



# Contents

CONTENTS1
INTRODUCTION
ABOUT PLD ADD EMPLOYER
TARGET AUDIENCE
GUIDE MAP
PLD PRODUCT USERS
PLD APPLICATION STATUSES
GLOSSARY
1. LOG ON TO DHCA PORTAL FRONTEND SITE
2. HEALTHCARE PROFESSIONAL APPLIES FOR ADDING A NEW EMPLOYER WITH LOA
3. HEALTHCARE PROFESSIONAL APPLIES FOR ADDING A NEW EMPLOYER28
4. HEALTHCARE PROFESSIONAL APPLIES FOR ADDING A NEW EMPLOYER AND THE NEW EMPLOYER REJECT EMPLOYMENT
5. HEALTHCARE PROFESSIONAL APPLIES FOR ADDING A NEW EMPLOYER AND THE PRIMARY EMPLOYER REJECT EMPLOYMENT





#### Introduction

This guide is prepared to PLD employees in order to start utilize the portal frontend site dedicated for each department. This guide also shows cases of system's screens and explains the steps each employee should follow in order to use services provided by the portal front end site.

#### About PLD Add Employer

The purpose of this service is for a professional – who has a valid professional license - to work with another employer in addition to the primary employer that s/he is currently working with.

This service is also used by a professional – who has a valid LOA or previously acquired a license and now he is not working for any employers – and wants to work for a healthcare operator – which will be his/her primary employer. Target Audience

The guide is specially designed to address the following of DHCA employees:

- •New employer (New Healthcare Operator)
- Primary employer (Primary Healthcare Operator)
- •Applicant (Healthcare Professional)
- •IT Admin (CRM Admin)

#### Guide Map

The following table indicates how this guide is categorized:

Chapter Title	Description	
Healthcare professional applies for adding a new employer with LOA	Readers of this chapter shall be introduced to detailed instructions about the phases that the healthcare professional applies for adding a new employer with LOA passes through.	
Healthcare professional applies for adding a new employer	Readers of this chapter shall be introduced to detailed instructions about the phases that the Healthcare professional applies for adding a new employer passes through.	
Healthcare professional applies for adding a new employer and the new employer reject employment	Readers of this chapter shall be introduced to detailed instructions about the phases that the Healthcare professional applies for adding a new employer and the new employer reject employment passes through.	
Healthcare professional applies for adding a new employer and the primary employer reject employment.	Readers of this chapter shall be introduced to detailed instructions about the phases that the Healthcare professional applies for adding a new	

سلطة محينة دبـي الطبية، ص.ب: ٥٠،٥٠١، دبي، الإمارات العربية المتحدة هـ ٩٧١ ٢ ٣٨٣ ٩٧١ ٢ + ف ٩٣٥ ٣٨٣ ٩٧١ ٢



سلطــة مدينــة دبــي الطبيــة Dubai Healthcare City Authority Regulatory - القطاع التنظيمي

Regulatory		
	employer and the primary employer reject employment Passes through.	
System Configuration	This chapter is dedicated to IT Admins as it sums up all the possible configurations that can be done regarding adding new employer.	

# PLD Product Users

The following table sums up the PLD application process by mentioning the main concerned employees as well as the tasks assigned to each one of them:

Role Name	Assigned Tasks	
Applicant	<ul> <li>Selects new employer or primary employer.</li> <li>Fills an application to add a new employer.</li> <li>Enters MMI and BLS details.</li> <li>Pays fees and enter courier details.</li> <li>makes some modifications on the application.</li> </ul>	
New employer	<ul> <li>Review applications.</li> <li>Approve and reject applications explaining the reason in case of rejection.</li> </ul>	
Primary employer	<ul> <li>Review applications.</li> <li>Approve and reject applications explaining the reason in case of rejection.</li> </ul>	
System	<ul> <li>Changes application statuses.</li> <li>Calculate fees.</li> <li>Send notification mails and messages to applicant, new employer and primary employer.</li> </ul>	

# PLD Application Statuses

During the phase of any PLD application, the system shall mark every phase with a status to indicate the current phase through which the application passes. The following are the different application statuses:

•New

- •Open
- •Pending on submission
- •Pending on new employer approval
- •Pending on Primary Healthcare Operator Approval
- •Pending on payment





- •pending on Finance member approval
- •Pending on Courier Details
- •Pending on MMI & BLS Submission
- •Pending on PLD Team Member Approval
- Closed
- Cancelled

Glossary

The following table provides the reader with a definition to each unclear or ambiguous term or abbreviation used extensively throughout the document:

Term	Definition
Applicant	The one who initiates the new license request which can either be the healthcare operator or the healthcare professional
BLS	Basic Life Support Emergency procedures performed to sustain life that include cardiopulmonary resuscitation, control of bleeding, treatment of shock, stabilization of injuries and wounds, and first aid.
СОР	Clinical Operational Permit It is the authorization issued by the Registry of Companies to a healthcare operator allowing it to conduct one or more Clinical Activities.
DHCR	Dubai Healthcare Regulatory
Healthcare Operator	Means a hospital, clinic, laboratory, pharmacy or other Entity providing Healthcare Services in DHCA, holding a Clinical Operating Permit duly issued by the Registry of Companies in accordance with the Healthcare Operators Regulation and the applicable Rules, Standards and Policies
LOA	Letter of Acceptance
ММІ	Medical Malpractice Insurance Is a professional liability insurance which protects physicians and other licensed health care professionals from liability associated with wrongful practices resulting in bodily injury, medical expenses and property damage, as well as

 Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE

 T +971 4 383 8300
 F +971 4 383 8359

سلطة محينة دبـي الطبيـة، ص.ب: ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٩٣ ٣٨٣ ٢ ٩٧١ + ف ٩٣٨ ٣٨٣٣ ٩٧١ +





D	URAI	the cost of defending lawsuits related to such claims.
	PLD	Professional License Department

# 1. Log On to DHCA Portal Frontend Site

The section is dedicated to all healthcare operators and healthcare professionals in order to help them know the steps required to log on to DHCA Portal frontend site.

- Start executing the following steps
- 1. In your browser, enter the URL of DHCA portal frontend site, **Authentication Required** window opens.

سلطـــة مدينـــة دبـــي الطبيـــة Dubai Healthcare City Authority القطاع التنظيمي - Regulatory
Sign In
Please Enter your information below E-mail
Password
Forgot Password Register Sign In

- 2. On **Authentication Required** window, in **E-mail** and **Password** text boxes, type your E-mail and password as a health care professional or a health care operator.
- 3. Click **Sign in**, portal home page will be displayed.







There are 2 scenarios:

- a. Navigating to workspace to see pending task or request scenario.
- 1. Click on the upper arrow, then go to "workspace", workspace home page opens.



2. Go to the required task or payment and click to open.

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359





		A+ A	- 🕕 Vreicome , abduiranman zeyada 🤟
COVERNMENT OF DUBAI			سلطــة مدينــة درـــر، الطبيــة Dubai Healthcare City Authority Regulatory الفناس
(a) > E-SERVICES > WORKSPACE-HONE WORKSPACE-HOM	E		•
Workspace	6 🖻 🖻 🖻 ɗ		
Reprofile			
🖹 My Tasks	O My Tasks	1 My Requests	My Draft Requ
My Requests			
My Draft Requests	MY TASKS	@ Show All MY REQ	UESTS @ Show All
My Documents Wallet	Name Crist	PL-NwLm-1	eService Status Creation Date 8-01117 Application Date 28-Sep-2018
	MY DOCUMENTS WALLET	@ store All MY DRA	FT REQUESTS @ Show All
	Attachment	Downland Name The are s	Delete Request
	Attachment	Downland	
	Other Attachments	Downland	
		Downland	

