



UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change Title of licensed Health Professional

User Guide

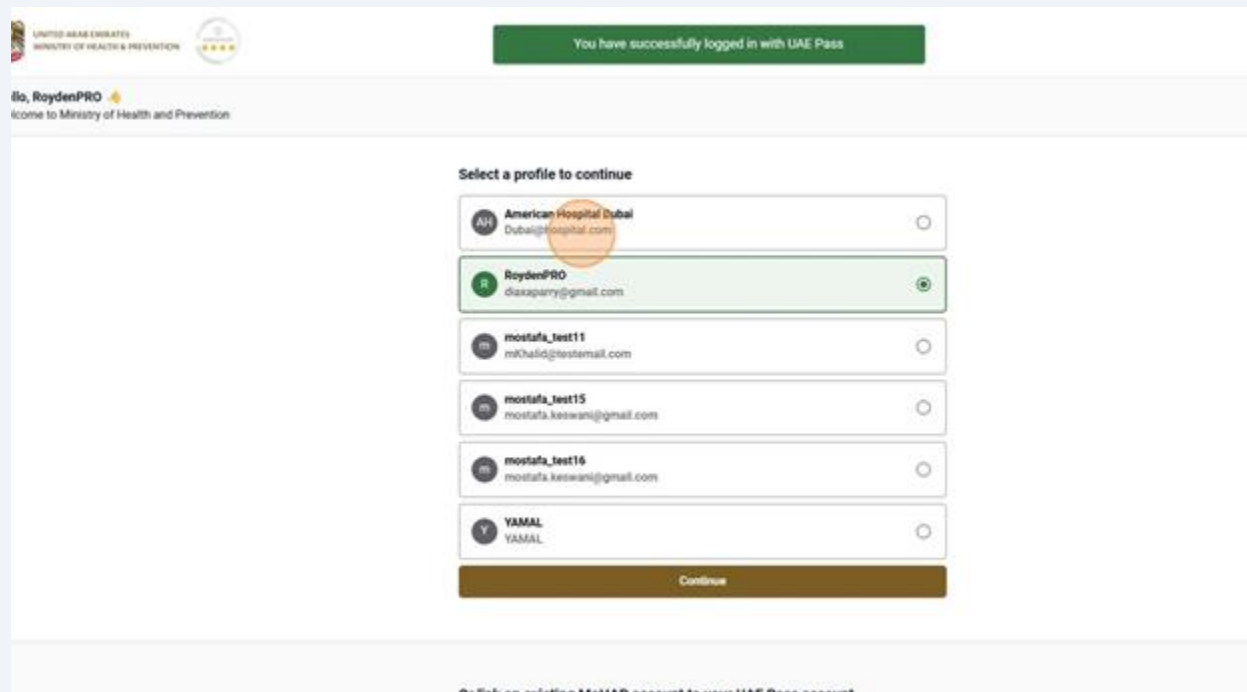
July 2025

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Customer Portal: Raising an Application to Update Staff Licenses

- 1 Sign-in through UAE Pass and proceed to select the business profile linked to your account. In this case, we will proceed with 'American Hospital Dubai' and click "Continue".



