

المنصة الالكترونية الموحدة للادوية المراقبة

## دليل التسجيل في المنصة

Unified Controlled Medication Platform

# Facility On-Boarding Process Guide

**Company:**

شركة انديندنت هيلث لخدمات تكنولوجيا المعلومات (ذ.م.م) - انهيلث

**Version:**

1.1

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## 1 INTRODUCTION

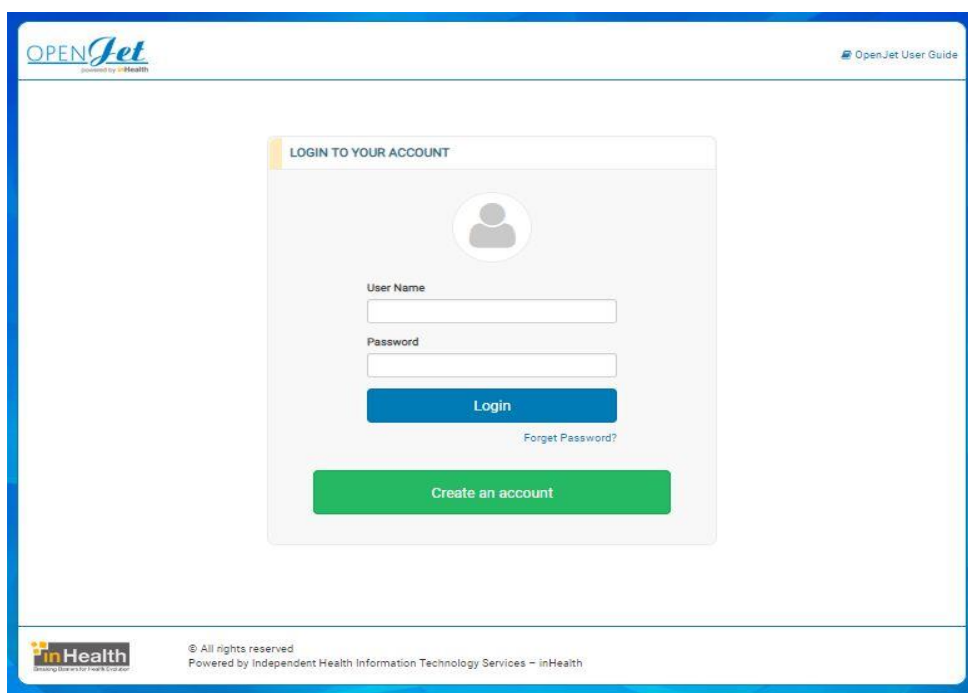
OpenJet - Controlled Medication E-Prescription Platform is specifically designed to manage the prescription creation and dispensation of controlled drugs (CD), semi controlled drugs (SCD) and narcotic medications offering a digital service for pharmacies and medical service providers across UAE.

This document guides a user through the necessary steps for facilities to on-board on controlled medication platform.

## 2 FACILITY ON-BOARDING REQUEST TO UNIFIED CONTROLLED MEDICATION PLATFORM

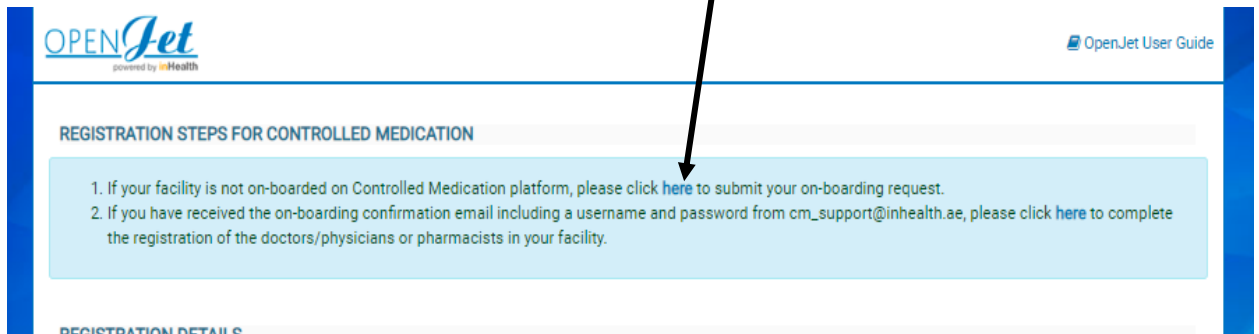
At the time of pharmacists and physician's registration in the unified controlled medication platform, the user must provide the controlled medication username and password. These credentials will be provided by the inHealth team to their respective Facility Admin user after completing the on-boarding process. Below are the steps for Controlled Medication On-boarding process to inHealth :