### b. Applying for adding a new employer scenario.

1. Click "E-Services" from portal homepage.







2. Go to "professional licensing services"



3. Click on "Part time license".





	•
Professional Licensing Services	
New Professional Licensure Apply for a new professional license NORE DETAILS	Part Time License Apply for additional employers (Parl- time) MOHE DETALS
Renewal of license Apply to renew your Professional Licens NOSE OCTALS	Reapplication Apply to mapply for a license WORE DETAILS
Upgrade Professional Licensure Process Apply to upgrade an active license from one specially 1	Deactivate Professional Licensure Process Apply to inactivate a license MORE DETALS
License Replacement Process NA NORE DETAILS	Letter Issuance Request for Professional letter
MMI, BLS, Title and Name Updates Apply for MMS, BLS, Title and Name Updates NORE DETAILS	Activating License or LOA Apply for activating a License or LOA Apply for activating a License or LOA. WORE DETAILS
Change of status Apply to Change Primary Employer NORC OLTAKE	

4. Click on "apply for service" button.

سلطة مدينية دبي الطبية، ص.ب: ٥٠،٥٠١، دبي، الإمارات العربية المتحدة هـ ١٩٧٠ ٢ ٣٨٣ ٢ ١٩٧٠ + ف ٩٣٥ ٣٨٣ ٢ ٩٧١ ٢





DEPARTMENT SERV	VICE	۲		
DEPARTMENT: PROFES	SIONAL LICENSING SERVICES			
SERVICE NAME	Part Time License			
DESCRIPTION	This service enables the licensed professional to add additional employers to their license.			
PREREQUISITES	Valid DHCC license     Offer letter from new facility     Approved service in the new facility			
REQUIRED DOCUMENTS	<ol> <li>No objection letter from the primary facility.  </li> <li>Offer letter from the new facility.  </li> <li>Medical Malpractice insurance to cover the practice under the new facility.   </li> <li>Receipt of required payment (as per fee structure).  </li> <li>Passport Size photo for license issuance.   </li> </ol>			
FEES (AED)				
	AED 2020 per additional facility			
TIME FRAME	() 10 Working days			
SERVICE CHANNELS POLICIES AND PROCEDURES	Online			
	Submit an online request     pay required fees     review & approval by new facility     review and approval by PLD     License issuance			
	← BACK TO LIST APPLY FOR SERVICE			

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359

سلطة مدينية دبي الطبية، ص.ب: ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٣٨ ٣٨٣ ٤ ١٩٧١ + ف ٩٣٥ ٣٨٣ ٩٧١ ٤





## 2. Healthcare professional applies for adding a new employer with LOA

- Start executing the following steps
- 1. Healthcare professional login to DHCA portal with HC professional credentials.
- 2. Healthcare professional clicks "E-services" from portal homepage.
- 3. Healthcare professional goes to "professional licensing services".
- 4. Healthcare professional clicks on "Part time license".

APPLY FOR SERVICE

5. Healthcare professional clicks on button , PLD Add Employer page opens successfully.





	LOTEN				
Add Employer					
All fields with (*) are many	andatory				
Specify Operator/Professional					
SELECT HEALTHCA	RE OPERATOR				
Healthcare Operator *	Select	-			
SPECIFY CATEGOR	Y & SPECIALITY				
Category	Nursing		Grade *	Registered Nursing	-
Scope *	Nurse Scope	Ţ	Speciality *	Nurse Speciality	÷
PROFESSIONAL LIC	ENSE TYPE				
Professional License Type *	FullTime PartTime				
CURRENT LOA DET.	AILS				
LOA issuance Date	28-Sep-2016		LOA Expiry Date	28-Sep-2017	
Category	Nursing		Grade	Registered Nursing	
Scope	Nurse Scope		Specialty	Nurse Speciality	
		K SAVE	зивміт 🚿	•	

6. Healthcare professional selects "HCO", "Grade", "Scope", "Specialty" and Professional license type.





PLD ADD EM	PLOYER			
Add Employer				
All fields with (*) are ma	andatory			
Specify OperatornProfessional				
SELECT HEALTHCA	RE OPERATOR			
Healthcare Operator *	Nancy Mohsan	*		
SPECIFY CATEGOR	Y & SPECIALITY			
Calegory	Nursing		Grade *	Registered Nursing -
Scope *	Nurse Scope	Ŧ	Speciality *	Nurse Speciality ~
PROFESSIONAL LIC	ENSE TYPE			
Professional License Type *	FullTime     PartTime			
CURRENT LOA DET	AILS			
LOA issuance Date	28-Sep-2016		LOA Expiry Date	28-Sep-2017
Category	Nursing		Grade	Registered Nursing
Scope	Nurse Scope		Specialty	Nurse Speciality
		K SAVE	SUBMIT 🔉	
		SAVE		

8. Healthcare professional verifies that operation success message appears and clicks on "back to workspace".





OPERATION SUCCEEDED PL-ADEMPLYR-16-00024 Add Employer Successfully Created/Updated					
BACK TO WORKSPACE	CONTINUE				

9. Healthcare professional verifies that Application saved as a draft.

- WORKSPACE-HOM	E			6
Workspace	命 🖻 🗎 🖻	7 🛱		
Rrofile				
📰 My Tasks	1 My Tasks	1 My Requests		1 My Draft Requ
🗐 My Requests				
My Draft Requests	MY TASKS	Show All	MY REQUESTS	Show All
My Documents Wallet	PL-AdEmplyr-16-00024	05-Oct-2016	PL-NwLns-16-01117	Application Closed 28-Sep-2016
	MY DOCUMENTS WAL	LET © Show All	MY DRAFT REQU	ESTS 👁 Show All
	Attachment	Downland	Name	Delete Request
	Attachment	Downland	PL-AdEmpiyr-10-00024	DELETE REQUEST
	Other Attachments	Downland		
		Downland		

10. Healthcare professional opens the task by clicking on it and verifies that its status is "Pending on submission".

 Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE

 T +971 4 383 8300
 F +971 4 383 8359

سلطة محينة دبي الطبية، ص.ب، ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٩٣ ٣٨٣ ١٤ ٩٧١ + ف ٩٣٨ ٣٨٣٣ ع ٩٧١ +











Application Number D	N &dEmploy 10 00004		Application Status Du	nding On Publication	
Application Number P	L-AdEmplyr-16-00024		Application status Pe	nding On Submission	
All fields with (*) are ma	ndatory				
Specify Operator/Professional					
SELECT HEALTHCAP	RE OPERATOR				
Healthcare Operator *	Nancy Mohsen	Ŧ			
SPECIFY CATEGORY	& SPECIALITY				
Category	Nursing		Grade *	Registered Nursing	Ŧ
Scope "	Nurse Scope	-	Speciality *	Nurse Speciality	Ŧ
PROFESSIONAL LICE	ENSE TYPE				
Professional License Type <sup>*</sup>	FullTime     PartTime				
CURRENT LOA DETA	NLS				
.OA Issuance Date	28-Sep-2016		LOA Expiry Date	28-Sep-2017	
Safegory	Nursing		Grade	Registered Nursing	
Scope	Nurse Scope		Speciality	Nurse Speciality	
Scope	Nurse Scope		Specialty	Nurse Speciality	

12. Healthcare professional verifies that success message appears and clicks "back to workspace".









13. Healthcare professional verifies that status is "pending on employer's approval".



 Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE

 T +971 4 383 8300
 F +971 4 383 8359

سلطة محينة دبي الطبية، ص.ب: ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٣٨٣ ٨٣٨ ع ٩٧١ + ف ٩٧١ ٤ ٣٨٣ ٩٧١ +





PLD ADD EM	PLOYER		
Add Employer			
Application Number	PL-AdEmplyr-16-00024	Application Status P	<sup>2</sup> ending on Employer's Approval
All fields with (*) are m	handatory		
Specify Operator/Professional			
SELECT HEALTHCA	RE OPERATOR		
Healthcare Operator	Nancy Mohsen		
SPECIFY CATEGOR	Y & SPECIALITY		
Category	Nursing	Grade	Registered Nursing
Scope	Nurse Scope	Speciality	Nurse Speciality
PROFESSIONAL LIC	CENSE TYPE		
Professional License Type	Full Time		
CURRENT LOA DET	AILS		
LOA Issuance Date	28-Sep-2016	LOA Expiry Date	06-Jan-2016
Category	Nursing	Grade	Registered Nursing
Scope	Nurse Scope	Speciality	Nurse Speciality

14. New employer (new Healthcare operator) login to portal with new HCO credentials.



سلطــة مدينــة دبــي الطبيــة Dubai Healthcare City Authority القطاع التنظيمي - Regulatory