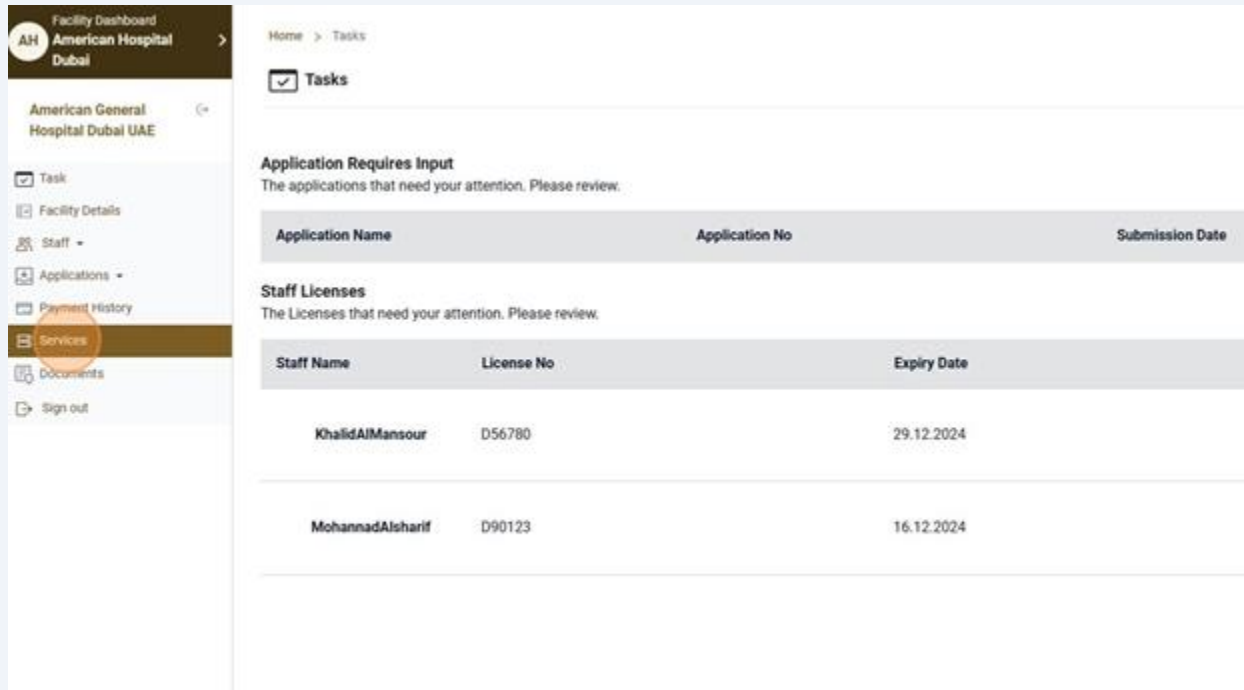
The screenshot shows the UAE Pass login interface. At the top, there is a green banner that says "You have successfully logged in with UAE Pass". Below this, the user is greeted with "Hi, RoydenPRO" and "Welcome to Ministry of Health and Prevention". The main section is titled "Select a profile to continue" and displays a list of profiles with radio buttons for selection. The profiles are:

- American Hospital Dubai (Dubai@hospital.com)
- RoydenPRO (dixapanny@gmail.com) - This profile is selected, indicated by a green background and a green radio button.
- mostafa_test11 (mKhalid@testemail.com)
- mostafa_test15 (mostafa.keewani@gmail.com)
- mostafa_test16 (mostafa.keewani@gmail.com)
- YAMAL (YAMAL)

At the bottom of the list is a "Continue" button. Below the list, there is a link that says "Or link an existing MoHAP account to your UAE Pass account."

2

From the Facility Dashboard: Click "Services"



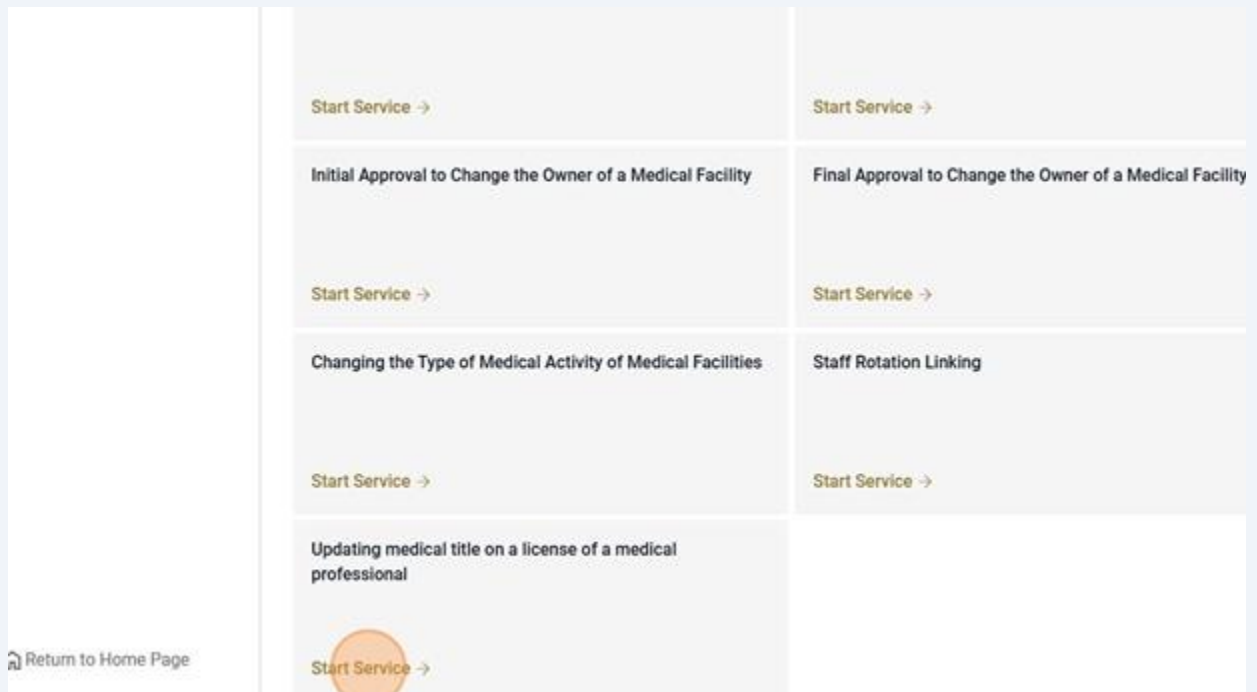
The screenshot shows the 'Facility Dashboard' for 'American Hospital Dubai'. The left sidebar contains a menu with items: Task, Facility Details, Staff, Applications, Payment History, **Services** (highlighted with an orange circle), Documents, and Sign out. The main content area has a breadcrumb 'Home > Tasks' and a 'Tasks' section with a checked box. Below this, there are two sections: 'Application Requires Input' and 'Staff Licenses'. The 'Staff Licenses' section contains a table with the following data:

