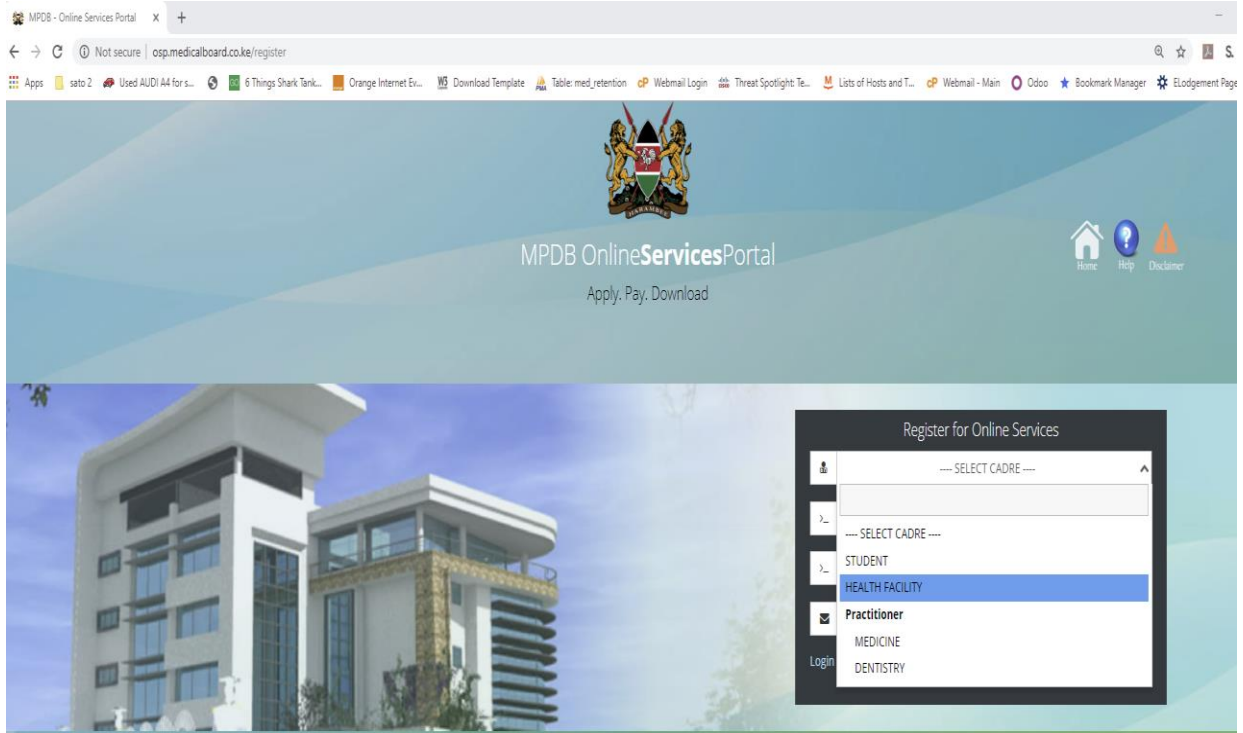


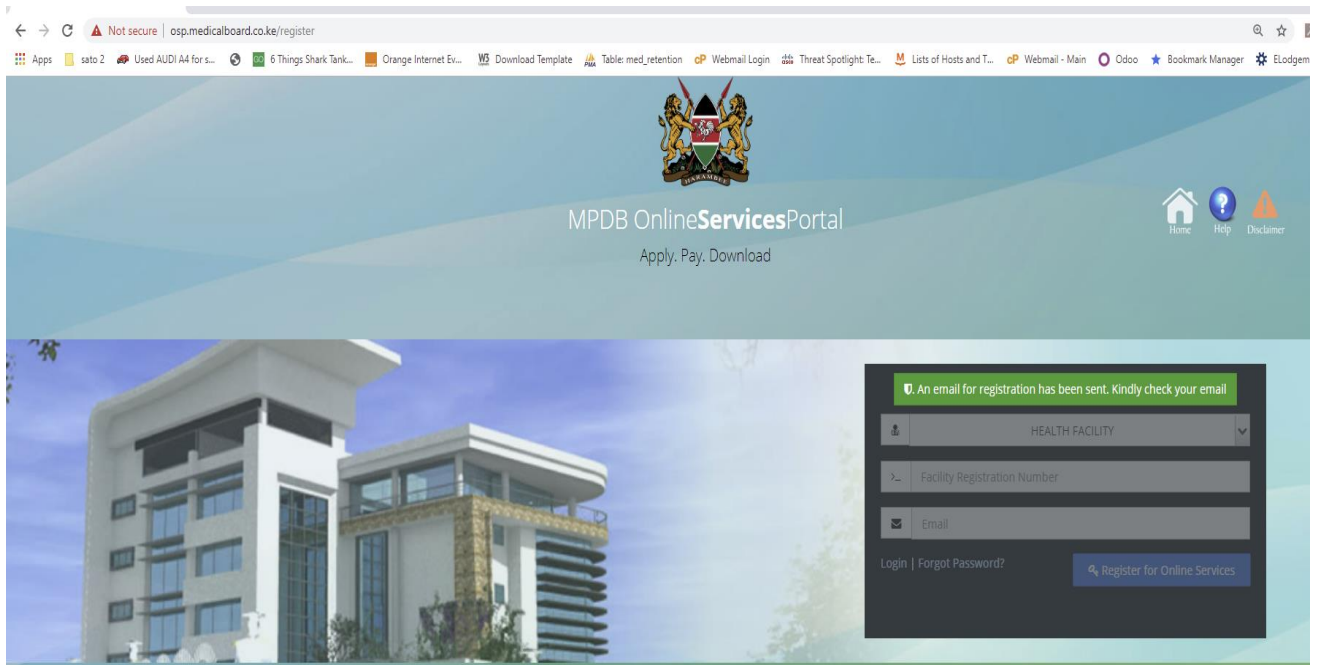
KMPDC Online Services Portal Procedure Manual