15. New employer navigates to "workspace" and opens task.

	1E				
Workspace	命 🖻 🖻 🖻 1	4			
C Profile					
📰 My Tasks	27 My Tasks	55 My Requests		20 My Draft Req	u
My Requests					
My Draft Requests	MY TASKS	Show All	MY REQUES	TS	๎ Show All
	Name	Creation Date	Name	eService Status	Creation Date
My Documents Wallet	PL-AdEmplyr-18-00024	09-Oct-2016	PL-LcnsRplctn- 16-00049	In Progress	09-Oct-2016
	Fit-Out AppOP -172	05-Oct-2016	PL Loos Poloto		
	Fit-Out AppOP -171	05-Oct-2016	16-00048	In Progress	09-Oct-2016
	Fit-Out AppOP -168 PaymentProcess00047 POP	05-Oct-2016	PL-LcnsRplctn- 16-00047	Pending on Prometric Readiness	09-Oct-2016
	Fit-Out AppOP -167 PaymentProcess00045 NOP	05-Oct-2016	PL-LonsRplotn- 16-00045	Pending on Payment	09-Oct-2016
			PL-LonsRplotn- 18-00044	Pending on Payment	07-Oct-2016

16. New employer selects "approve" from decision field and clicks on "submit" button.





17. New employer verifies that success message appears and clicks "back to workspace".



18. New employer verifies that current status is "Pending on payment".

RAI				Dubai He Reg	althcare City یمی - <mark>gulatory</mark>	Authori طاع التنظ
- WORKSPACE-HO	ME					
Workspace	6 🖻 🖸 🛛	BA				
() Profile					•	-
📰 My Tasks	1 My Tasks		Requests	0	O My Draft Requ.	â
My Requests	Mensuena acco				_	
🔒 My Draft Requests	MY TASKS	Creation Date	W ALL	IY REQUESTS	eService	Creati
My Documents Wallet	PL-AdEmplyr-18-00024	09-Oct-2016		arrie	Status	Date 05-Oc
-			P	L-LensRpletn-16-00042	Closed	2018
			P	L-AdEmplyr-16-00024	Pending on Payment	05-Oc 2016
			P	L-NwLes-16-01117	Appleation Carent	28-Se 2016
Workspace	« 🗘 🖹 🗎				_	
Workspace						
Workspace          Workspace         Profile         Image: My Tasks		PL-AdEmplyr-16-00	)024 Servic	e: Add Employer		
Workspace  Workspace  My Tasks  My Requests	Image: Constraint of the second seco	PL-AdEmplyr-16-00 Pending on Payment	0024 Servic	e: Add Employer		
Workspace         Image: Workspace         Image: Profile         Image: Wy Tasks         Image: Wy Requests         Image: Wy Draft Requests		PL-AdEmplyr-16-00 Pending on Payment	0024 Servic	e: Add Employer		
Workspace         Image: Workspace         Image: Profile         Image: Wy Tasks         Image: Wy Requests         Image: Wy Draft Requests         Image: Wy Documents Wallet		PL-AdEmplyr-16-00 Pending on Payment	)024 Servic	e: Add Employer		
Image: Workspace         Image: Workspace         Image: Profile         Image: Wy Tasks         Image: Wy Tasks         Image: Wy Requests         Image: Wy Draft Requests         Image: Wy Documents Wallet	Image: Constraint of the system         Image: Constand of the system         Image: Constandis	PL-AdEmplyr-16-00 Pending on Payment handatory be applied	)024 Servic	e: Add Employer		
Image: Workspace         Image: Workspace         Image: Profile         Image: Wy Tasks         Image: Wy Tasks         Image: Wy Requests         Image: Wy Draft Requests         Image: Wy Documents Wallet	Image: Constraint of the second seco	PL-AdEmplyr-16-00 Pending on Payment nandatory be applied Description	024 Servic	e: Add Employer	Total Fees (AED)	
Image: Constraint of the series of the se	Image: Constraint of the second constraint of the	PL-AdEmplyr-16-00 Pending on Payment anadatory be applied Description Service Fee	0024 Service	e: Add Employer Count 1	Total Fees (AED) 500	
Image: Constraint of the series of the se	Control Co	PL-AdEmplyr-16-00 Pending on Payment anadatory be applied Description Service Fee KDF	0024 Service Unit Amount (AED) 500 800	e: Add Employer Count 1 1 1	Total Fees (AED) 500 800	

19. Healthcare professional login to DHCA portal with healthcare professional credentials.

20. Healthcare professional navigates to "workspace" and opens task.



MENT OF DURAL





21. Healthcare professional chooses "wire transfer" as a payment type.

ENT OF DUBAL						ä Du	طـــة مدينـــة دبـــي الطبيـ bai Healthcare City Author طاع التنظيمي - Regulatory	سلا ity القد
	PAYMENT REQUES	т					6	
ស	Workspace «	命 🖹	•	ð 6				
(L)	Profile	Payment						
	My Tasks	Applicat	ion Number	r: PL-AdEmplyr-1	16-00024 Servic	9: Add Employer		
Ξ	My Requests	Applicat	ion Status:	Pending on Pay	ment			
Ĝ	My Draft Requests	All fields     PAYMENT	with (*) are i	mandatory				
B	My Documents Wallet	No Refun	d policies wi	ill be applied				ł
		Fee Code		Description	Unit Amount (AED)	Count	Total Fees (AED)	
		FeeCode-	00006	Service Fe	e 500	1	500	
		FeeCode-	00003	KDF	800	1	800	
		FeeCode-	00004	IDF	10	1	10	
							1310 (AED)	
		PAYMEN	TYPE					
		Payment Type	-	Online Online Wre transfer				

22. Healthcare professional enters the "bank transaction number" and clicks "pay".





# BANK ACCOUNT DETAILS

Account Title	Dubai HealthCare City Authority	Bank Name	Dubai Islamic Bank
Bank Address	Dubai , United Arab Emirates	Bank Account No	001520061672101
IBAN Code	AE200240001520081672101	Currency	United Arab Emirates Dirham
Swift Code	DUIBAEADXXX		

# TRANSACTION DETAILS

Bank Transaction Number*	4432412
	PAY

23. Healthcare professional verifies that payment is submitted successfully.



- 24. PLD finance user Picks add employer task and approves payment on CRM.
- 25. Healthcare professional login to DHCA portal with HC professional credentials.
- 26. Healthcare professional navigates to "workspace"
- 27. Healthcare professional verifies that application status is "Pending on MMI and BLS information submission" and opens it.



28. Healthcare professional fills MMI and BLS needed details and clicks on "submit" button.



سلطــة مدينــة دبــي الطبيــة	,
Dubai Healthcare City Authority	
القطاع التنظيمي - Regulatory	



0

**	• •		
OVERN	MENT	OF	DURA

		EMD	
- PI D		EMPL	
	100		

Add Employer		
Application Number PL-AdEmplyr-16-00024	Application Status Pending on MMI and BLS Information Submission	
(1) All fields with (*) are mandatory		
Specify Operator/Professional	perator MMI And BLS Details	
MMI DETAILS		
Insurance Company " Delta	MMI Expiry Date * 6/10/2017	
MMI *		
+ ADD FILES Allowed extention(s) .pdf, Min. number of files is 1 w	; .gif, .jpg, .jpeg, .png, .bmp, .doo, .doox with Max. The size 5.00 MB	
Document.docx	File size 667.54 KB	-
BASIC LIFE SUPPORT (BLS)		
BLS Expiry Date * 6/10/2017		
BLS *		
+ ADD FILES Allowed extention(s).pdf, Min. number of files is 1 w	, gif, jpg, jpeg, ipng, .bmp, .doo, .doox with Max. The size 5.00 MB	
Document.docx	File size 667.54 KB	
	« ѕивмпт »	
9. Healthcare professional verifi	ies that success message appears.	
OPERATION SU	JCCEEDED	
SUCCES	ss	
MMI & BLS Is Submitte	ed Successfully	
BACK TO WOR	RKSPACE	

30. PLD team member picks task and approves MMI & BLS modifications on CRM.

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359

سلطة مدينية دبي الطبية، ص.ب: ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ١٩٧١ ٢ ٣٨٣ ٩١١ ٢ ف ٩٣٥ ٣٨٣ ٩١٢ ٢



- 31. Healthcare professional login to portal with HC professional credentials.
- 32. Healthcare professional navigates to "Workspace" and verifies that there exists task with status "pending on courier submission" then clicks on to open.



