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file
Verification of Qualifications(DataFlow)	Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file

[< Back](#) [Next >](#)

18. Enter the required attachments using the [Upload file](#) buttons.

19. Click [Next >](#) and the following page appears:



Personal Info

Professional Info

Research & Publications

Attachments

Preview

Personal Details

Applicant Details

Applicant Type	Resident/National		
Name (En)		Name (Ar)	
Nationality	INDIA	Gender	Male
Date Of Birth	1996-07-30	Marital Status	Single
Governorate	Muscat	Willaya	Al-Seeb
Passport Number		Applicant's Civil Id	*
Phone Number		Email	

Speciality and Hiring Details

Speciality and Hiring Details

Professional Category	Medical	Speciality	Dermatology
Sub-Speciality	Dermatologic Surgery	Hiring Preference	MOH
Current Employer	Government Establishment		

Attachments

Attachments

Professional Documents

Requried Attachment	Description	File Name
Exam Result Report	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	file - Copy.png
Good Standing Certificate or Experience	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	file.png
Verification of Qualifications(DataFlow)	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	file.png

Declaration

☐ I here by declare that all the information provided in the application form is true and correct. I also understand that If I provided any misleading or incorrect information that may lead to the rejection of my registration application.

[Back](#)
[Submit Application](#)

20. Add a tick to declare that all information provided is true and correct.

21. Click [Submit Application](#) and the following message appears:



Confirmation ✕

Are you sure you want to submit the application?

ConfirmCancel

22. Click **Confirm** and the following page appears:

Ministry Of Health eServices Contact Center: 22702

Application is successfully submitted and It is pending for MOH review.

Health Practitioner Registration Service

Fill e-Form

Receive Confirmation

Application Information

Application Number: HPRS08025824381148

Application Issue Date: 14-08-2024 16:33:41

You can view your applications using the **My Applications** button.




4. Re-Upload Documents

For different reasons your application has been sent back to you so you can re-upload certain documents.

You can view your applications from **My Applications** page as shown below:





Applications							
Search By	Filter Value Here	Select Application Type	Select Establishment	Select Application Status	Reset		
Application Type	Provider Name	Applicant Name	Application Submission	Application Status	Last Modified At	Last Modified By	Action
Health Practitioners Registration Resident Medical Allied Practitioner			14-08-2024 10:53:03	Re-upload Documents	14-08-2024 11:38:23	PvtAlliedReviewer	Details Re-Upload Documents

To re-upload the documents, follow the steps below:

1. Click  **Re-Upload Documents** next to the required application, and the following page appears:

Re-Upload Documents


Edit Attachment

Required Attachment	Description	File Name	Action
Exam Result Report	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		 Upload file
Exam Result Report	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		 Upload file
Exam Result Report	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		 Upload file
Exam Result Report	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		 Upload file

Additional Comments

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Re-Submit Application

2. Enter the required attachments using the  **Upload file** buttons.
3. Enter additional comments, if any.
4. Click **Re-Submit Application**.



You can also view the history of the application, by clicking the [Details](#) next to the required application, and the following page appears:

HPRS0803582420314L

Personal Info
Professional Info
Research & Publications
Attachments
Application details

Personal Information

Personal Details

Applicant Details

Applicant Type	Resident Card		
Name (En)		Name (Ar)	
Nationality	INDIA	Gender	Male
Date Of Birth	30/07/1996	Marital Status	Single
Governorate	Muscat	Willaya	Al-Seeb
Passport Number		Applicant's Civil Id *	
Phone Number		Email	

Speciality and Hiring Details

Speciality and Hiring Details

Professional Category	Allied Health	Speciality	Medical Laboratory
Sub-Speciality		Hiring Preference	Diwan,Military Hospital,MOH,Private,SQUH
Current Employer	Private Health Establishment		

Examination Details

Examination Details

Exam Name	Omani Examination for Medical Laboratory Scientists	Score	70
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History

Click [History](#), and the following details appear:

Application History					
Action	Modified By	Modified At	Comments	Comments Sent To Applicant	Attachments
Return To Applicant	PvtAlliedReviewer	20 Aug 2024 09:37			-
Re-Submitted		18 Aug 2024 11:18			-
Return To Applicant	PvtAlliedReviewer	14 Aug 2024 11:19			-
Pending MOH Review		14 Aug 2024 11:15	Pending MOH Review		-

This shows the details of the applications history and actions taken.



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وزارة الصحة
Ministry of Health

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