



Ministry of Health

Medical Report Attestation Service
User Manual

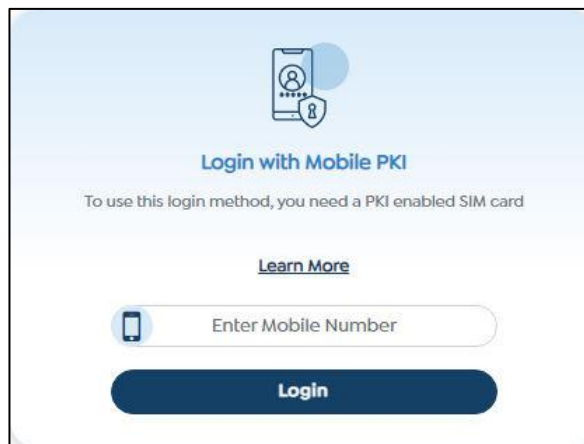
18/01/2024

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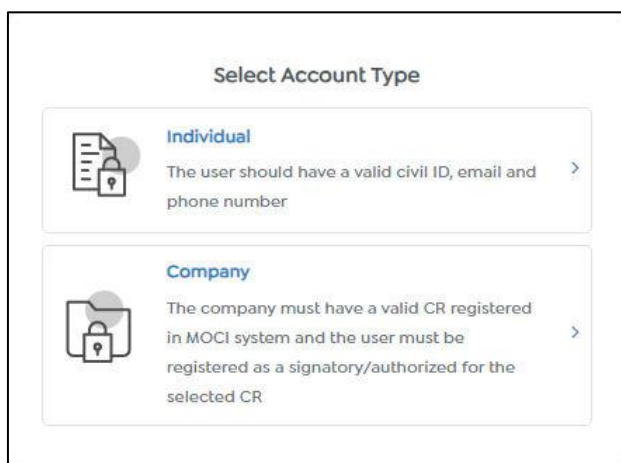
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1. Registration

You can create or register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:



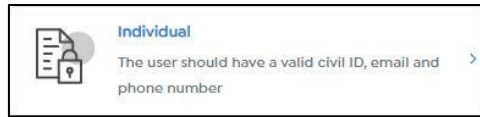
Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:

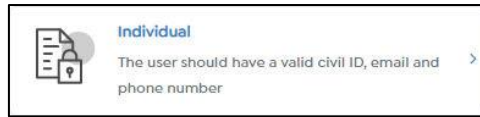


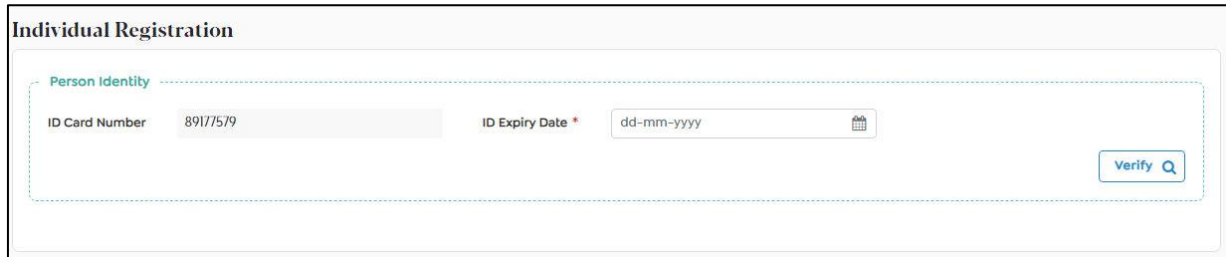
You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account


To register an individual account, follow the steps below:

