

Ministry of Health Portal

User Manual – Transactions Inquiry Service

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Transactions Inquiry Service Access

The user of MOH portal can inquire about transactions by accessing the portal via this link: <http://www.moh.gov.sa/en/Pages/Default.aspx> , in order to view the following screen:

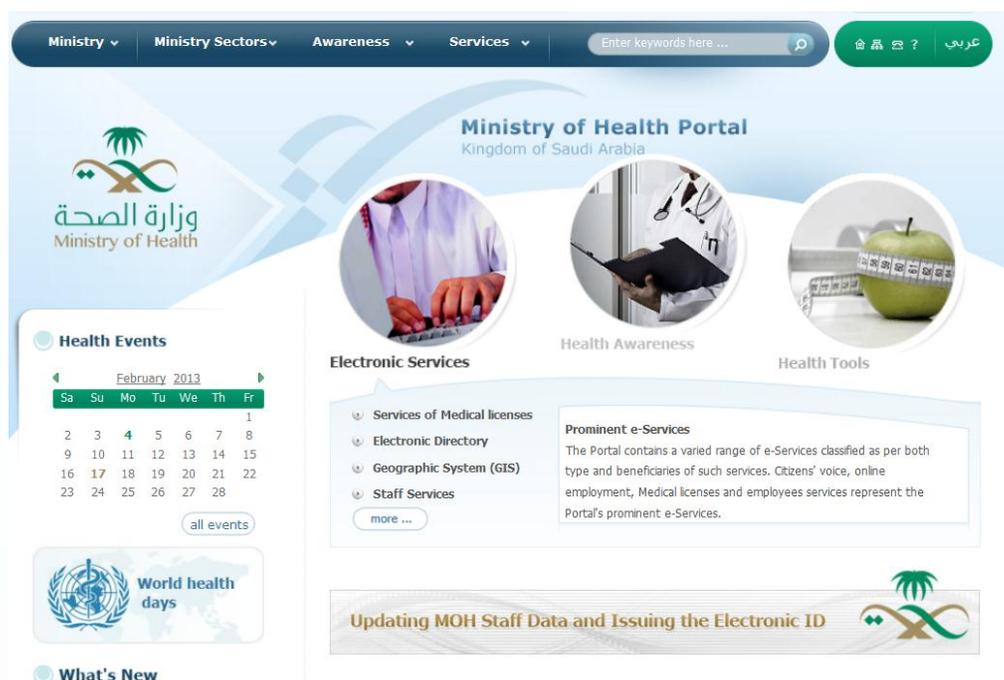


Figure 1 : Ministry of Health Portal Home Page

MOH portal homepage contains 4 main sections:

1. Ministry
2. Ministry Sectors
3. Awareness
4. Services

To access “Transactions Inquiry Service”, click “Services” on the homepage, then the list of services will show as below:

