DATAFLOW

How to Apply

Oman Medical Specialty Board

A Step By Step Guide
for completing your application

CROSSCHECK DIGIFLOW TrueProfile.io

bsi ISO 9001 Quality Management Systems CERTIFIED ISO/IEC 27001 Information Security Management CERTIFIED ISO/IEC 27701 Privacy Information Management CERTIFIED

Introduction

This guide will cover the step-by-step process of submitting your DataFlow Application for Primary Source Verification (PSV) for The **Oman Medical Specialty Board.**

If you face any issue or need assistance, please connect with us at **https://support.dataflowgroup.com**

1. **Requirements**
2. **Categories and Pricing**
3. **Setup your account**
   i. Registration ii. Account Activation iii. Set your password
4. **Application Dashboard**
5. **Select your licensing authority**
6. **Select the right package**
7. **Personal Details**
8. **Submit the required documents**
9. **Payment**
10. **Track your application**

1 Requirements

Please make sure sure you have all the required documents before starting your application:

- A clear copy of your valid passport.
- A copy of the original educational certificate.
- Marksheets of the qualification (if applicable).
- Backside of the qualification showing the stamps.
- Name Change Certificate (if applicable).

2 Categories and Pricing

Category	Service Description	Pricing
Physicians	1. One educational qualification 2. One Health license or Registration Certificate of Home Country 3. Last Three to Five years of experience (limited to three employers per case) 4. CrossCheck	**OMR 135**
Nurses: Bachelor holders	1. One educational qualification 2. One Health license or Registration Certificate of Home Country 3. Last Two to Five years of experience (limited to Three employers per case) 4. CrossCheck	**OMR 110**
Nurses: Diploma holders	1. One educational qualification 2. One Health license or Registration Certificate of Home Country 3. Last Three years of experience (limited to Two employers per case) 4. CrossCheck	**OMR 100**

2 Categories and Pricing

Category	Service Description	Pricing
Pharmacists	1. One educational qualification	**OMR 110**
	2. Last Three years of experience (limited to Two employers per case)	
	3. CrossCheck	
Allied Health Care Staff	1. One educational qualification	**OMR 80**
	2. Last Two to Three years of experience for Bachelor holders and Last Three years for Diploma holders (limited to Two employers per case).	
	3. CrossCheck	
Custom / Renewal Package	One education qualification + Cross check	**OMR 60**
	One professional license + Cross check	**OMR 60**
	One experience certificate + Cross check	**OMR 60**
Report Transfer	1. Transfer of a Primary Source Verification Report issued by DataFlow under other Regulators 2. Cross Check	**OMR 25**

2 Categories and Pricing

Category	Service Description	Pricing
Report Transfer with Check(s)	1. Transfer of a Primary Source Verification Report issued by DataFlow under other Regulators 2. One additional document 3. Cross Check	OMR 85
True Profile Report Transfer	Transfer of a TrueProfile.io report	OMR 70
Additional document	Applicable to any additional document added to any of the packages above (Price per document)	OMR 50

Note: *The prices exclude any fees requested by Issuing Authorities to disclose information. All the Issuing Authorities' fees will be paid by applicants.*

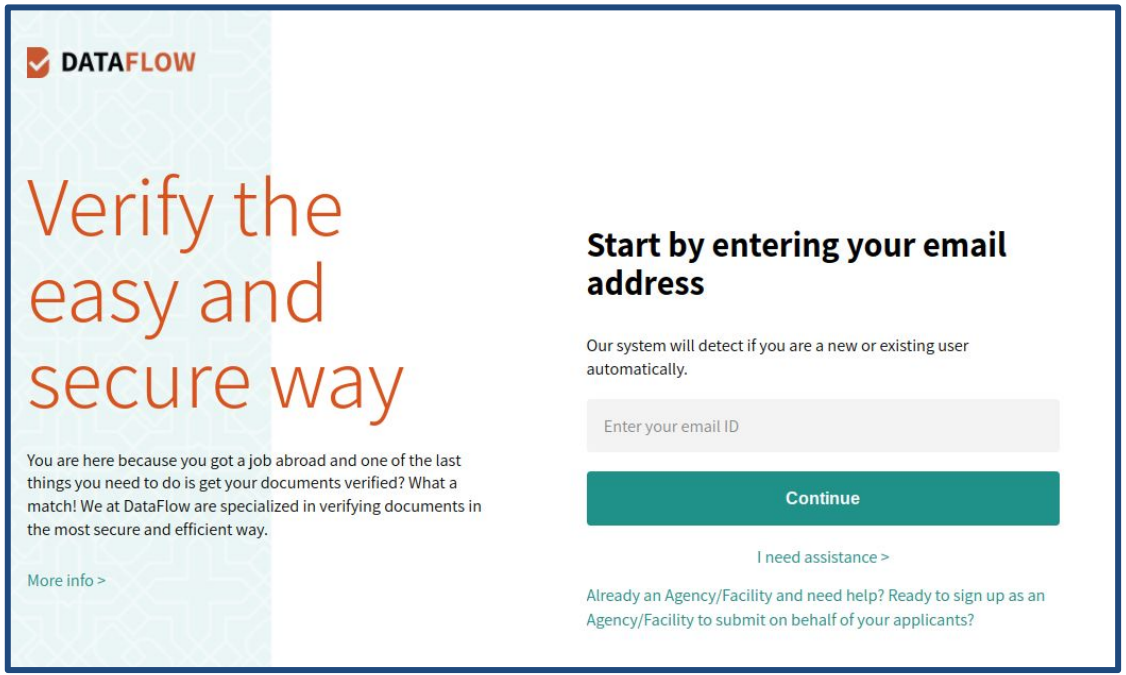
2 Categories and Pricing

Service Type	Description of the Service	Turnaround time required to obtain the PSV report	Pricing
Applicant Assist Service for one single document	Our Customer Service team will submit the PSV application on behalf of the applicant. This service is available for one single document.	25 Working Days	OMR 25
Applicant Assist Service Package for multiple documents	Our Customer Service team will submit the PSV application on behalf of the applicant. This service is available for multiple documents.	25 Working Days	OMR 40
Express Service	The Express Service will expedite the verification from our standard application turnaround time to an average of 14 working days.	14 Working Days	OMR 62
Express Assist Service	The above Express and Applicant Assist services.	14 Working Days	OMR 87

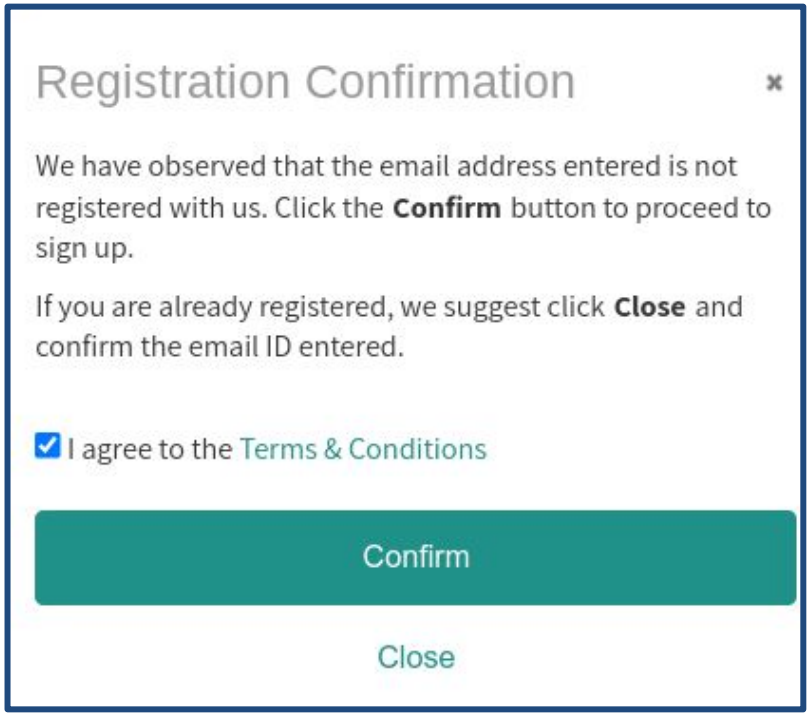
Note: *In case the DataFlow is not able to complete the application within 14 working days, the additional amount paid to avail the Express service may be refunded to the applicant.*

3 Setup your Account | Registration

Visit www.dfgateway.com and enter your email ID to begin.