**Step 1:** Go to link: <https://openjet2.inhealth.ae>. Following form will display:

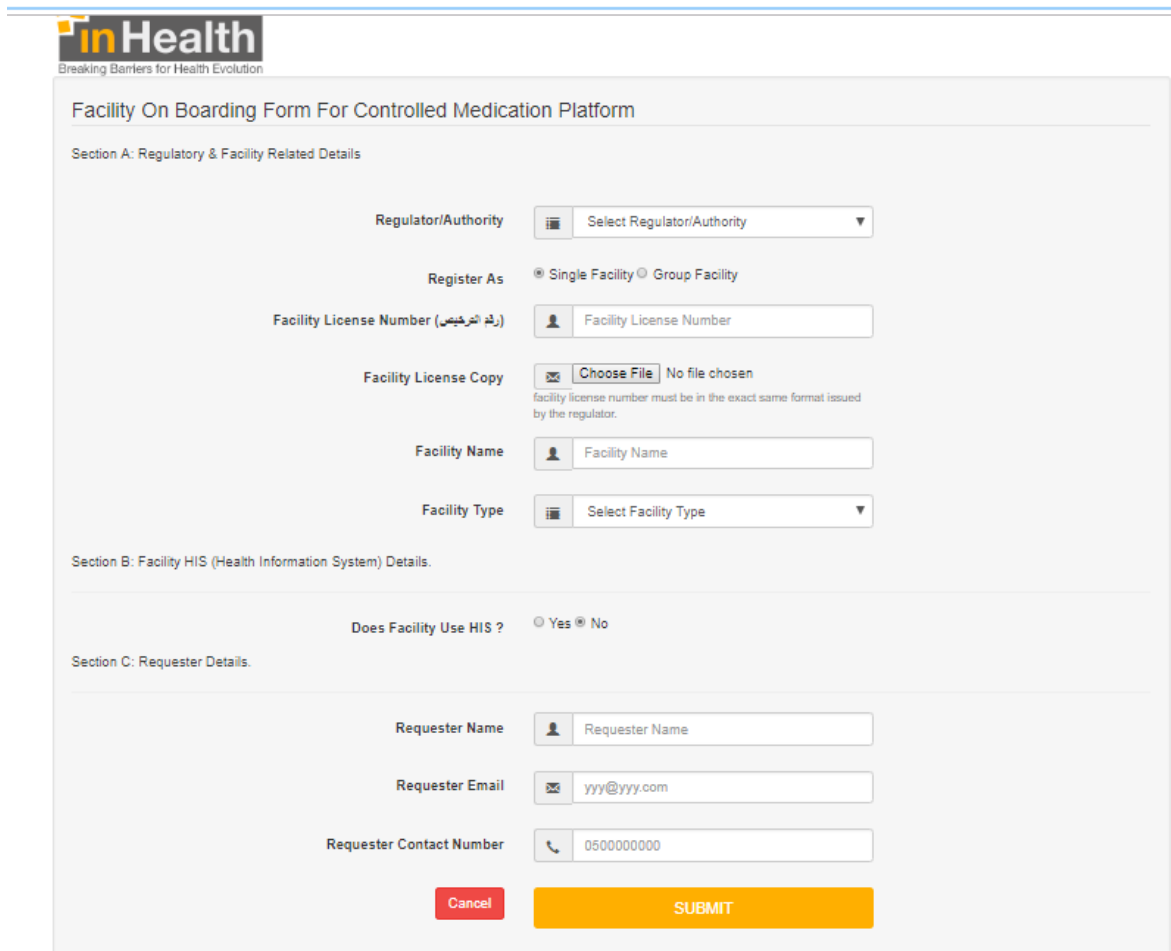


The screenshot shows the OpenJet login interface. At the top left is the 'OPENJet' logo with 'powered by inHealth' underneath. At the top right is a link for 'OpenJet User Guide'. The main content area is titled 'LOGIN TO YOUR ACCOUNT' and features a user icon placeholder. Below the icon are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field, with a 'Forgot Password?' link underneath it. A green 'Create an account' button is located at the bottom of the login form. The footer contains the inHealth logo and the text: '© All rights reserved. Powered by Independent Health Information Technology Services - inHealth'.

**Step 2:** Click on "Create an account". The user will navigate to the following below form. Check the highlighted text in the below image and if your facility is not on-boarded on controlled medication platform. Click "here"



**Step 3:** The user will navigate to the following below form:



**Facility On Boarding Form For Controlled Medication Platform**

Section A: Regulatory & Facility Related Details

Regulator/Authority:

Register As:  Single Facility  Group Facility

Facility License Number (رقم الترخيص):

Facility License Copy:  No file chosen  
facility license number must be in the exact same format issued by the regulator.

Facility Name:

Facility Type:

Section B: Facility HIS (Health Information System) Details.

Does Facility Use HIS?  Yes  No

Section C: Requester Details.

Requester Name:

Requester Email:

Requester Contact Number:

**Step 4:** Enter the following details in the above form fields:

**Section A:** This section covers your facility regulatory and licensing details

- **Regulatory/Authority:** Select the facility's regulatory – (DHA/DOH/MOHAP).
- **Register As:** Select if you want to onboard a group of facilities or a single facility. If it's a group kindly provide the comma separated Facility license numbers. For Example: PF11111, PF99999, etc.
- **Facility License Copy:** If request is for Single facility upload the copy of the facility license.  
If request if for group of facilities, upload any one of the facility license copy.  
NOTE facility license number must be in the exact same format issued by the regulator.
- **Facility Name:** Enter the name of Facility in case of Single Facility. In case of group facility enter the Name of the group
