UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Evaluation of Health Professional

User Guide

July 2025

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Health Professional Evaluation

Overview

The Health Professional Evaluation process is designed to streamline the screening of health professionals as a mandatory prerequisite for the MOHAP licensing process. It enables applicants to submit evaluation requests, undergo verification, take exams, and receive results through their E-Service Portal

Key Stakeholders

- **Medical Professional (Applicant)**: Initiates and completes the evaluation process.
- **MOHAP Officer**: Reviews applications, verifies documents, and processes approvals/rejections.
- **Exam Officer**: Conducts oral and written exams and uploads results.
- **Customer Happiness Representative**: Provides support and guidance to applicants.

Service Conditions

- Applicants must have valid credentials and meet eligibility criteria.
- No gaps in practice exceeding two years.
- All required documents must be verified through DataFlow.
- Examination attempts are limited to three before reassessment.

Application Process

Steps to Submit an Evaluation Request

1. **Login & Accessing the Service**: Applicants log into the MOHAP portal using UAE Pass.
   Medical professionals (Applicants) can select the Medical Professional Evaluation service either from the service list page (via the left-side panel) or by clicking the "Get Evaluated" button on the Home Dashboard.
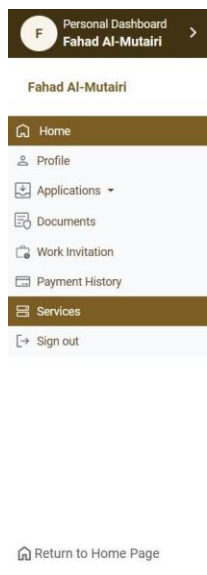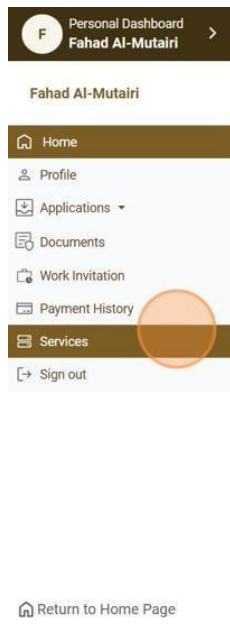
2. **Completing the Application Form**:
   When completing the application form, users need to specify the category that applies to their profession. Additionally, they need to indicate the specialty and titles relevant to the application.

The system will fetch the profile personal information from UAE pass and autofill the relevant fields.

In case passport details are not available, it is mandatory that the medical professional adds the Passport Number, Issue & Expiry datesThe system will automatically populate relevant fields by retrieving personal information from the UAE Pass.

However, if passport details are unavailable through the UAE Pass, the medical professional must manually enter the following:

- Passport Number
- Passport Issue Date
- Passport Expiry Date

This ensures that complete and accurate records are maintained for every individual

Fahad Al-Mutairi

Email

FahadM@test.com

Contact

+971545646259

Gender

Male

DOB

21.04.1981

Nationality

United Arab Emirates

Passport Number

PN43154

Passport Issue Date

dd.mm.yyyy

−			February	∨		+	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

2024 2025 2026

o previous working experience.

ificant work experience. Has a proven track
record.

DataFlow Reference Number   (optional)

Remarks   (optional)
If applicable, use this field to share any special
considerations for your application.

Medical professionals also need to select their experience level
Medical professionals are required to specify their level of experience.
Experience levels can range from "Entry-Level" for recent graduates to "Expert" for those with
extensive years of practice and specialized knowledge.

Passport Number

PN43154

Passport Issue Date

28.02.2022

Passport Expiry Date

28.02.2026

Experience Level

◯ Fresh Graduate
A recent university graduate. No previous working experience.

◯ Experienced Professional
A skilled professional with significant work experience. Has a proven track record.

DataFlow Reference Number   (optional)

Remarks   (optional)
If applicable, use this field to share any special considerations for your application.

Clicking on the "Continue" button proceeds to the document upload section

3. **DataFlow Verification**: After selecting Continue, the system will check for Dataflow reports associated with the applicant's UAE Pass email and phone number, if they were issued for MOHAP.