33. Healthcare professional fills courier details then clicks on "submit" button.



Application Number PL-AdEmplyr-16-00024

Application Status Pending on Courier Submission

All fields with (*) are manda	tory			
Specify Operator/Professional	New Healthcare Operator Approval	MMI And BLS Details	<b>⊒≊ੱ</b> Courier Details	
COURIER DETAILS				
Select The Licensing Title That Will Be Mostly Applied To You (Once Approved, This Title Will Appear On The License)*	Registered Nursing Nurse Speciality	Address *	26 Hafez street.	$\langle \rangle$
Delivered To *	45 AbdelKhalek street.	Phone Number *	01043866723	
Second Phone Number	Second Phone Number	Notes	Notes	< ~
		K SUBMIT		

## 34. Healthcare professional verifies that success message appears.

OPERATION SUCCEEDED
SUCCESS Courier Details Is Submitted Successfully
BACK TO WORKSPACE

# 3. Healthcare professional applies for adding a new employer

- Start executing the following steps
- 1. Healthcare professional login to DHCA portal with HC professional credentials.

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359

سلطة محينة دبـي الطبية، ص.ب: ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٩٣ ٣٨٣ ٢ ٩٧١ + ف ٩٣٨ ٣٨٣ ٩ ٩٧١ +



. .

2. Healthcare professional clicks "E-services" from portal homepage.

- 3. Healthcare professional goes to "professional licensing services".
- 4. Healthcare professional clicks on "Part time license".
- 5. Healthcare professional clicks on page opens successfully.
- 6. Healthcare professional selects "HCO", "Grade", "Scope", "Specialty" and Professional license type.

LANDS ARAS ( ) AREA ARA S	al de la companya de		
нанизате орелани	Addulianman Ziyaca 🗸 🗸		
SPECIFY CATEGOR	Y & SPECIALITY		
Lategory	Trainee License (Postgraduate Medical J Dental Education Program)	Grade *	Trainee Grade 👻
kope *	Trainee Scope +	Speciality *	Trainee Spec 👻
CURRENT LICENSE	DETAILS		
icense Number	License000039	License Issuance Date	05-Sep-2013
icense Expiry Date	05-Bep-2015	Primary Employer	Mina E
Category	Trainee License (Postgraduate Medical /	Grade	Trainee Grade
	Dena Educatori Programj		

سلطة مدينة دبي الطبية، ص.ب: ٢٠،٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٩٣١ ٢ ٣٨٣ ٢ ١٩٧٠ ف ٩٣٥ ٣٨٣ ٢ ٩٧١ ٢





"Healthcare professional verifies that operation success message appears and clicks on "back to workspace".



9. Healthcare professional verifies that Application saved as a draft.

- WORKSPACE-HOM	E 🗧
Workspace	
nofile	
🚊 My Tasks	1 U My Tasks U My Requests U 1 My Draft Requ
My Requests	
My Draft Requests	Name         Creation Date         Name         eService Status         Creation Date
My Documents Wallet	PL-AdEmplyr-16-00071 11-Oct-2018 The are no items found.
	MY DOCUMENTS WALLET @ Show All MY DRAFT REQUESTS @ Show All
	The are no items found. Name Delete Request
	PL-AdEmplyr-16-00071 DELETE REQUEST

10. Healthcare professional opens the task by clicking on it and verifies that its status is "Pending on submission".

 T
 +971 4 383 8300
 F
 +971 4 383 8359

سلطة محينة دبي الطبية، ص.ب، ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٩٣ ٣٨٣ ٢١٤ + ف ٩٣٨ ٣٨٣٣ ٤ ٩٧١ +

- WORKSPACE	-HOME		-	
Workspace				
D Profile				
🚊 My Tasks	1 My Tasks	My Reques	ts	1 My Draft Requ
My Requests		○ Sharry All		@ St.
My Draft Requests	Name	Creation Date	Name e	2Service Status Creatio
My Documents Walle	PL-AdEmplyr-16-00071	11-Oct-2016	The are no items found.	
	MY DOCUMENTS W	ALLET @ Show All	MY DRAFT REQU	IESTS @_stw
	The are no	o items found.	Name	Delete Request
			PL-AdEmplyr-16-00071	DELETE REQUES
PLD ADD EN Add Employer	/PLOYER			
PLD ADD EN Add Employer Application Number	IPLOYER	Application Stat	tus Pending On Submission	n
PLD ADD EN Add Employer Application Number All fields with (*) are r	IPLOYER PL-AdEmplyr-16-00071 mandatory	Application Stat	tus Pending On Submission	n
<ul> <li>PLD ADD EN</li> <li>Add Employer</li> <li>Application Number</li> <li>All fields with (*) are r</li> </ul>	APLOYER	Application Stat	tus Pending On Submission	n
PLD ADD EN Add Employer Application Number Application Number All fields with (*) are r Specify Operator/Professiona	APLOYER PL-AdEmplyr-16-00071 mandatory	Application Stat	tus Pending On Submission	n
PLD ADD EN Add Employer Application Number Application Number Application Number Application Number Select HEALTHC/	ARE OPERATOR	Application Stat	tus Pending On Submission	n
PLD ADD EM Add Employer Application Number Application Number Application Number Application Number Application Number Select Healthcare Operator*	ARE OPERATOR Abdulrahman Zeyada	Application Stat	tus Pending On Submission	n
PLD ADD EN Add Employer Application Number      All fields with (*) are r     Select Healthcre     Select Healthcre Healthcare Operator*	ARE OPERATOR Abdulrahman Zeyada	Application Stat	tus Pending On Submission	n
PLD ADD EM Add Employer Application Number  Application Number  Application Number  Application Number  Select Healthcare ESELECT HEALTHC/ Healthcare Operator*  SPECIFY CATEGOR Category	APLOYER PL-AdEmplyr-16-00071 mandatory MARE OPERATOR Abdulrahman Zeyada RY & SPECIALITY Trainee License (Postgraduate Medica Dental Education Program)	Application Stat	tus Pending On Submission	n

12. Healthcare professional verifies that success message appears and clicks "Back to workspace".



13. Healthcare professional verifies that request status is "Pending on employer's approval".



- 14. New employer (new Healthcare operator) login to portal with HCO credentials.
- 15. New employer navigates to "workspace" and opens task.

			بــــي الطبيـــــة Dubai Healtho Regulat	سلطــة مدينـــة در care City Authority القطاع التنظيمي - ory
- WORKSPACE-HOM	-	-	-	
Workspace	命 🖻 🖻 🖻			
📰 My Tasks	1 My Tasks	1 My Requests		raft Requ
My Requests		<b>A</b> (Same A)		@ [h-m 4]]
My Draft Requests	MY TASKS Name	Creation Date	Name eSe	Creation
My Documents Wallet	PL-AdEmplyr-16-00071	11-Oct-2018		Date
			PL-AdEmpiyr-10-00071 En	2016
	MY DOCUMENTS WAL	LET @ Show All	MY DRAFT REQUEST	S 🚳 Show All
	The are no iter	ns found.	Name	Delete Request
			The are no items found.	

16. New employer selects "approve" from "decision" field and clicks on "submit" button.

Add Employer App	roval Decision		
All fields with (*) are n	nandatory		
GENERAL INFORM	ATION		
Application Number	PL-AdEmplyr-16-00071	Application Status	Pending On Employer's Approval
APPLICATION INFO	RMATION		
Healthcare Operator	Abdulrahman Zeyada	Healthcare Professional	Amai Rofalel
Calegory	Trainee License (Postgraduate Medical / Dental Education Program)	Grade	Trainee Grade
Scope	Trainee Scope	Speciality	Trainee Spec
Professional License Type	Part Time		
APPROVAL FORM			
Decision *	Approve Employment		
Comment	Comment	-	
	~		

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359

**GOVERNMENT OF** 

سلطة مدينية دبي الطبية، ص.ب؛ ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٣٨٣ ٣٨٣ ٢ ٩٧١ + ف ٩٣٩ ٣٨٣ ٤ ٩٧١ +





Regulatory - القطاع التنظيمي - Regulatory 17. New employer verifies that success message appears and clicks "back to workspace".



