



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

# **Adding Privilege to Health Professional Evaluation**

*User Guide*

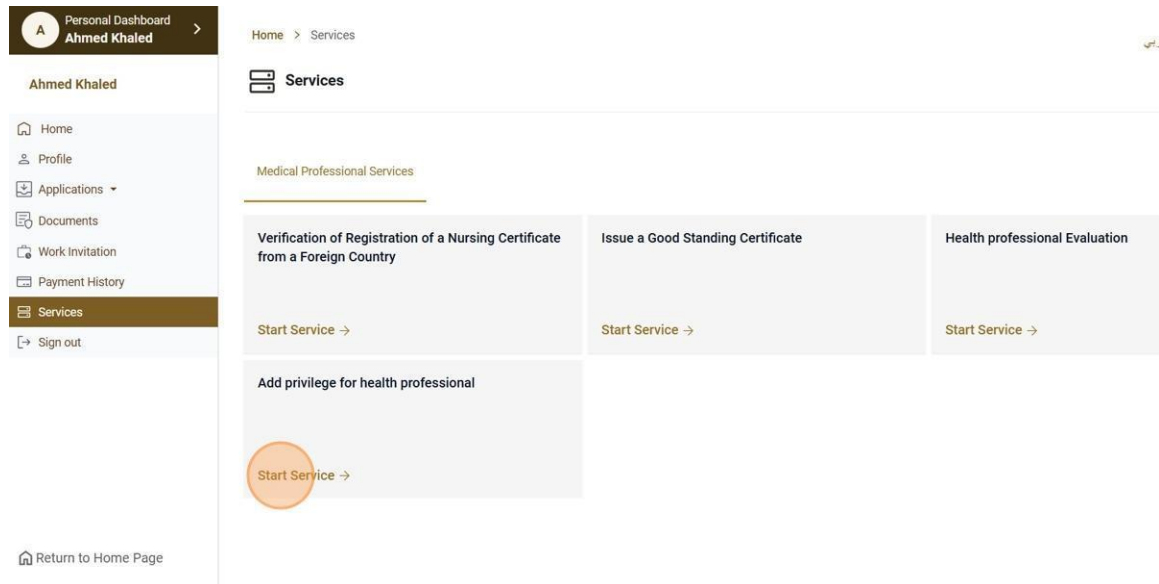
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## Add Privilege, Upgrade Title or Update Second Title

### Initiating the Application from the Customer Portal

1. The Medical Professional initiates the application by choosing the Add Privilege / Second Medical Title service and clicking on "Start Service"  
Only Medical professionals who have an active evaluation in the system and have no pending applications under this service can initiate it



2. The existing evaluation details fetched on the application details page.  
The medical professional should start by choosing one of the following application types:
  - Update Medical Title
  - Add Second Medical Title
  - Add Privilege (*Available only for physicians and Dentists*)
  - Update second Medical Title

- 3 Review Application
- 4 Payment Summary

**Specialty**  
Orthopedic Surgery

**Medical Title**  
Specialist

**Specialty 2**

**Title 2**

**Evaluation Number**  
MPL-EVA-000697-2025

**Select Application Type**

☐ Update Medical Title

☐ Add Second Medical Title

☐ Add Privilege

☐ Upgrade Second Medical Title

3. Based on the choice made above, the medical professional adds the requested and specialty (If Applicable).  
Then they proceed to reviewing their personal details fetched from UAE pass before proceeding to the document upload page