If the system detects a report number—or even if it does not—Medical Professionals can visit Dataflow and transfer any existing reports (whether for MOHAP or other authorities) by clicking on the visit dataflow radio button then clicking on "Continue:
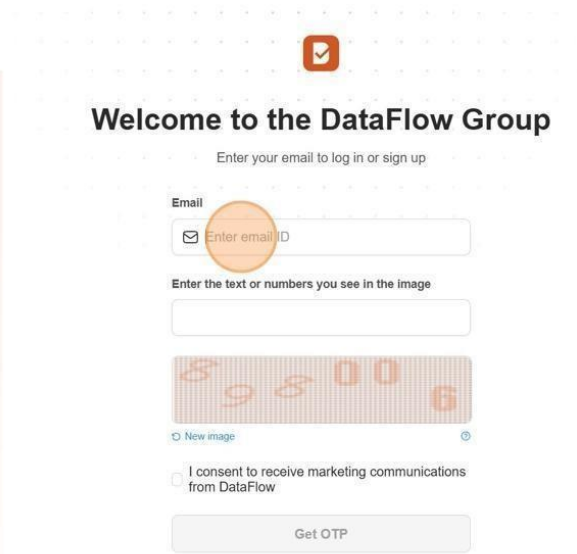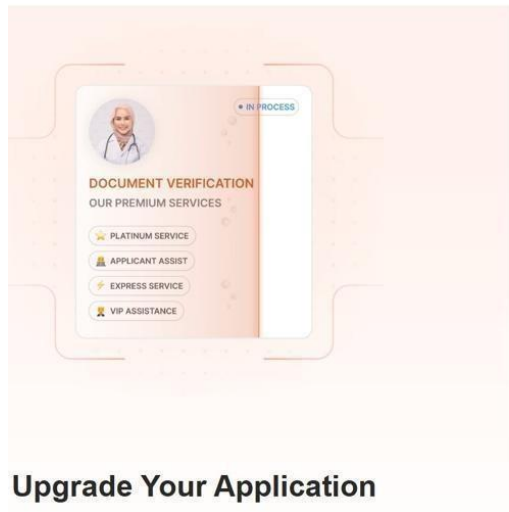
Transferred reports will be attached to the application.

Report Transfer On Dataflow

Applicants must log in to DataFlow using their UAE Pass credentials, including their registered email and phone number.
On the below page, medical professional should add the same Email address linked to their UAE pass

Upgrade Your Application

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

New image

I consent to receive marketing communications from DataFlow

Get OTP

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. 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

After the authentication, the applicant will land on the Documents Requirement page.

If medical professionals visit DataFlow and initiate 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.

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

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

Case ID   MOHAP-250106-2128F

Report   Dataflow Report

Click to view

Education

Document ID   Document@d0a24988-
f821-4f07-a979-
6c63fd1f0b2d

Degree   Bachelor of Engineering

Institute Name   Demo 99 University

Country   --

Click to view

Education

Document ID   Document@f2eaa699-
95d9-4693-a909-
f2c211b1c32e

Degree   Bachelor of Engineering

Institute Name   Demo 99 University

Country   --

Click to view

Experience Certificate

Document ID   Document@1a06296d-
4b6b-4ce1-8b62-
5ba84005e218

Employer Name   Demo 99 University

Position   Designation

The medical professional can still manually upload additional documents to the application

If the applicant has chosen to proceed without a Dataflow transfer and in case a MOHAP officer requests document verification, you will be charged for a new case.

Whether they are fetched from Dataflow, or Manually uploaded by applications, the following documents are mandatory for the application

- Education Certificates
- Experience Letters

- Good Standing Certificate
- Family Book (For UAE Nationals0
- Passport & Emirates ID
- Logbooks (for surgical professionals)

Applicants can Click "Continue" to proceed to the application review page once all the mandatory documents are uploaded

4. **Submit Application & Pay Fees**:

- Payments must be completed before the application expiry.

- Fees vary by profession (e.g., Physicians: 500 AED, Nurses: 400 AED).