18. New employer verifies that current status is "Pending on primary healthcare operator approval".



- 19. Primary employer (primary healthcare operator) login to DHCA portal with HCO credentials.
- 20. Primary employer navigates to "workspace" and opens task.

			طبیــــــــــــــــــــــــــــــــــــ	ينـــــة دبـــي الد Jealthcare City مى - Regulatory	سلطـــة مح Authority التنظير
	E	_			•
Workspace	û 🖹 🖣 🗭	â			
C Profile				0	
🚊 My Tasks	1 My Tasks	O My Requests		<b>U</b> My Draft Requ	
My Requests		Stone: All		2	C Share All
My Draft Requests	Name	Creation Date	Name	eService Status	Creation Date
My Documents Wallet	PL-AdEmplyr-16-00071	11-Oct-2016	The are no items found.		
	MY DOCUMENTS WALL	ET 👁 Show All	MY DRAFT RE	QUESTS	The Show All
	The are no items	; found.	Name	Delete F	Request
			The are no items f	ound.	

21. Primary employer selects "approve" from decision field then clicks on "submit" button.

Add Employer App	roval Decision		
All fields with (*) are m	andatory		
GENERAL INFORM	ATION		
Application Number	PL-AdEmptyr-16-00071	Application Status	Pending On Primary Healthcare Operator Approval
APPLICATION INFO	RMATION		
Healthcare Operator	Abdulrahman Zeyada	Healthcare Professional	Amal Rofaiel
Calegory	Trainee License (Postgraduate Medical / Dental Education Program)	Grade	Trainee Grade
Scope	Trainee Scope	Speciality	Trainee Spec
Professional License Type	Part Time		
APPROVAL FORM			
Decision *	Approve Employment		
Comment	Comment	-	
	~		

GOVE

سلطة مدينية دبي الطبية، ص.ب؛ ٥٠٥٠١، دبي، الإمارات العربية المتحدة هـ ٢٣٨ ٣٨٣ ٢ ١٩٧١ + ف ٩٧٦ ٣٨٣ ٢ ٩٧١ +





22. Primary employer verifies that success message appears.



- 23. Healthcare professional login to DHCA portal with HC professional credentials.
- 24. Healthcare professional navigates to "workspace".
- 25. Healthcare professional verifies that there is existing a task with status "pending on payment" and opens it.

	1E	-	-	e
Workspace	û 🖹 🗎 🖻	â		
🕼 Profile				
🚊 My Tasks	1 My Tasks	1 My Requests	O My Draf	t Requ
My Requests		<b>A 7 1</b>		<b>A a b</b>
My Draft Requests	Name	Creation Date	MY REQUESTS	Creation
My Documents Wallet	PL-AdEmplyr-18-00071	11-Oct-2016	PL-AdEmplyr-16-00071	pon 11-Oct-
	/		Paymer	2016
	MY DOCUMENTS WALLET	Show All	MY DRAFT REQUESTS	<sup>™</sup> Show All
	The are no items fou	nd.	Name	Delete Request

26. Healthcare professional chooses "wire transfer" as a "payment type", enters "bank transaction number" then clicks "pay".





### PAYMENT TYPE

Payment Type\* Online

🛹 🔘 Wire transfer

#### BANK ACCOUNT DETAILS

Account Name	Center For Healthcare Planning And Quality FZ LLC	Bank Name	Dubai Islamic Bank
Bank Address	Main Branch, Al Shola Building, Al Ettihad Road, P.O. Box 1080, Dubai, UAE	Bank Account No	001520046515501
IBAN Code	AE610240001520046515501	Currency	AED
Swift Code	DUIBAEAD		
TRANSACTION	DETAILS		
Bank Transaction Number*	313142241		
		PAY	

27. Healthcare professional verifies that success message appears.

OPERATION SUCCEEDED
OPERATION SUCCEEDED Payment Is Submitted Successfully
BACK TO WORKSPACE

28. PLD finance user picks add employer task and approves payment on CRM.

## 29. Healthcare professional login to DHCA portal with HC professional credentials.

<b>Dubai Healthcare City</b>	Authority, P.O. Box: 505001, Dubai, UAE
<b>T</b> +971 4 383 8300	F +971 4 383 8359





- 30. Healthcare professional navigates to "workspace"
- 31. Healthcare professional verifies that application status is "Pending on MMI and BLS information submission" and opens it.

- WORKSPACE-HOM	E			e
Workspace	û 🖹 🗎 🖻	7 Ĝ		
My Tasks	1 My Tasks	My Requests	Ξ	U My Draft Requ
My Requests	MV TASKS	@ Show: All		@ Shaw All
My Draft Requests	Name	Creation Date	Name	eService Status Creation
My Documents Wallet	PL-AdEmplyr-16-00071	11-Oct-2016	Hund	Pending on MM
			PL-AdEmplyr-16-00071	and BLS 11-Oct- Information 2016 Submission

32. Healthcare professional Fills MMI and BLS needed details and clicks on "submit" button.

Application Number Pl	L-AdEmplyr-16-00071	Application Stat	tus Pending on MMI and BLS Info	rmation Submission
<ul> <li>All fields with (*) are man</li> </ul>	ndatory			
Specify Operator/Professional	New Healthcare Operator Approval	Primary Healthcare Operator Approval	MMI And BLS Details	
MMI DETAILS				
Insurance Company *	ECS	MMI Expiry Date *	11/3/2018	
MMI *				
+ ADD FILES	Allowed extention(s) .pdf, .gif, .jpg, .jp Min. number of files is 1 with Max. file	eg, .png, .bmp, .doc, .docx e size 5.00 MB		
Document.docx		File size 667.54 KB		
		« ѕивміт »		
thcare City Authority, P.O. Bo	x: 505001, Dubai, UAE	ة» من القرير		



سلطــة مدينــة دبــي الطبيــة Dubai Healthcare City Authority Regulatory التنظيمي - القطاع

33. Healthcare professional verifies that success message appears.



- 34. PLD team member picks task and approve MMI and BLS modifications on CRM.
- 35. Healthcare professional login to portal with HC professional credentials.
- 36. Healthcare professional navigates to "Workspace" and verifies that there exists task with status "pending on courier submission" then clicks on to open.



37. Healthcare professional fills courier details then clicks on "submit" button.



#### COURIER DETAILS

Select The Licensing Title That Will Be Mostly Applied To You (Once Approved, This Title Will Appear On The License)*	Registered Nursing Nurse Speciality v	Address *	26 Hafez street.	$\langle \rangle$
Delivered To *	45 AbdelKhalek street.	Phone Number *	01043866723	
Second Phone Number	Second Phone Number	Notes	Notes	^
				$\sim$
	«	SUBMIT 🚿		

## 38. Healthcare professional verifies that success message appears.

OPERATION SUCCEEDED
SUCCESS Courier Details Is Submitted Successfully
BACK TO WORKSPACE

Dubai Healthcare City Authority, P.O. Box: 505001, Dubai, UAE T +971 4 383 8300 F +971 4 383 8359





- 4. Healthcare professional applies for adding a new employer and the new employer reject employment
- Start executing the following steps
- 1. Healthcare professional login to DHCA portal with HC professional credentials.
- 2. Healthcare professional clicks "E-services" from portal homepage.
- 3. Healthcare professional goes to "professional licensing services".
- 4. Healthcare professional clicks on "Part time license".
- 5. Healthcare professional clicks on page opens successfully.
- 6. Healthcare professional selects "HCO", "Grade", "Scope", "Specialty" and Professional license type.





