Primary Source Verification

Health Assurance Hospitals Company (DHAMAN) - Kuwait

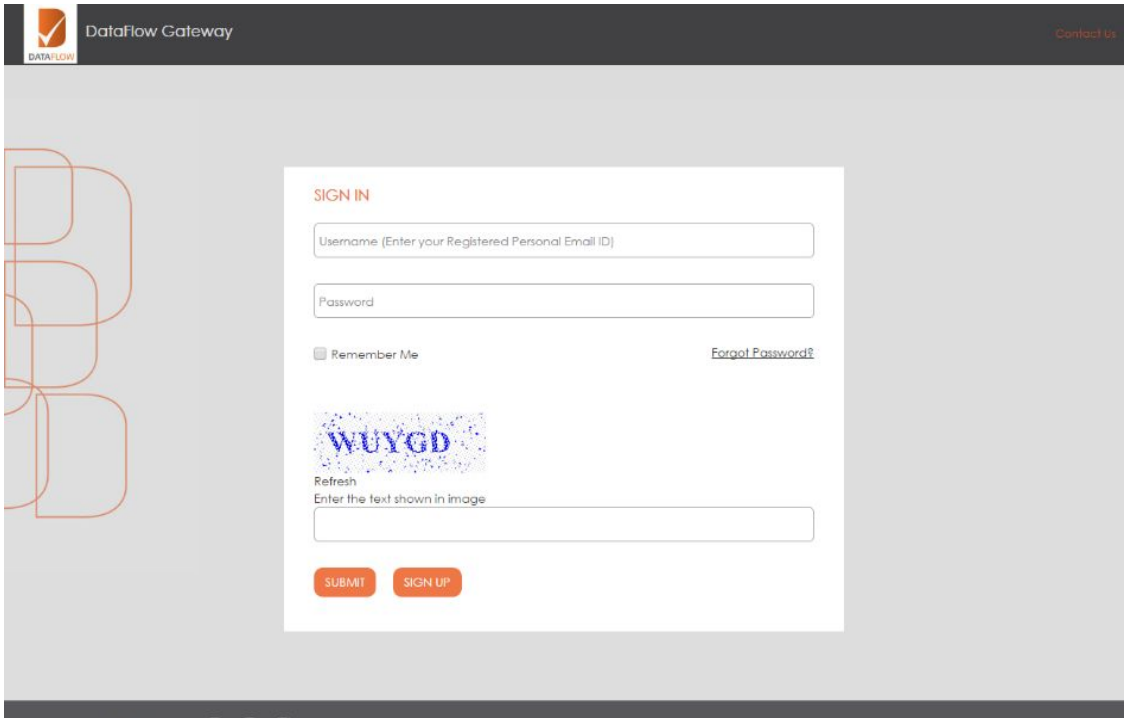
How to Apply

'A Step By Step Guide for Completing Your Application'

If you are a new applicant, follow the instructions from the 'Login (New Applicant)' step. If you are an existing applicant, skip to the 'Login (Existing Applicant)' step.

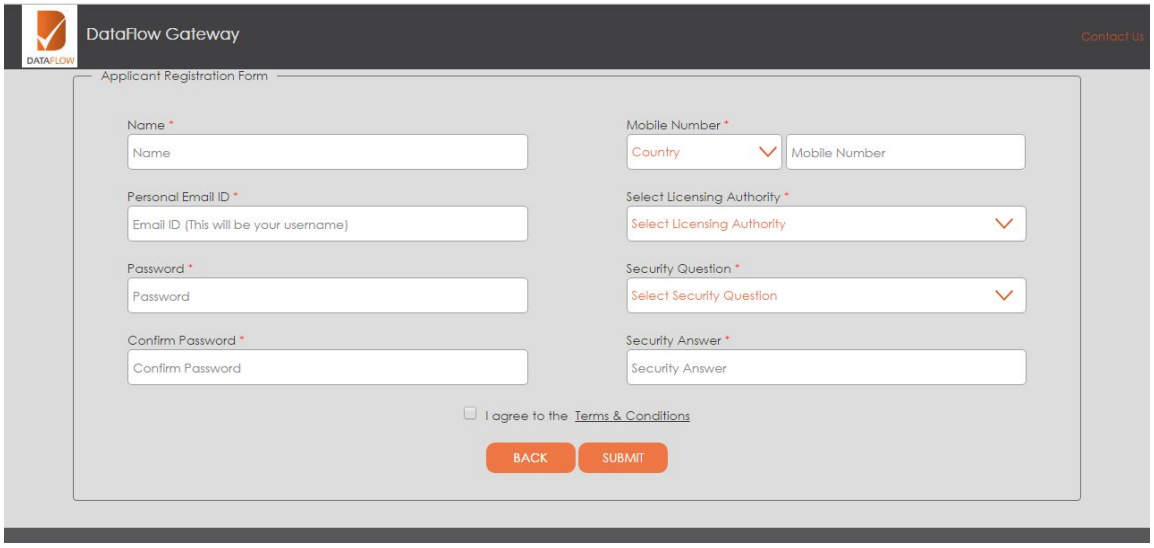
Login (New Applicant)

- Click on the link in the email received from DHAMAN requesting you to verify your documents
- On the 'Sign In' page - press the 'Sign Up' button



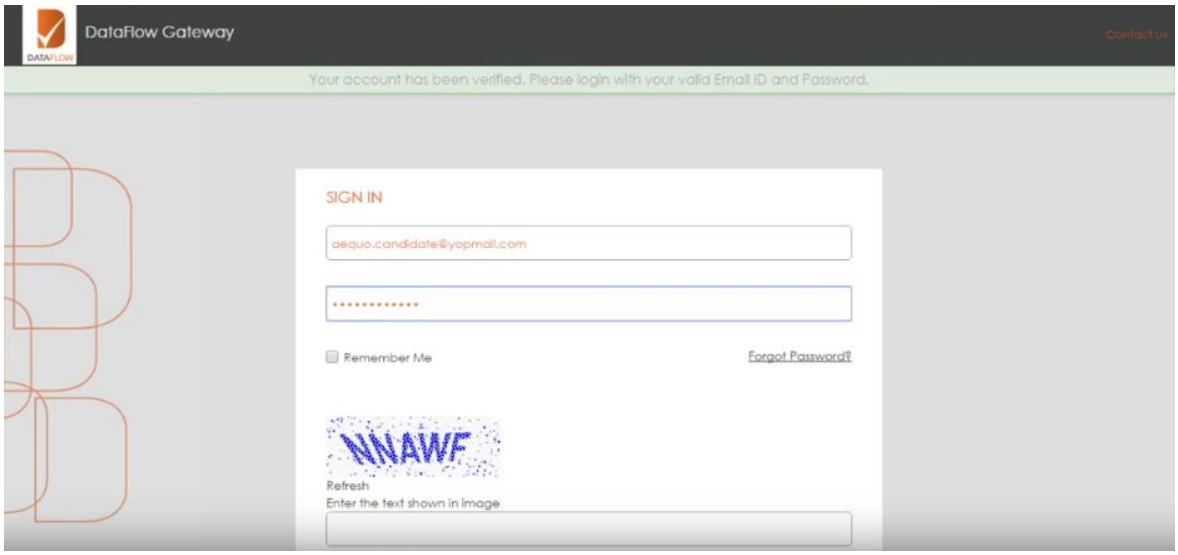
Registration

- On the 'Applicant Registration Form' - enter all required details to register and select 'DHAMAN' from the 'Select Licensing Authority' dropdown menu
- Once done, agree to the Terms and Conditions - then press the 'Submit' button



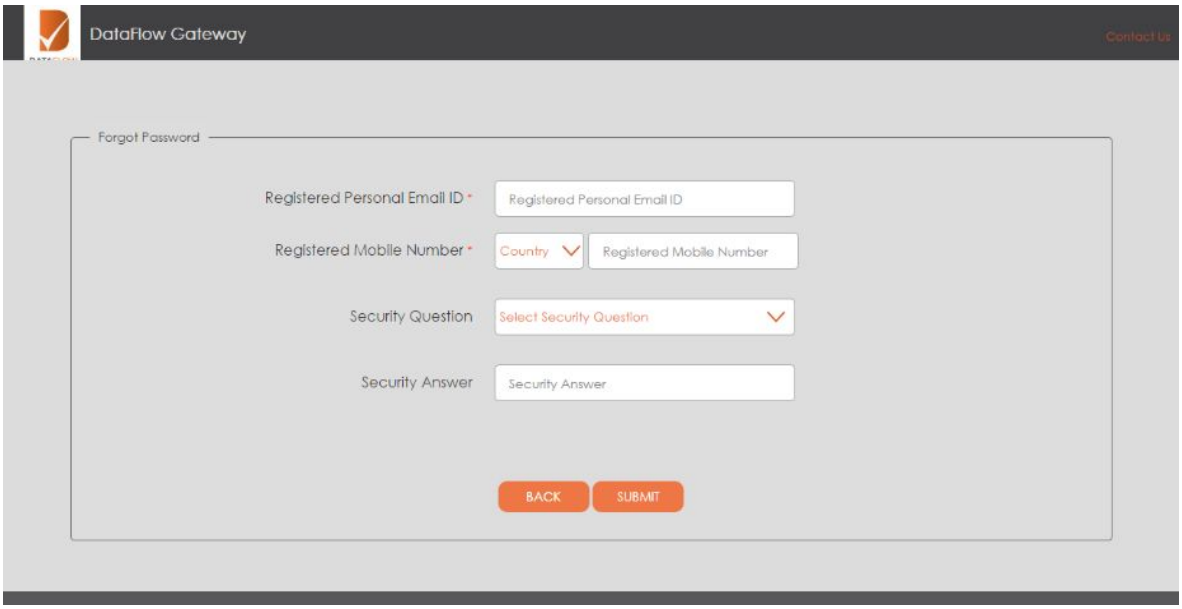
Account Activation

- You will receive an automated email containing an activation link. Click the link to activate your account
- Once you have activated your account, enter your registered email ID and password on the 'Sign In' page, then click 'Submit'



