

TAWTEEN FACILITIES USER GUIDE



This guide demonstrates the process of entering and updating data for healthcare facilities employees, as well as extracting Tawteen reports through the TAMM portal.

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Update Admin Staff Details

Please follow below steps to add 'Admin Staff Details' for facility.

Login to TAMM

02

Click on "Services" from the side menu.

	1 ✓ Services Government Entities Support	🔵 🗳 🌖 العربية 🗛 🗘	<u>^</u>
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	Services		
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Click on "Workspaces" then click on "Health Services"



Update Admin Staff Details

04 Navigate to "Healthcare Facility Licenses" section:

🔊 🖓 👘 👬 My TAMM 🗸 Services Government Entities S	upport Q AA العزبية (🖓 🍘
Births Prom this dashboard, you can access all related birth notifications and certificates	Contemportation applications
Drug Coding You can manage all your associated drug codes	Healthcare Facility Licences Through this Dashboard, you can manage all your associated healthcare facilities
Healthcare Professional Licences	KSF To Manage all your released health system financing and health insurance related aspects
Medical Board All related approvals form DoH Medical Board Committee	Menage all Continuous Medical Education applications



16 Then click "Update Profile" option as shown below

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	680 f	AMM My TAMM V S	Gervices Government	Entities Support		العربية 🗛	& ¢	•		
Healthcare Facility Lice	ences ~							EW REQUEST	TEMPLATES) () ()
Home > Dashboard > >										
Facilities										
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_								Amend		
	Facilities							Claim		رتش
		Last update: 26 September 2023, 11:13AM						Comments		
	Facility Licence	Facility Name 🌲	Profile Type 🌲	Status 🜲 Issue Date 🜲	Expiry Date	Type ≑ SubType ≑	Region - City	Outputs Update Profile		
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Update Admin Staff Details



07 Following screen will allow you to to update the facility's profile and add Tawteen data :

← C ⓑ https://stage.tam	m.abudhabi/wb/doh/dashboard/manage	-facility-profile								A® f	3	ø	GIФ	£'≡	@ %	a
		My TAMM 🗸	Services	Government Entities	Support	Q	АA	العربية	٢	æ (
Healthcare Facility Li	cences ~									NEW R	EQUEST		TEMPLA	TES	•	۲
Home > Dashboard > >																
Manage the	Facility's Prof	file														
Update details associated wit	h the healthcare facility.															
	Notice Please make sure you have of Eacility.Contact Details Director or Pharmacist In CI Medical.Director Outpatient Pharmacy If the PRO record status is **********************************	antered all the fields in narge incomplete" please clid	following s	pencil) icon and enter t	he required details											
	LLH HOSPITAL L.	L.C														
	Facility Name			LLH H	OSPITAL L.L.C											
	Licence Number															
	Status															
															1	

08

Make sure the following sections are filled:

- Facility Contact Details
- Director or Pharmacist In Charge •
- Medical Director
- Outpatient Pharmacy •

ах	Telephone	Email
+971	- +971	mindgestore
D. Box		
Director or Pharmacist In Ch	arge	
Director or Pharmacist In Cł The director should be medical staf	arge	ould be DoH licenced, whether hired, on a secondment, or a rotation.
Director or Pharmacist In CP The director should be medical staf	arge	ould be DoH licenced, whether hired, on a secondment, or a rotation.
Director or Pharmacist In Cf The director should be medical staf ARE THEY A LICENCED PROFESSIONAL? YES ONO	or a person with medical background and the pharmacist in charge	ould be DoH licenced, whether hired, on a secondment, or a rotation.
Director or Pharmacist In Cf The director should be medical staf ARE THEY A LICENCED PROFESSIONAL? YES ONO DIRECTOR'S SPECIALTY	or a person with medical background and the pharmacist in charge Nationality	ould be DoH licenced, whether hired, on a secondment, or a rotation.
Director or Pharmacist In Cł The director should be medical staf ARE THEY A LICENCED PROFESSIONAL? YES ONO DIRECTOR'S SPECIALTY FIRST NAME (ENGLISH)	or a person with medical background and the pharmacist in charge Nationality MIDDLE NAME (ENGLISH)	Enirates Id
Director or Pharmacist In Cł The director should be medical staf ARE THEY A LICENCED PROFESSIONAL? YES ON DIRECTOR'S SPECIALTY FIRST NAME (ENGLISH)	arge	Emirates Id
Director or Pharmacist In Cr The director should be medical staf ARE THEY A LICENCED PROFESSIONAL? YES NO DIRECTOR'S SPECIALTY FIRST NAME (ENGLISH) Full Name (Arabic)	narge	Emirates Id Emira

Update Admin Staff Details -

Medical Director						
The medical director should be DoH licenced whether hired, on a secondment, or a rotation.						
IS THE MEDICAL DIRECTOR AVAILABLE?						
🔿 YES 💿 NO						
DIRECTOR'S SPECIALTY	Nationality	Emirates Id				
	×	The second				
FIRST NAME (ENGLISH)	MIDDLE NAME (ENGLISH)	LAST NAME (ENGLISH)				
		andre -				
Full Name (Arabic)	Mobile Number	Email Address				
jana	• +971	anticelligenet core				