All fields with (*) are ma	andatory		
Specify Operator/Professional			
SELECT HEALTHCA	RE OPERATOR		
Healthcare Operator *	Nancy Mohsan 🚽	]	
SPECIFY CATEGOR	Y & SPECIALITY		
Category	Medical License	Grade *	Medicine +
Scope *	Med Scope +	Speciality *	Med Spec *
PROFESSIONAL LIC	ENSE TYPE		
Professional License Type *	FullTime FullTime option is not available for the current healthcare professional		
	PartTime		
CURRENT LICENSE	DETAILS		
License Number	License000030	License Issuance Date	29-Sep-2016
License Expiry Date	29-5ep-2018	Primary Employer	Yasmine Shams
Category	Medical License	Grade	Medicine
Scope	Med Scope	Specialty	Med Spec

- 7. Healthcare professional clicks on SAVE button .
- 8. Healthcare professional verifies that operation success message appears and clicks on "back to workspace".



9. Healthcare professional verifies that Application saved as a draft.



10. Healthcare professional opens the task by clicking on it and verify that its status is "Pending on submission".

f <sub>□</sub> <sup>Workspace</sup>				
C Profile				
My Tasks	1 My Tasks	19 My Requests	s I My Dra	ıft Requ
My Requests		_	_	
My Draft Requ	MY TASKS Jests	Show All Creation Date	MY REQUESTS	© Show
My Document	s Wallet PL-AdEmplyr-16-00028	10-Oct-2016	Name eServ Pendi	ng on 10u
			PL-AdEmplyr-16-00025 Emplo Appro	yer's 201
			PL-LonsActvt-16-00062 Applic	ation Closed 201
			PL-LonsActvt-16-00081 Applic Reject	ation 09- ted 201
			PL-LonsActvt-18-00080 Applic	ation Closed 20
			PL-LcnsActvt-16-00059	ted 20
All fields with (*)	are mandatory			
ष्ट्रेष्ट्रि Specify Operator/Profes	sional			
SELECT HEALT	HCARE OPERATOR			
Healthcare Operator *	Nancy Mohsen	*		
SPECIFY CATE	GORY & SPECIALITY			
Category	Medical License	Grade *	Medicine	
Scope *	Med Scope	- Speciality *	Med Spec	



### 13. Healthcare professional verifies that status is "pending on employer's approval".







AI			لتنظیمی - Regulatory
PLD ADD EM	PLOYER		
Add Employer			
Application Number	PL-AdEmplyr-16-00026	Application Status Pendin	ng on Employer's Approval
All fields with (*) are ma	andatory		
Specify Operator/Professional			
SELECT HEALTHCA	RE OPERATOR		
Healthcare Operator	Nancy Mohsen		
SPECIFY CATEGOR	Y & SPECIALITY		
Category	Medical License	Grade	Medicine
Scope	Med Scope	Speciality	Med Spec
PROFESSIONAL LIC	ENSE TYPE		
Professional License Type	Part Time		
CURRENT LICENSE	DETAILS		
License Number	License000030	License Issuance Date	29-Sep-2016
License Expiry Date	29-Sep-2018	Primary Employer	Yasmine Shams
Category	Medical License	Grade	Medicine
Scope	Med Scope	Speciality	Med Bpec

14. New employer (new healthcare operator) login to portal with HCO credentials.

15. New employer navigates to "workspace" and opens task.

حُكومَ تَرْكُ			ب الطبيــــة Dubai Hea Reg	مدینــــة دبــــر Ithcare City A ظہری - ulatory	سلطــة uthority القطاع التن
WORKSPACE-HOM	E				(
Workspace	命 🖹 🖸 🖻	Ĝ			
Rrofile	07	<b>F7</b>		00	
My Tasks	My Tasks	57 My Requests		20 My Draft Requ	â
My Requests		Share All			Skow All
My Draft Requests	MY IASKS Name	Creation Date	MY REQUESTS	-Consiste Status	Creation
My Documents Wallet	PL-AdEmplyr-16-00026	10-Oct-2016	Name	Pending on	Date
	Fit-Out AppOP -172	05-Oct-2016	PL-AdEmplyr-16-00026	Employer's Approval	2016
	Fit-Out AppOP -171	05-Oct-2018	PL-AdEmplyr-16-00025	Pending on Employer's Approval	10-Oct- 2016
	Fit-Out AppOP -168 PaymentProc	05-Oct-2016	PL-LonsRpictn-16-00049	Application Rejected	09-Oct- 2016
	Fit-Out AppOP -187 PaymentProc	05-Oct-2016	PL-LonsRplotn-16-00048	In Progress	09-Oct- 2016
			PL-LonsRplotn-16-00047	Pending on Prometric Readiness	09-Oct- 2016

16. New employer selects "reject" from decision field, enters the reason then clicks on "submit" button.



•



(1) All fields with (*) are mandatory					
GENERAL INFORMA	TION				
Application Number	PL-AdEmplyr-16-00026		Application Status	Pending-On Employer's Approval	
APPLICATION INFO	RMATION				
Healthcare Operator	Nancy Mohaen		Healthcare Professional	Sandra Mounir	
Category	Medical License		Grade	Medicine	
Scope	Med Scope		Speciality	Med Spec	
Professional License Type	Part Time				
APPROVAL FORM	Reject Employment	Ţ			
Rejection Reason *	Because 1- 2- 3-	^ ~			
Comment	Commant	~ ~			
	L				











5. Healthcare professional applies for adding a new employer and the primary employer reject employment.

- Start executing the following steps
- 1. Healthcare professional login to DHCA portal with HC professional credentials.
- 2. Healthcare professional click "E-services" from portal homepage.
- 3. Healthcare professional goes to "professional licensing services".
- 4. Healthcare professional clicks on "Part time license".
- 5. Healthcare professional clicks on page opens successfully.
- 6. Healthcare professional selects "HCO", "Grade", "Scope", "Specialty" and Professional license type.





All fields with (*) are ma	andatory		
Specify Operator/Professional			
SELECT HEALTHCA	RE OPERATOR		
Healthcare Operator *	Nancy Mohsan 🚽	]	
SPECIFY CATEGOR	Y & SPECIALITY		
Category	Medical License	Grade *	Medicine +
Scope *	Med Scope +	Speciality *	Med Spec *
PROFESSIONAL LIC	ENSE TYPE		
Professional License Type *	FullTime FullTime option is not available for the current healthcare professional		
	PartTime		
CURRENT LICENSE	DETAILS		
License Number	License000030	License Issuance Date	29-Sep-2016
License Expiry Date	29-5ep-2018	Primary Employer	Yasmine Shams
Category	Medical License	Grade	Medicine
Scope	Med Scope	Specialty	Med Spec

- 7. Healthcare professional clicks on SAVE button .
- 8. Healthcare professional verifies that operation success message appears and clicks on "back to workspace".