Forgot Password

- If you forgot your password, click 'Forgot Password', enter the requested details and click 'Submit'. You will receive an email at your registered email ID with a link to change your password

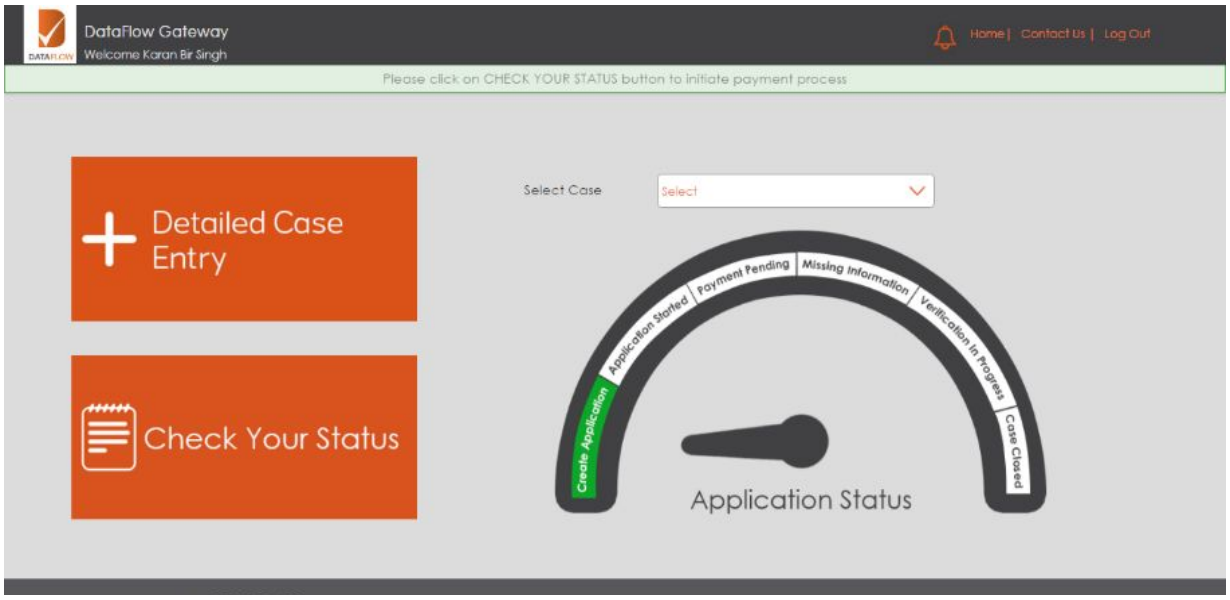


Login (Existing Applicant)

- If you are an existing applicant - enter your registered email ID and password then click 'Submit' on the 'Sign In' page

Dashboard

- After logging in, you will be directed to the dashboard page
- To initiate a new application, click on the 'Detailed Case Entry' button

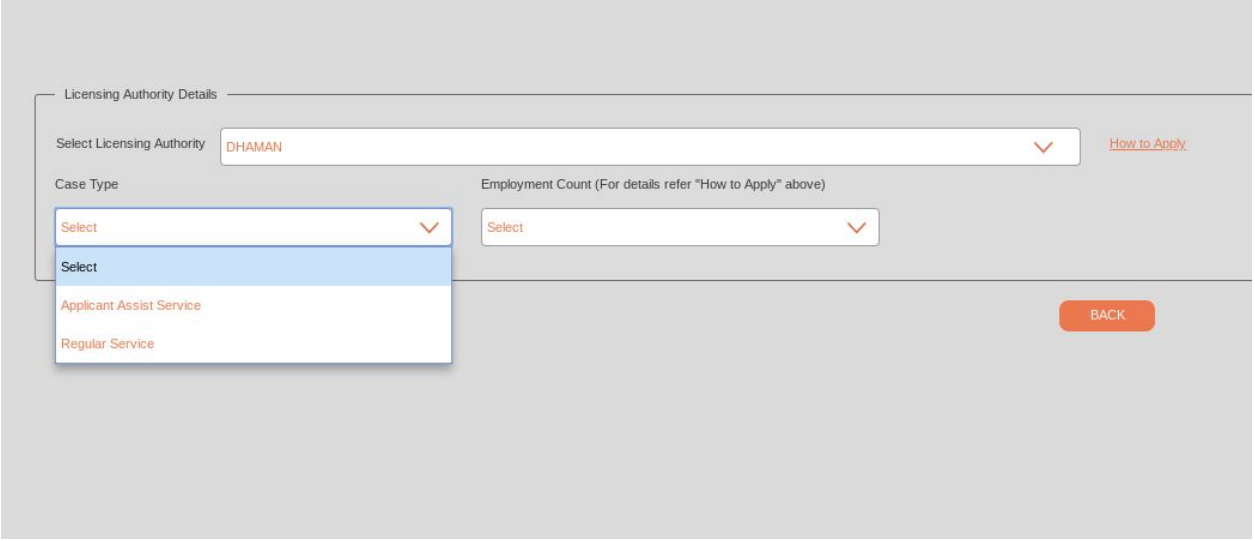


Licensing Authority Details

- On the 'Licensing Authority Details' page - choose '**DHAMAN**' from the '**Select Licensing Authority**' dropdown menu
- Choose the service you wish to use from the '**Case Type**'* dropdown menu
- Select the number of previous employers from the 'Employment Count' dropdown menu as specified in 'Annexure 1 – Verification Requirements'

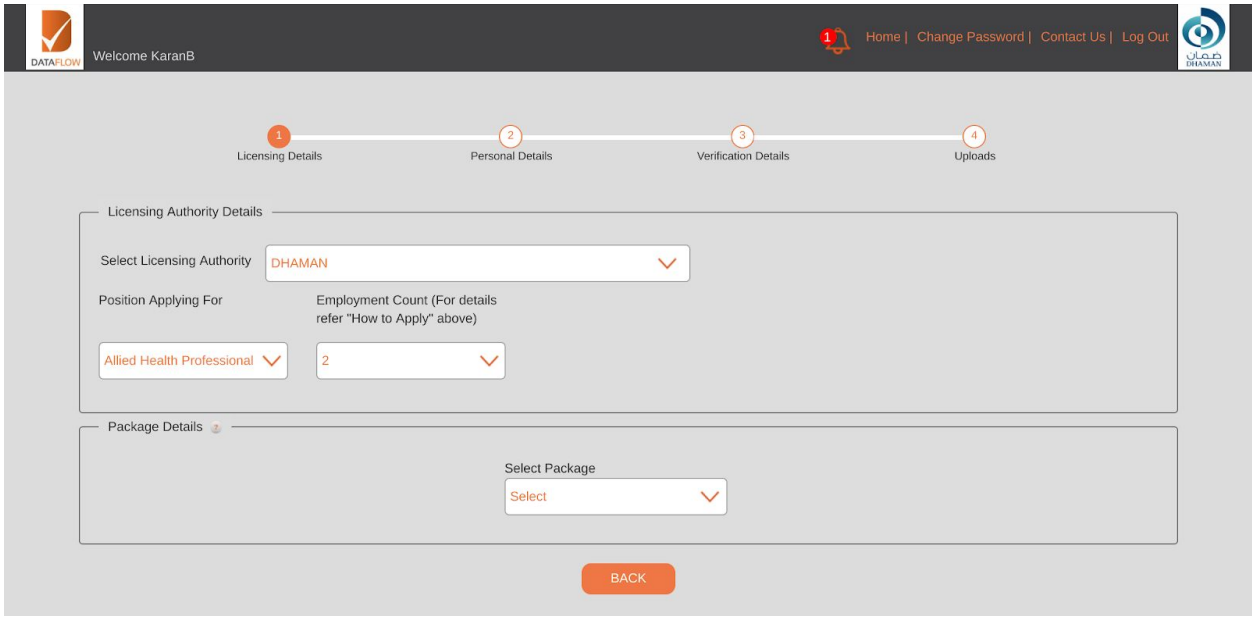
Note: Applicant Assist Service '**Case Type'** is;

Applicant Assist is a time-saving service, whereby the DataFlow Group will finalize the Applicant's submission once they have input basic essential information and uploaded key documents.