Staff Name	License No	Expiry Date
KhalidAlMansour	D56780	29.12.2024
MohannadAlsharif	D90123	16.12.2024

3

Find the service 'Update the Specialty/Title on a Medical Professional's License' and click "Start Service"

•The system will ensure the applicant facility has a valid Initial Approval or at least valid license that is 'Active'.



The screenshot shows a grid of service cards. The card 'Updating medical title on a license of a medical professional' is highlighted with an orange circle. The grid contains the following services:

Start Service →	Start Service →
Initial Approval to Change the Owner of a Medical Facility	Final Approval to Change the Owner of a Medical Facility
Start Service →	Start Service →
Changing the Type of Medical Activity of Medical Facilities	Staff Rotation Linking
Start Service →	Start Service →
Updating medical title on a license of a medical professional	
Start Service →	

At the bottom left, there is a link 'Return to Home Page'.

4

The system will display a list of staff members with a difference in their title or specialty on their current 'Active' license and the Evaluation for the same category.

- Use 'Search' to quickly find licenses to update.

• License of staff members who have expired licenses, blacklisted licenses or pending DataFlow verification requests cannot be updated.

The screenshot shows a web application interface for updating a medical professional license. At the top, a breadcrumb trail reads: Home > Services > Update Medical Professional License > Start Service. The main heading is 'Update Medical Professional License'. On the left, a progress bar indicates '0% Completed' and lists three steps: 1. Select Staff (highlighted with a green circle), 2. Review Application, and 3. Pay & Submit. The main content area is titled 'Select Staff' and includes a sub-header 'Select a medical professional whose license needs to be updated. The selected staff member must be currently employed at the medical facility.' Below this is a section 'Search for a medical professional' with the text 'You can search with R-number or evaluation number for the medical professional.' A search input field contains the placeholder text 'Search for medical professional'. Below the input field is a button labeled 'Search by R-number or license number' with a magnifying glass icon. The search results display three entries: 'Mohamed Khaled Abdullah' (License no.12345), 'Mohamed Khaled Samy' (License no.42547), and 'Mohamed Khaled Yasser' (License no.74645). At the bottom of the search results are two buttons: 'Cancel' and 'Continue'.

5

Simply click to select the staff whose license you would like to update

Home > Services > Update Medical Professional License > Start Service

Update Medical Professional License

0% Completed

- 1 Select Staff
- 2 Review Application
- 3 Pay & Submit

Select Staff

Select a medical professional whose license needs to be updated. The selected staff member must be currently employed at the medical facility.

Search for a medical professional

You can search with R-number or evaluation number for the medical professional.

Mohamed Khaled Abdullah
License no:12345

Mohamed Khaled Samy
License no:42547

Mohamed Khaled Yasser
License no:74645

6

Click "Continue" to proceed with your selection.

Home > Services > Update Medical Professional License > Start Service

Update Medical Professional License

0% Completed

- 1 Select Staff
- 2 Review Application
- 3 Pay & Submit

Select Staff

Select a medical professional whose license needs to be updated. The selected staff member must be currently employed at the medical facility.

Search for a medical professional

Search by Name, R-Number or License number

Mohamed Khaled Abdullah
License no:12345

Mohamed Khaled Samy
License no:42547

Mohamed Khaled Yasser
License no:74645

6.1 The system will present the available updates for the staff's license. Based on the available options you can choose the updates you would like to add to their license:

- You can update the staff's Specialty 1 and Title 1
- You can update the staff's Specialty 2 and Title 2
- You can add a privilege to the staff's license

Home > Services > Update Medical Professional License > Start Service

Update Medical Professional License

0% Completed

1 Select Staff

2 Review Application

3 Pay & Submit


Select Staff

Select a medical professional whose license needs to be updated. The selected staff member must be currently employed at the medical facility.