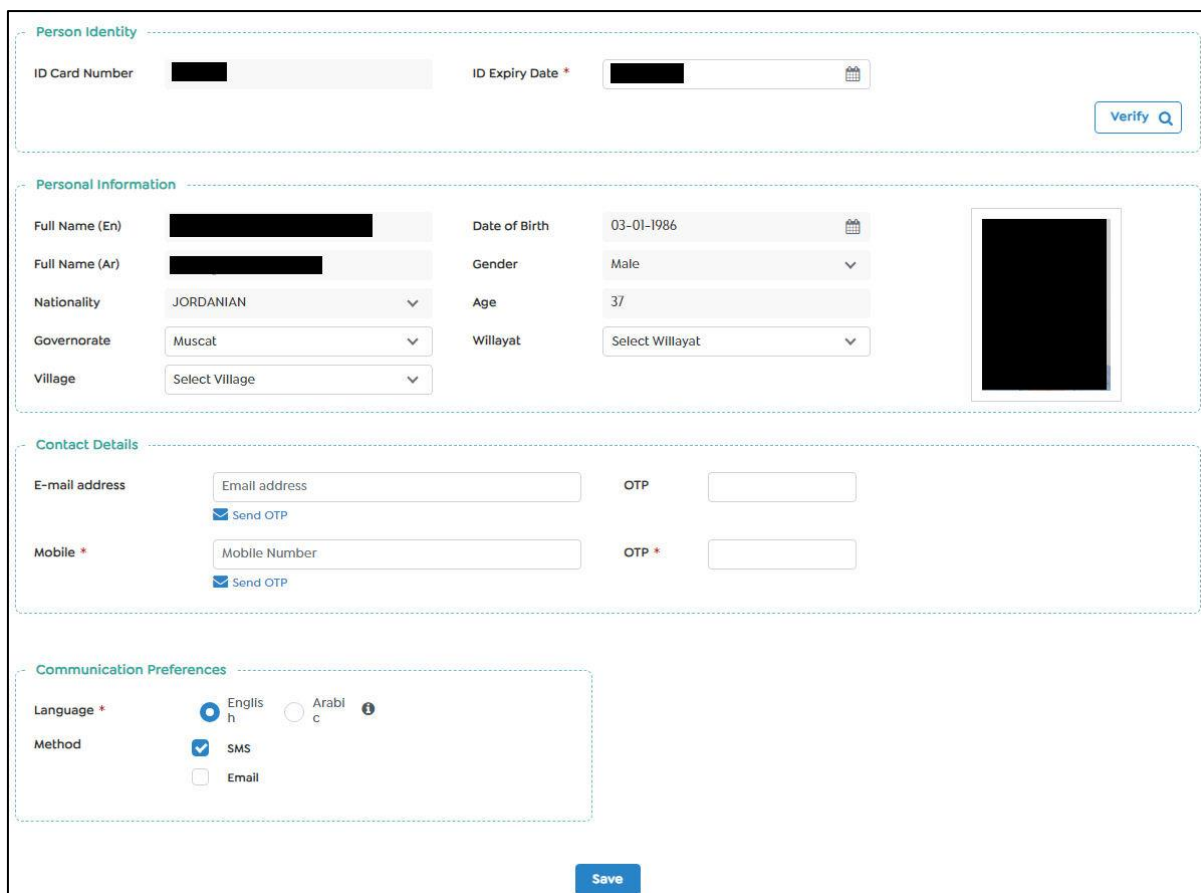


1. Click on , and following page appears:




2. Enter your resident card number and expiry date.


3. Click , and the system will retrieve your information automatically as shown below:



4. Enter the location which consists of Governorate, Wilaya, and village.

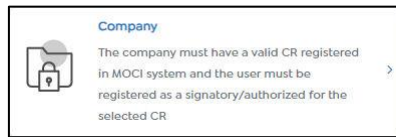
5. Enter email address and mobile number, then click  Send OTP for both platforms, and then enter the OTP which you have received on both platforms.