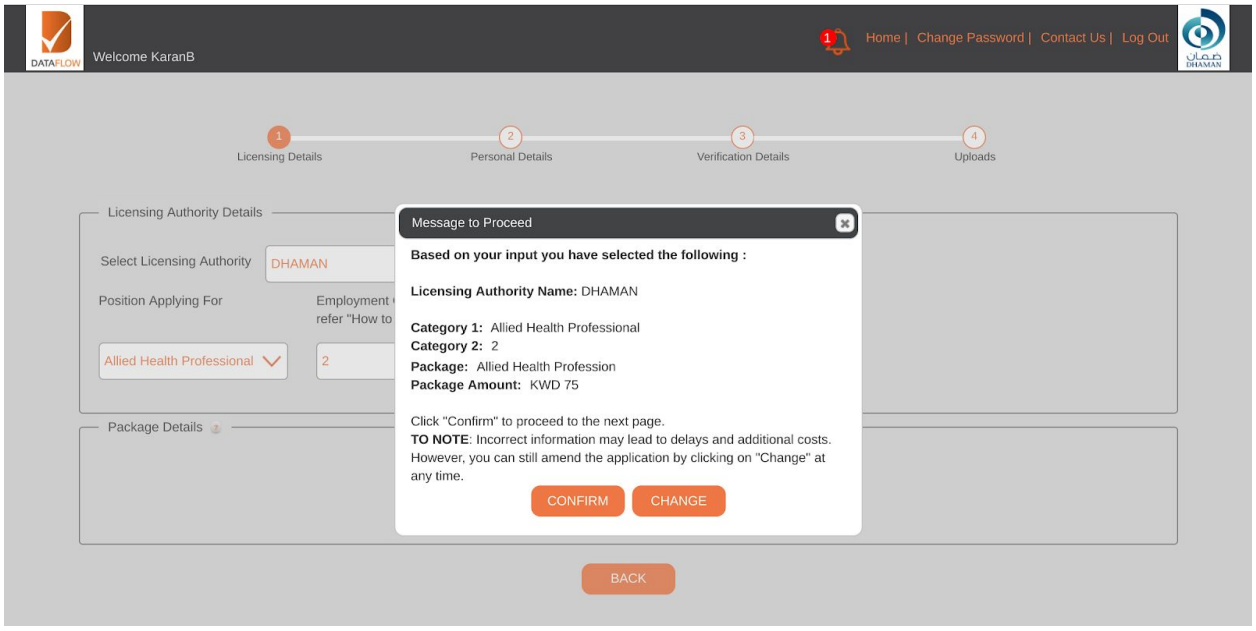
- On the ‘Licensing Authority Details’ page - choose ‘DHAMAN’ from the ‘Select Licensing Authority’ dropdown menu
- Choose the position you are applying for from the ‘Position Applying For’ dropdown menu
- Select the number of previous employers from the ‘Employment Count’ dropdown menu as specified in ‘Annexure 1 – Verification Requirements’

*Note: In case of additional employers, an additional charge per document is applicable. The system will calculate the amount before you proceed.
**Note: If you are applying for a report transfer, select your additional components that need to be verified.



Package Confirmation

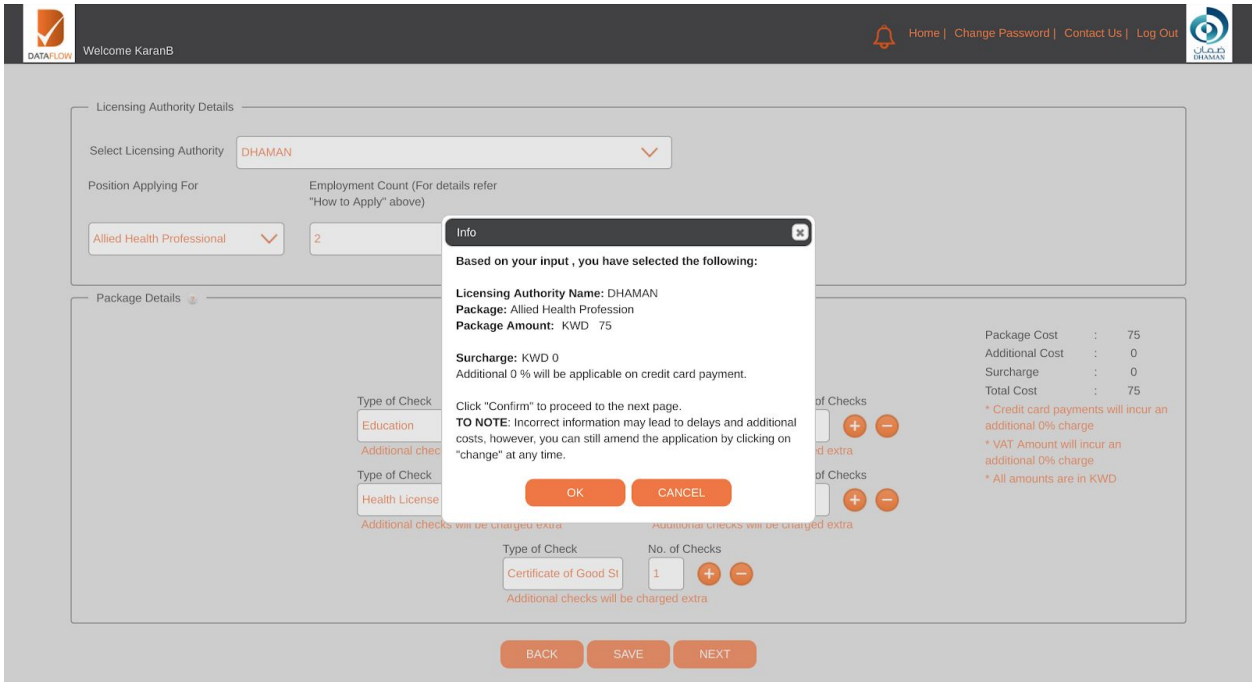
- Once you have selected your package, click 'Confirm' to proceed or click 'Change' to reselect



Additional Information Confirmation

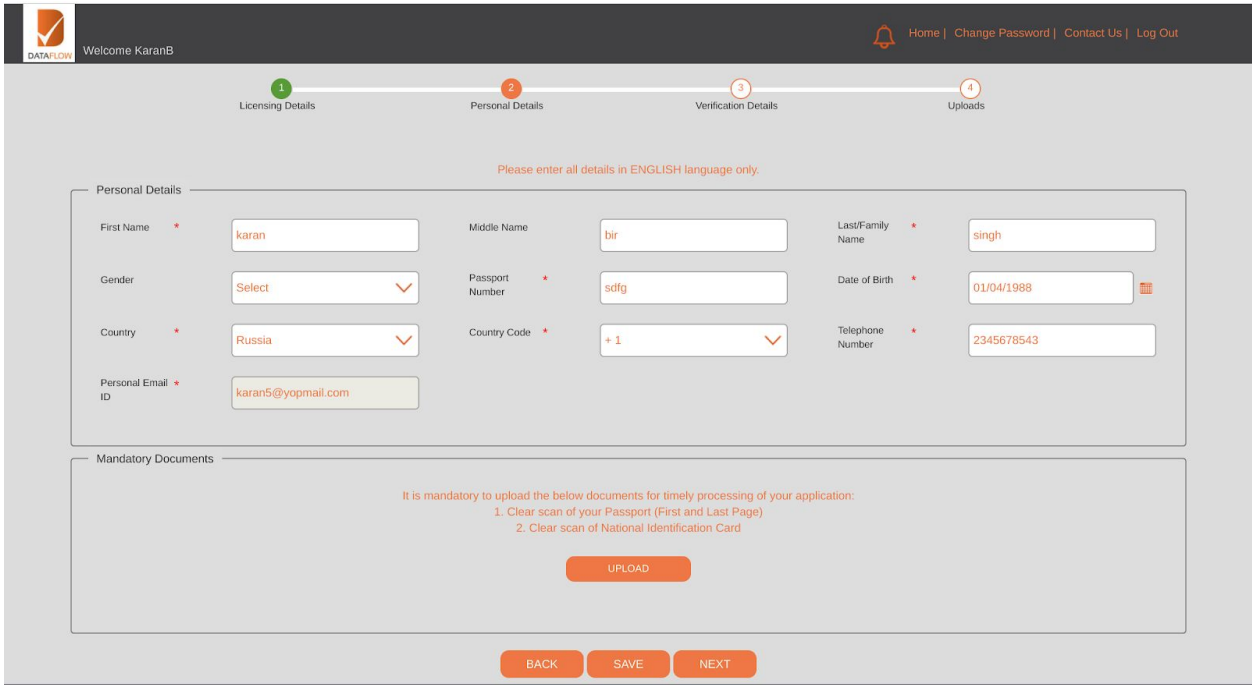
- Carefully review the applicable checks
- Click 'Ok'

*Note: To add checks, press the + icon. Additional charges are applicable.



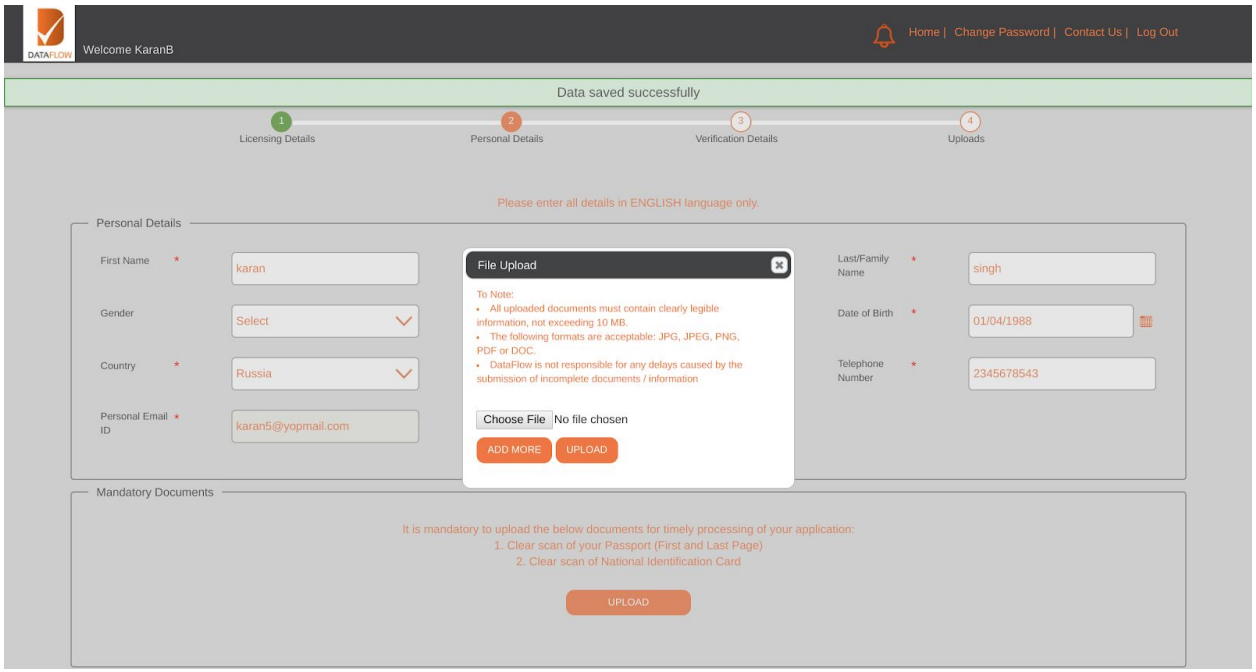
Personal Details

- On the ‘Personal Details’ page - enter and save the requested information
- Upload clear uncut copies of your passport or national ID
- Click ‘Next’