Under "Manage the Facility's PROS Section"
• if any of the record is marked incomplete click the edit button Under "Manage the Facility's PROs" section

Mar	Manage the Facility's PROs								
Pleas	Please note that every facility needs at least one public relations officer (PRO). You can add a new PRO or edit the details of previous officers below.								
	Full Name in English	Full Name in Arabic	Nationality	Emirates ID	Email	Status	Actions		
>	for fast fast	-	Renth	744-552-522303-1	designation (CO) perform	Complete			
>	tempton set bytes tor sylom	-	1104	Tes-100-1276023-4	designation (CO) perform	Complete			
>	Van Ulter			Teo 1000-0102742-4	1000404.pvm	Complete			
>	Sand Salat - H. Januari			764-052-02075-1	allesan	humpton			
	DD A NEW OFFICER								

Make sure all the fields are filled with proper information.

E	Edit the PRO's Details				
	Full Name (ENGLISH)		Real Select in cases		
	Nationality		-		
	Emirates ID		10.000		
	Full Name (Arabic)		-		
	Email		all the groups		
	Mobile Number				
En	ail Address	Mobile Number			
		+971			
~	His work assignment shall be to follow up with DOH in reg from facilities licencing department at DOH	ards of submitting applications,	following up work transaction	s, and delivering or receiving all papers p	pertaining to our facility
<	Back				Cancel Save

Update Admin Staff Details -



Tawteen information update

12

Click on "Add Professional Staff"

UAE National Admin Staff —					
Professional Name	Professional Date of Birth	Emirates ID	Occupation	Joining Date	Actions
No results found.					
Non UAE National Admin Sta	aff				
Non UAE National Admin Sta	aff Professional Date of Birth	Emirates ID	Occupation	Joining Date	Action
Non UAE National Admin Sta Professional Name No results found.	aff Professional Date of Birth	Emirates ID	Occupation	Joining Date	Action

13 Once clicked on "Add Professional Staff" a dialogue box will appear as shown below:

in Staff				
			×	
8	Profession			Joining Date
		Add Professional Staff		
Admin Staff				
	Profession		Validate	Joining Date
		Cancel Add		
Staff				

14

From this dialogue box you can validate both National and Non-National details. Relevant tables will be auto-populated with fields:

• Make sure to enter the "Occupation" and "Joining Date"

		\times
Add Professional	Staff	
Emirates ID *	Professional Name	
Texaster sector Trans.		
Professional Date of Birth	Nationality	
Occupation *	Joining Date *	
\sim	Hi Ingdo-Sor 2023	Ē
	Vali	date
Cancel	ad	

Update Admin Staff Details —

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- 64	

Click on "Add Professional Staff"

Professional Name	Professional Date of Birth	Emirates ID	Occupation		Joining Date	Action
			100	\sim		
on LIAE National Admin S	taff					
on UAE National Admin S	taff					
on UAE National Admin S	taff					
on UAE National Admin S Professional Name	taff Professional Date of Bi	irth	Emirates ID	Occupation	Joining Date	Action

16 Click on the check box to approve the terms and conditions, then click "Save"

	S тамм	My TAMM 🗸	Services	Government Entities	Support	Q	АA	العربية	٢	P (9	
Non U	AE National Admin Sta	aff										
Profe	ssional Name	Professional	Date of Birth		Emirates ID	Occupation		Joini	ng Date		Actio	ns
No re	esults found.											
Add	Professional Staff											
Upload	d Documents											
Supporting	g Documents (Optional) Select File or drop file(s) here											
Max. 10	MB per file gree to the Department of He	ealth's Terms and	Conditions									
< Bar	ck							C	CANCEL		Save	

Update Healthcare Professionals Profile Information

Please follow below steps to update the healthcare professional profile information.

Login to TAMM

02 Click on "Service" from the side menu.

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	689		
	Abu Dhabi Gover	nment	
	Services		
	Find a service	٩	
List of Service	S		
Individual Business			
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U3 Click on "Workspaces" then click on "Health Services"



14 Navigate to Healthcare Professional License section:

My TAMM V Services Government Entities	Support Q 🗚 العربية Support	•
Drug You can manage all your associated drug codes	P Drug Coding You can manage all your associated drug codes	ļ
Medical Board All related approvals form DoH Medical Board Committee	Manage all Continuous Medical Education applications	
Healthcare Professional Licences Manage all related aspects of your professional(s) license	Public Services For public services such as age estimation	-

05

From the list of facilities click on the three-dot action button

 $\mathbf{06}$ Then click "Amend" as shown below:

	A TAMM	My TAMM 🗸	Services	Government Entit	ies Support	Q	AA	العربية	٢	æ 🍘					
Healthcare Professiona	al Licences ~									NEW REQUEST	\subset	TEMPLATES	TEMPLATES	TEMPLATES	
Home > Dashboard >															
Professional	S														
	Completed Registration				Draft Registration										
	Actions (1) Last update: 20	November 2023, 12:18PN								Amend O Claim					
	Professional Name	Profess	ional F	acility Name ≜	Category ≜ Major ≜ Profession	<u>ـ</u>	Status	≜ İssue		Comments					
		Licence	• • ·	•		•		* Date	¢	Outputs View					
			•	-	1 - L - L - L - L - L - L - L - L - L -			- 12	-						
	Showing of 1									1					