**Title 2**

**Evaluation Number**  
MPL-EVA-000697-2025

**Select Application Type**

☒ Update Medical Title

☐ Add Second Medical Title

☐ Add Privilege

☐ Upgrade Second Medical Title

**Requested Medical Title**  
Consultant

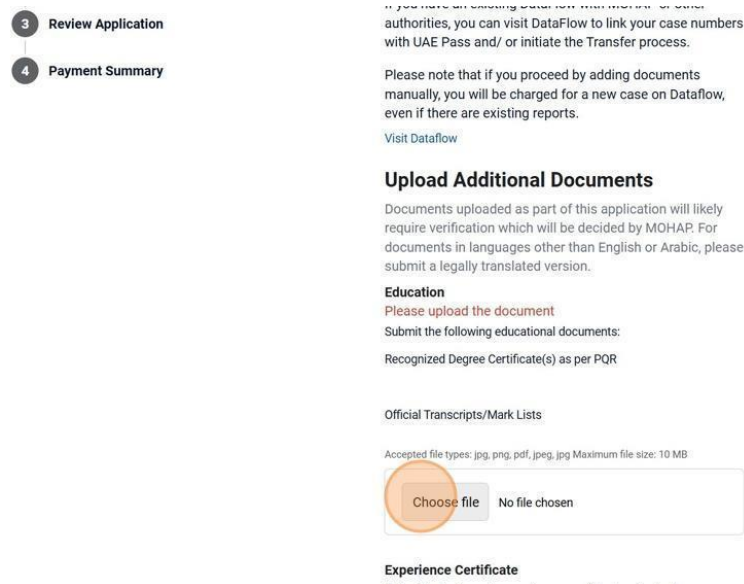
**Personal Details**  
Your personal details are retrieved from your UAE Pass.  
Please ensure your passport information is accurate.

**Full Name English**

## Application Documents - Dataflow

4. Upon reaching the document upload page, the system fetches documents and reports previously verified with dataflow and shared with MOHAP.  
Whether or not the system detects dataflow document, the medical professional can decide whether to go and transfer existing reports that are not fetched to the application, or proceeding manually with the application  
The transferred reports will be linked to the application.  
To proceed to Dataflow, the Medical Professional must click on "Visit Dataflow"

If the applicant chooses to proceed without a Dataflow document, and a MOHAP officer requests document verification, they will be charged for a new case.



3 Review Application

4 Payment Summary

If you are an existing applicant and have a DataFlow account, you can visit DataFlow to link your case numbers with UAE Pass and/or initiate the Transfer process.

Please note that if you proceed by adding documents manually, you will be charged for a new case on Dataflow, even if there are existing reports.

[Visit Dataflow](#)

### Upload Additional Documents

Documents uploaded as part of this application will likely require verification which will be decided by MOHAP. For documents in languages other than English or Arabic, please submit a legally translated version.

#### Education

Please upload the document

Submit the following educational documents:

Recognized Degree Certificate(s) as per PQR

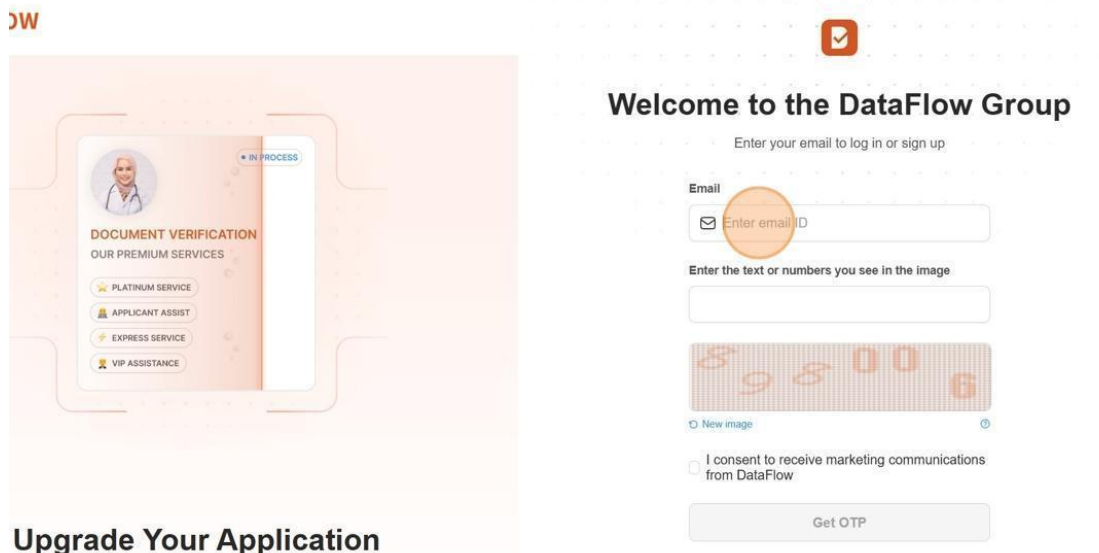
Official Transcripts/Mark Lists

Accepted file types: jpg, png, pdf, jpeg, jpg Maximum file size: 10 MB

Choose file No file chosen

#### Experience Certificate

- Applicants must log in to DataFlow using their UAE Pass credentials, including their registered email and phone number. Upon accessing DataFlow, the system will prompt medical professionals to link their DataFlow account to their UAE Pass. This linkage ensures a seamless verification process.