Personal Details (Confirmation on Data Saved)

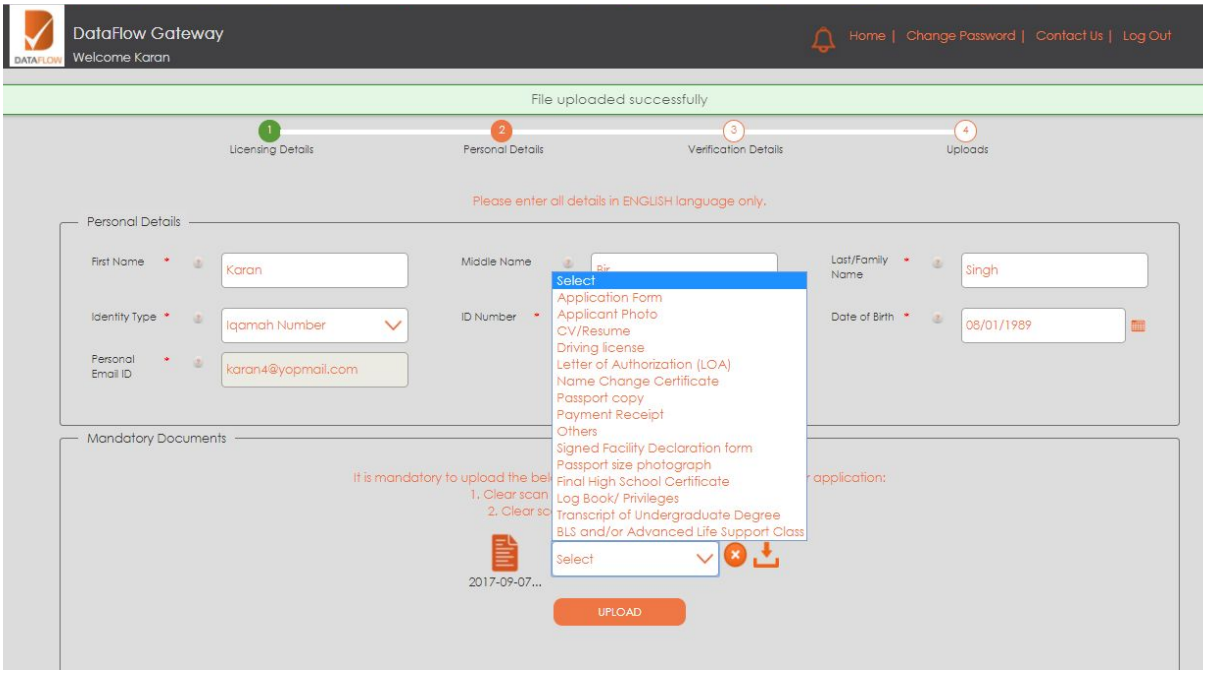
- To upload additional identification documents (if required) - click ‘Add More’



Personal Details (Document Upload)

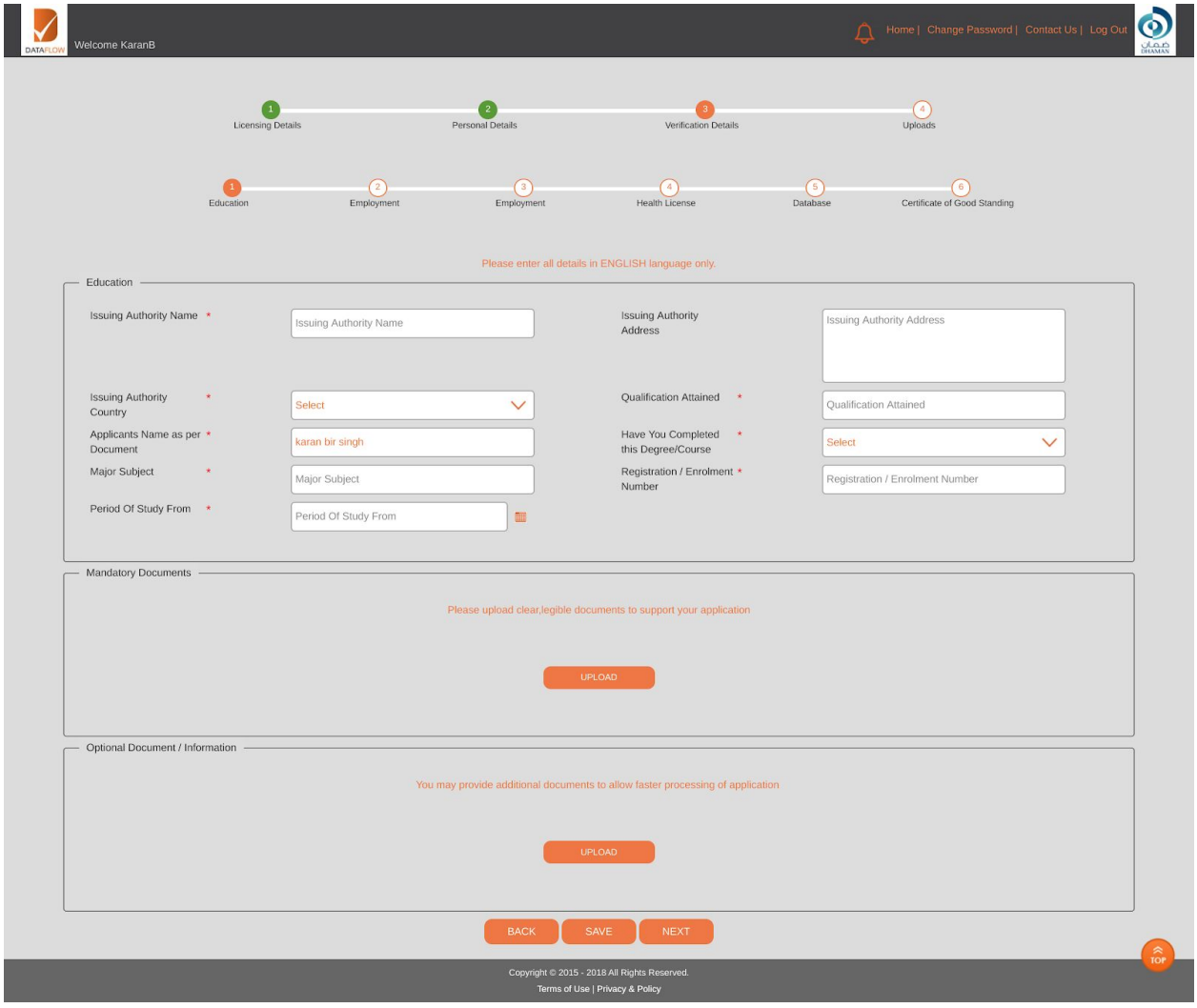
- Once uploaded, determine the document type from the list

*Note: Repeat this process to upload any additional identification documents.