- **Facility Type:** Choose if your facility is hospital/medical centre/clinic or pharmacy or both

**Section B:** Facility HIS (Health Information System) Details.

- **Have HIS? :** If the requester's facility is already using a HIS system then please tick on checkbox. The requester then can send requesting email to [cm\\_support@inhealth.ae](mailto:cm_support@inhealth.ae) for integrating their HIS with the Unified Controlled Medication Platform.

**Section C:** Requester Details.

- **Requester Email:** Enter the email id of the requester who is requesting for controlled medication platform facility on-boarding
- **Requester Name:** Enter the full name of the requester who is requesting for controlled medication platform on-boarding
- **Requester Number :** Enter the mobile or telephone number of the requester who is requesting for controlled medication platform on-boarding
- **Click " Submit ".**

**Step 5:** Once the request is submitted successfully, the requester will receive a confirmation email on the email Id shared in "Contact Email" by the inHealth on-boarding team.

**Step 6:** Once the request is submitted successfully, the requester will receive a confirmation email on the email Id shared in "Contact Email". The inHealth will validate the provided requester details.

**Step 7:** Once verified the team will send the final approval email to the requester with the Controlled Medication credentials (Username and Password).

NOTE: It might take 3-4 working days for validating and processing your request.

**NOTE : Step 5, Step 6 and Step 7 will be taken care by the inHealth - Controlled Medication on-boarding team. The Requester will skip the steps 5,6 and 7 and follow the below steps after inHealth completed the step 7:**

**Step 8:** The requester will receive an email from inHealth support team. Below is the sample email template, the requester will receive:

**Welcome! Your facility is on-boarded**

DearRequester

Welcome to the Controlled Medication Unified Platform!

Your request to onboard facility PF0000Test Facility On-Board on Controlled Medication Platform is completed successfully.

Please find the below Controlled Medication credentials that both clinicians and pharmacists of your facility will need to use at time of registration on the platform.  
Please forward the registration page that can be found [here](#), along with the Controlled Medication username and password provided below to any clinician or pharmacist in your facility that needs to register on the platform.