Follow the steps below to renew Health Facility License

1

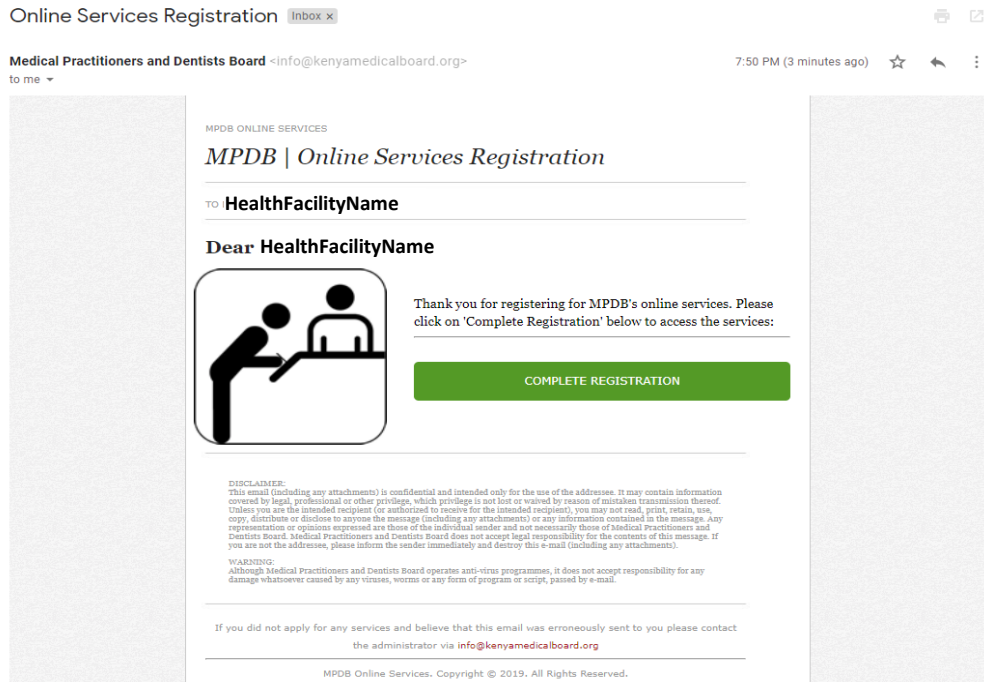


2



KMPDC Online Services Portal Procedure Manual

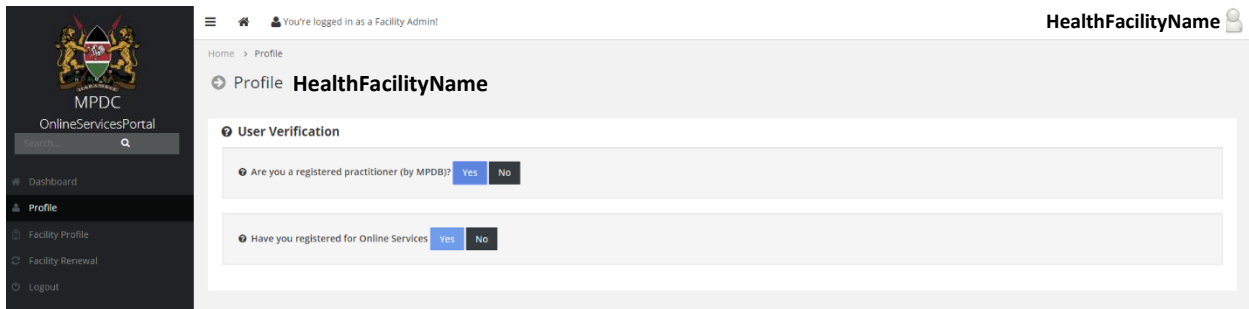
3



4



5



KMPDC Online Services Portal Procedure Manual

6

The screenshot shows the MPDC Online Services Portal interface. On the left is a dark sidebar with the MPDC logo and navigation links: Dashboard, Profile, Facility Profile, Facility Renewal, and Logout. The main content area is titled 'Profile HealthFacilityName' and includes a 'User Verification' section with two toggle options: 'Are you a registered practitioner (by MPDB)?' (Yes/No) and 'Have you registered for Online Services?' (Yes/No). Below this is a sign-in form with fields for 'Username/Email' and 'Password', and a 'Sign into your Account to Link it to Facility' button. The top right shows the user is logged in as a Facility Admin and the facility name 'HealthFacilityName'.

7

The screenshot shows the 'Set Up Admin' form for 'HealthFacilityName'. The sidebar is identical to the previous screenshot. The main content area is titled 'Profile | HealthFacilityName' and includes the 'User Verification' section. Below it is the 'Set Up Admin for HealthFacilityName' form. The 'Facility' field is set to 'HealthFacilityName'. The form includes fields for 'Designation', 'First