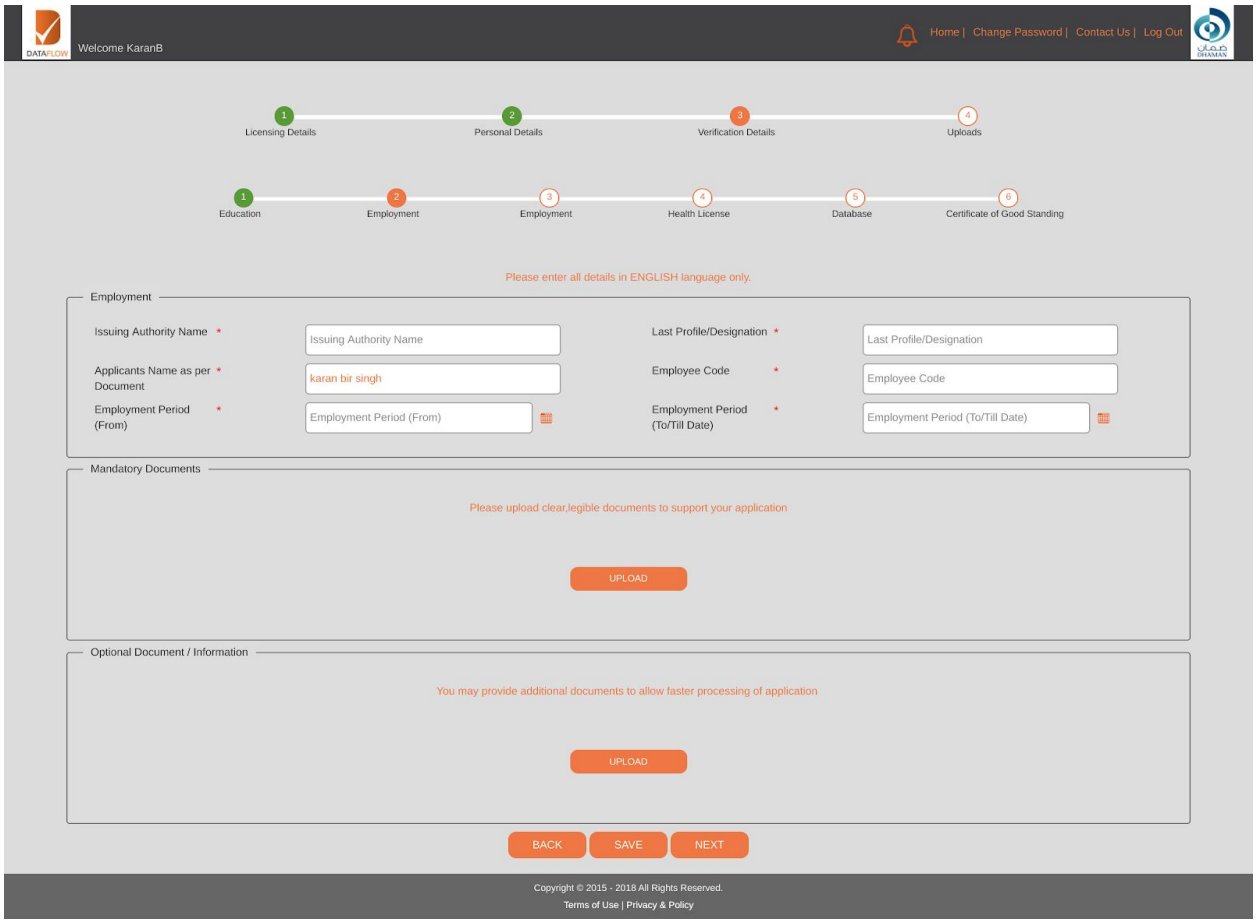
Education Details

- On the 'Education' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'



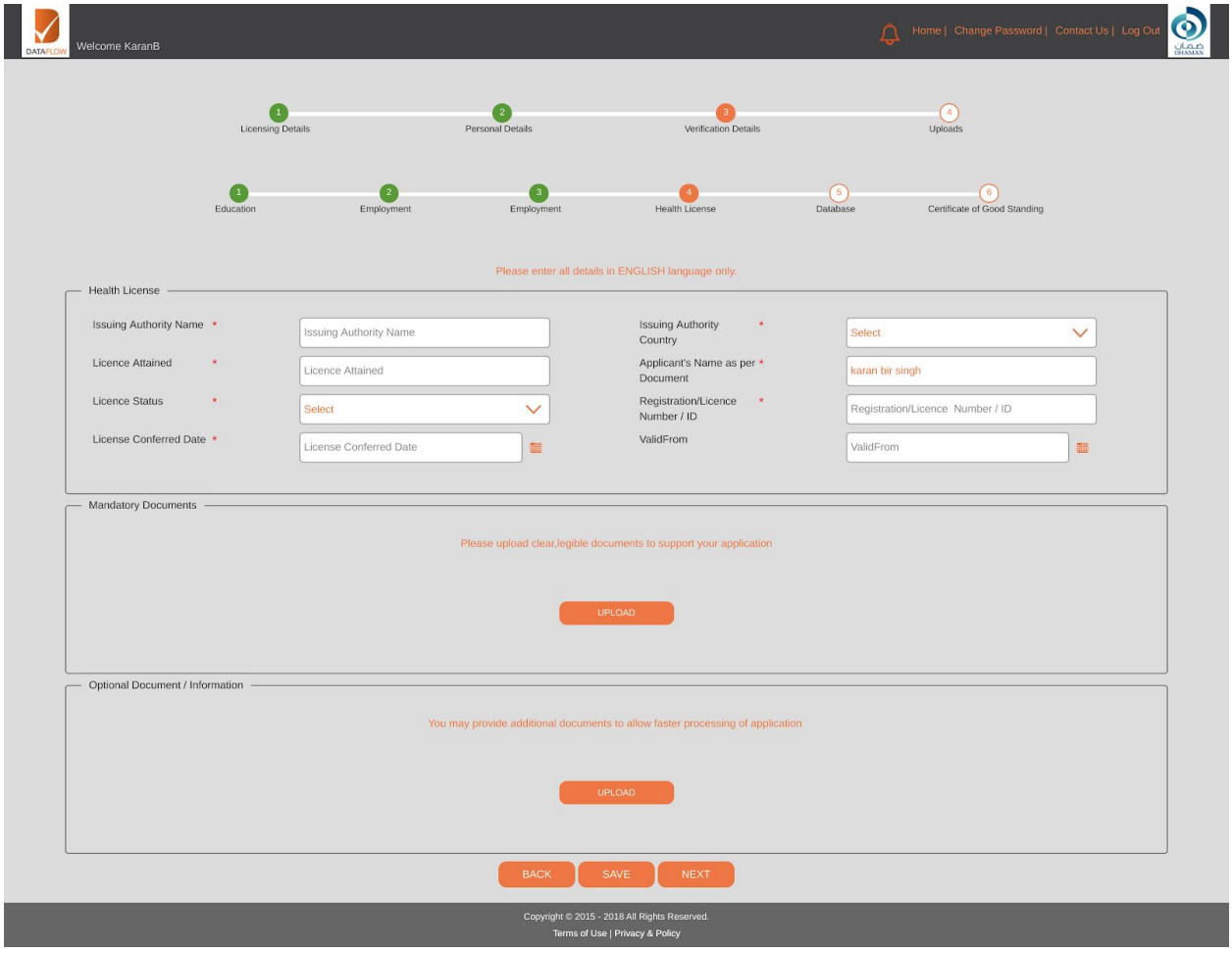
Employment Details

- On the ‘Employment’ page - enter the required details, upload and select the document type from the dropdown menu, then click ‘Next’



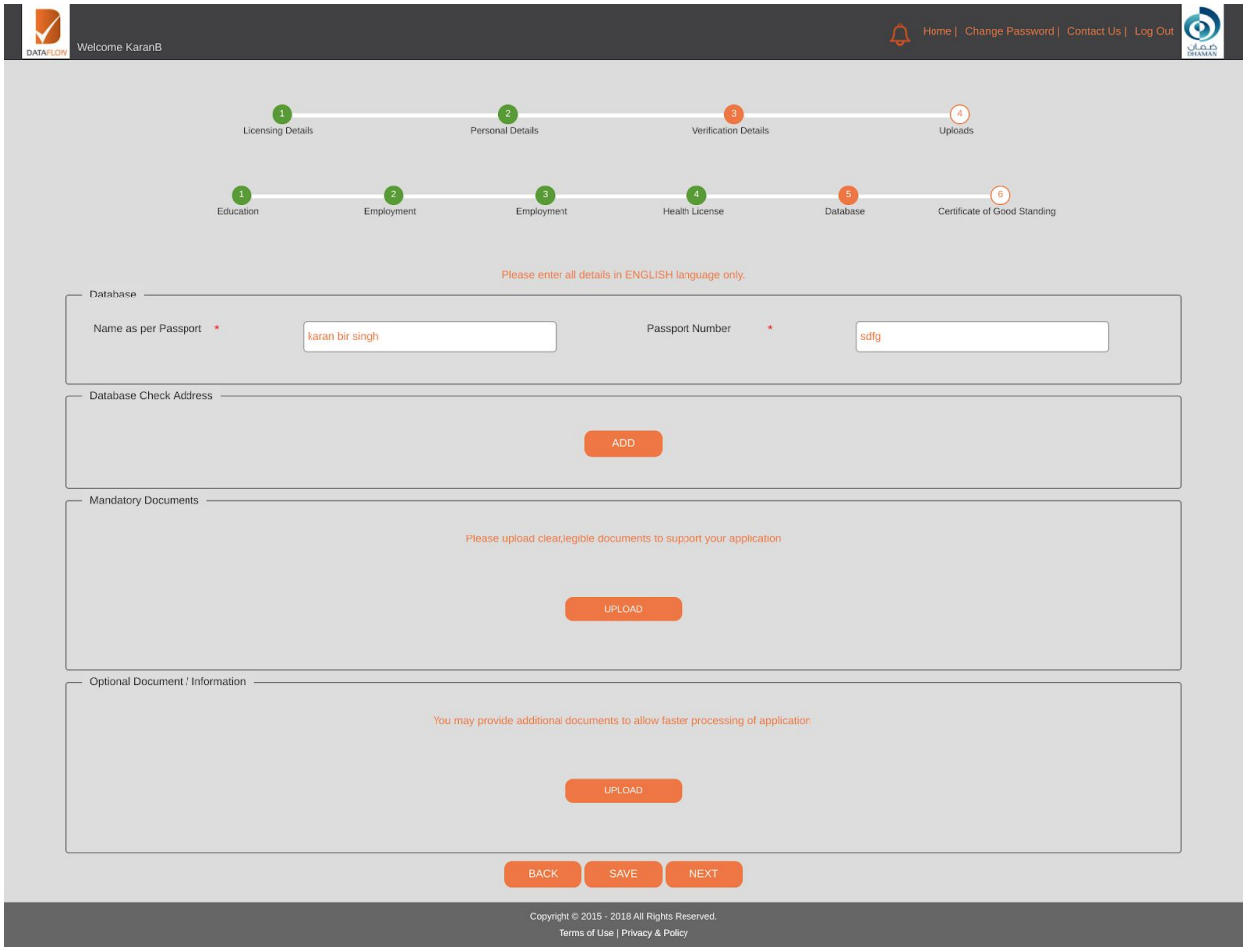
Health License Details

- On the 'Health License' page - enter the required details, upload and select the document type from the dropdown menu, then click 'Next'