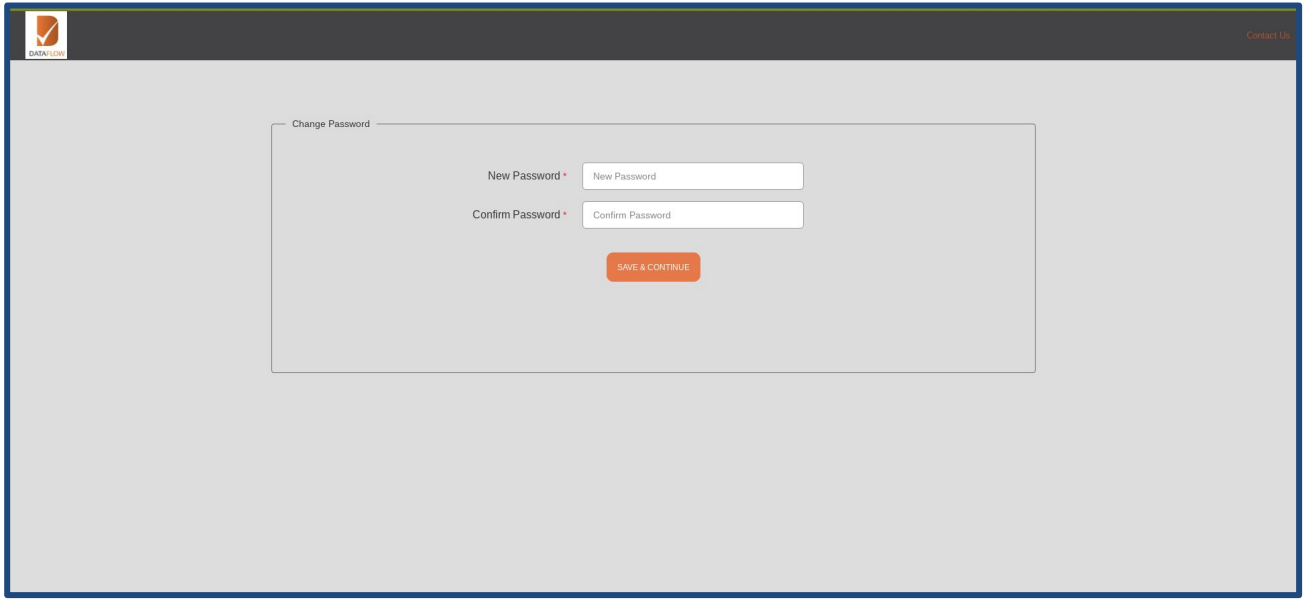


3 Setup your Account | Registration



If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared, containing an activation link. Please click on the activation link to complete your registration and set your password.

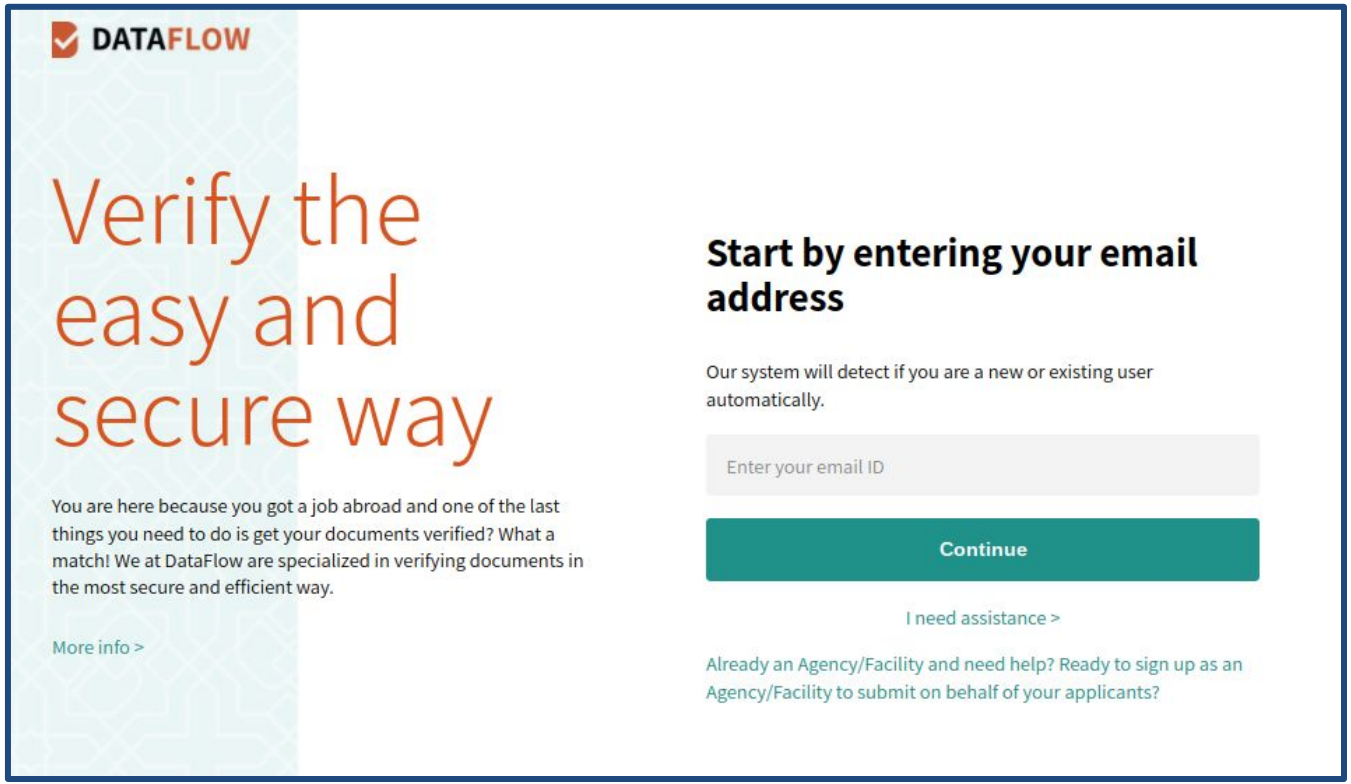
3 Setup your Account | Registration



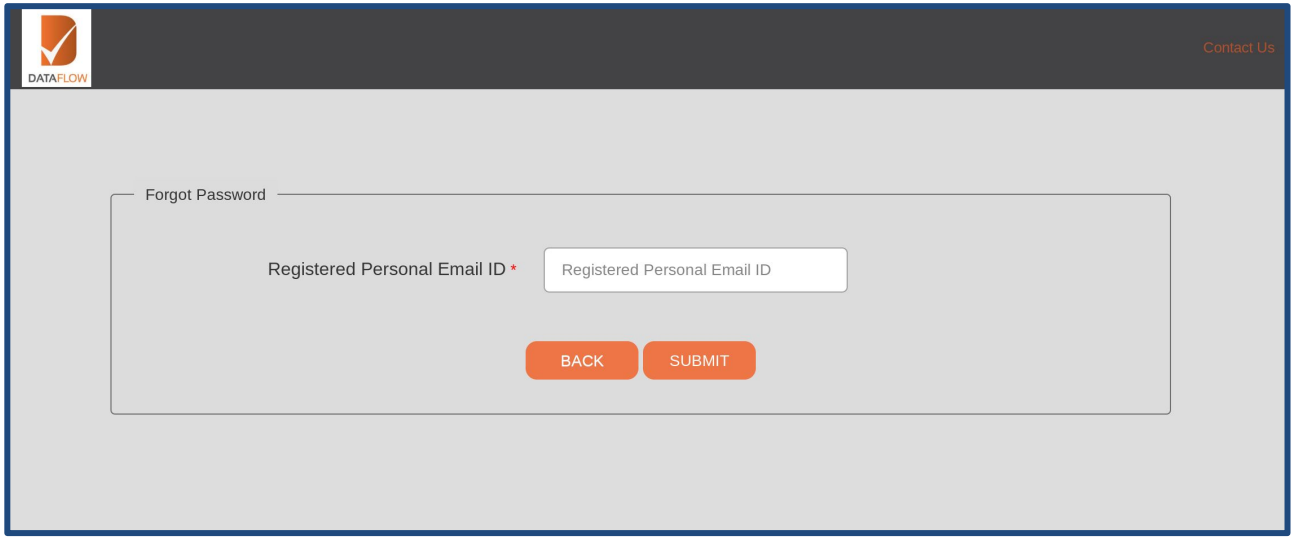
Please set your new password to save and continue.