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Click on "Update Professional Profile"

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Amend Rec	cords	
	Request Change/Upgrade or Add Professional Title	
	Department of Health	
	Cancellation of Healthcare Professional Licence	88
	Department of Health	
		Ø
	Request a Current Professional Status Certificate Oppartment of Health	
	Update Professional Profile Department of health	
	Refresh O	
•		•

08 It is important to note that the personal data are all fetched from UAE PASS system.



09

A table will appear, with TAMM profile information and information in the UAE PASS system (The UAE PASS green fields will replace TAMM profile information once the application is submitted). Thus, ensure having the information updated in UAE PASS system before proceeding with the service (a link to UAE PASS profile update is available within the service).

Review Profess	ional Profile		Process
Review the profile information	and update the contact details.		Professional Lookup
Healthcare Professiona	Details		Authorizate Mobile N
The professionals profile des the information that will be up click here to visit ICA websity	alls will be updated to match the infor pdated. Review the details in the table to, first, update it.	mation on ICA/UAE PASS. The green colour highlights below and if any information is incorrect or outdated,	 Authenticate Email Ado AppEcation Submitted
Data Type	Current Profile Information	ICA /UAE RASS Information	Relevant Entity
Full Name (English)	ALCOHOM BUDGED WITH	and the second second	
Full Name (Arabic)	August with August		DEPARTMENT OF HEALTH
Emisates ID			Address
Date of Birth	10000-000		Bohind Al Futtain Motors, / Road, Abu Dhabi
Gender	-	-	Press curdent +9/1 2 449 3333
Nationality	Street State Streets		Weinstein
Country of Birth	Annual Annual Annual		Inal
Country of Residence	And and the second	to be a bound	support@dok.gov.as
Marital Status	Barried		Open Closes at 3.00 pm +
Passport Number	Aug. (1997)	-	Hide details
Place of Issue	And and the spin of the spin of	perfect size approximation	
Passport lause Date	1.1	a Bart and	
Passport Espiry Date	10 June 1000	- March 1998	
Email Address	and the second first second		
Mobile Number			
City	Report Control of Cont		
Address		10.00 Non	

A separate section is available to update the email and mobile number. Those are not fetched from UAE PASS system and will be receiving TAMM notifications (it is important to ensure the email and mobile belong to the professional and not the PRO)

d codes on the next screen). Note: this will not
100
tori Bratrai con

The updated email & mobile will receive an OTP. Once confirmed, the application can be submitted and the profile will be updated immediately.



02

Tawteen Reports Extraction from Tamm Portal

To download Tawteen Report from the Tamm portal

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Select the "Outputs" from the "Actions" of the facility.

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	SB 62	<u></u> Му Т	AMM 🗸	Services	Government	Entities S	Support		۹	AA	العربية	٢	@ (9						Î
Healthcare Facility Lie	cences ~												NEW R	EQUEST		TEM	PLATES		•	۲
Home > Dashboard > >																				
Facilities																				
		Comple	eted Recor	rds					Dra	ft Reco	rds									
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	Facilities												Cla	im						~
	Actions 6	Last update: 26 Septembe	er 2023, 11:13AM										- co	mments						
	Facility Licence	Facility Name \$		Pro	ofile Type 🌲	Status ≑	Issue Date	Expiry Date	Туре	\$ SubTy	pe \$	Region - C	ty Up	date Pr						
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1 The system will open a page showing all the facility's outputs including Tawteen Report:

		My TAMM 🗸	Services	Government Entities	Support	Q	AA	العربية	٢	<i>ç</i> 👩		4
Healthcare Facility Lice	ences v									NEW REQUEST		1
Back												
Outputs												1
LINKOPTIN LA	8											
Type Hospital												
Sub-Type General											C	
	Name						Report	Туре				
	Facility Information Temporary						Report					
	Tawteen Report						Report					
	Financial Recept						Report					
	OUTPUTLETTER_882286_DOC	.pdf					Docun	nent				
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03

Tawteen Reports Extraction from Tamm Portal

Click on the "Tawteen Report" to download

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	THE DATIONES	DEPARTMENT OF HE	лы мти <u>Tawteen I</u>	رير التوطين Report	16/11/20 <u>یت</u>	123			
	Enclosed below DOH licensing کتوطین	the Tawteen rates systems for the ab	s extracted from the ove-mentioned facil	التراخيص في و الترابي المواطنين	الجنرل أنذاه محل التوطين الحالي وذلك حسب نظام ويبالك ماة المنكورة أعلاه فقة	يبين المتأ			
	Tawteen %	Total	Non Nationals	Nationals	Category	sts			
					Nurs	es			
					Physicia	ins			
		_	-		To	tal			
	توطين % Tawteen	المجبرع Total	غير المواطنين Non Nationals	لمواطنين Nationa	فنة Is Category				ľ
					Admin Staff				
				BURN OF YOUR		_			