**Upgrade Your Application**

DOCUMENT VERIFICATION  
OUR PREMIUM SERVICES

- PLATINUM SERVICE
- APPLICANT ASSIST
- EXPRESS SERVICE
- VIP ASSISTANCE

**Welcome to the DataFlow Group**

Enter your email to log in or sign up

Email

Enter email ID

Enter the text or numbers you see in the image

8 9 8 0 0 6

[New image](#)

☐ I consent to receive marketing communications from DataFlow

Get OTP

- On Dataflow, the applicant will land on the Documents Requirement page. This will brief them about the verification / transfer requirements. Applicants can proceed by clicking on "Continue". They get redirected to a page showing the existing reports available for transfer

Additionally, if the applicant has previous reports associated with different email addresses or phone numbers (Either for MOHAP or for Other Authorities), the system will allow them to retrieve and link those reports to their current UAE Pass-linked account

The screenshot displays the 'Document Requirements' section of a web application. At the top, a blue banner reads 'Introducing Concierge Services - Verify your documents virtually with help of a dedicated relationship manager!' with a 'Get Assistance ->' button. Below the banner, the page title 'Document Requirements' is centered. Underneath, there are tabs for 'United Arab Emirates', 'Ministry of Health and Prevention', 'New License', and 'Fresh Graduate'. The main content is divided into two sections: 'Mandatory Document(s) Required' and 'Additional Document(s) Accepted'. The 'Mandatory' section lists six documents: Passport - First Page, Degree Certificate, Degree Certificate and Transcript of Records, Experience Letter, Professional License, and Certificate Of Good Standing. The 'Additional' section lists three documents: Residency Certificate, Examination Certificate, and Evaluation Certificate. Each document entry includes an icon and a brief description.

Introducing Concierge Services - Verify your documents virtually with help of a dedicated relationship manager! [Get Assistance ->](#)

### Document Requirements

United Arab Emirates Ministry of Health and Prevention New License Fresh Graduate

#### Mandatory Document(s) Required

Please ensure you have a copy/copies of the following document(s) ready for verification:

- Passport - First Page**  
The first page of the passport containing personal information.
- Degree Certificate**  
Official document certifying the completion of an academic degree.
- Degree Certificate and Transcript of Records**  
Official document providing performance of the individual in the qualification attained and academic performance.
- Experience Letter**  
Letter from an employer confirming employment tenure and designation.
- Professional License**  
Official license to practice, issued to health professionals.
- Certificate Of Good Standing**  
Document confirming a professional's good standing in their field (Should be issued within last 6 months of application).

#### Additional Document(s) Accepted

You may also have the following documents verified. Please have copies ready of these additional documents if required:

- Residency Certificate**
- Examination Certificate**
- Evaluation Certificate**

- Once the medical professional initiates a transfer request, their application will be saved as a draft in MOHAP. They should not proceed with the application until the DataFlow transfer is completed and the documents are successfully fetched and displayed on the document upload page.  
Once the transfer is completed, the documents will be fetched to the application and the applicant can continue from there  
The medical professional can still manually upload additional documents to the application

|  |  |                               |                    |
|--|--|-------------------------------|--------------------|
|  |  | <b>Case ID</b>                | MOHAP-250106-2128F |
|  |  | <b>Report</b>                 | Dataflow Report    |
|  |  | <a href="#">Click to view</a> |                    |

---

**Education**

|  |  |                               |   |
|--|--|-------------------------------|---|
|  |  | <b>Document ID</b>            | Document@d0a24988-f821-4f07-a979-6c63fd1f0b2d |
|  |  | <b>Degree</b>                 | Bachelor of Engineering                       |
|  |  | <b>Institute Name</b>         | Demo 99 University                            |
|  |  | <b>Country</b>                | --  |
|  |  | <a href="#">Click to view</a> |   |

---

**Education**

|  |  |                               |   |
|--|--|-------------------------------|---|
|  |  | <b>Document ID</b>            | Document@f2eaa699-95d9-4693-a909-f2c211b1c32e |
|  |  | <b>Degree</b>                 | Bachelor of Engineering                       |
|  |  | <b>Institute Name</b>         | Demo 99 University                            |
|  |  | <b>Country</b>                | --  |
|  |  | <a href="#">Click to view</a> |   |

---

**Experience Certificate**

|  |  |                      |   |
|--|--|----------------------|---|
|  |  | <b>Document ID</b>   | Document@1a06296d-4b6b-4ce1-8b62-5ba84005e218 |
|  |  | <b>Employer Name</b> | Demo 99 University                            |
|  |  | <b>Position</b>      | Designation                                   |