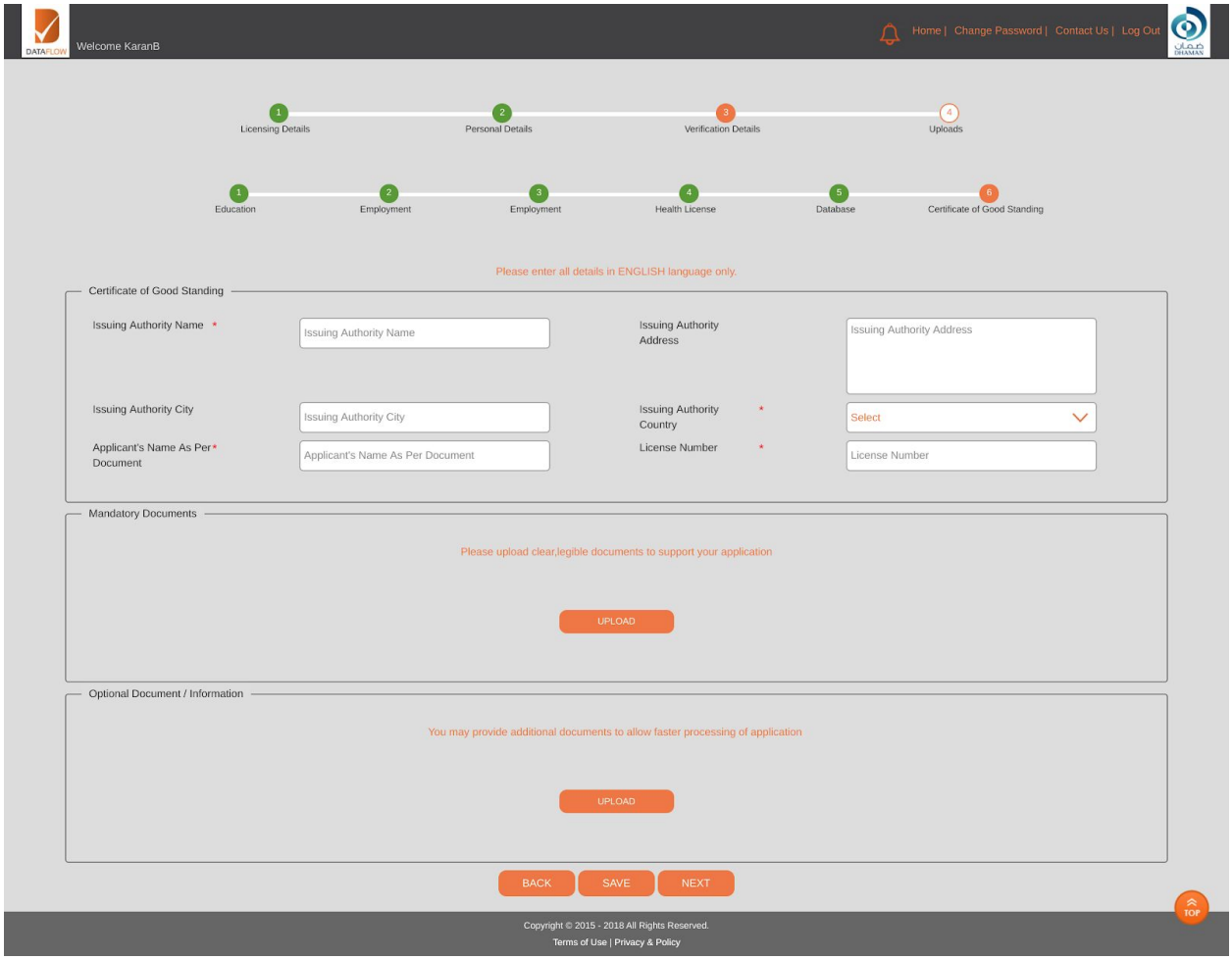
Database Details

- On the ‘Database’ page - enter the required details, upload and select the document type from the dropdown menu, then click ‘Next’



Certificate of Good Standing Details

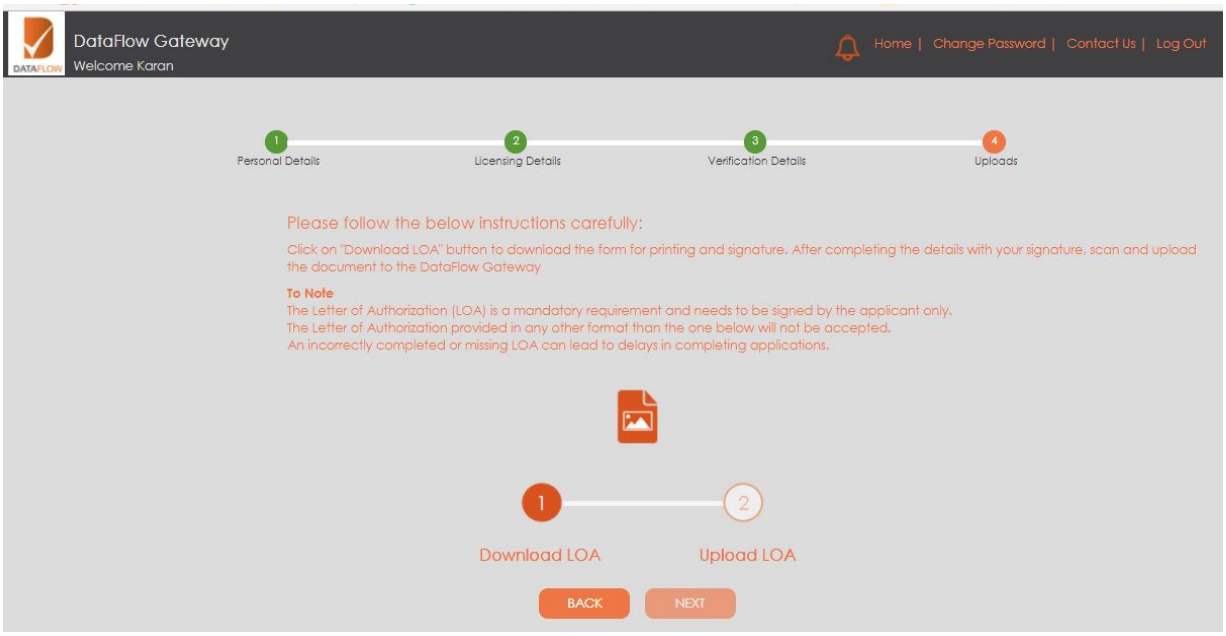
- On the 'Certificate of Good Standing' page, enter the required details, upload and select the document type from the dropdown menu, then click 'Next'



Letter of Authorization Details

- On the 'Letter of Authorization' page - download, sign, scan and upload the letter

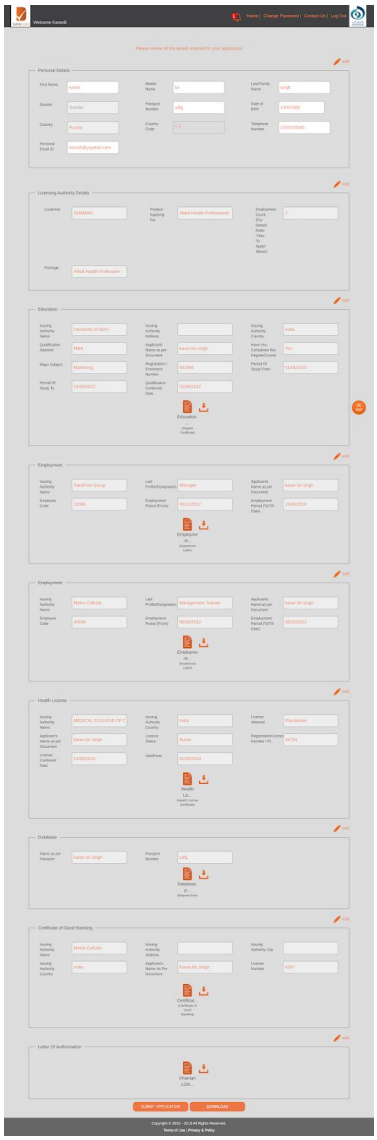
*Note: This is a mandatory step. You may not proceed without uploading a clear and signed letter of authorization.



Review of Application

- Review your application and edit your entered details if needed
- Once done, click on the 'Submit Application' button

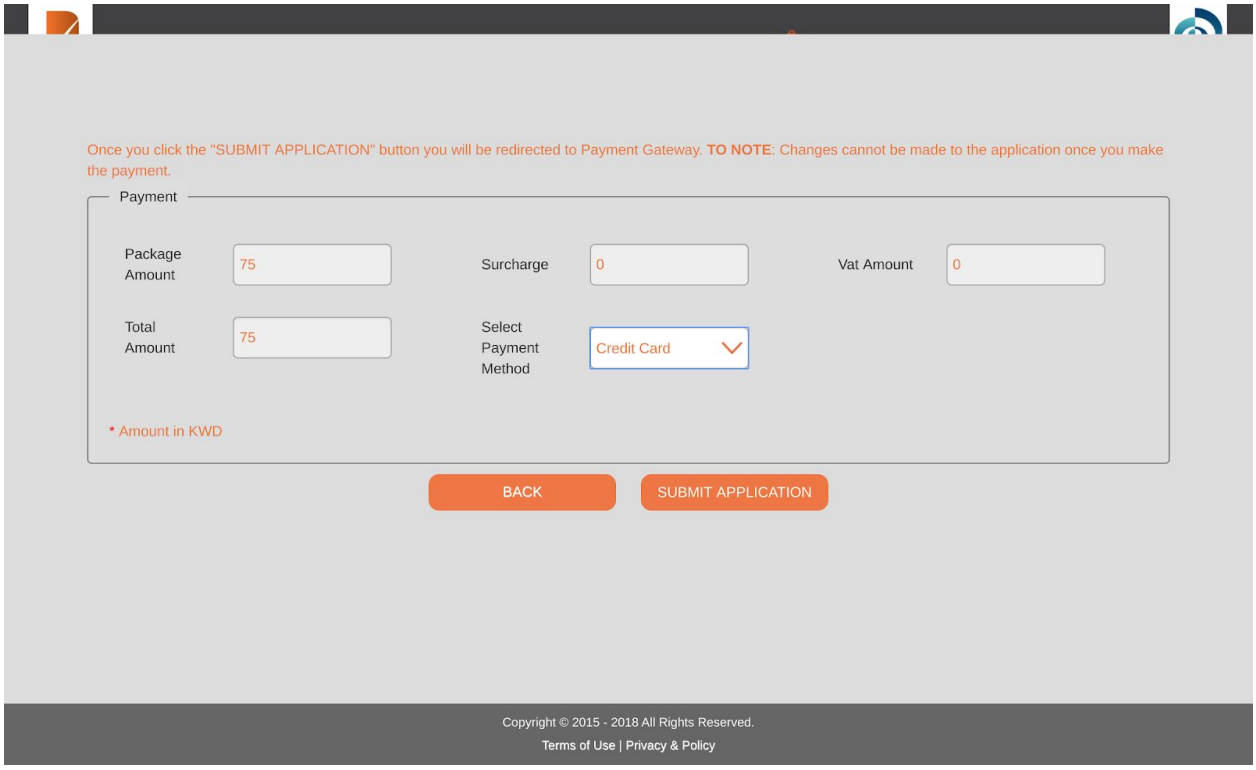
*Note: You may download your application form for your reference by clicking on the 'Download' button.