9. Healthcare professional verifies that Application saved as a draft.



10. Healthcare professional opens the task by clicking on it and verifies that its status is "Pending on submission".

My Requests   My Draft Requests   My Documents Wattet     My Documents Wattet </th <th>Wy Requests       MY TASKS       Show All       MY REQUESTS       Requests       Name       eService Status       Creation Date         My Documents Wallet       PL-AdEmplyr-16-00028       10-Oct-2018       PL-AdEmplyr-18-00028       Reputer Status       Creation Date         PL-AdEmplyr-16-00028       10-Oct-2018       PL-AdEmplyr-16-00028       Reputer Status       Creation Date         PL-AdEmplyr-18-00028       Reputer Status       Reputer Status       Creation Date       PL-AdEmplyr-18-00028       Reputer Status       Date         Vid Employer       Reputer Status       Reputer Status       Reputer Status       Creation Date       PL-AdEmplyr-18-00028       Reputer Status       Date         Vid Employer       Reputer Status       Reputer Status       Reputer Status       Creation Closer       00-C         Reputer Status       Reputer Status       Reputer Status       Reputer Status       Reputer Status       Creation Closer       00-C         Reputer Status       Creation Status       Reputer Status</th> <th>Image: My Tasks   Image: My Tasks<th>Wy Tasks   Wy T</th><th></th><th>Specify Operator/Professional</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th>	Wy Requests       MY TASKS       Show All       MY REQUESTS       Requests       Name       eService Status       Creation Date         My Documents Wallet       PL-AdEmplyr-16-00028       10-Oct-2018       PL-AdEmplyr-18-00028       Reputer Status       Creation Date         PL-AdEmplyr-16-00028       10-Oct-2018       PL-AdEmplyr-16-00028       Reputer Status       Creation Date         PL-AdEmplyr-18-00028       Reputer Status       Reputer Status       Creation Date       PL-AdEmplyr-18-00028       Reputer Status       Date         Vid Employer       Reputer Status       Reputer Status       Reputer Status       Creation Date       PL-AdEmplyr-18-00028       Reputer Status       Date         Vid Employer       Reputer Status       Reputer Status       Reputer Status       Creation Closer       00-C         Reputer Status       Reputer Status       Reputer Status       Reputer Status       Reputer Status       Creation Closer       00-C         Reputer Status       Creation Status       Reputer Status	Image: My Tasks   Image: My Tasks <th>Wy Tasks   Wy T</th> <th></th> <th>Specify Operator/Professional</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Wy Tasks   Wy T		Specify Operator/Professional							
My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet </th <th>My Requests         My Draft Requests         My Documents Wallet         PL-AdEmplyr-18-00028         18-Oct-2018         PL-AdEmplyr-18-00028         18-Oct-2018         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-LensActvt-18-00000         Application Closect         PL-LensActvt-18-00000         Application Closect         PL-LensActvt-18-00009         Applicatio</th> <th>Image: My Tasks   Image: My Tasks<th>W Tasks   W Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet<th></th><th>Application Number PL All fields with (*) are man</th><th>AdEmplyr-16-000</th><th>)26</th><th>Ар</th><th>plication Status</th><th>Pending On Submissi</th><th>on</th><th></th></th></th>	My Requests         My Draft Requests         My Documents Wallet         PL-AdEmplyr-18-00028         18-Oct-2018         PL-AdEmplyr-18-00028         18-Oct-2018         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00028         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-AdEmplyr-18-00029         PL-LensActvt-18-00000         Application Closect         PL-LensActvt-18-00000         Application Closect         PL-LensActvt-18-00009         Applicatio	Image: My Tasks   Image: My Tasks <th>W Tasks   W Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet<th></th><th>Application Number PL All fields with (*) are man</th><th>AdEmplyr-16-000</th><th>)26</th><th>Ар</th><th>plication Status</th><th>Pending On Submissi</th><th>on</th><th></th></th>	W Tasks   W Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet <th></th> <th>Application Number PL All fields with (*) are man</th> <th>AdEmplyr-16-000</th> <th>)26</th> <th>Ар</th> <th>plication Status</th> <th>Pending On Submissi</th> <th>on</th> <th></th>		Application Number PL All fields with (*) are man	AdEmplyr-16-000	)26	Ар	plication Status	Pending On Submissi	on	
My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     My Course of the point of the	My Requests   My Draft Requests   My Documents Wallet     PL-AdEmplyr-18-00028   10-Oct-2016   PL-AdEmplyr-18-00028   10-Oct-2016   PL-AdEmplyr-18-00028   PL-LortsActvt-18-00080   Application Closer   09-O   2016	Image: My Tasks   Image: My Tasks   Image: My Tasks   Image: My Requests   Image: My Dardt Requests   Image: My Documents Wallet     Image: My Documents Wallet     Image: My Tasks	Wy Tasks   Wy Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     1     My Tasks     1   1   1    1    1    1    1   1    1   1   1    1    1   1   1    1    1   1   1    1    1    1    1    1    1    1    1   1    1   1    1    1   1    1   1    1   1    1    1   1   1 <th>/</th> <th>Add Employer</th> <th></th> <th></th> <th>_</th> <th></th> <th></th> <th>_</th> <th></th>	/	Add Employer			_			_	
My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet </th <th>My Requests   My Draft Requests   Name   Creation Date   PL-AdEmplyr-16-00026   10-Oct-2016   PL-AdEmplyr-16-00025   Pending on Employee's 2016   PL-AdEmplyr-16-00026   PL-AdEmplyr-16-00025   PL-AdEmplyr-16-00025   PL-AdEmplyr-16-00026   PL-LonsActvt-16-00081   PL-LonsActvt-16-00081</th> <th>My Tasks My Tasks   My Requests   My Draft Requests   My Draft Requests   My Documents Wallet     My Documents Wallet    <t< th=""><th>Wy Tasks 1   Wy Tasks 1   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     Mare   Creation Date   PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028     PL-Ademplyr-18-0</th><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LonsActvt-16-00059</th><th>Application Rejected</th><th>09-Oct- 2016</th></t<></th>	My Requests   My Draft Requests   Name   Creation Date   PL-AdEmplyr-16-00026   10-Oct-2016   PL-AdEmplyr-16-00025   Pending on Employee's 2016   PL-AdEmplyr-16-00026   PL-AdEmplyr-16-00025   PL-AdEmplyr-16-00025   PL-AdEmplyr-16-00026   PL-LonsActvt-16-00081	My Tasks My Tasks   My Requests   My Draft Requests   My Draft Requests   My Documents Wallet     My Documents Wallet <t< th=""><th>Wy Tasks 1   Wy Tasks 1   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     Mare   Creation Date   PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028     PL-Ademplyr-18-0</th><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LonsActvt-16-00059</th><th>Application Rejected</th><th>09-Oct- 2016</th></t<>	Wy Tasks 1   Wy Tasks 1   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     Mare   Creation Date   PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028     PL-Ademplyr-18-0							PL-LonsActvt-16-00059	Application Rejected	09-Oct- 2016
My Requests   My Draft Requests   My Documents Wallet     Name   Creation Date   PL-AdEmplyr-18-00028   10-Oct-2018     PL-AdEmplyr-18-00028   PL-AdEmplyr-18-00028   PL-AdEmplyr-18-00028   PL-AdEmplyr-18-00028   PL-AdEmplyr-18-00028	My Requests       MY TASKS       Show All       MY REQUESTS       MY REQUESTS         My Draft Requests       Name       Creation Date       Name       eService Status       Creation Date         My Documents Wallet       PL-AdEmplyr-16-00026       10-Oct-2016       PL-AdEmplyr-16-00025       Pendag on Engloyer's Approval       10-Oct-2016         PL-LonsActvt-16-00061       Application Closed       09-O 2016       PL-LonsActvt-16-00061       Application Closed       09-O 2016	My Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet <t< th=""><th>Wy Tasks   My Requests   My Draft Requests   My Documents Wallet     <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LonsActvt-16-00080</th><th>Application Closed</th><th>09-Oct- 2016</th></t<></th></t<>	Wy Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LonsActvt-16-00080</th><th>Application Closed</th><th>09-Oct- 2016</th></t<>							PL-LonsActvt-16-00080	Application Closed	09-Oct- 2016
My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet </th <th>My Requests       MY TASKS       Show All       MY REQUESTS       MY REQUESTS         My Draft Requests       Name       Creation Date       Name       Show All         My Documents Wallet       PL-AdEmplyr-16-00026       10-Oct-2016       PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016         PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016       PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016</th> <th>My Tasks My Tasks   My Requests   My Draft Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     My Documents Wallet     My Tasks     My Task</th> <th>Wy Tasks   My Requests   My Draft Requests   My Documents Wallet     <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LcnsActvt-16-00081</th><th>Application Rejected</th><th>2018 09-Oct- 2016</th></t<></th>	My Requests       MY TASKS       Show All       MY REQUESTS       MY REQUESTS         My Draft Requests       Name       Creation Date       Name       Show All         My Documents Wallet       PL-AdEmplyr-16-00026       10-Oct-2016       PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016         PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016       PL-AdEmplyr-16-00025       Pending on Enrypyring Approval       10-Oct-2016	My Tasks My Tasks   My Requests   My Draft Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     My Documents Wallet     My Tasks     My Task	Wy Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>PL-LcnsActvt-16-00081</th><th>Application Rejected</th><th>2018 09-Oct- 2016</th></t<>							PL-LcnsActvt-16-00081	Application Rejected	2018 09-Oct- 2016
My Requests       MY TASKS       Show All       MY REQUESTS         My Draft Requests       Name       Creation Date       Name       eservice Status         My Documents Wallet       PL-AdEmplyr-16-00028       10-Oct-2018       PL-AdEmplyr-16-00025       Pending on Engroyer's Engroyer's	My Requests       MY TASKS       Show All       MY REQUESTS       Show         My Draft Requests       Name       Creation Date       Name       eService Status       Creation Date         My Documents Wallet       PL-AdEmplyr-16-00026       10-Oct-2016       PL-AdEmplyr-16-00025       Pending on Engageria       10-Oct-2016	My Tasks       My Tasks       My Requests       My Requests       My Draft Requ         My Draft Requests       My Draft Requests       My Tasks       Show All         My Documents Wallet       Name       Creation Date         PL-AdEmplyr-16-00028       10-Oct-2018         PL-AdEmplyr-18-00028       10-Oct-2018	My Tasks   My Requests   My Draft Requests   My Documents Wallet     My Documents Wallet     1   My Tasks     1   My Tasks   My Requests     My Tasks     1   My Tasks   My Tasks     1   My Tasks     1   My Tasks     1   My Tasks   My Tasks     1   My Tasks     1   My Tasks     1   My Tasks   My Tasks     1   My Tasks     1   My Tasks   My Tasks     1   My Tasks   1   My Tasks   1   My Tasks   1   1   1   1   1   1   1   1   1 <t< th=""><th></th><th></th><th>/</th><th></th><th></th><th></th><th>PL-LcnsActvt-16-00082</th><th>Approval Application Closed</th><th>09-Oct-</th></t<>			/				PL-LcnsActvt-16-00082	Approval Application Closed	09-Oct-
My Requests     MY TASKS     Show All     MY REQUESTS       My Draft Requests     Name     Creation Date     Name	MY Requests MY TASKS © Show All MY REQUESTS © Show All My Draft Requests Name Creation Date Name eService Status Creation Date	My Tasks       My Tasks       My Requests       My Draft Requ         My Draft Requests       MY TASKS       Show All       MY REQUESTS       My Requests         My Draft Requests       My Draft Requests       My Requests       My Requests       My Requests         My Draft Requests       My Draft Requests       My Requests       My Requests       My Requests	My Tasks   My Requests   My Draft Requests   My Draft Requests   My Draft Requests     My Draft Requests		My Documents Wallet	PL-/	AdEmplyr-16-00026	10-0	zt-2016	PL-AdEmplyr-16-00025	Pending on Employer's	10-Oct-
My Requests Show All MY REQUESTS @	My Requests MY TASKS @ Show All MY REQUESTS @ Show	My Tasks       My Tasks       My Requests       My Draft Required         My Requests       My Requests       My Draft Required         My TASKS       Show All       MY Requests       My Draft Required	Image: My Tasks		My Draft Requests	Nan	1e	Creat	ion Date	Name	eService Status	Creation
		Image: My Tasks     Image: My Tasks <td< td=""><th>My Tasks 1 My Task 1 My</th><td></td><td>My Requests</td><td></td><td></td><td></td><td>A Shore All</td><td></td><td>,</td><td>Shame All</td></td<>	My Tasks 1 My Task 1 My		My Requests				A Shore All		,	Shame All
My Tasks My Tasks My Tasks My Requests My Draft Requ	My Tasks My Tasks My Requests My Draft Requ				My Tasks	М	y Tasks		My Requests		My Draft Requ	G