3 Your Account | Account Activation

Once you have activated your account, enter your registered email ID and password on the **Sign In** page



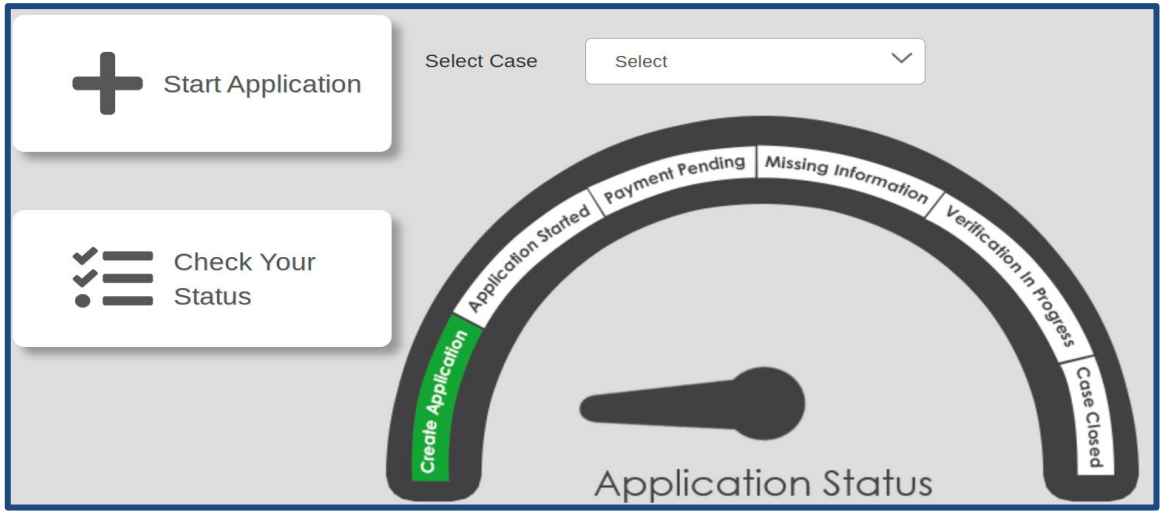
3 Setup your Account | Forgot Password



If you forget your password, click **Forgot Password**, enter details, and click **Submit**. You will receive an email at your registered email ID with a link to change your password.

4 Application Dashboard

On the **Dashboard** page, click the **Start Application** button to initiate a new application



You can also track your application by selecting your DataFlow Group Case Reference Number from the **Select Case** dropdown menu or by clicking the **Check Your Status** button

5 Select your licensing authority

From the **Authority Name** drop list select **Oman Medical Specialty Board** system will prompt you to select the package or documents or pre-determined combination .

Or click on **OMSB** Icon from the Frequently Accessed Licencing Authorities

6 Select the right package

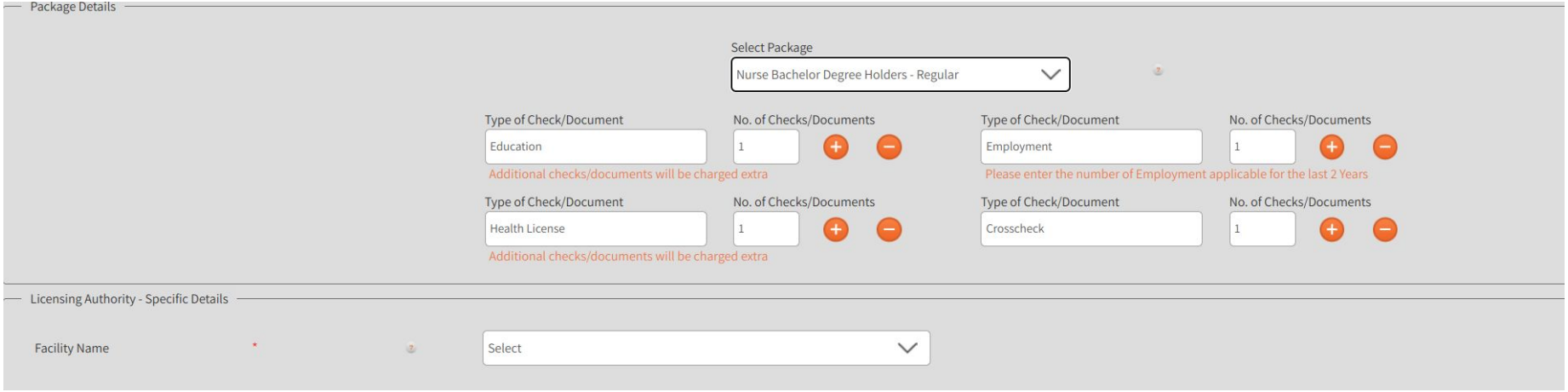
Confirm your selection in **Package Details**:

- Select the right package
- Click on + to add more documents if required
- Confirm to proceed with the application process.

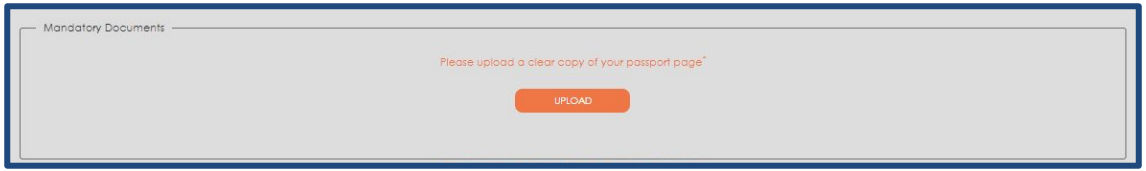
Note: *Based on the selected package, your specific components details will be displayed.*

Depending on your selected package you can add up tp 1 health license free of charge, more than 1 document will be charged.

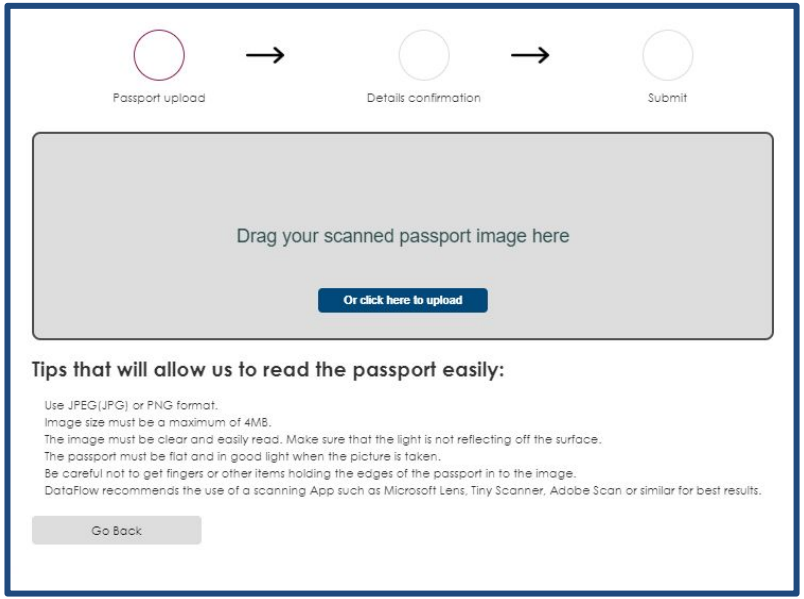
In the Licensing Authority Field , select your employer name from the **Facility Name** drop list.



