

## 1 Get preliminary Approval

Submit the application through Munshaat portal, And upload the required documents (If applicable )

- Project proposal (available template <http://www.nhra.bh>.)
- Architectural drawing.
- Approval from the Supreme Council for Environment (SCE) (If applicable )
- Lab Outsourcing Contract(If applicable )
- Medical Waste Management Contract(If applicable )
- Medical Waste Transfer Form(If applicable )
- Ambulance Service Contract(If applicable )
- Medical Device Maintenance Contract(If applicable )
- Radiology Outsourcing Contract(If applicable )
- Hydrotherapy Maintenance Contract. (If applicable )

## 2 Proceed with your project

Proceed with completion of the project according to approved condition and standards, and finalize other required approvals from the concerned ministries or authorities such as environment, civil defense and municipality.

## 3 Inspection

When the request reaches the final stages, the applicant must submit an inspection request for HCF department through Munshaat portal

## 5 Operating the facility

- The facility may only start operating the new service 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.

## 4 Final approval and license

You will be granted the final approval & license after completing and passing the final inspection, and paying the final fees, According to resolution No. (20) for the year 2016.(100 BD )

The applicants could apply for professional & medical director licenses at this stage.

The new service will be cancelled if the facility is not operated within 6 month without justifiable reasons, according to law 21 for 2015.

### Steps add service in Health Care Facility

### Timeframe

The timeframe for completing the request has been set to 60 working days