Name', 'Middle Name', 'Last Name', 'ID Number', 'Mobile No', 'Email', 'Address', and 'Password'. The 'Email' field contains '4867'. The 'Password' field is masked with dots. At the bottom are 'Set Up Admin' and 'Reset' buttons. The top right shows the user is logged in as a Facility Admin and the facility name 'HealthFacilityName'.

KMPDC Online Services Portal Procedure Manual

8

MPDC OnlineServicesPortal

Home > Profile

Profile | HealthFacilityName

User Verification

Are you a registered practitioner (by MPDB)? Yes No

Set Up Admin for HealthFacilityName

Facility: HealthFacilityName

Designation: Director

First Name: Mobile No: +25471111111

Middle Name: Email: email@email.com

Last Name: Address: P.O. Box 1234 00100 Nairobi

ID Number: 0123456 Password:

9

MPDC OnlineServicesPortal

Home > Profile

Profile | HealthFacilityName

User Verification

Are you a registered practitioner (by MPDB)? Yes No

Set Up Admin for Duncan Mwai Medical Centre

Facility: HealthFacilityName

Designation: Director

First Name: Mobile No: +25471111111

Middle Name: Email: email@email.com

Last Name: Address: P.O. Box 1234 00100 Nairobi

ID Number: 0123456 Password:

10

MPDC OnlineServicesPortal

Home

Dashboard | HealthFacilityName

Online Applications

My Profile Facility Profile Renewal of Private Medical or Dental Institution License