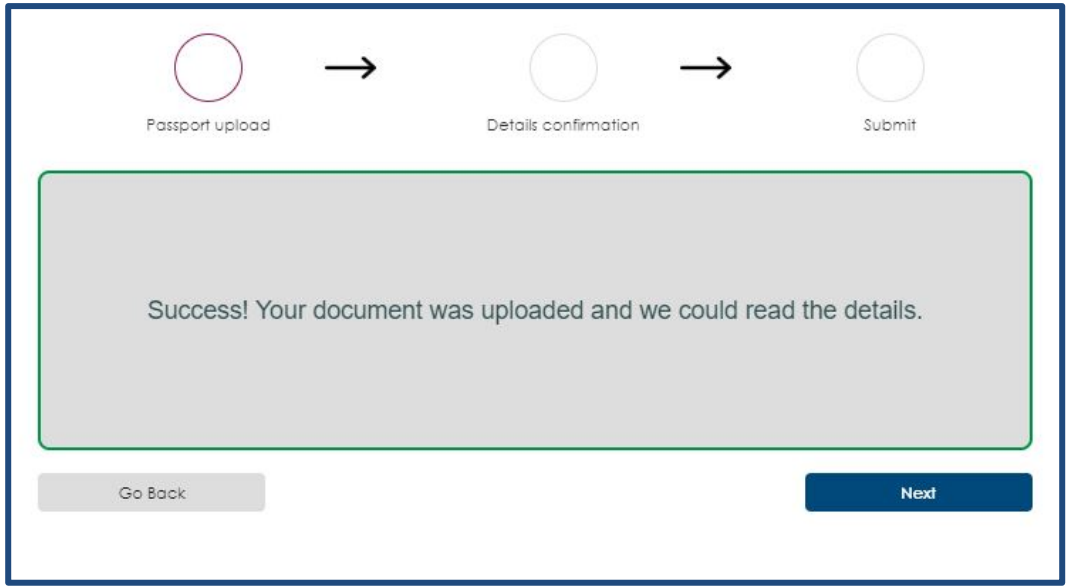
7 Personal Details



On the **Personal Details** page, click the button **Upload** to upload a clear copy of your passport. The system will scan your passport and fill your details.



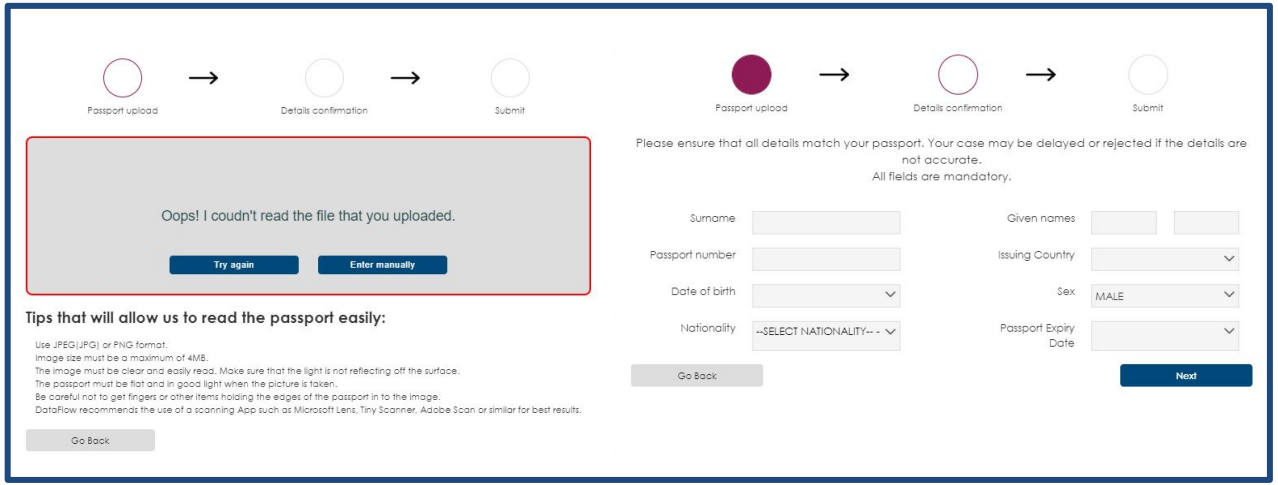
7 Personal Details



The system will show a success screen in case it can successfully read your passport

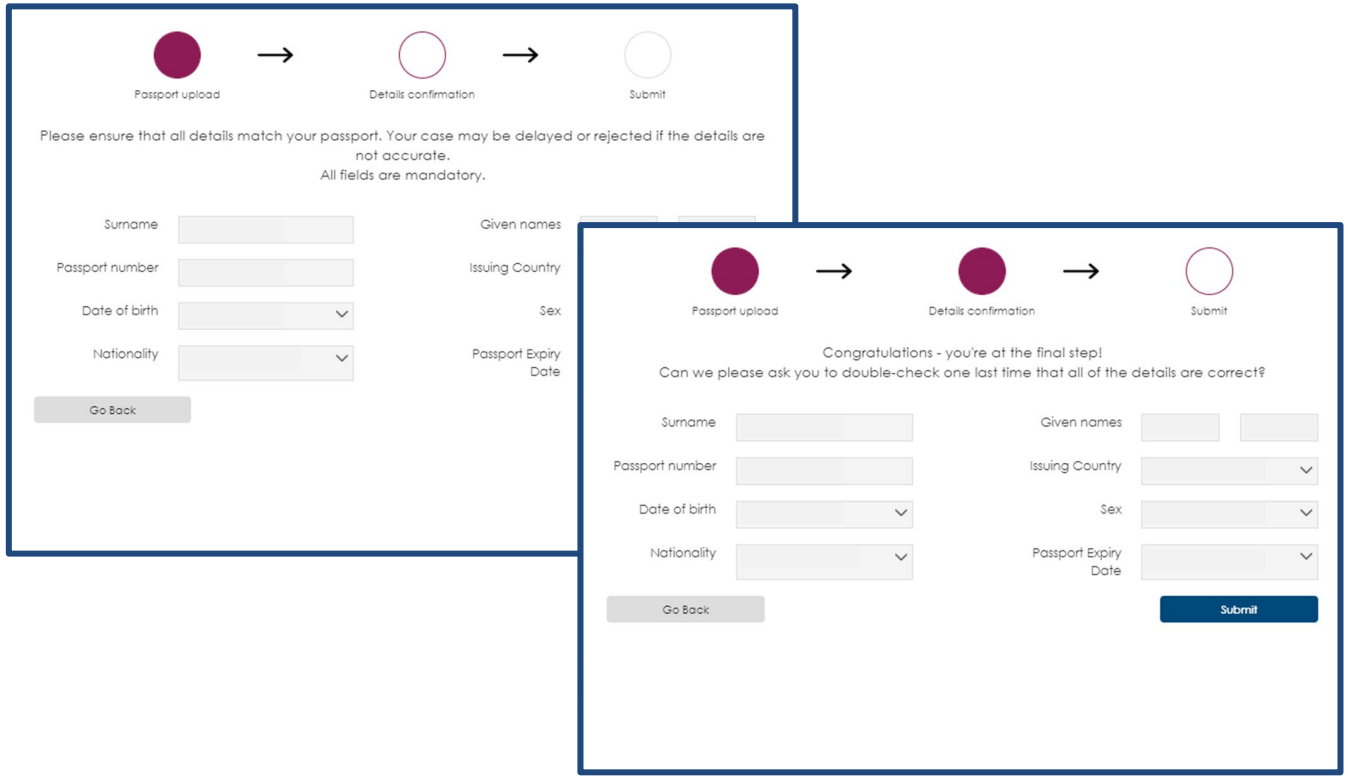
7 Personal Details

In case the system is not able to read your passport, you shall see the following screen. Please **Try again** and use a clearer scanned passport copy or click on **Enter Manually** to add the details manually



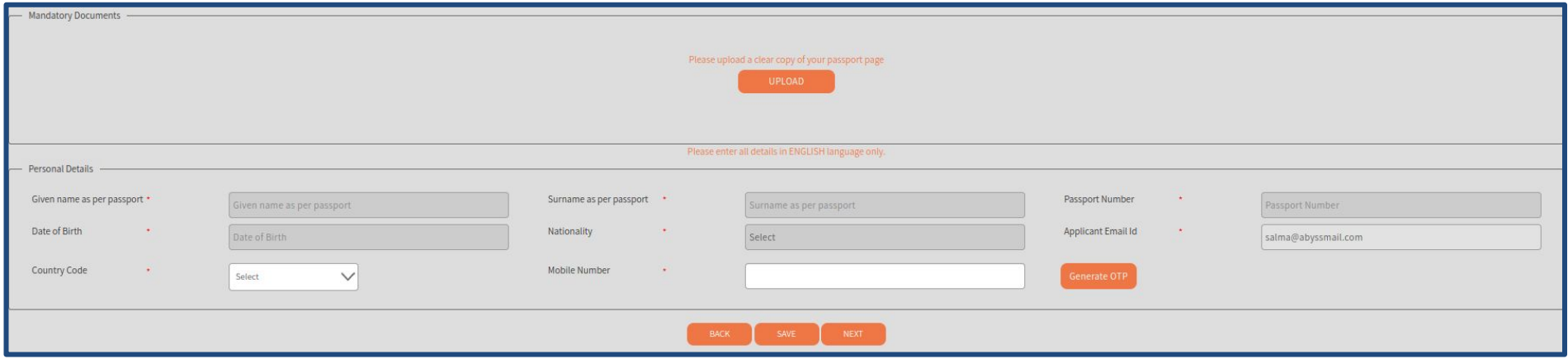
7 Personal Details

Once the system is able to read your passport, your personal details shall be filled, please make corrections to the captured details if required then **Submit** to move forward.