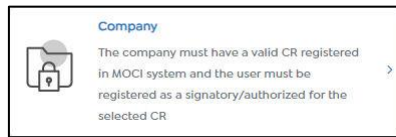
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6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:



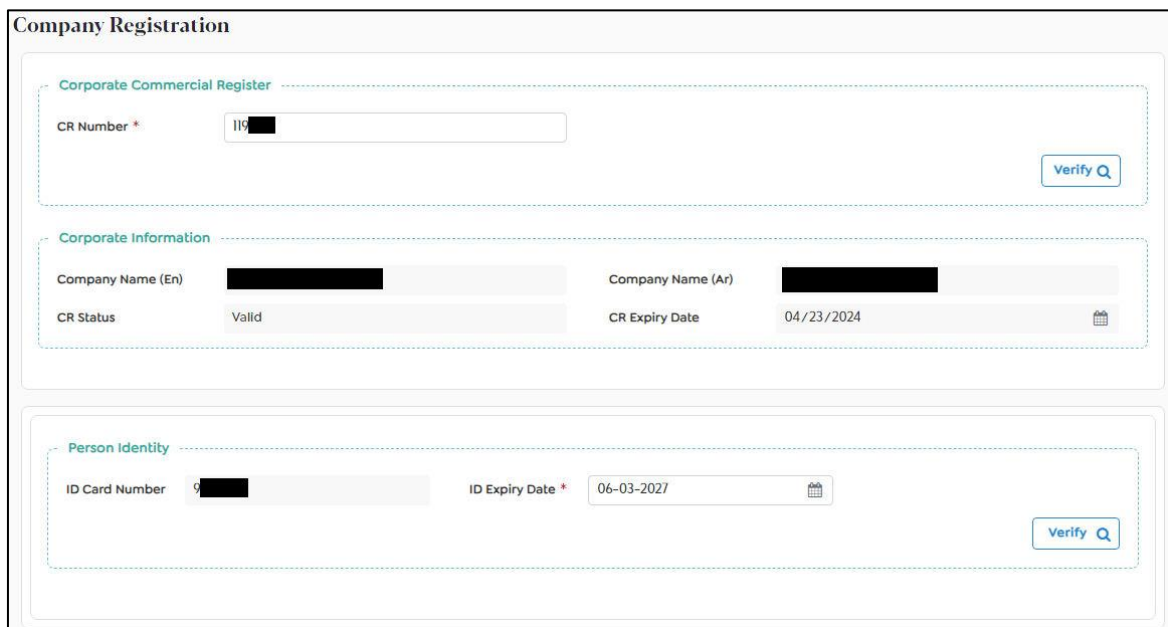
Company Registration

Corporate Commercial Register

CR Number *

[Verify Q](#)

2. Enter the CR number and then click the  button, and the system will retrieve your company's information as shown below:




Company Registration

Corporate Commercial Register

CR Number *


[Verify Q](#)

Corporate Information

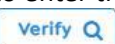
Company Name (En)	<input type="text" value=""/>	Company Name (Ar)	<input type="text" value=""/>
CR Status	Valid	CR Expiry Date	04/23/2024 

Person Identity

ID Card Number


ID Expiry Date * 


[Verify Q](#)

3. Then you need to enter the person's information by entering the resident card number and expiry date, then click  and the system will retrieve the person's information automatically as shown below:



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Person Identity

ID Card Number ID Expiry Date * 

[Verify](#) 


Personal Information

Full Name (En) <input type="text" value="██████████"/>	Date of Birth	03-01-1986 	
Full Name (Ar) <input type="text" value="██████████"/>	Gender	Male <input type="text"/>	
Nationality	Age	37	
Governorate	Willayat	Select Willayat <input type="text"/>	
Village			

Contact Details

E-mail address <input type="text" value="Email address"/>	OTP <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	
Mobile * <input type="text" value="Mobile Number"/>	OTP * <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	