Controlled Medication User Name: PF0000\_cm  
Controlled Medication Password: WtnX868MMjt!


[Click here for Pharmacists or Clinicians/Physicians Registration](#)

Please don't hesitate to contact us for any support that you may need by emailing us on [cm\\_support@inhealth.ae](mailto:cm_support@inhealth.ae).

NOTE : For more details on Registration , kindly check OpenJet-Controlled Medication E-Prescription User Guide on <https://www.inhealth.ae/controlled-medication/>

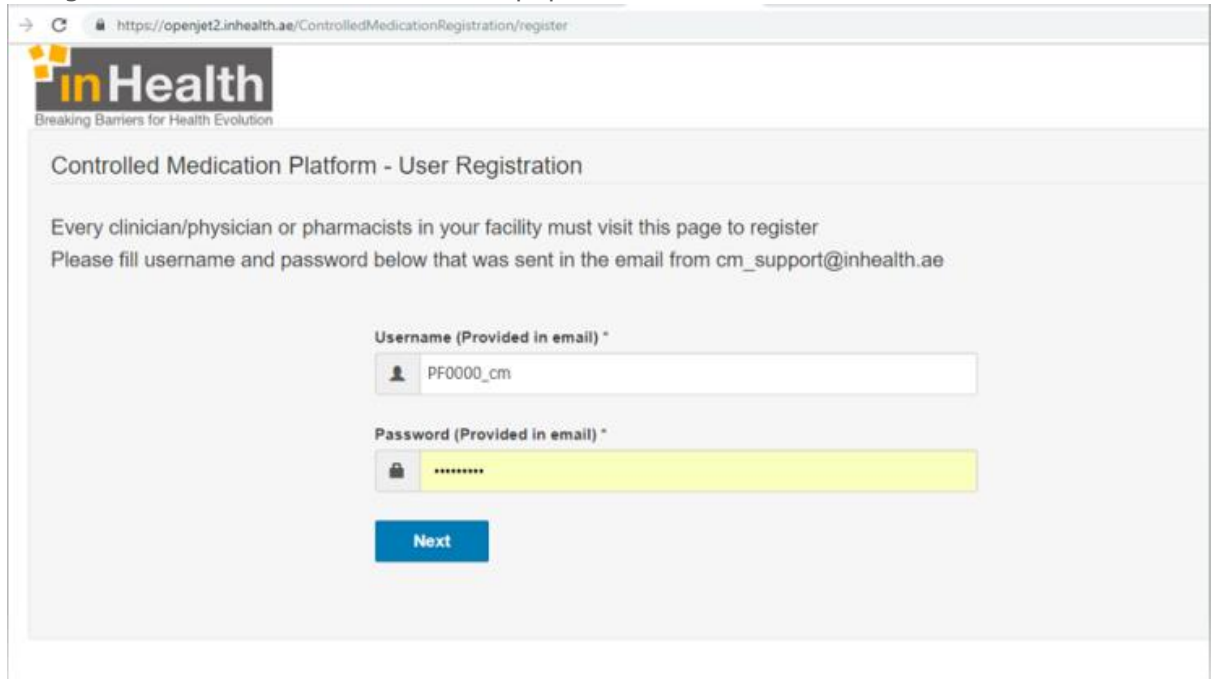
**Thanks & Regards**

**Controlled Medication Support Team**  
Independent Health Information Technology Services - inHealth  
P.O.Box 127570, Abu Dhabi, U.A.E  
Email: [cm\\_support@inhealth.ae](mailto:cm_support@inhealth.ae)