7 Personal Details

The page will refresh with the personal information filled and once it shows the passport has been uploaded, please continue with the application



- Enter your **Country Code** and **Mobile Number** and click on **Generate OTP**
- You will receive an OTP (one time password) on your mobile
- Enter the **OTP** and click **Validate OTP**

Note:

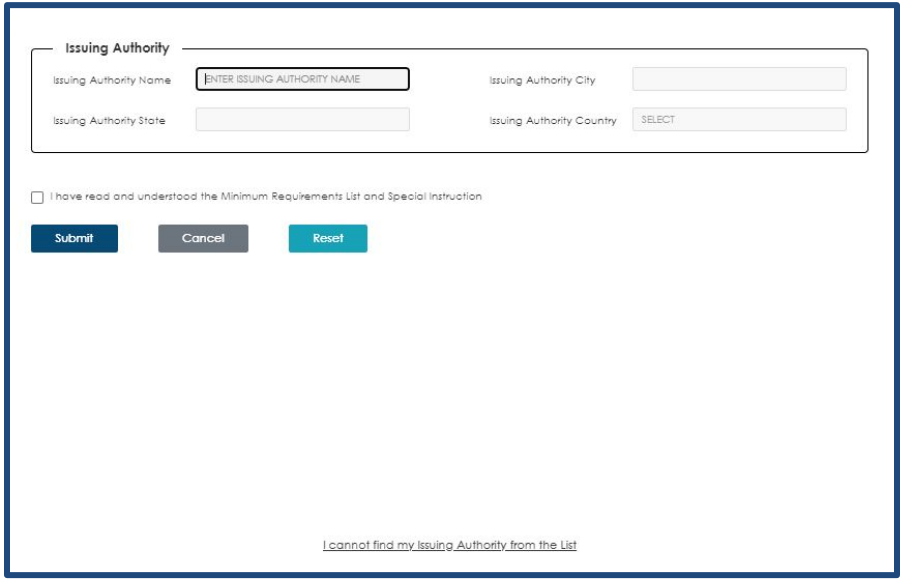
- *In case you don't receive a text message, re-check your number and click **Re-generate OTP.***
- *In case you are unable to receive OTP by SMS click **Get OTP on Call** and you will receive an incoming call with the OTP*

8 Submit your documents | Health License *(If applicable)*

As you click on **Issuing Authority Name** in "Health License " page, the system will prompt with a pop-up to enter the details of your institution.

Start typing your institution name and in case it is already listed, select the correct one from the drop down list.

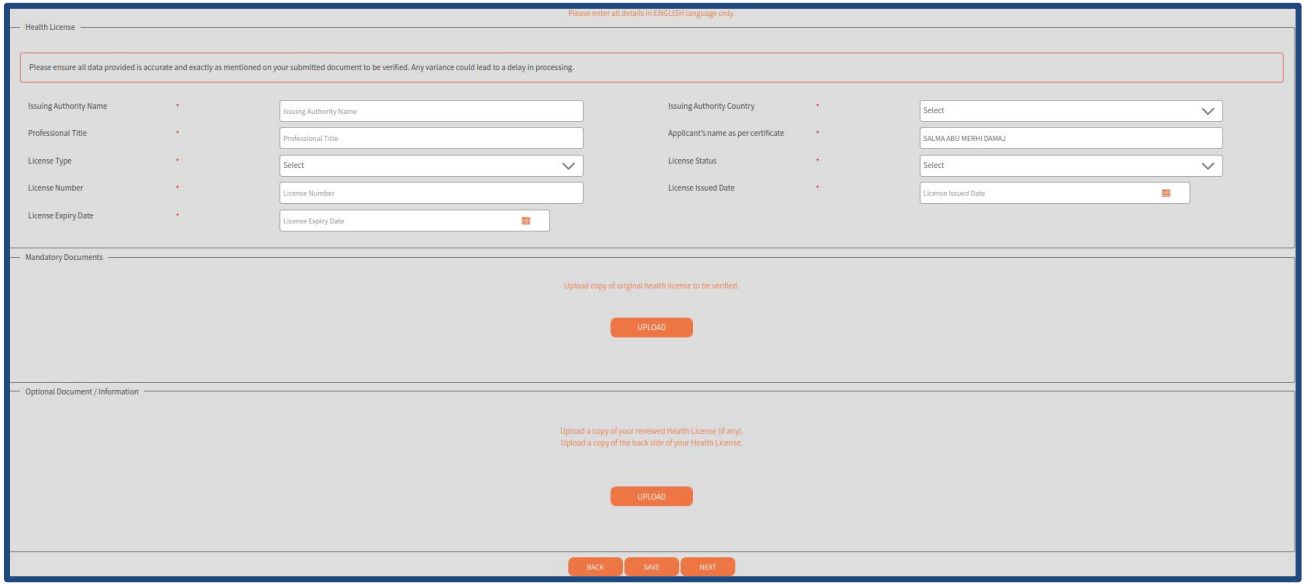
In case of any additional requirements shared by your institution with DataFlow, you will find the instructions on the screen



Please review Pages 22 & 23 in case you cannot find your Issuing Authority Name

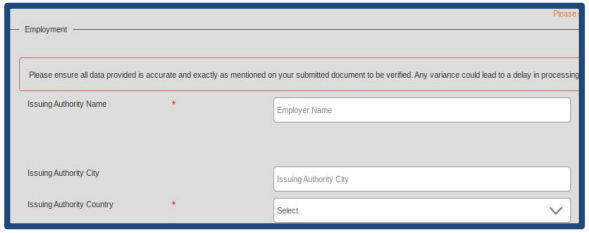
8 Submit your documents | Health License *(If applicable)*

- On the **Health License** page, enter the required details and upload clear uncropped scans of the License.
- Select the type of document uploaded from the dropdown menu



8 Upload required documents | Employment

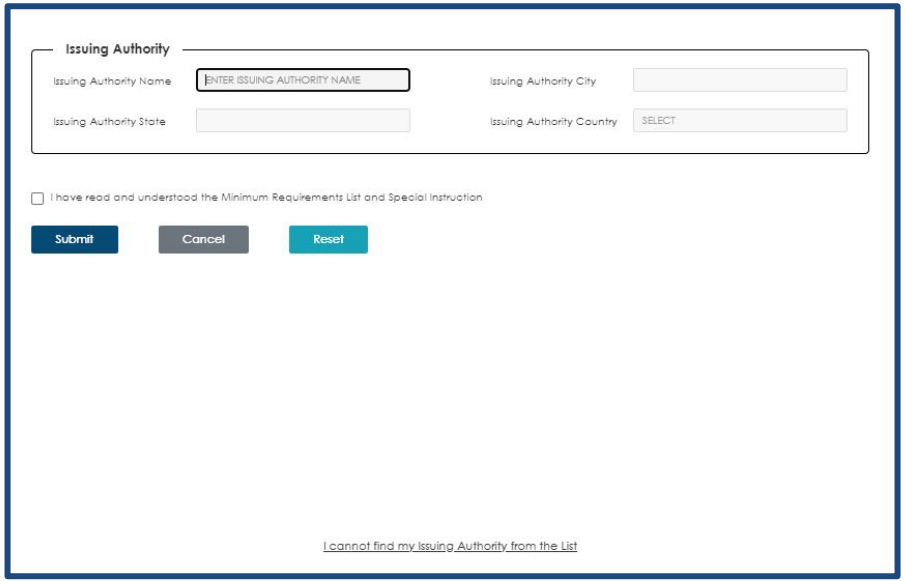
As you click on **Issuing Authority Name** in the "Employment Page", the system will prompt with a pop-up to enter the details of your previous employer.



In the **Issuing Authority Name**, start typing your previous employer's name and select the correct one from the list.

In case your employer requires any specific information or details, the instructions will reflect on the screen.