Payment Summary Details

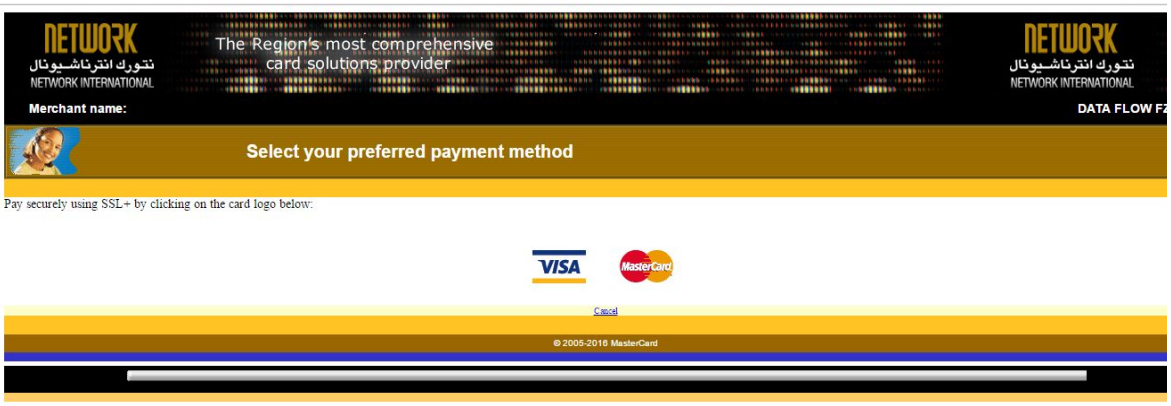
- On the 'Payment' page - select your payment method as credit card and proceed to the bank page to settle your payment

*Note: You may not edit your application once the payment has been completed.



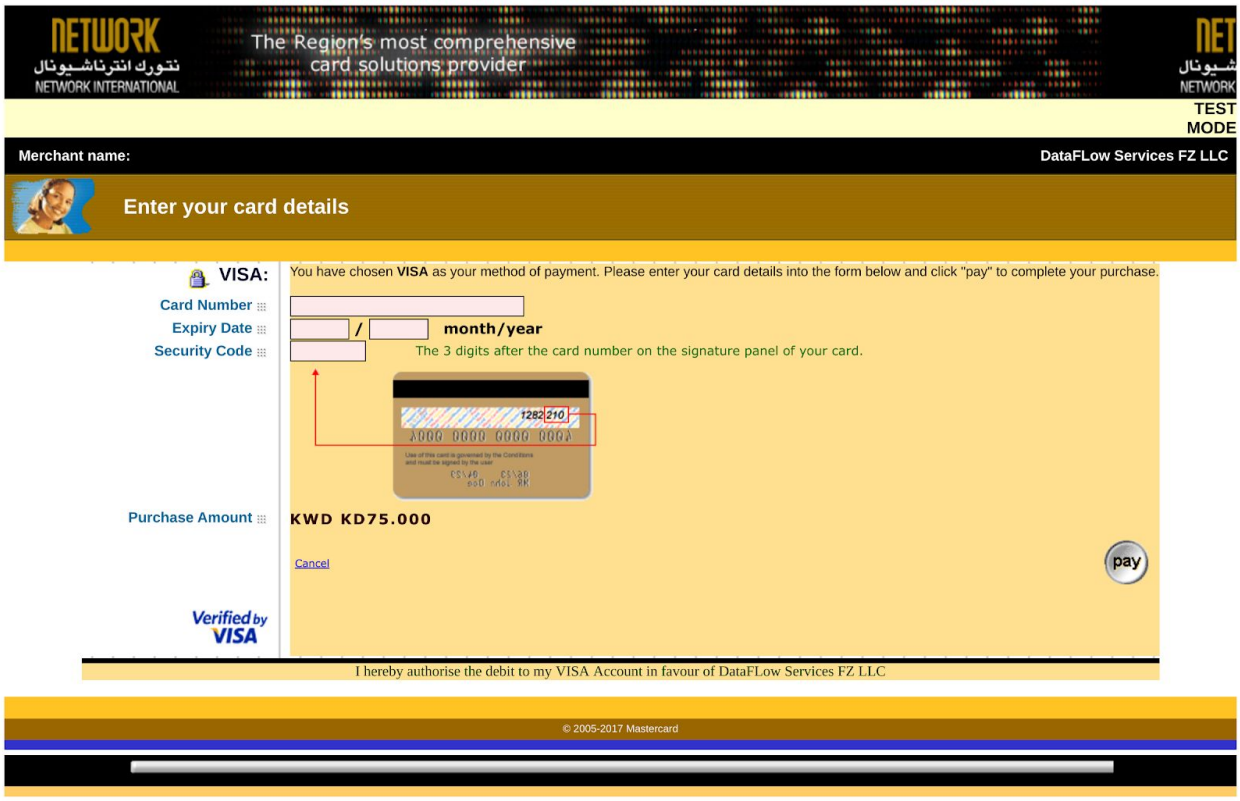
Payment Gateway (Card Type)

- Choose either Visa or MasterCard



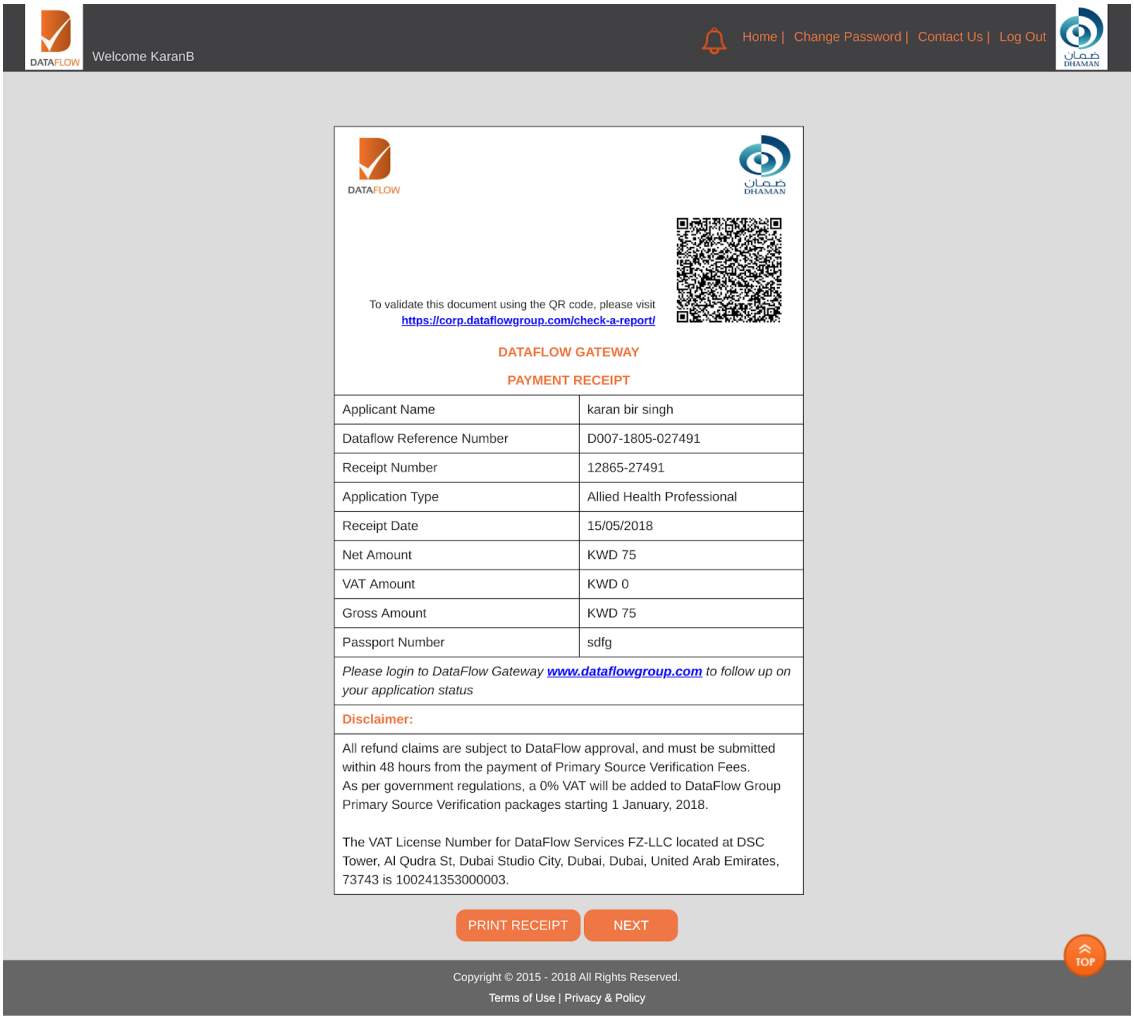
Payment Gateway (Card Details)