Search for a medical professional

Search for medical professional

Current License

**Abdulrah Ibrahim Al Hamsa**
General Physician
Cardiological Immunology
[Hide Details](#)

Registration Number
299965

License Number
122234

License Expiry
31/06/2025

License Status
Active

Employer
Al Zahra Hospital

Category
Physician

Specialty 1
Cardiology

Medical Title 1
Specialist

Specialty 2
--

Medical Title 2
--

Privilege
--

Select License Update Option

Select the updates you wish to apply to the medical professional's license. You may choose one or more options from the list below.

☐ Upgrade Medical Title for [Specialty 1]
Current Title: [Specialist]
New Title: [Consultant]

☐ Add Second Medical Title
New Title: [Title 2]
New Specialty: [Specialty 2]

☐ Add Privilege
[Privilege 1]

☐ Add Privilege
[Privilege 2]

Cancel

Continue

6.2

The system will allow multi-select

Home > Service > Update Medical Professional License > Staff Service

Update Medical Professional License

0% Completed

1 Select Staff

2 Review Application

3 Pay & Submit


Select Staff

Select a medical professional whose license needs to be updated. The selected staff member must be currently employed at the medical facility.

Search for a medical professional

Search for medical professional

Current License



Abdullah Ibrahim Al Hamsa

General Physician

Cardiological Immunology

Hide details

Registration Number

200945

License Number

122234

License Expiry

31/06/2025

License Status

Active

Employer

Al Zahra Hospital

Category

Physician

Specialty 1

Cardiology

Medical Title 1

Specialist

Specialty 2

--

Medical Title 2

--

Privilege

--

Select License Update Options

Select the updates you wish to apply to the medical professional's license. You may choose one or more options from the list below.

☒ Upgrade Medical Title for [Specialty 1]
Current Title: [Specialist]
New Title: [Consultant]

☐ Add Second Medical Title
New Title: [Title 2]
New Specialty: [Specialty 2]

☒ Add Privilege
[Privilege 1]

☐ Add Privilege
[Privilege 2]

Cancel

Continue

7

After reviewing the details on the application review page, click the "I Understand and Agree" field to proceed.

33% Completed

- Select Staff
- Review Application**
- Pay & Submit

Review Application

Review your application details before you proceed to payment.

Staff Details	
Name	John Allan Doe Change
Category	Physician
License update option	Add Second Medical Title, Upgrade Medical Title, Add Privileges Change
Upgrade Medical Title for Specialty 1	
Specialty 1	Description
Current Title 1	Consultant
New Title 1	Consultant
Add Second Medical Title	
Specialty 2	Description
Title 2	Cardiology
Privileges	
Privilege 1	Description

☐ I understand and agree.
By submitting this application, I acknowledge and accept full responsibility for the actions and conduct of the selected medical professionals at our facility.

[Back](#) [Continue](#)

[Save and Close the Application](#)

8

After checking the consent box, click on "Continue"

Current Specialty	Laboratory Genetics and Genomics
Current Title	Specialist
New Specialty	Cardiology
New Title	General Practitioner

☒ I understand and agree.
By submitting an application for this service, I acknowledge and accept full responsibility for the professional conduct of the selected medical professionals within our facility.

[Back](#) [Continue](#)

[Save and Close the Application](#)




9 Application Fees (Based on Staff Category and Update Type):

- Physicians & Dentists: 500 AED – for updating Specialty 1/Title 1 or upgrading to Specialty 2/Title 2
- Nurses, Allied Health, Midwives, T&CM: 100 AED – for updating Specialty 1/Title 1 or upgrading to Specialty 2/Title 2
- Add Privilege / Add Title 2: Free (0 AED)

Click "Proceed to Payment" to continue.

Update Medical Professional License

66% Completed

-  Select Staff
-  Review Application
-  3 Pay & Submit

Payment Summary

Service Fee
Update Title on License of a Medical Professional for John Allan Doe AED 500

Total AED 500

[Back](#)

[Proceed to Payment](#)

[Save and Close the Application](#)

1
0

On successful payment or submission, you are shown a detailed application status page with pertinent details about the application.

The same details can be found on the dashboard under the Application Section. Click "Download Licenses" to save the staff members' updated licenses.

Application Submitted

Download Licence

The license has been updated.

Completed

Application Number	Application Date	Amount Paid
98765432100	24.11.2023	AED 1000

You can [download your application fee receipt here](#)

Staff license has been updated with new title successfully. Click on "Download License" button to download the license.

Go to Dashboard

Download Licence

About this website

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