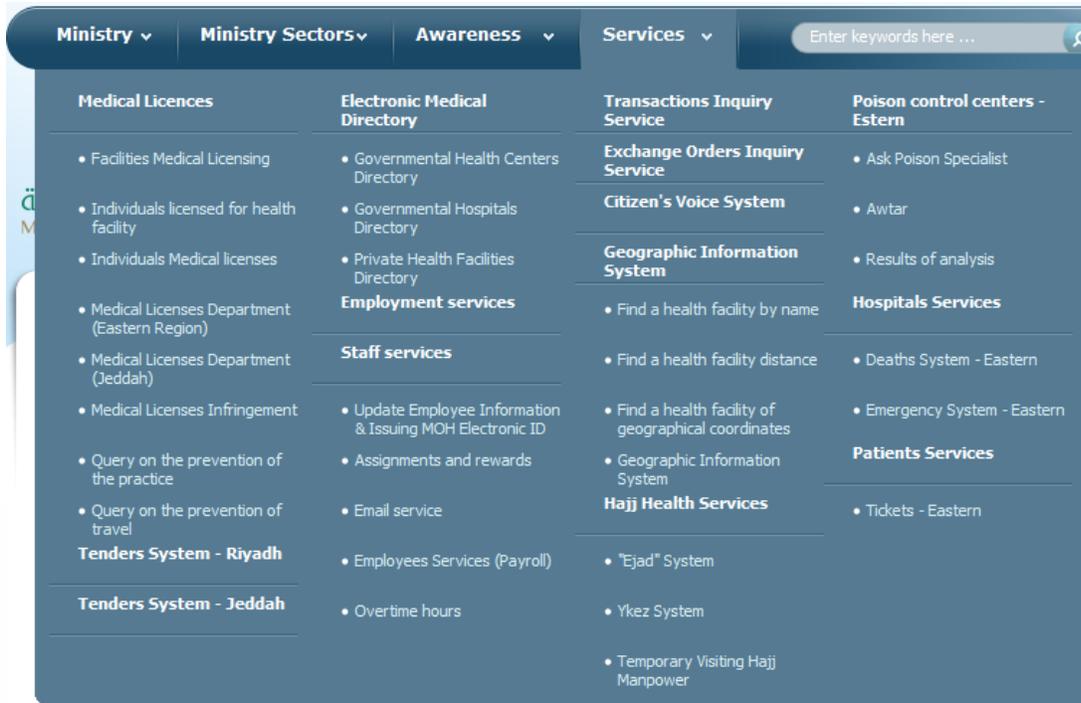


Figure 2: Services List

The previous figure shows that the Ministry offers many e-services for its beneficiaries, including:

1. Medical Licences services that include: "Facilities Medical Licensing, Individuals Licensed for Health Facility, Individuals Medical Licenses, Medical Licenses Department (Eastern Region), Medical Licenses Department (Jeddah), Medical Licenses Infringement, Query on the Prevention of the Practice, and Query on the Prevention of Travel"
2. Tenders System- Riyadh
3. Tenders System- Jeddah
4. Electronic Medical Directories that include: "Governmental Health Centers Directory, Governmental Hospitals Directory, and Private Health Facilities Directory"
5. Employment Services
6. Staff Services that include: "Update Employee Information & Issuing MOH Electronic ID Assignments, Assignments and Rewards, Email Service, Payroll, and Overtime Hours"
7. Transactions Inquiry Service
8. Exchange Orders Inquiry Service

9. Citizen's Voice System

10. Geographic Information System that consists of: " Find a health facility by name, Find a health facility distance, Find a health facility of geographical coordinates, and geographical information system"

11. Hajj Health Services which consist of: " Ejad System, Ykez System, Temporary Visiting Hajj Manpower"

12. Poison control centres – Eastern, which includes: " Ask poison specialist, Awtar, and Results of analysis"

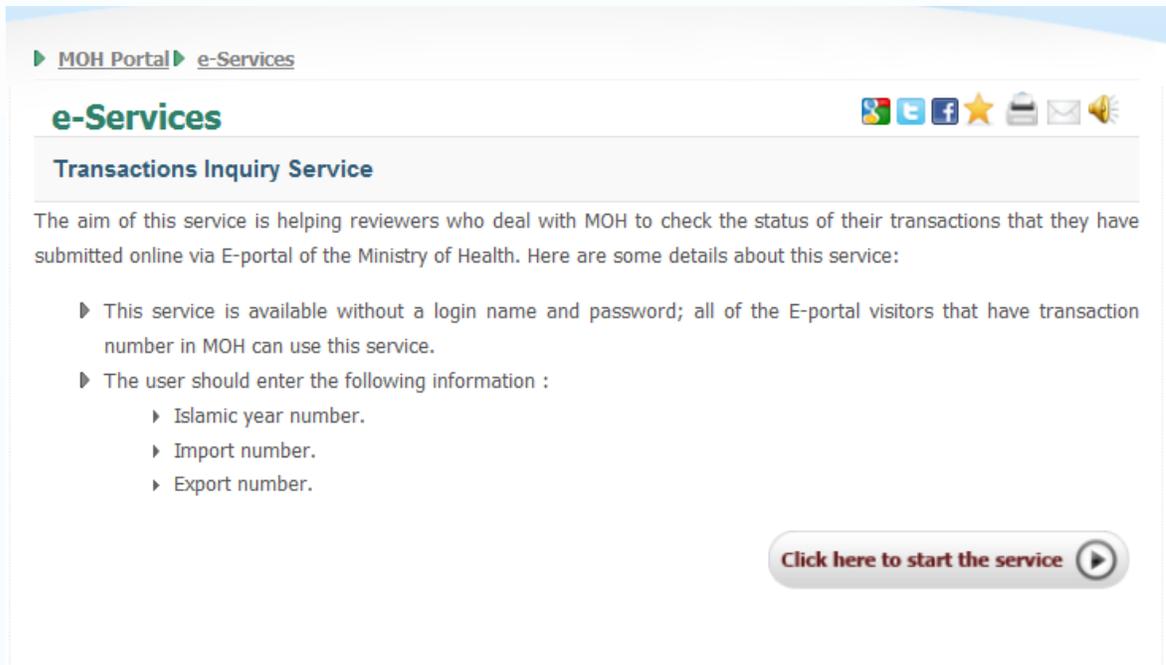
13. Hospital Services which include: " Deaths System- Eastern, and Emergency System – Eastern"

