



**QCHP**

المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



**DATAFLOW**

# Applicant Kit

Qatar Council for Healthcare Practitioners

**(QCHP)**

**“Your tool for a fast and  
easy application”**



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“Accuracy of information and documents provided is necessary. Failing to provide the right information will either delay your process and/or terminate your application”

## 1. Getting Started

Before you start with your application, please read the below carefully:

1

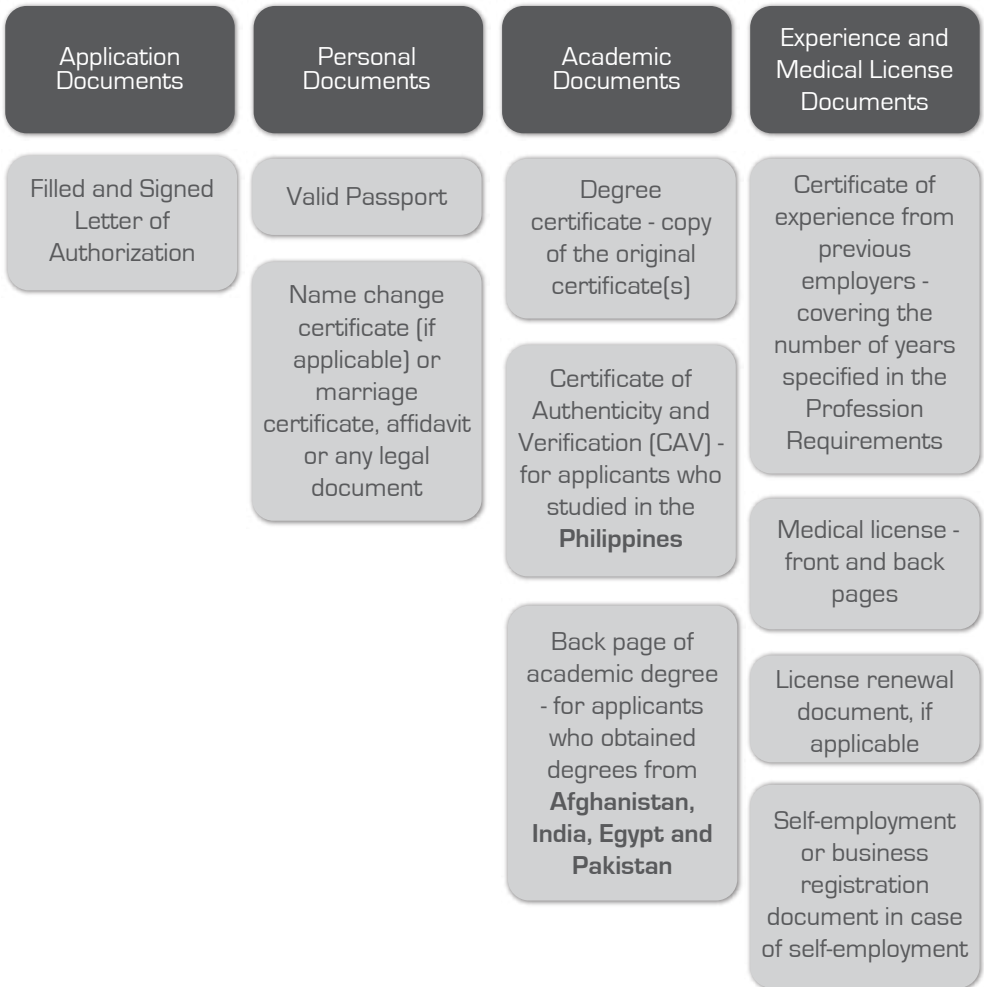
A **passport copy** is only accepted for identification

**Accuracy of provided information** is essential to avoiding a delay in your process and/or termination of your application

2

3

Before you begin your application, make sure you have **CLEAR SCANNED COPIES** of the following:



## 2. Profession Requirements

To learn more about the requirements for your profession - whether you are a physician, dentist, nurse, pharmacist or allied healthcare practitioner - visit: [www.qchp.org.qa/en/Pages/HowToRegisterToPracticeInQatar.aspx](http://www.qchp.org.qa/en/Pages/HowToRegisterToPracticeInQatar.aspx)

### 3. How to Apply

For a step-by-step guide on how to complete your application, visit [www.dataflowgroup.com/QCHPHTA](http://www.dataflowgroup.com/QCHPHTA).