## Manual Document Upload

- In case the medical professional chose not to initiate a Report Transfer from Dataflow, they will need to manually upload the required documents  
Once done, they Click "Continue" to review the application before the final submission

#### Family Book

Submit a valid family book with clear, color scanned copies of all relevant pages

Accepted file types: jpg, png, pdf, jpeg, jpg Maximum file size: 10 MB

Choose file

No file chosen

#### Other Documents

Upload any additional relevant supporting documents, such as research papers, awards, or certifications

Accepted file types: jpg, png, pdf, jpeg, jpg Maximum file size: 10 MB

Choose file

No file chosen

Back

Continue

Save and Close the Application

#### Uploaded Documents

|                           |                            |   |
|---------------------------|----------------------------|---|
| Education                 | Education.pdf              | <a href="#">View</a> <a href="#">Change</a> |
| Experience Certificate    | Experience Certificate.pdf | <a href="#">View</a> <a href="#">Change</a> |
| Licenses                  | License.pdf                | <a href="#">View</a> <a href="#">Change</a> |
| Good Standing Certificate |                            | <a href="#">Change</a>                      |
| Passport                  | Passport.pdf               | <a href="#">View</a> <a href="#">Change</a> |
| Family Book               |                            | <a href="#">Change</a>                      |
| Other Documents           |                            | <a href="#">Change</a>                      |

Back

Continue

Save and Close the Application

- On the Payment Summary page, the applicant clicks on "Proceed to Payment"  
The fee is AED 500



Home > Services > Add privilege for health professional

## Add privilege for health professional

75% Completed

- 1 [Application Details](#)
- 2 [Upload Documents](#)
- 3 [Review Application](#)
- 4 [Payment Summary](#)

### Payment Summary

Complete the payment to proceed with your application.  
Please note that application fees are non-refundable.

#### Add a Privilege for Health Professionals: Physicians

Application Fees For Ahmed Khaled

Total Amount to be Paid:

[Back](#)

[Proceed to Payment](#)

Save and Close the Application

10. After successfully completing the payment, the applicant clicks "Go to Dashboard" and can track the application from there

|  |                 |             |
|--|-----------------|-------------|
| Application Number                                 | Submission Date | Amount Paid |
| MPL-APP-000753-2025                                | 18.02.2025      | 0 AED       |
| <a href="#">Download your payment receipt here</a> |                 |             |

Your application has been submitted successfully. Your application will now be reviewed by one of the MOHAP auditors. You will receive an update on your application within 3 working days. You can track the progress of your application from the dashboard.

[Go to Dashboard](#)

#### About this website

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#### About

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[FAQs](#)  
[Accessibility](#)

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[Media Kit](#)  
[Archive](#)  
[Useful Links](#)  
[Legal References](#)

#### Toll Free Number

[800 111 11](#)

## Receiving the Application Review Feedback

11. The applicant opens the application from their dashboard after getting notified (Email & SMS) that it has been reviewed by the officer

In case Dataflow Verification is required, the applicant checks the documents chosen for Verification by the officer

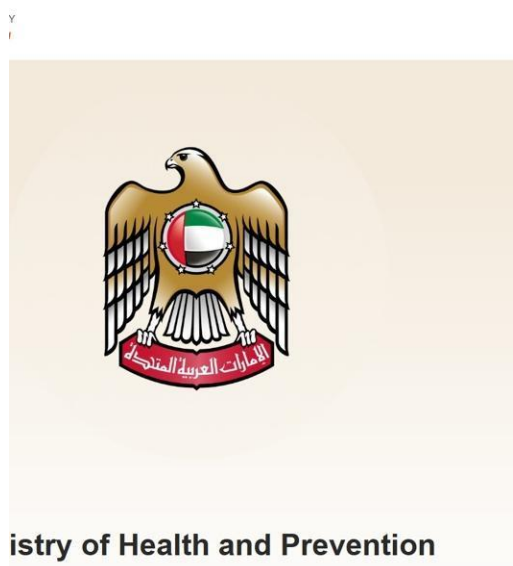
The applicant can also see the exams assigned (If any by the officer); however, they can not schedule any exam before initiating the dataflow verification process

To proceed, the medical professional clicks on "Verify with DataFlow"

