A SHORT GUIDE
TO THE APPLICATION PROCEDURE
FOR LICENSING A NEW HEALTH CARE FACILITIES IN THE KINGDOM OF BAHRAIN
June 2017

1. Introduction

This short guide outlines the application process for licensing a new health care facility in the Kingdom of Bahrain. For the detail 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 licensed appropriately at all times when they practise their profession in the Kingdom of Bahrain and to comply with all other requirements in the Law. (See the NHRA Health Professional Regulations Licensing Procedures Manual 2017

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 fulfil the criteria set out in guidance and the relevant standards stated in resolution No. (15) for 2017, 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 5 steps in the healthcare facility license application process:

Step 1 – Application for preliminary approval

Step 2 – Completing the project

Step 3 – Inspection

Step 4 – Final approval and license issuing

Step 5 – operating the facility project

Step 1 - Application for Preliminary Approval

All new applications must be submitted on 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 Ministry of Commerce web site (SIJILAT SYSTEM).
- Submit in hard or electronic copies the following required documents for preliminary approval to health care facility HCF department:

1. Application form (available from http://www.nhra.bh.)
2. The name of the person officially authorized to represent the facility and to communicate with NHRA, and the evidence of authorization granted to him by the investor/facility owner.
3. Project proposal (available template http://www.nhra.bh.), and 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.

4. All engineering drawings for the project approved by an Engineering Center.
5. Copy of passport or CPR.
6. License to practice the profession in case of applying for the opening of a private clinic.

The application will be studied by HCF department and will communicate with applicant accordingly.

Step 2 – Completing the facility project

After obtaining the preliminary approval, the applicant should proceed with completion of the project according to approved condition and standards, and should finalize other required approvals from the concerned ministries or authorities such as environment, civil defence and municipality. The applicants could 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 HCF department to visit the facility (available from http://www.nhra.bh.) and attach the following documents:

- Medical equipment approval granted by engineering & safety advisor in NHRA
- Municipality approval
- Civil Defense approval
- Approval by the public Authority for the Protection of Marine Resources, Environment and Wildlife in the case of Radiation Services

Upon receiving the form and documents, the HCF head will assign the inspection team and arrange for the visit. The inspection will be carried out to ensure all outstanding issues have been implemented and submit a report to HCF head.

Step 4- Final approval and license issuing

After completion and passing the final inspection, the applicant must submit the following documents:

1. License Fees invoice.
2. Name of the hospital administrative and medical directors.
3. List of licensed professionals.

Accordingly the final license certificate will be issued.

Step 5- Operating the facility

- The facility may only start operating after being fully equipped and all professionals who will be working in the facility has been licensed by professional license department.
- The facility should prepare the internal policies and procedures including its mission organizational structure, job description for all employees, their specialties, duties, and rights, staff uniforms and the facility working hours.
- The facility should declare to the public the costs of services and consultation fees before receiving the service.
- The license facility management must comply with the license granted to the facility and the activities contained therein.
- In the event of planning for any amendment to the facility structure or scope of it services, granted in the license, the management should notify NHRA in order to obtain the necessary approvals beforehand.

4. FEES

Each health care facility license applicant must pay the appropriate fee to the NHRA, when submitting their application. **Fees are non-refundable**. *Please refer to Resolution No.(20) for 2016 regarding facility fees.*

PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL YOU CAN ENCLOSE ALL REQUIRED DOCUMENTATION.

6. CHECKLIST

Please use the check list to make sure that you have attached all necessary documents.

For preliminary approval

□ Application from (available from http://www.nhra.bh)

□ The name of the person officially authorized to represent the facility and to communicate with NHRA, and the evidence of authorization granted to him by the investor/ facility owner.

□ Project personal and a detailed statement in all its aspects, including a list of the specialties and scope of service to be provide by the facility and the number of doctors expected to work in it.

□ All engineering drawings for the project approved by an engineering center.

□ Copy of the passport or CPR

□ License to practice the profession in case of applying for the opening of a private clinic.

For final inspection

When the project reaches the final stages, the applicant must submit an interim inspection request for HCF department to visit the facility (see appendix) and attach the following documents:

□ Medical equipment approval granted by engineering & safety advisor in NHRA

□ Municipality approval

□ Civil defense approval

□ Approval by the public authority for the protection of marine resources, environment and the wildlife in the case of radiation services.

For Final approval

After completion and passing the final inspection must submit the following documents:

□ License fees invoice

□ Name of the hospital administrative and medical directors.

□ List of licensed professional

For further information about fees and acceptable methods of payment are available on the NHRA's website at: www.nhra.bh

Appendix (1) contact addresses in HCF section

For further inquiries you can contact us on:

1.	Dr. Maha Al-Kawari	Chief of Health Facility Regulation Section	17113340	Maha.alkawari@nhra.bh
2.	Dr. Ahmed Wagih	Medical doctor	17113349	Ahmed.wagih@nhra.bh
3.	Dr. Mohamed Mahmood	Dentiest	17113256	Mohamed.mahmood@nhra.bh
4.	Buthaina AWahab	SR Health licensure specialist	17113310	Buthaina.wahab@nhra.bh
Reception				
5.	Saad Rashed	Receptionist	17113281	saad.rashed@nhra.bh
For information requires :				
6.	Saeeda Aljaberi	Information Specialist	17113314	Saeeda.aljaberi@nhra.bh
7.	Zahra Al Helli	Receptionist	17113319	Zahra.alhelli@nhra.bh
For inspector requires :				
8.	Amina Alhelaw	Health licensure specialist	17113261	Amina.alhelaw@nhra.bh
9.	Asma Alqallaf	Health licensure specialist	17113259	Asma.alqallaf@nhra.bh
10.	Dana Aljoben	Health Inspector	17113358	Dana.aljoben@nhra.bh
11.	Eman Talaq	Health licensure specialist	17113312	Eman.talaq@nhra.bh

12.	Heba Sroor	Health Inspector	17113275	heba.sroor@nhra.bh
13.	Fatema Abed	Health licensure specialist	17113323	Fatema.abed@nhra.bh
14.	Sara Almansoori	Health Inspector	17113280	Sara.almansoori@nhra.bh
15.	Suad Ali	Health Inspector	17113251	suad.ali@nhra.bh
16.	Narjes Ashkanani	Health Inspector	17113274	narjes.ashkanani@nhra.bh