A Short Guide to the Application Procedure for Licensing a New Health Care Facility

National Health Regulatory Authority (NHRA) ·

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1. Introduction

This short guide outlines the application process for licensing a new health care facility in the Kingdom of Bahrain. For the detailed guide, please visit our web page: www.nhra.bh.

In addition to the requirement for health care facilities to be licensed, all health care professionals working within a licensed facility are obliged to be always licensed appropriately when they practice their profession in the Kingdom of Bahrain and to comply with all other requirements in the Law.

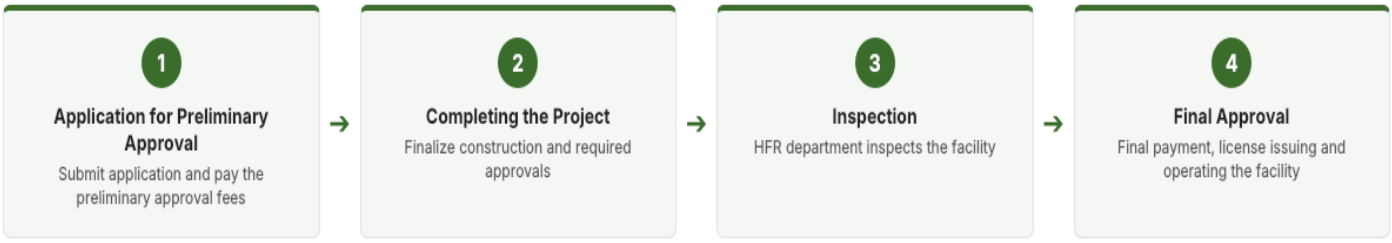
2. Legal Obligations

The NHRA and its responsibilities to license health care facilities are legally bound by the provisions in Legislative Decree No. 38 of 2009. In addition to this law, the regulation and licensing of health care facilities is supported by Legislative Decree No. 21 of 2015 for Private Health Care Facilities.

The legislation dictates that all health care facilities must be licensed to operate and provide healthcare services in the Kingdom of Bahrain, and they must fulfill the criteria set out in guidance and the relevant standards stated in Resolution No. (2) for 2019, issued by the Supreme Council of Health regarding the technical and engineering standards required for licensing health care facilities.

3. The Application Process

There are 4 steps in the healthcare facility license application process:



Step 1 – Application for Preliminary Approval

All new applications must be submitted onto the License Application Form for the approval and licensing of all facilities.

To apply for preliminary approval, the applicant must:

• Submit applications after obtaining a Commercial Registration (CR) submitted through the Ministry of Industry and Commerce website (SIJILAT SYSTEM).

• Submit the following required documents for preliminary approval to the Health Care Facility (HFR) department:

– Application form: https://www.nhra.bh/Departments/HCF/MediaHandler/GenericHandler/documents/departments/HCF/Forms/HCF-Form-Application%20Form%20-2021.pdf

– Authorized Representative details: the name of the person officially authorized to represent the facility and communicate with NHRA, and evidence of authorization granted by the investor/facility owner.

– Project proposal: a detailed statement in all its aspects, including a list of the specialties and scope of services to be provided by the facility and the number of professionals expected to work in it: https://www.nhra.bh/Departments/HFR/MediaHandler/GenericHandler/documents/departments/HCF/Aplication/Licensing%20Procedure/HCF-Guidelines-Proposal%20Template-2021.docx

– Engineering drawings: all engineering drawings for the project approved by an Engineering Center: https://www.nhra.bh/Departments/HFR/MediaHandler/GenericHandler/documents/departments/HCF/Guidelines/NHRA%20engineering%20guideline%202023.pdf

The application will be studied by the HFR department, which will communicate with the applicant accordingly. Following this, the preliminary approval fees will be paid.

Step 2 – Completing the Facility Project

After obtaining the preliminary approval, the applicant should proceed with completion of the project according to approved conditions and standards and finalize other required approvals from concerned ministries or authorities such as Environment, Civil Defence, and Municipality. Applicants may apply for professional licenses at this stage.

Step 3 – Inspection

When the project reaches the final stages, the applicant must submit an inspection request for the HFR department to visit the facility and attach photos showing the facility's readiness for inspection.

Upon receiving the inspection request, the inspection group head will assign the inspection team and arrange for the visit. The inspection will ensure all outstanding issues have been implemented and submit a report to the inspection group head.

Step 4 – Final Approval after Final Payment and License Issuing and Operating the Facility

Once the inspection group head confirms that all requirements have been fulfilled and the final fees have been paid, final approval is granted, the license is issued, and the facility may begin operating after registering the facility in Munshaat portal.