14. Patient Services that include: " Tickets- Eastern"

This user manual will focus on "Transactions Inquiry Service".

Transactions Inquiry Service

The user can access the "Transactions Inquiry Service" through the portal's main page by choosing "e-Services", then clicking on "Transactions Inquiry Service".



The screenshot shows the MOH Portal e-Services page. The breadcrumb trail is "MOH Portal > e-Services". The page title is "e-Services" and the sub-page title is "Transactions Inquiry Service". The page content includes a description of the service and a list of details. A button labeled "Click here to start the service" is visible at the bottom right of the content area.

MOH Portal > e-Services

e-Services

Transactions Inquiry Service

The aim of this service is helping reviewers who deal with MOH to check the status of their transactions that they have submitted online via E-portal of the Ministry of Health. Here are some details about this service:

- ▶ This service is available without a login name and password; all of the E-portal visitors that have transaction number in MOH can use this service.
- ▶ The user should enter the following information :
 - ▶ Islamic year number.
 - ▶ Import number.
 - ▶ Export number.

[Click here to start the service](#)

Figure : Transactions Inquiry Service (1)

The aim of this service is to help whoever deals with MOH to check the status of their online-submitted transactions via the Ministry of Health Portal. The user should enter the following information: Hijri year, Import number and Export number.

Click on “click here to start the service” to view the following screen:

The screenshot shows the MOH Portal e-Services interface. At the top, there is a breadcrumb trail: MOH Portal > e-Services. Below this, the heading "e-Services" is displayed in green. To the right of the heading are icons for a star, a printer, an envelope, Facebook, Twitter, and a QR code. A note states "* Means Fields Is Required". Below this, the instruction "Please enter your information below to view transactions" is shown. The form consists of three input fields: "Hijri Year Number*" with the value "1431", "Import Number*" with a redacted value, and "Export Number" with a redacted value. Below these fields is a CAPTCHA image showing the number "604398" on a grid. A text input field below the CAPTCHA contains the number "604398". A "Search" button is located at the bottom right of the form.

Figure 4: Transactions Inquiry Service (2)

The user should enter the following information: Hijri year, Import number and Export number, then click on search to view the results as shown in the following figure:

MOH Portal | e-Services

e-Services

* Means Fields Is Required

Please enter your information below to view transactions

Hijri Year Number*	1431
Import Number*	[Redacted]
Export Number	[Redacted]

Search

Transaction Ticket



المملكة العربية السعودية
وزارة الصحة
المشرف على الإدارة العامة لتقنية
المعلومات

وزارة الصحة
Ministry of Health
تذكرة مراجعة

نظام الاتصالات الإدارية
Date 03/03/2013

Destination From	[Redacted]	Export Number	[Redacted]
Import Type	[Redacted]		
Subject	[Redacted]		
Import Number	1	Import Date	1/7/1431
Import Destination	[Redacted]	Status	[Redacted]

(وزارة الصحة هاتف رقم (2125555 , 2124477) تحويلة (2140 – 2141)
www.moh.gov.sa

Print Ticket

Figure ٥ : Transactions Ticket

The results will include the following: Destination Form, Import Type, Export Number, Subject, Import Number, Import Destination, Import Date, Status.

All fields with this sign (*) are required.