Communication Preferences

Language * English Arabic 

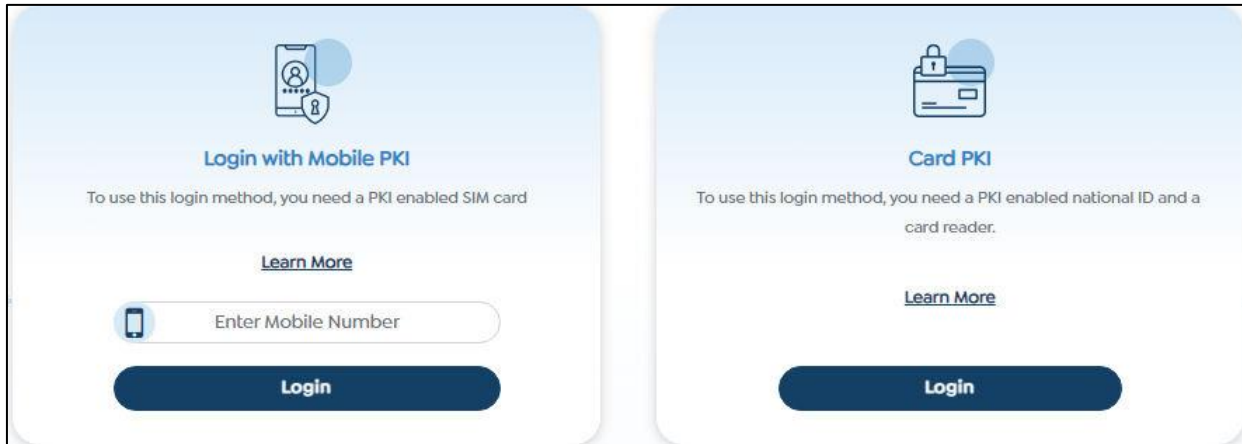
Method SMS Email

[Save](#)



4. Enter the location which consists of Governorate, Wilaya, and village.
5. 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.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. 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 two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:

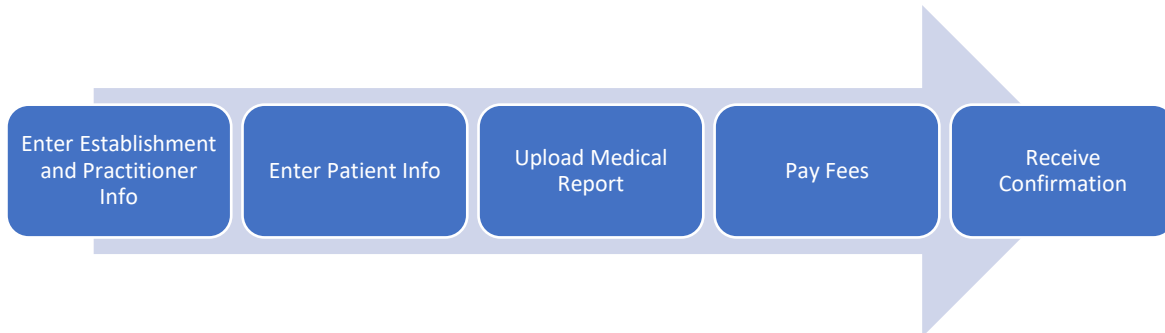


The screenshot shows two login panels side-by-side. The left panel is titled 'Login with Mobile PKI' and includes a sub-header 'To use this login method, you need a PKI enabled SIM card'. Below this is a 'Learn More' link, a text input field with a mobile phone icon and the placeholder text 'Enter Mobile Number', and a dark blue 'Login' button. The right panel is titled 'Card PKI' and includes a sub-header 'To use this login method, you need a PKI enabled national ID and a card reader.' Below this is a 'Learn More' link and a dark blue 'Login' button.

- For **Mobile PKI**, you enter your mobile number then you click  button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click  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.


