



Primary Source Verification

Dubai Health Authority (DHA) - United Arab Emirates (UAE)

How to Apply

'A Step By Step Guide for Completing Your Application'







<u>Step One</u>

• Visit the DHA official website at www.dha.gov.ae

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Search Q data Media Center ~ Directory of services ~ Facilities of the Authority	 About the Commission
Down	لمعلم my health application سست متم تطویر تطبیق محتی یمکنات الاستغاء عن تطبیق أطب
Services	Help 🗨







<u>Step Two</u>

• Click on the 'Issuing a new license for a professional' option

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E.		program Together we make hope and achieve happiness	Dubai training Care program for students —	The application of my health	_ A healthy heart beats	•
Services						
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	Medical Fitness Service for Individuals	Issuing a new license for a professional	Canceling a specialization from the establishment license	Add specialty to the establishment license	Change the medical director	
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<u>Step Three</u>

• Read the service description, then click on the 'Access to the service' button to proceed

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Search Q	data Media Center	 Directory of services 	Facilities of the Authority	 About the Commission
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merit				
	All professionals a	re entitled to apply for this service	It is worth the service	The most frequently
fees				
		Doctors and dentists: AED 3020 - Other professions: AED 1020 -	the value	
		Doctors and dentists: AED 3020 - Other professions: AED 1020	:Fee Description	
		(Electronic (ePay	:Payment Method / Channel	
		Yeah	?Requires a fee	
Measures				
the channel		The required documents	Procedures	
Electronically	:The clie	nt requires the following download	Order via the License website	







<u>Step Four</u>

• Under the User Guides section, click 'Sheryan' and carefully review the DHA instructions

dubei.ee		
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Home User Guides	Authorization Letter FAQ \lor Other Services	~
Sheryan	Dha MyChart User Guide	
Welcome! You have reached to access many DHA eServices with	DHA single sign-on page. The single sign-on page allows you to none user account.	User Name
If you currently don't have a single sign-on account with the DHA, then click Register With us to		Password
Create one. DHA single sign-on account allows you to login and use the services as an individual or a corporate.		Forgot Password?
FOR HELP use this User Manual		Login







Step Five

- For first-time registration, select the 'Register with us' button
- Complete the online application form
- Settle the DHA fee
- Click the 'Submit' tab

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Home User Guides \lor Authorization Letter FAQ \lor Other Services	~
DHA Single Sign On	Login Form
Welcome! You have reached to DHA single sign-on page. The single sign-on page allows you to access many DHA eServices with one user account.	User Name
If you currently don't have a single sign-on account with the DHA, then click Register With us to create one.	Password
DHA single sign-on account allows you to login and use the services as an individual or a corporate.	Forgot Password?
FOR HELP use this User Manual	Login
	Or Register With us
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<u>Step Six</u>

- Upon submitting your application, it will be reviewed by the DHA Health Regulation Department - which may take up to 5 working days
- Once approved, your application will be forwarded to the DataFlow Group for the initiation of the Primary Source Verification process
- Within 48 hours, you will receive an email from the DataFlow Group with details regarding the required fees
- Click on the link in the DataFlow Group email to settle your payment

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Subject:	CC Ustatiow rayment kequest ear sonia tests	
	de united to the second s	12
Greetings	reetings from DataFlow!	-
With regar	ith regard to the Primary Source Verification Application you have submitted with us, we would like to inform you that the payment received at our end is not of the full amount.	
You are re	bu are required to pay per details below.	
Total Prim	blal Primary Source Verification Fee: AED 100	
Amount R	nount Received: AED 0	
Balance P	alance Pending: AED 100	
(Note that	lote that the balance pending amount includes 0% surcharge and AED 0 processing fees)	
Payment I	syment instructions:	=
• Or	Only credit card payment are accepted for this service	
• Yo	Your DataFlow Payment Id is: 313	
• Yo	Your DataFlow Reference Number is: 345	
• Yo	Your Client Reference Number is: 345	
• Ple	 Please visit http://203.122.10.21/Payment/AuthenticateApplicant and enter your DataFlow Payment Id mentioned above, fill the details of the credit card and submit. 	
• Ar	A receipt will be sent to you via email post successful transaction	
Regards DataFlow	sgards taflow Team	

*Note: Within 48 hours from the date of payment, the DataFlow Group will forward your application to the DHA Health Regulation Department and initiate the verification process

**Note: Upon completion of the verification process, the DataFlow Group will update the DHA with the result of the Primary Source Verification







Application Status:

To track the status of your application, visit <u>www.dataflowstatus.com</u>

Appeal Process:

- With regards to applications marked as 'Negative' or 'Unable to Verify' contact the DataFlow Group support team at https://corp.dataflowgroup.com/fag.html
- The DataFlow Group will advise on the steps to follow or documents to provide in order to proceed with the re-verification process
- You may request DataFlow Group re-verification only once
- The DataFlow Group will contact you regarding the new result, as well as update the DHA on the matter