The screenshot shows a web application interface for DataFlow Verification. At the top, it displays the Application Number (MPL-APP-000753-2025) and Application Date (18 Feb 2025). Below this, a progress bar indicates the stages: Application Submitted (completed), Under Review (completed), Dataflow Verification (current stage), Examination (pending), and Download Evaluation Letter (pending). The 'Dataflow Verification' stage is highlighted with a green checkmark. Below the progress bar, a message states: "Your application review is completed. Congratulations! You are eligible to become a registered healthcare professional as: Physicians Consultant Orthopedic Surgery". It then lists the next steps: "Examinations can only be scheduled after the DataFlow process has been initiated or completed. - If DataFlow verification is required, ensure that the necessary documents are submitted for verification using the link provided." A remark follows: "Use the same phone number and email registered on your UAE Pass for authentication on Dataflow." Below this, a section titled "DataFlow Verification" shows the status as "Not Started" and lists required documents: Education (Education.pdf) and Licenses (License.pdf), each with a "View Document" link. A prominent orange button labeled "Verify with DataFlow" is visible. At the bottom, there is a section for "Examination:".

12. The Applicant gets redirected to Dataflow.

On this page, the medical professional adds the email linked to their UAE Pass to verify their identity



## Welcome to the DataFlow Group

Enter your email to log in or sign up

Email

Enter the text or numbers you see in the image

[New image](#)

☐ I consent to receive marketing communications from DataFlow

[Get OTP](#)

13. Once they login, the medical professional sees the documents send by MOHAP for verification.

They click on "Resume" to right side of the page to initiate the process  
The medical professional can not change any document fetched from their MOHAP application, but they need to add the documents details by filling in the fields of each required document

#### Add Document

ity Degree / Diploma License

Passport - First Page

Click to upload

PNG, JPG, PDF, JPEG (max file size: 10MB)

First Name (as per document) \*

Ahmed

Middle Name (as per document)

Type here

Last Name (as per document) \*

Khaled

Nationality \*

Type here

Date Of Birth \*

Type here

Gender (as per document) \*

Select

14. Once done, the medical professional clicks on "Save and Continue" to proceed to the review and payment  
They can add new documents by clicking on "Add"  
Once done, the medical professional clicks on "No, proceed to summary"

#### Additional Documents

Professional Worklog  
81 USD (Additional charges may apply)

+ Add

Licensing Examination  
81 USD (Additional charges may apply)

+ Add

Good Standing  
81 USD (Additional charges may apply)

+ Add

Yes, add new verification


No, proceed to summary

15. Before the payment, the medical professional needs to acknowledge the authorization.

The medical professional click the "I confirm that I have read and agree to the Letter of

Authorization" field.

In case the account is not yet linked to UAE pass, the system initiates a UAE Pass authentication at this step



LETTER OF AUTHORISATION

I hereby authorize the DataFlow Group, including its authorized affiliates, agents, and subsidiaries, to act on my behalf to submit, transact, pay, receive documents, and obtain receipts from the Department of Migrant Workers - Migrant Workers Office (DMW-MWO) through online and offline transactions. This authorization includes the right to act on my behalf in any digital or in-person transactions related to my application for \_\_\_\_\_ or other matters requiring my representation with the DMW-MWO. I understand and acknowledge that this authorization is submitted electronically and holds the same legal standing as a physically signed document.

Furthermore, I grant my consent for the online collection, processing, and use of my personal information in accordance with Republic Act No. 10173, also known as the Data Privacy Act of the Philippines. I understand that the DataFlow Group and any third parties involved in processing my information must ensure that my personal data is protected, kept confidential, and used only for lawful and specific purposes. The DataFlow Group and third parties must also implement appropriate digital safeguards to ensure the confidentiality and integrity of my personal data during all online transactions.

Additionally, I consent to the disclosure of my personal information to third parties, provided that such disclosures are done in accordance with the Data Privacy Act. This includes limiting the disclosure to the minimum necessary information and ensuring that third parties maintain privacy standards equivalent to those required by law. I must also be notified in the event of any potential data breaches during online transactions.


I confirm that I have read and agree to the online collection, use,

SULAT NG AWTORISASYON

Sa pamamagitan nito ay pinahihintulutan ko ang DataFlow Group, kabilang ang mga awtorisadong kaanib, ahente, at subsidiary nito, na kumilos sa ngalan ko na magsumite, makipagtransaksyon, magbayad, tumanggap ng mga dokumento, at makakita ng mga resibo mula sa Department of Migrant Workers - Migrant Workers Office (DMW-MWO) sa pamamagitan ng online at offline na mga transaksyon. Kasama sa pahintulot na ito ang karapatang kumilos sa ngalan ko sa anumang digital na mga personal na transaksyon na nangangailangan ng aking representasyon sa DMW-MWO. Naiintindihan ko at kinikilala ko na ang awtorisasyong ito ay sumunite sa elektronikong paraan at nagtataglay ng parehong legal na katayuan bilang isang pisikal na nilagdaang dokumento.