Please review Pages 22 & 23 in case you cannot find your Issuing Authority Name

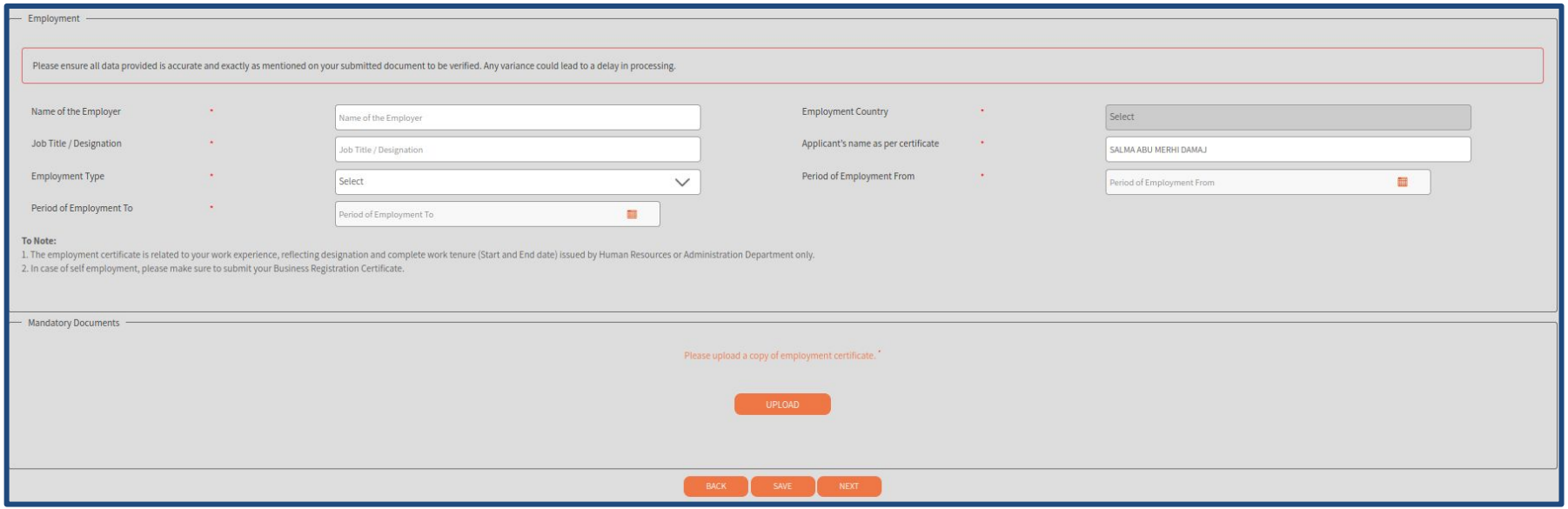


8 Upload required documents| Employment

On the **Employment** page, enter the required details and upload clear uncropped scanned copies of the employment certificate to be verified and any other required documents, example:

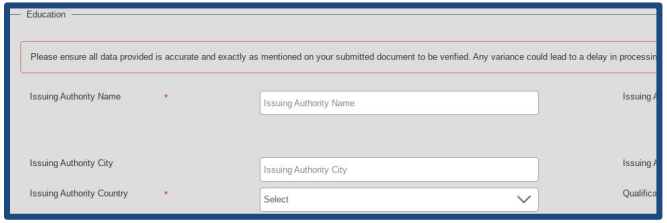
a. Experience certificate,
b. End of service certificate

Select the type of Certificate you uploaded from the dropdown menu



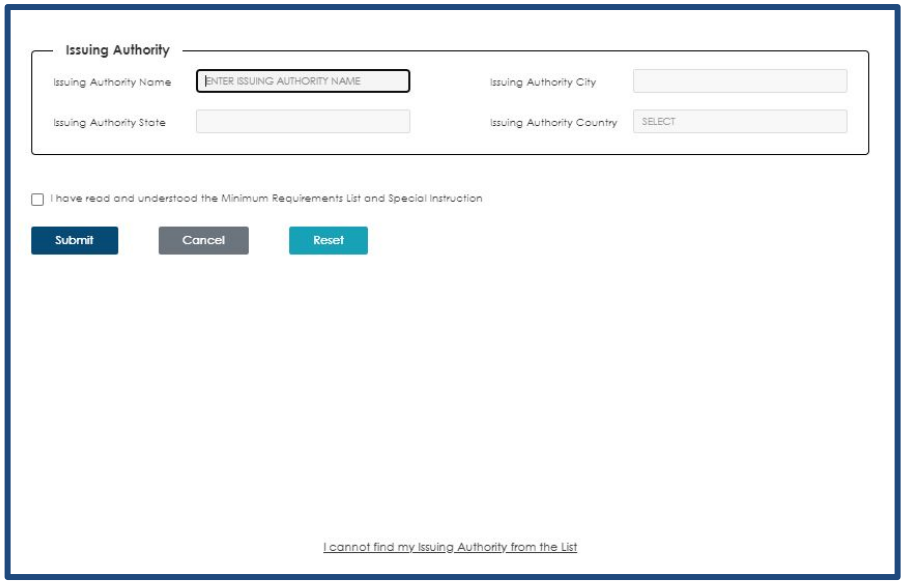
8 Upload required documents | Education

As you click on **Issuing Authority Name** in the "Education" Page, the system will prompt with a pop-up to enter the details of the Issuing Authority of your degree.



In the **Issuing Authority Name**, start typing your University/Institute name and select the correct one from the list

In case your Issuing Authority requires any specific information or details, the instructions will reflect on the screen.

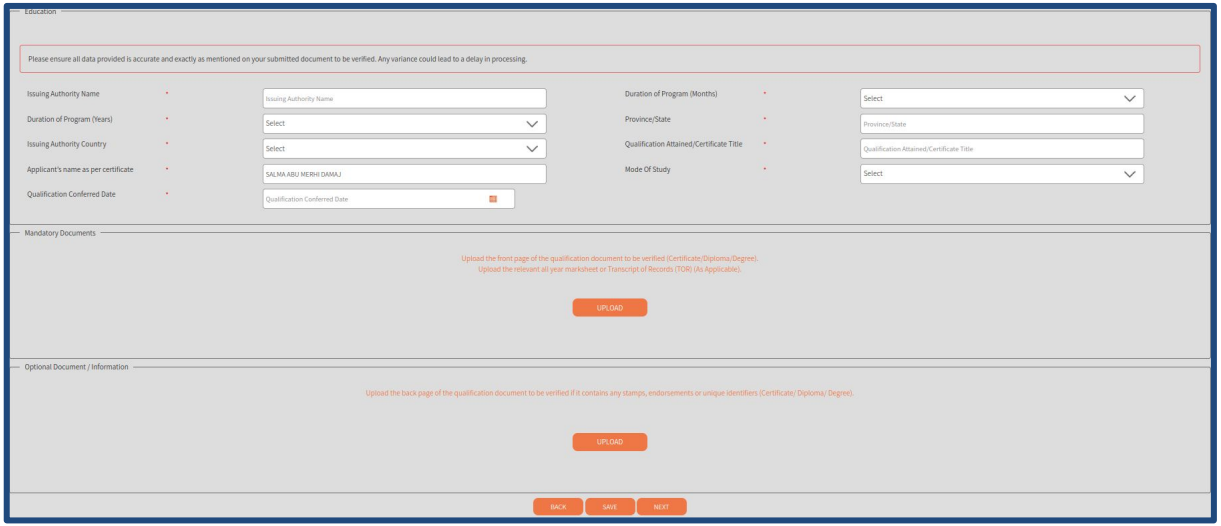


Please review Pages 22 & 23 in case you cannot find your Issuing Authority Name

8 Upload required documents | Education

On the **Education** page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:

a. Original Education Degree(s)
b. The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)