- Enter your credit card information
- Click the ‘Pay’ button



Payment Receipt Details

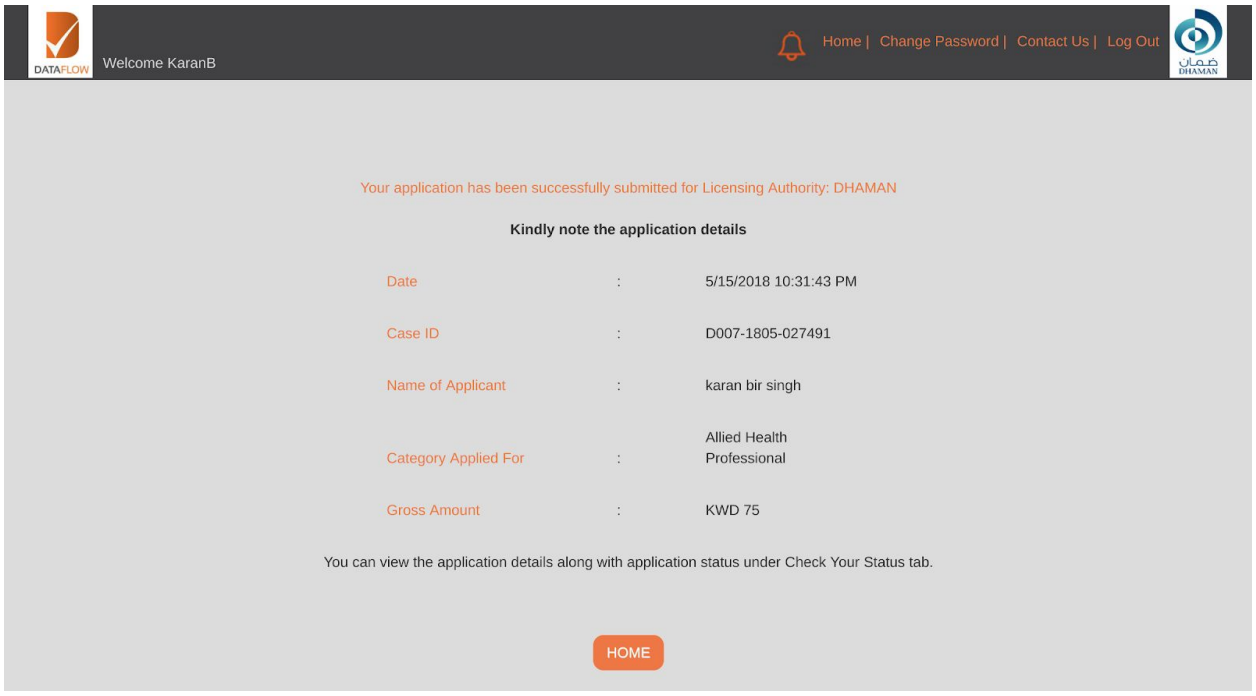
- Once the payment has been finalized, the system will automatically populate a printable payment receipt
- Print or save the receipt for your records, then click ‘Next’



Payment Confirmation Details

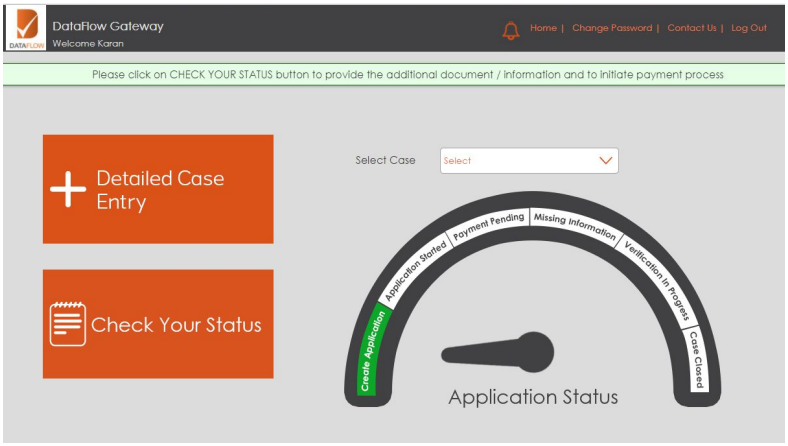
- Once done, you will be notified that your case has been forwarded to the DataFlow Group for initiation of the Primary Source Verification process

*Note: Your Case ID is a unique reference number assigned by the DataFlow Group for all communications. You will also receive a summary email.

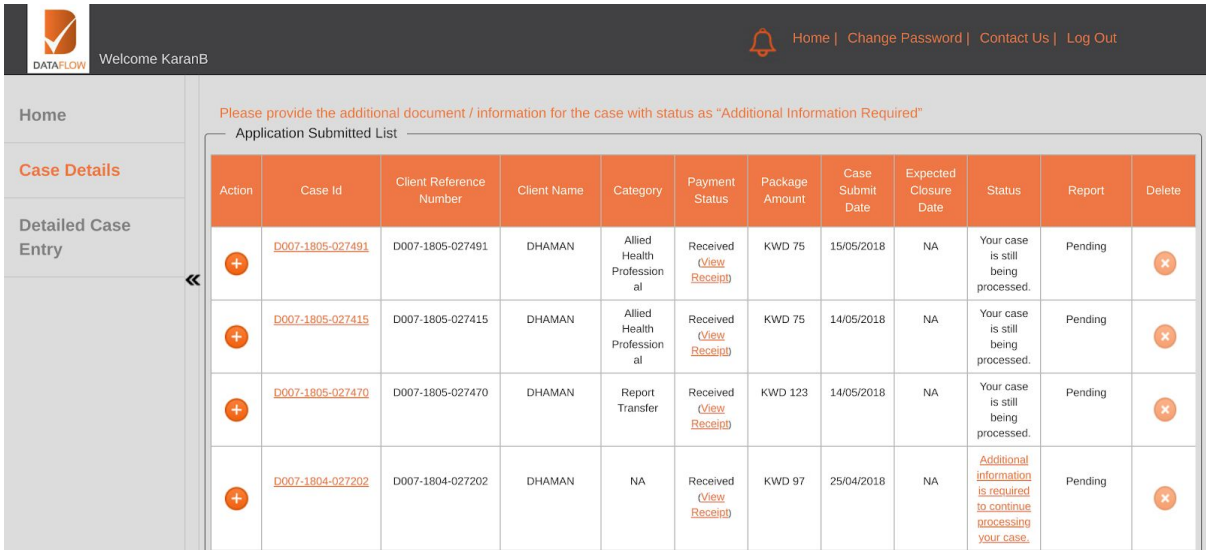


Important Notes

- To track the status of your application, click on the 'Check Your Status' button to review your entered details.



- In case of any missing information or documents, a grid will display the needed requirements. Once you submit the missing details, the status of your application will be updated automatically.



Action	Case Id	Client Reference Number	Client Name	Category	Payment Status	Package Amount	Case Submit Date	Expected Closure Date	Status	Report	Delete
+	D007-1805-027491	D007-1805-027491	DHAMAN	Allied Health Professional	Received (View Receipt)	KWD 75	15/05/2018	NA	Your case is still being processed.	Pending	×
+	D007-1805-027415	D007-1805-027415	DHAMAN	Allied Health Professional	Received (View Receipt)	KWD 75	14/05/2018	NA	Your case is still being processed.	Pending	×
+	D007-1805-027470	D007-1805-027470	DHAMAN	Report Transfer	Received (View Receipt)	KWD 123	14/05/2018	NA	Your case is still being processed.	Pending	×
+	D007-1804-027202	D007-1804-027202	DHAMAN	NA	Received (View Receipt)	KWD 97	25/04/2018	NA	Additional information is required to continue processing your case.	Pending	×

Annexure 1 - Verification Requirements

Review the table below to understand the verification requirements for each position applied for at DHAMAN:

S. No.	Position Applied For	Verification Requirements
1.	Consultants / Specialists	Two (2) scientific/educational qualifications One (1) relevant license issued by regulatory body in country of most recent experience Experience certificates covering last five (5) years (limited to maximum of two (2) employers) One (1) Certificate of Good Standing issued by health regulator in country of most recent experience or from most recent employer
2.	GP Dentists / Medical Practitioners / Medical Residents	Two (2) scientific/educational qualifications One (1) relevant license issued by regulatory body in country of most recent experience Experience certificates covering last three (3) years (limited to maximum of two (2) employers) One (1) Certificate of Good Standing issued by health regulator in country of most recent experience or from most recent employer
3.	Nurses / Pharmacists / Allied Health Professionals and TCAM	One (1) scientific/educational qualifications One (1) relevant license issued by regulatory body in country of most recent experience Experience certificates covering last three (3) years (limited to maximum of two (2) employers) One (1) Certificate of Good Standing issued by health regulator in country of most recent experience or from most recent employer

4.	Report Transfer	Previously verified report issued by the DataFlow Group and any credential required to fulfill requirements as per position applied for Any credential required to fulfill requirements as per position applied for (chargeable as an additional component)
5.	Additional Document(s)	Any additional document including education qualification, employment certificate, professional license or Certificate of Good Standing