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E-HEALTH PORTAL MOH OMAN

APPLICATION FOR IMPORT OF NON REGISTERED MEDICINE



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Ver.	Date	Author	Change
1	17/8/2017	AM	First release version
1	17/8/2017	AM	Overall revision

1 Overview

eHealth Portal is a large project with a diverse user base, including patients, business users, and MOH staff. Each users group has one or more user sub-groups. This document is intended only for business users working in the pharmaceutical industry in Oman, including but not limited.

This document must not be shared with any other users group.

The purpose of this document is to introduce the non registered drugs service related roles, explain relevant workflows, if any, and provide systematic usage instructions complimented with screen-shots.

2 Non Registered Drugs service Roles

Non Registered Drugs service depends on a ministry staff processing applications using different roles. These are not relevant to the business users and not added here.

3 Workflow

The workflows are not relevant to the business users.

4 Step-by-Step Instructions

Steps below demonstrate how business users can submit requests for “Non Registered Drugs” through ministry of health portal.

4.1 Business Registration

To access pharmacy related e-services, you must first register your business on eHealth Portal through this link: <https://www.moh.gov.om/en/business-registration-at-moh>

Details are mentioned in the same page. This is one-time process and must be carried by an authorized signatory as per Ministry of Commerce and Industry (MOCI) registration papers. Once the business is registered, the authorized

signatory may access the registered business from 'My Sites' on the top-bar after log in.

In that page, click on Members page and then “Add” button to add authorized employees so the business can be represented on the portal by employees other than those in the top management and listed in the MOCI papers.

Please note, to add authorized employees, they must first sign in to the portal so their account is created and searchable.

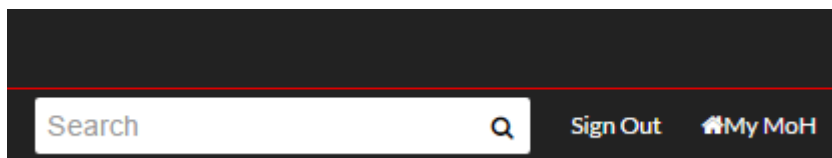
4.2 Non Registered Drugs

Please note that all of the “Non Registered Drugs” services below can be used only by an authorized employee of the business and not on individual basis.

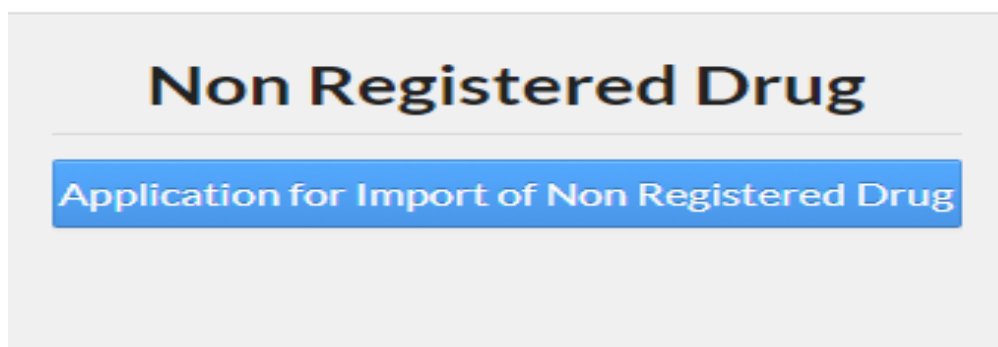
Instructions below show how to access the service as Business users must access the non registered drugs Service from the Business Dashboard accessible after successful registration of the business as explained in 4.1 above.

4.2.1 Submitting “Non Registered Drugs” Application.

Screen1: After you login into the portal, click on “My MoH”. Then click on “Business Dashboard” (only visible if business is registered and you are added as a staff member).



Screen2: Click on “Application for Import of Non Registered Drug” for importing any drugs that not registered with ministry of health.



Screen3: You need to enter all required details before you can submit the request. Please make sure you select the correct registered company.

Application for Non Registered Drugs-Page1

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Submission Date
18/09/2017

Registered Company
محللات وصناعات مسقط ش.م

Institution Type
Government

Organizations and LPO

Manufacturer name (Required)

Manufacturer address and contacts (Required)

Supplier's name (Required)

Supplier's address and contacts (Required)

Institution/Hospital name (Required)

Institution/Hospital address (Required)

Port of entry (Required)

LPO number (Required)

LPO date (Required)
18 September, 2017

Attach LPO Copy (Required)
fileselect

Justification

Is there any alternative/similar drug registered in Oman?
No

Is the product registered and marketed in the country of origin?
No

Is the product licensed by any international regulatory agency?
No

Remarks

It is agreeing that we as importer fully responsible on the quality of the requested products
No

Screen4: You need to enter the product detail before submitting the application. You can add multiple products with one application.

Application for Non Registered Drugs-Page2

Add New NonRegistered Drug product

Trade name (Required) Generic name (Required) Dosage form

Strength (Required) Unit Remarks

Quantity (Required)

Trade name	Generic name	Dosage form	Strength	Quantity	
Tylenol	Panadol	TABLETS	10	500	<input type="button" value="Delete"/>

Screen5: You will get successfully notification message.

The application has been submit. You will be contacted by the MOH soon.

Non Registered Drug

[Application for Import of Non Registered Drug](#)

Note: Requests can be electronically returned, rejected or accepted by the ministry staff processing your request. In all cases, the requester will receive an email notification as well as a notification in the portal's top bar.

If the application is returned, you will need to open the application, edit it as per the reasons mentioned by the ministry staff, and resubmit it.

END OF *DOCUMENT*