Select the type of document uploaded from the dropdown menu

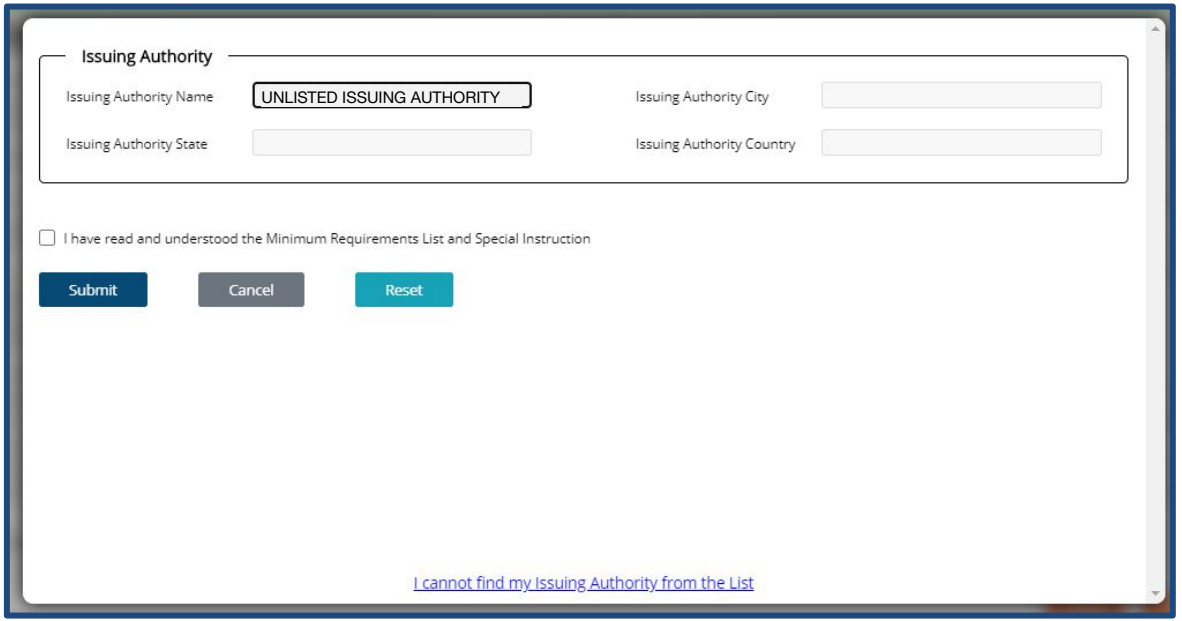
Upload any additional documents such as marksheets

In case your educational institute has any additional request, our team member will reach out to you for the document or information

8 Upload required documents

In case your Issuing Authority is not listed

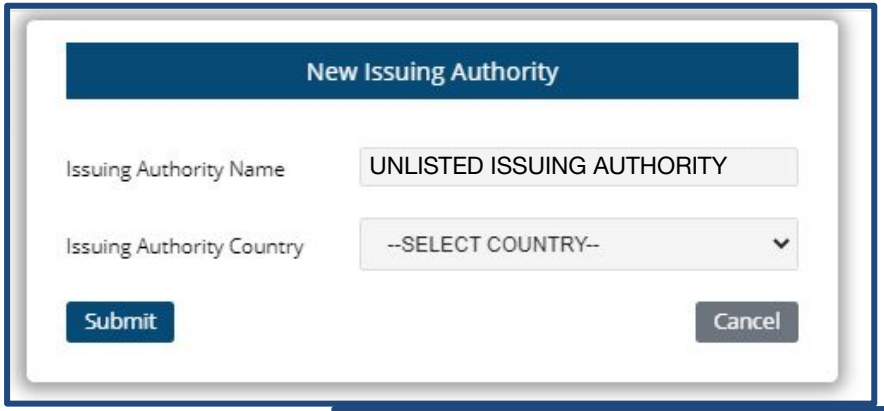
Please type the name of your Issuing Authority, and in case it is not listed click on **I cannot find my Issuing Authority from the list**

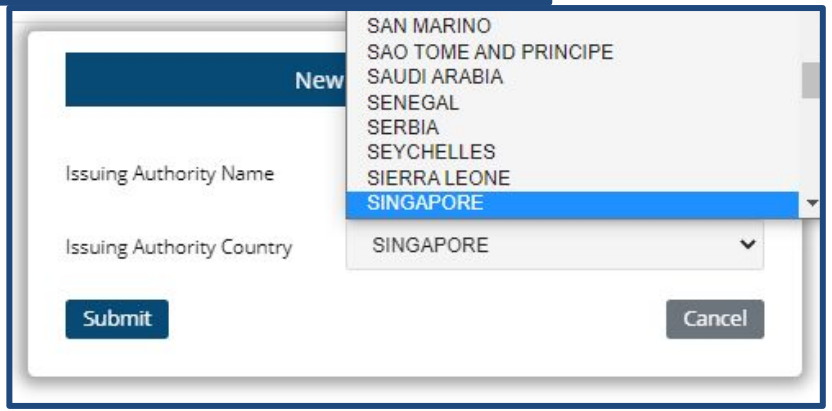


8 Upload required documents

A new popup will open to allow you to enter the name and country of your issuing authority.

Enter the details and click on **Submit**



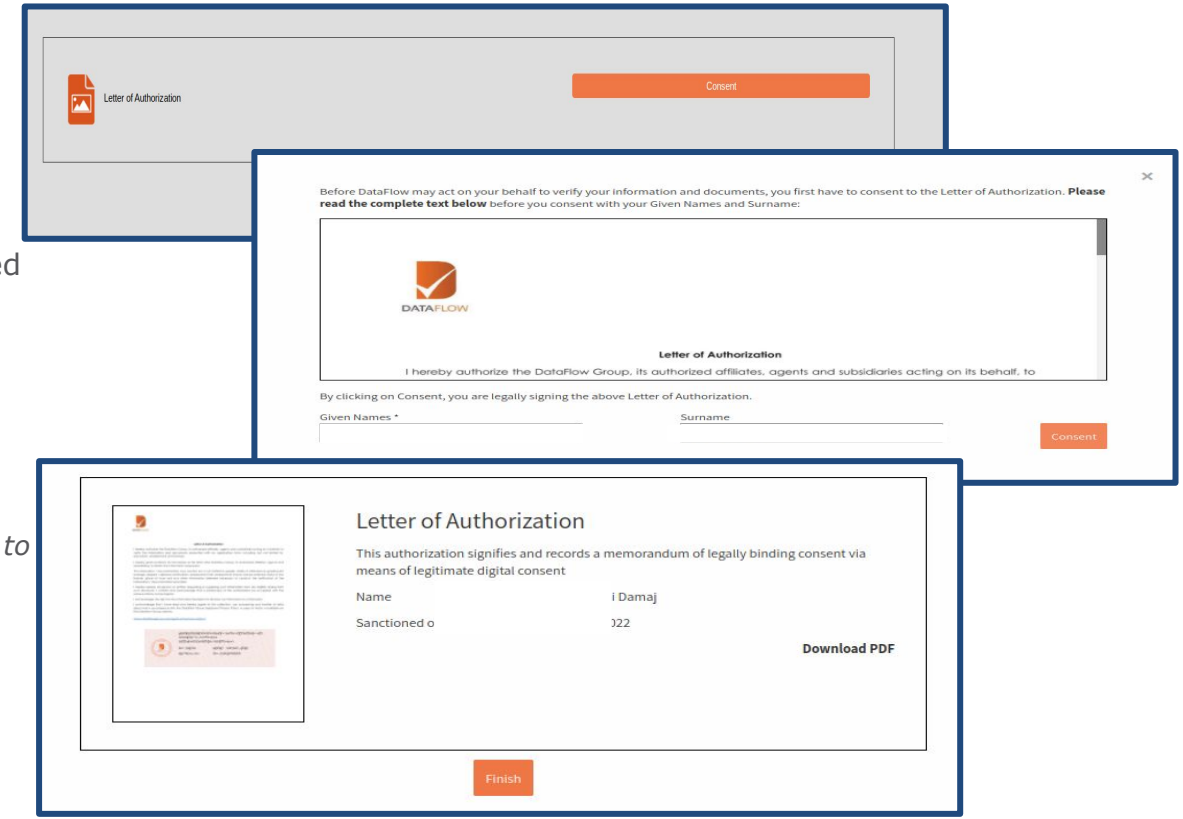


8 Upload required documents | Consent

After completing the application form, will need to digitally sign the **letter of Authorization**. This is a mandatory document