3. Medical Report Attestation Service

Through this page you apply for medical report attestation. The process is as follows:




The **Medical Report Attestation Service** page appears as shown below:

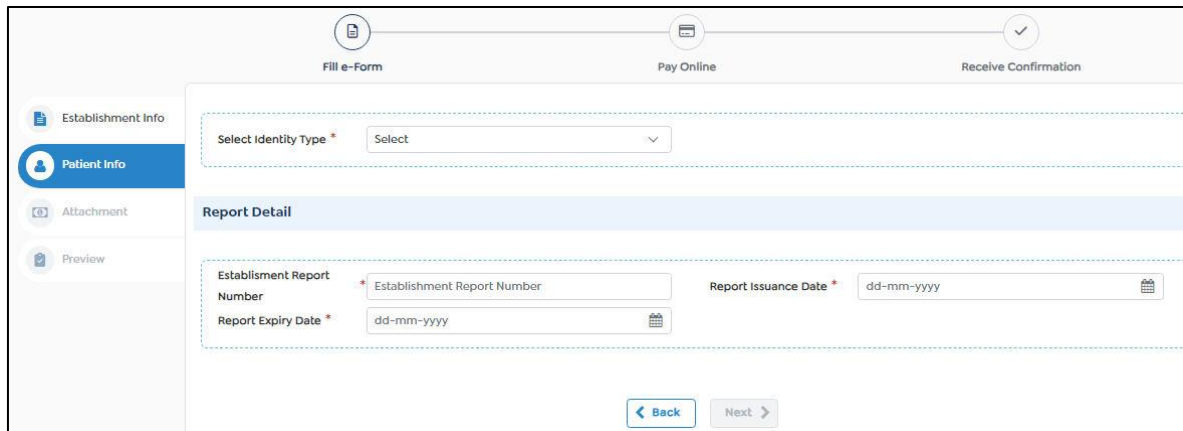
To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list, and the details appear automatically.
2. Click  button, and you get a notification in green on top of the page if the practitioner is valid and you can continue with the process. The notification appears as shown below:



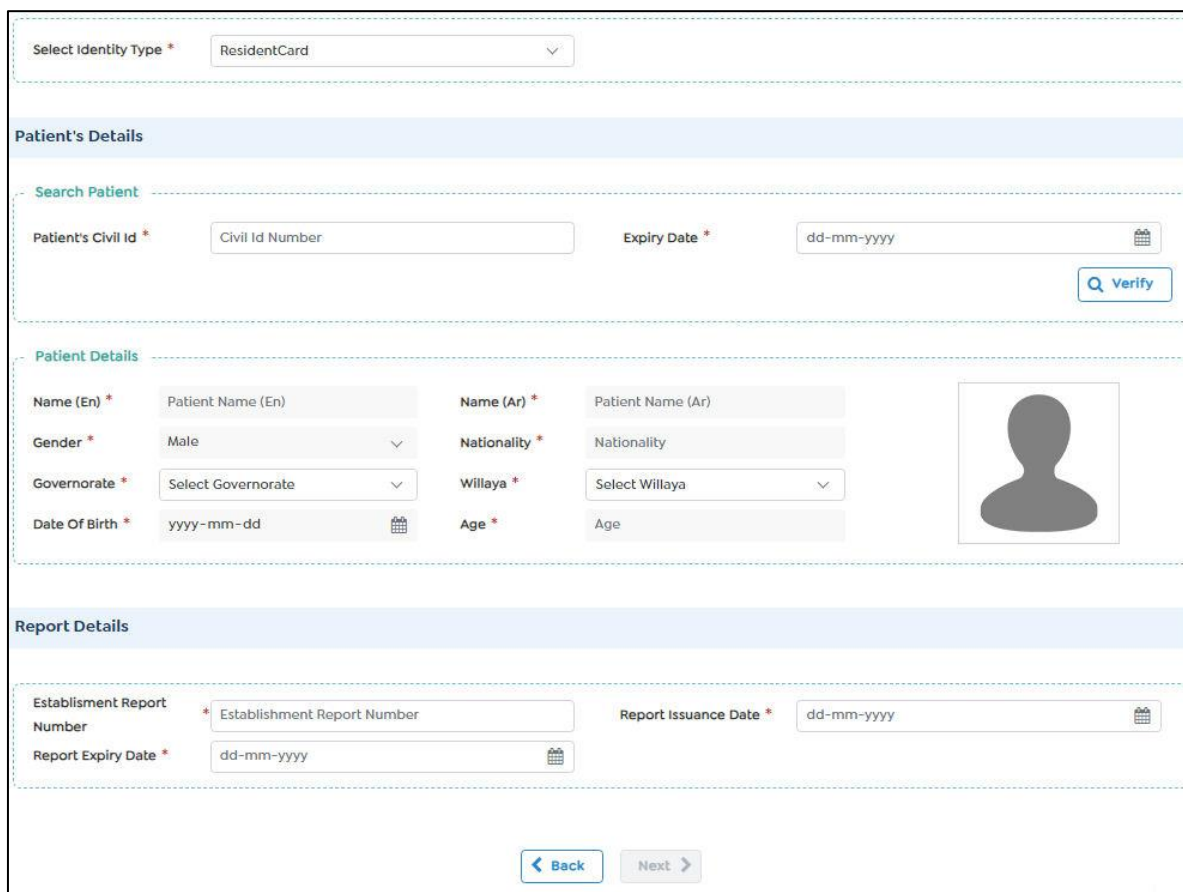
3. Click  and the following page appears:


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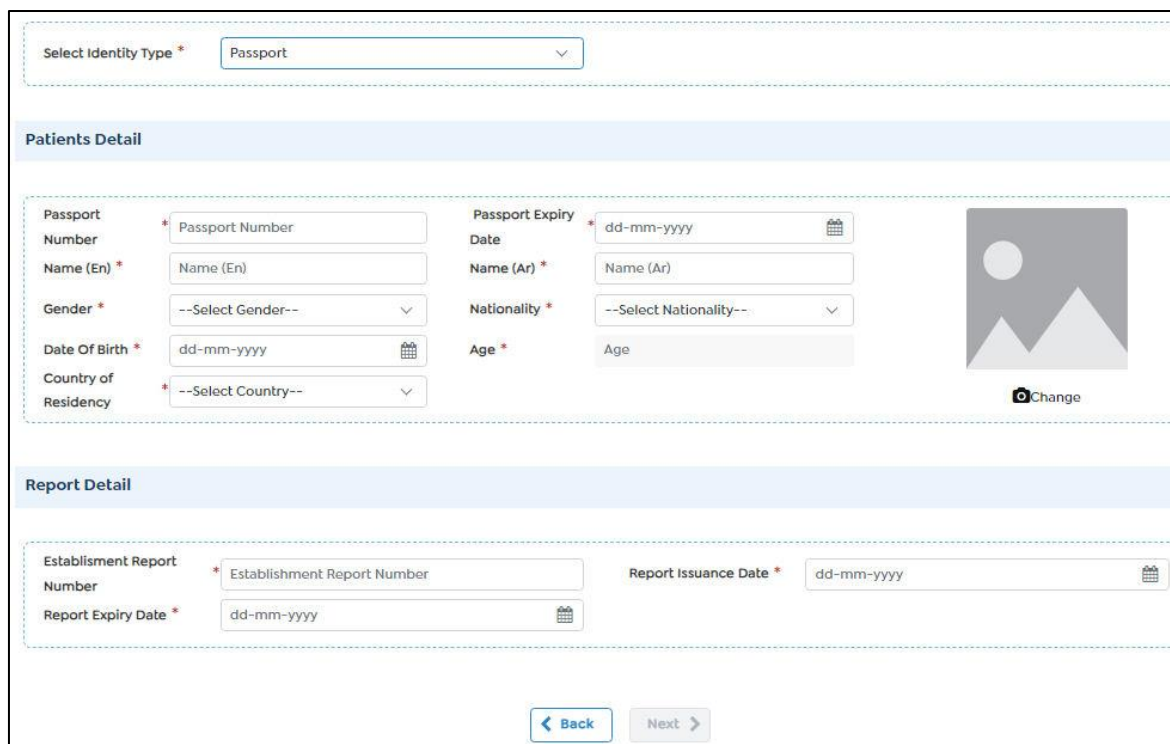
4. Select Identity type from the dropdown list:

- If you select “Resident Card”, the following fields appear:



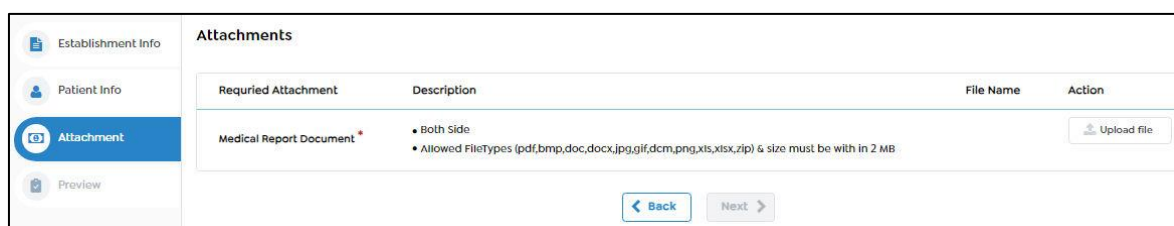
- Enter patient’s civil ID and expiry date then click , and the patient’s data is retrieved automatically.
 - Select governorate and wilaya from the dropdown list.
- If you select “Passport”, the following fields appear:

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Enter the details manually in each field (passport number, expiry date, name in English and Arabic, Gender, Nationality, Date of birth, country of residency, and photo).

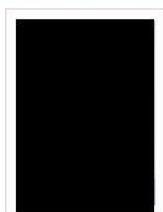
5. Enter report number.
6. Enter report issuance date and expiry date.
7. Click **Next >** and the following page appears:



8. Attach the report using the **Upload file** button. Once done, it will activate the **Next >** button.
9. Click **Next >** and the following page appears:

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Patients Details ✎

Resident Type	ResidentCard			
Civil Id	██████	Civil Expiry	2025-05-19 📅	
Name (En)	██████████████████	Name (Ar)	██████████████████	
Gender	Male	Nationality	JORDAN	
Date Of Birth	1986-01-03 📅	Age	38	
Governorate	Muscat	Willaya	Muscat	

Report Details ✎

Establishment Report Number	965325	Report Issuance Date	2024-01-14 12:00 AM
Report Expiry Date	2024-01-16 12:00 AM	Fitness Status	Fit

Attachments ✎

Required Attachment	Description	File Name
Medical Report Document	Both Side	ملف.jpg

Declaration

I hereby certify that all the information filled in this form, all documents are true and accurate, and changes will not be made until they are approved by MOH, Oman.

← Back
Continue to Payment →

10. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.

11. click Continue to Payment >, and the following message appears:

Confirmation

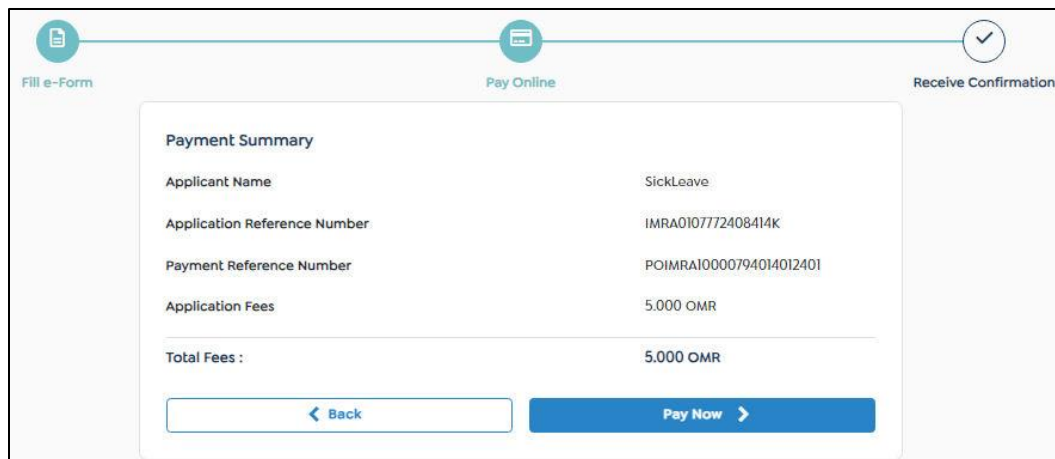
✕

Are you sure you want to Confirm and Proceed for Payment?

Confirm
Cancel


12. Click Confirm button, and the following page appears:

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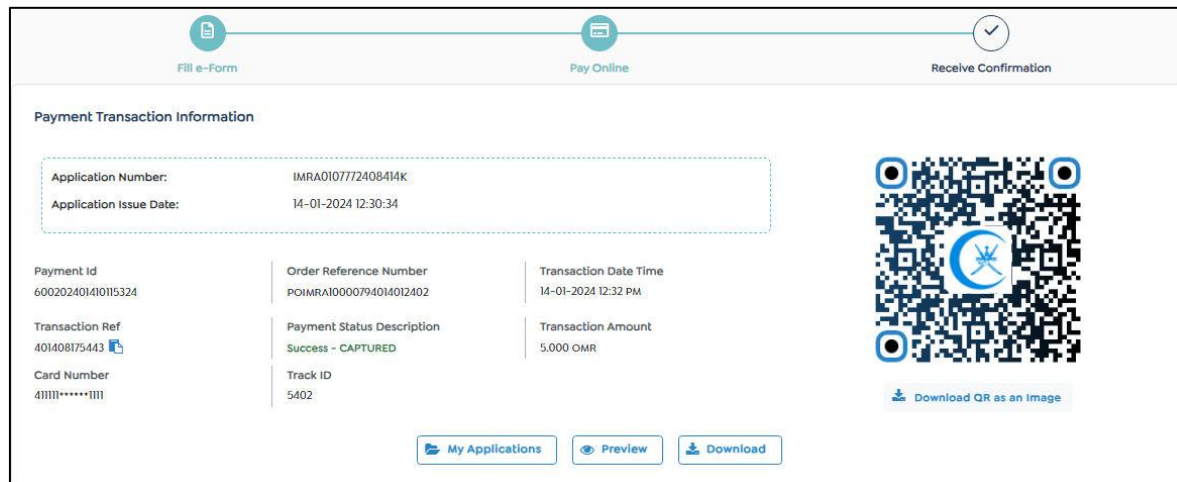


Payment Summary	
Applicant Name	SickLeave
Application Reference Number	IMRA010772408414K
Payment Reference Number	POIMRA10000794014012401
Application Fees	5.000 OMR
Total Fees :	5.000 OMR

Navigation: < Back | Pay Now >

13. Click  and you go to the payment page.


14. Once you complete the payment, you will be navigated to the following page:



Payment Transaction Information




Application Number:	IMRA010772408414K
Application Issue Date:	14-01-2024 12:30:34

Payment Id 60020240140115324	Order Reference Number POIMRA10000794014012402	Transaction Date Time 14-01-2024 12:32 PM
Transaction Ref 401408175443	Payment Status Description Success - CAPTURED	Transaction Amount 5.000 OMR
Card Number 411111*****1111	Track ID 5402	

QR Code: 

Download QR as an Image

Navigation: My Applications | Preview | Download

- You can view your applications using the  button.
- You can preview the application using the  button.
- You can also download the application using the  button.