After completing the payment, applicants will be notified about the application submission.

They can also copy the application number (For Example, "MPL-EVA-000551-2025") to keep track on the progress on the dashboard

Dataflow Verification Process

Examination Process

Scheduling & Taking Exams

5. **Prometric Exam**:
    ○ Scheduled via a generated eligibility ID (valid for 15 days).
    ○ Conducted at approved Prometric centers.

6. **Written Exam**:
    ○ Scheduled within 60 days after approval.
    ○ Candidates must pay retake fees if applicable.

Scheduling Written Exams

Scheduling Written Exam

Fahad Al-Mutairi
Written

⊙ MOHAP HQ, 1, Zayed Street, Al Muheisna, Dubai

Please schedule your Written by selecting an available date.

A meeting invite will be sent to your registered email and mobile number after scheduling.

Select a date and time

February 2025   ← →

Monday, 17 February 2025
9:00 AM

Confirm

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

If the applicant passes the exam, the system allows them to schedule any other exams assigned to them (if applicable).

In case of failure, applicants have 3 attempts to retake after that they will no longer be allowed to proceed with the application or even re-apply.

After failure, the applicant will be charged for each exam retake

7. **Oral Exam**:
   - ○ Conducted by an Exam Officer.
   - ○ Candidates receive results via portal notifications.

Results & Next Steps

- **Pass**: Applicant receives the evaluation letter.

In case the applicant successfully passes the oral exam, they will receive the MOHAP evaluation letter documenting their unique **R Number**. This letter will outline the Medical Professional Category, specialty and Title, in addition to any comment added by the officer during the approval process.

Payment Received 09.02.2025   Amount Paid AED 402.86   Download Receipt

Application Submitted ✔   Under Review ✔   Dataflow Verification ✔   Examination ✔   Download Evaluation Letter ✔

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

DataFlow Verification

Status Verified

Examination:

Status Passed Oral

Required Exams: ✔ Written   ✔ Oral

∨ Show Application Details

- **Fail:** Candidates may retake exams within three attempts.

If the applicant does not achieve a passing score, they are granted the opportunity to retake the oral exam, with a maximum of three attempts allowed.

After failure, the applicant will be charged for each exam retake

← Back to application

Health professional Evaluation
Evaluation

Scheduling Oral Exam

Payment Summary
Note: This is your third attempt, and an additional fee will be required after scheduling.

Oral Exam Health Professional Evaluation	AED 250.00
Total	**AED 250.00**

Back   Pay

Receiving the examination details on the applicant's dashboard

As for the applicant (Medical Professional) they can track the exam scheduling details from their dashboard.
Examination date and time configured by the MOHAP officer shall be displayed on the application details page, and any change will be reflected accordingly

⌂ Home
👤 Profile
⬇ Applications ▾
　> All Applications
　> Action Required
　> In Progress
　> Completed
　> Drafts
　> Rejected
　> Expired
🗐 Documents
🗋 Work Invitation
🖨 Payment History
🗐 Services
↪ Sign out

DataFlow Verification
Status Verified

Examination:
Status Oral Scheduled
Required Exams: ⊘ Oral-Non Scheduled
Exam Name: Non-Scheduled - Medical Exam

Your Oral Exam has been scheduled. A confirmation email has been sent to larissaassaf33@gmail.com with the exam details.

🕘 **09:00 AM, Friday 28 February 2025**
📍 **Online**
🔗 **On the day of the exam, please use the following Microsoft Teams link:Join Microsoft Teams Exam**
⊕ Add to calendar

⌄ Show Application Details

System Navigation & User Roles

Dashboard Overview

- **Applicants**: View application status, exam schedules, and feedback.

Managing Notifications & Status Updates

- Email and SMS alerts for application status changes.

- Reminders for pending payments and upcoming exams.

Handling Blocked, Expired, or Rejected Applications

- **Blocked**: Applicants exceeding exam attempts are flagged.
- **Expired**: Applications inactive for 60+ days get auto-canceled.
- **Rejected**: Applicants must contact MOHAP for further instructions.