

# Ministry of Health Portal

## User Manual – Medical Licenses for Individuals

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## Medical Licenses for Individuals Service Access

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

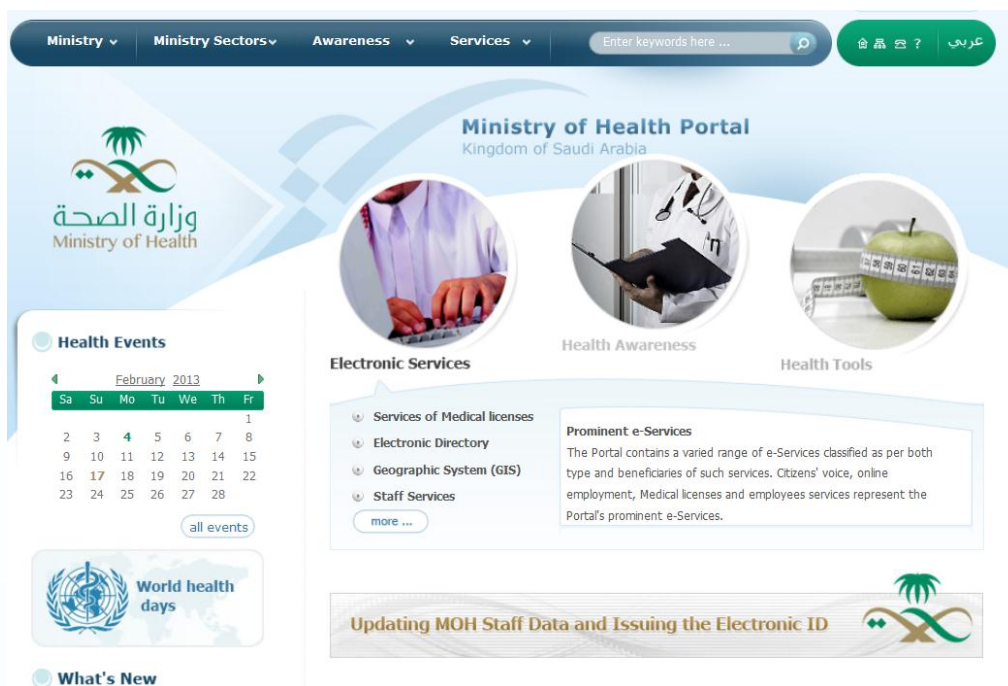


Figure 1 : Ministry of Health Portal Home Page

MOH portal homepage contains 4 main sections:

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

To access “Manpower Licensed for a Health Enterprise”, click on Services at the homepage, where the list of services will be displayed as below:

Ministry	Ministry Sectors	Awareness	Services	Enter keywords here ...
<b>Medical Licences</b>	<b>Electronic Medical Directory</b>	<b>Transactions Inquiry Service</b>	<b>Poison control centers - Estern</b>	
<ul style="list-style-type: none"> <li>Facilities Medical Licensing</li> <li>Individuals licensed for health facility</li> <li>Individuals Medical Licenses</li> <li>Medical Licenses Department (Eastern Region)</li> <li>Medical Licenses Department (Jeddah)</li> <li>Medical Licenses Infringement</li> <li>Query on the prevention of the practice</li> <li>Query on the prevention of travel</li> </ul>	<ul style="list-style-type: none"> <li>Governmental Health Centers Directory</li> <li>Governmental Hospitals Directory</li> <li>Private Health Facilities Directory</li> </ul>	<ul style="list-style-type: none"> <li>Exchange Orders Inquiry Service</li> <li>Citizen's Voice System</li> <li>Geographic Information System</li> <li>Find a health facility by name</li> <li>Find a health facility distance</li> <li>Find a health facility of geographical coordinates</li> <li>Geographic Information System</li> </ul>	<ul style="list-style-type: none"> <li>Ask Poison Specialist</li> <li>Awtar</li> <li>Results of analysis</li> </ul>	
<b>Tenders System - Riyadh</b>	<b>Employment services</b>	<b>Hajj Health Services</b>	<b>Hospitals Services</b>	
<b>Tenders System - Jeddah</b>	<b>Staff services</b>	<ul style="list-style-type: none"> <li>"Ejad" System</li> <li>Ykez System</li> <li>Temporary Visiting Hajj Manpower</li> </ul>	<ul style="list-style-type: none"> <li>Deaths System - Eastern</li> <li>Emergency System - Eastern</li> </ul>	
	<ul style="list-style-type: none"> <li>Update Employee Information &amp; Issuing MOH Electronic ID</li> <li>Assignments and rewards</li> <li>Email service</li> <li>Employees Services (Payroll)</li> <li>Overtime hours</li> </ul>		<b>Patients Services</b>	<ul style="list-style-type: none"> <li>Tickets - Eastern</li> </ul>

Figure 2: Services List

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

1. Medical Licenses 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, and Temporary Visiting Hajj Manpower”

12. Poison control centers – 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 “Medical Licenses for Individuals Service”.

## Medical Licenses for Individuals

The user can access the “Medical Licenses for Individuals” through the portal's main page by choosing “e-Services”, then clicking on “Medical Licenses for Individuals” from the Medical Licenses list of services as shown in the figure below.

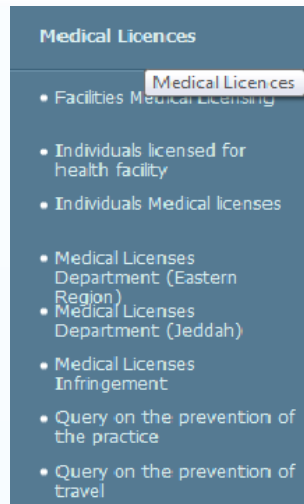



Figure 2: Medical Licenses Services list

▶ MOH Portal ▶ e-Services ▶ Medical Licenses


## Medical Licenses



### Medical Licenses for Individuals

This service allows individuals with medical licenses to view the license's information. The user shall enter the license number to view its information. Here are the details of the service:

- ▶ This service is available without a login name and password.
- ▶ The user enters the license number to show the following information:
  - ▶ Region.
  - ▶ City.
  - ▶ Name.
  - ▶ Nationality.
  - ▶ Name of facility.
  - ▶ Date of the license.
  - ▶ Status of the license.
  - ▶ Renewal date.

[Click here to start the service](#) 

- ▶ Kindly note that there is no fee for this service.


Figure 4 : Medical Licenses for Individuals

This service allows individuals with medical licenses to view their licenses' information. The user shall enter the license number to view its information.

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

▶ MOH Portal ▶ e-Services ▶ Medical Licenses

## Medical Licenses



\* Means Fields Is Required

Please enter the license code to obtain licence information

License Number\*




Figure5: Medical Licenses for Individuals Service

The user should enter the license number, then click on “Search”.

If the information entered by the user is correct, the search results will be displayed as in the figure below.



MOH Portal > e-Services > Medical Licenses

### Medical Licenses

\* Means Fields Is Required

Please enter the license code to obtain licence information

License Number\*

Search

[Search results for license](#)

Company Name	[REDACTED]		
Region	[REDACTED]	Village	[REDACTED]
Name	[REDACTED]	Nationality	[REDACTED]
License Date	2008/01/21	License Status	Final
Renew Date	2015/10/15		

Figure 1 : Medical Licenses for Individuals Search Results

Search results for medical licenses for individuals will be displayed as the above-mentioned table; including (Company Name –Region – Village - Name – Nationality – License Date – License Status – Renew Date).

All fields with this sign (\*) are required.