Higit pa rito, binibigyan ko ang aking pahintulot para sa online na pagkolekta, pagproseso, at paggamit ng aking personal na impormasyon alinsunod sa Republic Act No. 10173, na kilala rin bilang Data Privacy Act of the Philippines. Naiintindihan ko na ang DataFlow Group at anumang mga third party na kasangkot sa pagproseso ng aking impormasyon ay dapat tiyakin na ang aking personal na data ay protektado, pinapanatiling kumpanyal, at ginagamit lamang para sa ayon sa batas at partikular na mga layunin. Ang DataFlow Group at mga ikatlong partido ay dapat ding magpatupad ng naaangkop na mga digital na panangailang upang matiyak ang pagiging kumpanyal at integridad ng aking personal na data sa lahat ng mga online na transaksyon.

Bukod pa rito, pumapayag ako sa pagbahayag ng aking personal na impormasyon sa mga ikatlong partido, sa kondisyon na ang mga naturang pagbahayag ay ginagawa alinsunod sa Data Privacy Act. Kabilang dito ang paglilimita sa pagsisawalat sa pinakamababang kinakailangang impormasyon at pagtiyak na ang mga ikatlong partido



Authorization Required

Please review and sign the Letter of Authorization to allow DataFlow to verify the information and documents in your application on your behalf.

 I confirm that I have read and agree to the Letter of Authorization

Upload signed LOA

E-Sign using OTP


16. The last step on Dataflow is the payment

The applicant click "Proceed to Payment" to complete the request

## ayment Summary

### Additional Documents (based on information submitted)

Verify these documents in addition to the mandatory requirements.

|  |  |           |
|--|--|-----------|
| Degree / Diploma - Demo 99 University        |  Remove | \$ 81.00  |
| Verification Charges by - Demo 99 University |  | \$ 497.00 |
| Subtotal                                     |  | \$ 911.00 |
| Document issuer payment processing fee (3%)  |  | \$ 14.91  |
| TAX (5%)                                     |  | \$ 46.30  |
| Total  |  | \$ 972.21 |

Price breakdown is based on your selected verification package. Estimates are subject to change based on your final application.

Additional charges apply for documents not included in your selected verification package.

Proceed to Payment

17. Once done, the applicant can track the request status

**Ministry of Health and Prevention - United Arab Emirates**

POWERED BY DATAFLOW

Home

Verifications

Start New Verification

Check Status

Get Assistance

Settings

Services

Premium Services

Licensing

Concierge Services

New License - Physician  
Request ID: MOHAP-250218-3C6BD  
Requested On: 18 February 2025

Under Review

Draft Submitted Review Verification Report Generation

Documents Payment Activity Other

**Component Overlap**

Component Overlap Show Details

Component Overlap Show Details

**Review Your Submission**  
View a comprehensive summary of your completed application.  
View Summary

18. The medical professional can see the same status reflected on their MOHAP dashboard.  
At any time, the applicant can click on "Check Status with Dataflow" in order to go to the request page on Dataflow  
As soon as the Dataflow status becomes "Under Verification" the medical professional can start scheduling the assigned exams

In Progress  
Completed  
Drafts  
Rejected  
Expired

Documents  
Work Invitation  
Payment History  
Services  
Sign out  
Return to Home Page

Your next steps are listed below: - Examinations can only be scheduled after the DataFlow process has been initiated or completed. - If DataFlow verification is required, ensure that the necessary documents are submitted for verification using the link provided.

**Remark:** Use the same phone number and email registered on your UAE Pass for authentication on Dataflow.

**DataFlow Verification**

Status Under Verification

Required Documents: Experience Certificate: Screenshot 2024-05-15 203430.png View Document

Check Status with DataFlow

**Examination:**

Schedule Oral Exam

19. The medical Professional clicks on schedule Exam and gets redirecting to the scheduling page to choose one of the available slots



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## **Your evaluation letter is now ready for download.**

With this letter, you are eligible to apply for a MOHAP license. If you need any additional support, please contact the MOHAP office.

[Download Evaluation Letter](#)