- Click on Consent
- Read and scroll down
- Then click Consent

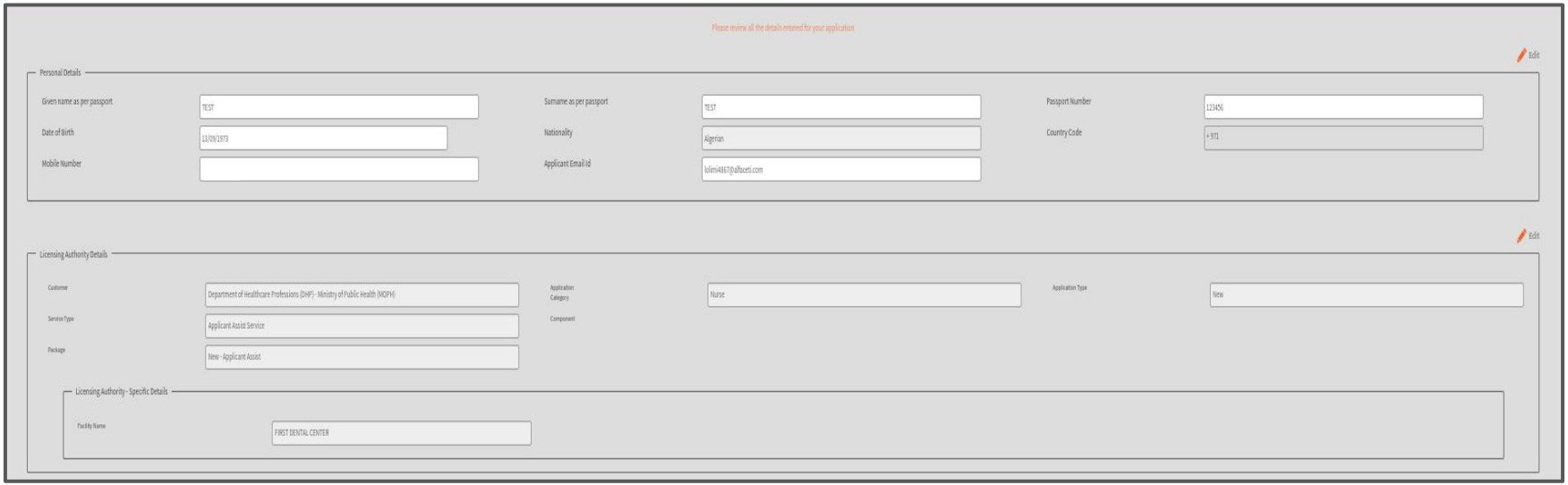
Note: *Click on **download PDF** if you would like to save a copy of your consent before you click on **Finish***



8 Upload required documents | Review

On the **Application Review** page, carefully review your entered details before submitting.

You can edit your entered information by clicking on the **Edit** tab.

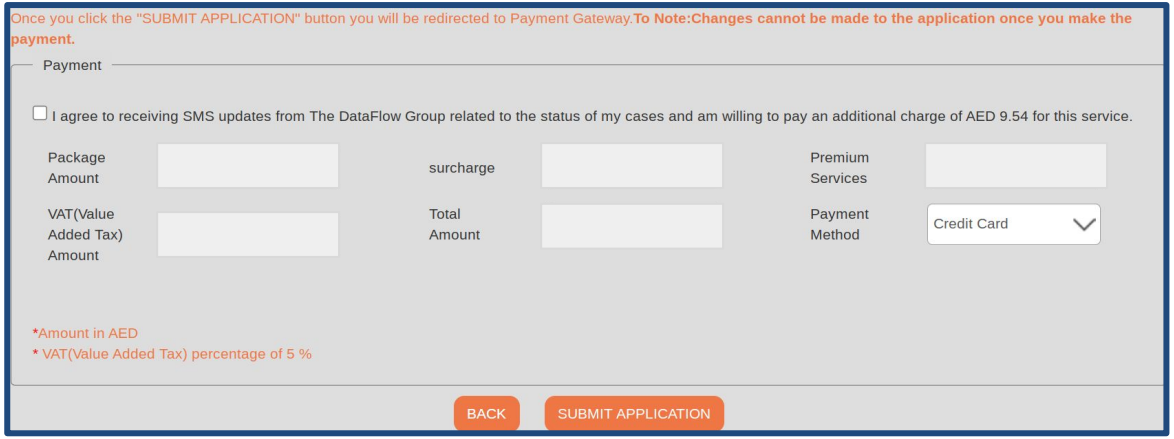


9 Payment | Make a Payment

On the **Payment** page - based on the package selected, you will view the overall fee in the **Total Amount** field.

Click on **Submit Application** and you will be redirected to the payment gateway.

Note: *If any of your issuing authorities requires the payment of a fee to disclose the verification, the fee will be added to the total amount.*



9 Payment | Tax Invoice

Once you have completed your payment your will receive a receipt by email and the the Primary Source Verification process will start.

DataFlow Services FZ LLC
P.O. Box 73743
Dubai
United Arab Emirates

Tax registration number 100241353000003

DATAFLOW

SAMPLE SAMPLE SAMPLE

TAX INVOICE

Receipt number: 180702-300645
Name:
Email:

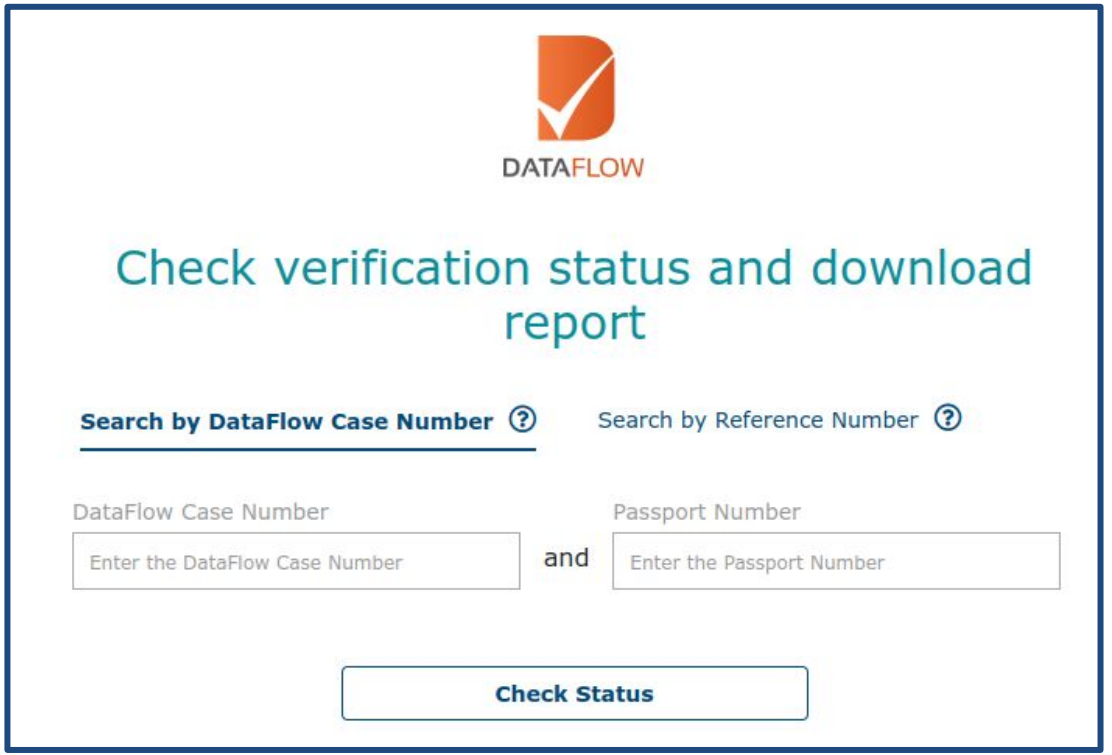
Payment method: Credit Card
Date: 4 July 2019
Passport no. 1234567890

	Service	Currency	Net amt.	VAT rate	VAT	Total
1	Premium Services - SMS updates	AED	XXX	X%	XXX	XXX
2	Premium Services - Express processing	AED	XXX	X%	XXX	XXX
3	Premium Services - VIP processing	AED	XXX	X%	XXX	XXX
4	Primary Source Verification **CASE NUMBER:** TC99-1901-000001 **CASE TYPE:** New/Renew **CLIENT NAME:** Test Customer **CLIENT REF NUMBER:** T2019010100001 **PACKAGE DETAILS:** Professional 1/Professional 2/Etc. **EDUCATION 1:** University **EDUCATION 2:** University **EMPLOYMENT 1:** FZ LLC **EMPLOYMENT 2:** FZ LLC **LICENSE 1:** Hospital	AED	XXX	X%	XXX	XXX
	Total	**AED**	**XXX**	**X%**	**XXX**	**XXX**

NOTES:
1. Primary Source Verification payments may be cancelled and refunded up to 48 hours of the payment being made. After 48 hours, refunds will not be accepted.

10 Track your Application

Visit www.dataflowstatus.com to track the status of your application and download a copy of the report once ready.



Thank You

www.dataflowgroup.com

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