### 13. Healthcare professional verifies that status is "pending on employer's approval".







PLD ADD EME	LOYER		
Add Employer			
Application Number P	L-AdEmplyr-16-00026	Application Status Pendi	ng on Employer's Approval
All fields with (*) are ma	ndatory		
Specify OperatoriProfessional			
SELECT HEALTHCAR	RE OPERATOR		
Healthcare Operator	Nancy Mohsen		
SPECIFY CATEGORY	& SPECIALITY		
Category	Medical License	Grade	Medicine
Scope	Med Scope	Speciality	Med Spec
PROFESSIONAL LICE	ENSE TYPE		
Professional License Type	Part Time		
CURRENT LICENSE	DETAILS		
License Number	License000030	License Issuance Date	29-Sep-2016
License Expiry Date	29-5ep-2018	Primary Employer	Yasmine Shams
Category	Medical License	Grade	Medicine
Scope	Med Scope	Specialty	Med Spec

- 14. New employer (new healthcare operator) logins to portal with new employer (new HCO) credentials.
- 15. New employer navigates to "workspace" and opens task.

مُكْومَةُ t of durai			ي الطبيـــة Dubai Heal Regu	ہ <mark>مدینے</mark> تھ دبے thcare City Au تنظیمی - latory	سلطـــة Ithority القطاع ال
— WORKSPACE-HOM	⊾ ☆ 🖹 🖸 🐣	Ĝ			
C Profile	07	57		20	
My Tasks	My Tasks	<b>O</b> My Requests		V Draft Requ	Ê
My Requests	MY TASKS	⊙ Show All	MY REQUESTS	đ	⊳ Show All
My Draft Requests	Name	Creation Date	Name	eService Status	Creation
My Documents Wallet	PL-AdEmplyr-18-00028	10-Oct-2016	PL-AdEmplyr-16-00026	Pending on Employer's Approval	10-Oct- 2016
	Fit-Out AppOP -171	05-Oct-2016	PL-AdEmplyr-16-00025	Pending on Employer's Accroval	10-Oct- 2016
	Fit-Out AppOP -168 PsymentProc	05-Oct-2016	PL-LonsRplotn-16-00049	Application Rejected	09-Oct- 2016
	Fit-Out AppOP -187 PaymentProc	05-Oct-2016	PL-LonsRplotn-16-00048	In Progress	09-Oct- 2016
			PL-LonsRplotn-16-00047	Pending on Prometric Readiness	09-Oct- 2016

16. New employer selects "approve" from decision field and clicks on "submit" button.

GOV





17. New employer verifies that success message appears and clicks back to workspace.

SUBMIT



18. New employer verifies that current status is "Pending on primary healthcare operator approval".

WORKSPACE-HOM	E		Reg	لطيم <del>ي - Itatory</del>	لماع الله
Workspace	û 🖻 🕒 🖻	ĉ			
() Profile		<b>F7</b>		20	
📰 My Tasks	26 My Tasks	57 My Requests		20 /ly Draft Requ	Ĝ
My Requests		(D) Show All		a	5 Show Al
My Draft Requests	Name	Creation Date	Name	eService Status	Creati
My Documents Wallet	Fit-Out AppOP -172	05-Oct-2016		Pending on	Date
	Fit-Out AppOP -171	05-Oct-2016	PL-AdEmplyr-16-00026	Primary Healthcare Operator Approval	10-Oc 2016
	Fit-Out AppOP -168 PaymentProc	05-Oct-2018	PL-AdEmplyr-16-00025	Pending on Employer's	10-Oc
	Fit-Out AppOP -167 PaymentProc	05-Oct-2016		Approval	2010
	Fit-Out AppOP -169 PaymentProc	05-Oct-2016	PL-LonsRplotn-16-00049	Application Rejected	2016
					09-Oc
			PL-LonsRplotn-16-00048	In Progress	2016

- 19. Primary employer (primary HCO) login to DHCA portal with healthcare operator (primary employer) credentials.
- 20. Primary employer navigates to "workspace" and opens task.

	-		الطبيـــة Dubai He Rej	مدینـــة دبــي althcare City A يظيمي - gulatory	سلطــة uthority القطاع التن
		7 🖨			
C Profile	2	0		0	
📰 My Tasks	My Tasks	My Requests		My Draft Requ	æ
My Requests	MY TASKS	⊕ Show All	MY REQUESTS	4	D Show All
My Draft Requests	Name	Creation Date	Name	eService Status	Creation Date
J My Documents Wallet	PL-AdEmplyr-16-00026 PL-LonsActvt-16-00058	10-Oct-2016 09-Oct-2016	PL-LonsActvt-16-00060	Application Closed	09-Oct- 2018
			PL-LonsActvt-16-00059	Application Rejected	09-Oct- 2016
			PL-LonsActvt-16-00058	Pending on Primary Healthcare Operator Approval	09-Oct- 2016
			1	Pending on HealthCare Professional Approval	09-Oct- 2016
			1	Pending on HealthCare Professional Approval	09-Oct- 2016

21. Primary employer selects "reject" from decision field, enters the reason then clicks on "submit" button.



•



22. Primary employer verifies that success message appears.



SUBMIT