#### 1. Signup (New users)



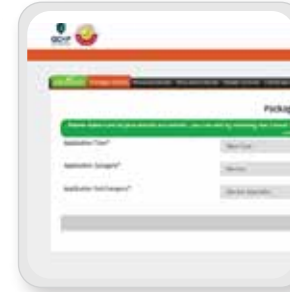
- Go to [www.dfgsch.com](http://www.dfgsch.com)
- Click 'Register here'
- Enter and confirm your Email ID
- Read the disclaimer carefully and click 'I Agree' to proceed
- Click 'Register'
- ✓ An email will be sent to you with your login details

#### 2. Login (Existing users)



- Go to [www.dfgsch.com](http://www.dfgsch.com)
- Enter the Email ID and Password you received at your registered email
- Click 'Login'

#### 3. Complete the Form



- Read the instructions carefully
- Enter your information in the listed sections
- ✓ Accurate information is required to avoid a delay in your process and/or termination of your application

#### 4. Scan and Upload



- Scan and upload your required documents (Refer to the Profession Requirements section)
- ✓ Clear scans are necessary to avoiding a delay in your process and/or termination of your application



- You will receive a payment confirmation email, along with a payment receipt, DataFlow Group Reference Number and Transaction Reference Number
- The DataFlow Group will verify your documents and submit the results to the QCHP



#### 6. Payment



- Select your preferred payment method
- Enter your details in the listed sections
- Click on 'Agree to Terms & Conditions'
- Submit payment



#### 5. Submit



- Review your entered information
- Click 'Save and Next'



The Duration Required to Complete the Verification Process is 20 Days

## 4. Fees

	CATEGORIES	SERVICE DESCRIPTION	PACKAGE / PRICING (QAR)
New Application	Physicians and Dentists	- Verification of up to TWO education qualifications - ONE professional license - Last FIVE years of experience - CrossCheck	* Package A QAR 1,100
	Allied Healthcare Professionals (Non Physicians and Dentists)	- Verification of ONE education qualification - ONE professional license - Last THREE years of experience - CrossCheck	* Package B QAR 900
Retrospective Applications	Physicians and Dentists Working in Qatar for more than FIVE Years	- Verification of up to TWO education qualifications - One professional license - CrossCheck	* Package C QAR 800
	Allied Healthcare Professionals (Non Physicians and Dentists Working in Qatar for more than THREE Years)	- Verification of ONE education qualification - ONE professional license - CrossCheck	* Package D QAR 700
Note: Verification of Any Additional Component will be Charged Separately			
Additional Documents	- ONE education qualification	QAR 400	
	- ONE Certificate of Good Standing	QAR 300	
	- ONE surgical logbook	QAR 300	
	- ONE professional license	QAR 180	
	- Additional employment screening (Also applicable if applicant has more than TWO employers)	QAR 180	
Report Transfer	Transferring your report from any authority to QCHP (Transfer fee is separate from additional document fees)	QAR 200	

- Above prices and discounted packages are applicable only if documents are submitted for verification in the same application at the same submission time. The DataFlow Group shall charge the applicable 'Additional Document' rate for any extra documents submitted post receiving the initial package (Packages A, B, C and D)

The Duration Required to Complete the Verification Process is 20 Days

## 5. Track your Application

Visit [www.dataflowstatus.com](http://www.dataflowstatus.com)

Or

Visit [www.dfgsch.com](http://www.dfgsch.com) using your username and password created for the online application

Note: It is entirely the responsibility of the place of work and the applicant to follow up with the DataFlow Group

## 6. Re-Verification Process

In case of 'Negative' or 'Unable to Verify' applications, please follow the below steps:

1. Visit [www.dataflowgroup.com/QCHPSupport](http://www.dataflowgroup.com/QCHPSupport)

2. Fill in the required fields

3. Under 'Nature of Query' select 'Re-Verification'

4. Once done, click 'Submit'

## 7. Important Notes

1. In case of specialty, the Bachelor's Degree should be submitted with the post graduate degrees.

2. If the applicant has worked in Qatar for a period that exceeds the required years of experience for each profession, the medical license from their home country is not a mandatory requirement.

3. If the applicant has never worked in their home country, the medical license from their home country is not a mandatory requirement.

4. If the applicant's home country does not provide a medical license, it is not a mandatory requirement.

5. If the applicant worked in any other jurisdiction, the medical license of that jurisdiction is a mandatory requirement.

## 8. FAQs

Visit: [www.dataflowgroup.com/QCHPFAQ](http://www.dataflowgroup.com/QCHPFAQ)

## 9. Contact Details

Visit: [www.dataflowgroup.com/QCHPSupport](http://www.dataflowgroup.com/QCHPSupport)

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