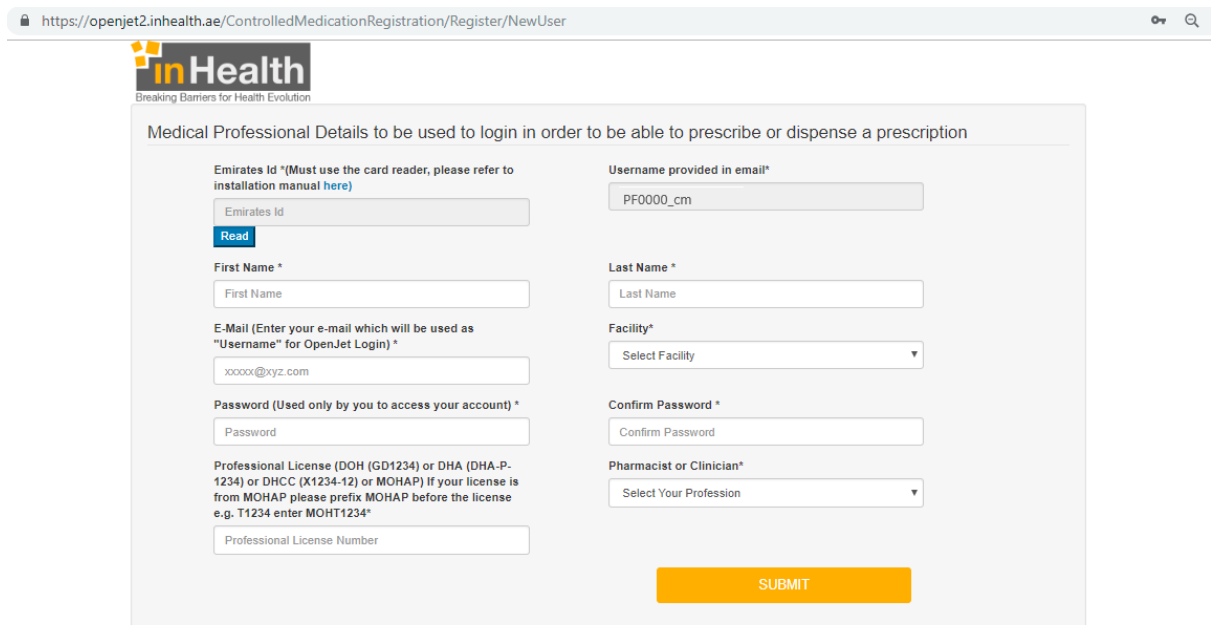
The logo for inHealth, featuring the word "inHealth" in a bold, sans-serif font. The "in" is in a smaller font size and is positioned to the left of "Health". The "i" in "in" has a small orange square above it. The "H" in "Health" has a small orange square above it. The tagline "Breaking Barriers for Health Evolution" is written in a smaller font below the main logo.

**Step 9:** Once the requester receives Controlled Medication credentials, the credentials can be circulated to their facility's medical professionals (Physicians/Clinicians or Pharmacists) for their individual registration on the platform.

**Step 10:** Each individual medical professional will click on the green button in the email "Click Here for Pharmacists or Clinicians/Physicians Registration". The user will navigate to the below form with auto populated **Username** and **Password**



**Step 11:** Click on NEXT . The user will navigate to the below form with the auto populated values:



**Step 12:** Fill the form with below type of details

1. Read the Emirates Id number
2. The Username will be an automated pop value from the step 3.
3. Enter the First name as mentioned on Emirates Id
4. Enter the Last name as mentioned on Emirates Id
5. Enter the **EMAIL** address in the following format  
**Example: dradam@xyz.ae**
6. Enter **Password** that contains a minimum of 8 characters that includes a numeric value, a capital letter and a special character.
7. Retype the password.
8. Select the Facility.
9. Enter Clinician/Physician or Pharmacist professional license.

**NOTE: Clinician/Physician or Pharmacist professional licenses belongs to MOHAP(Ministry of Health and Prevention) or MOPA(Ministry of Presidential Affairs), kindly use the prefix as "MOH" before entering your license number. For Example: if your license number is "T123" or "567" enter "MOHT123" or "MOH567"**

10. Select your medical profession- Pharmacist or Physician
11. Click on "Submit" button.

**Step 13:** Physicians or Pharmacists who have successfully registered on the platform can now enter their valid OpenJet credentials here <https://openjet2.inhealth.ae> and click on "Login" button to begin using the platform

**For more details, kindly check [OpenJet-Unified Controlled Medication E- Prescription User Guide](https://www.inhealth.ae/controlled-medication/) on <https://www.inhealth.ae/controlled-medication/>**