KMPDC Online Services Portal Procedure Manual

11

MPDC OnlineServicesPortal

Home > Profile

Profile | HealthFacilityName

My Profile | Edit Profile | Change Photo | Change Password

PHOTO AVAILABLE

Admin Details

| | | | |
|----------------------------|----------|---------------|---------------|
| HealthFacilityAdmin | | | |
| Designation | Director | ID Number | 242242890 |
| Email | | Mobile Number | +254711111111 |

Change Password | Edit Profile Details

12

MPDB OnlineServicesPortal

Home > Facility Profile

Facility Profile | HealthFacilityName

Facility Profile

Facility Details

HealthFacilityName

| | | | |
|------------------|----------------|--------------------|------------|
| Registration No. | | Postal Address | |
| Applicant Name | | Registration Date | 2018-06-06 |
| Facility Type | Medical Centre | Facility Ownership | PRIVATE |
| Email | | Telephone | |
| Mobile | | Last Retained | 2018 |

13

MPDB OnlineServicesPortal

Home > Facility

Facility | HealthFacilityName

Facility Renewal :: Application for Renewal of Medical/Dental Institution Licence

Verify details below then click on the renewal button to make application

| | |
|-------------------|--------------------|
| Facility Name | HealthFacilityName |
| Facility Type | Medical Centre |
| Last Renewal Date | 2018 |

Kindly attach full list of Medical Personnel (Excel Format Only - Download Template)

Choose File | No file chosen

Declaration: I hereby declare that the details furnished above are true, complete and correct to the best of my knowledge and belief, in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

I hereby declare

Click here to make Renewal Application for Facility | Cancel

14

MPDB OnlineServicesPortal

Home > Facility

Facility | HealthFacilityName

Facility Renewal :: Application for Renewal of Medical/Dental Institution Licence

Verify details below then click on the renewal button to make application

| | |
|-------------------|--------------------|
| Facility Name | HealthFacilityName |
| Facility Type | Medical Centre |
| Last Renewal Date | 2018 |

Kindly attach full list of Medical Personnel (Excel Format Only - Download Template)

Choose File | No file chosen

Declaration: I hereby declare that the details furnished above are true, complete and correct to the best of my knowledge and belief, in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

I hereby declare

Click here to make Renewal Application for Facility | Cancel

KMPDC Online Services Portal Procedure Manual

How to pay via MPESA

1. Go to the M-PESA Menu on your phone.
2. Select Lipa na MPESA >> Pay Bill Option.
3. Enter the following business number: **992836**
4. Enter **F1910** as the Account Number.
5. Enter the amount due: **22,500**
(NB: No Spaces in your Account Number which serves as your Invoice Number. Only the first character is a letter, the rest are numbers)
6. Enter your PIN, confirm details and then send the money.
7. Once you have received a confirmation from MPESA click on DOWNLOAD to download your certificate.

Waiting for payment: Paid: 0 | Balance: 22,500
[Checking Payments...](#)

Invoice: F1910

15

HealthFacilityName

Facility Renewal :: Status for Renewal of Medical/Dental Institution Licence

| | | | |
|---------------------------|---|----------------|-----------|
| Facility Registration No. | 016577 | ID Number | 242242890 |
| Renewal Date | 2019-06-27 20:44:20 | Payment Amount | 22500 |
| Application Status | Pending | Approval Date | |
| Invoice Notes | Application for Facility Renewal (2019 - HealthFacilityName) : 15,000 | | |
| | Accrued fines (since 2018) : 22,500 | | |

[Download Receipt](#)

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MPDC ONLINE SERVICES

MPDC | Facility Retention Application Status

TO **HealthFacilityName**

Dear **HealthFacilityName**



Your facility retention application has been processed. Kindly visit the [Online Services Portal](#) to view the status and download your licence.

DISCLAIMER:

This email (including any attachments) is confidential and intended only for the use of the addressee. It may contain information covered by legal, professional or other privilege, which privilege is not lost or waived by reason of mistaken transmission thereof. Unless you are the intended recipient (or authorized to receive for the intended recipient), you may not read, print, retain, use, copy, distribute or disclose to anyone the message (including any attachments) or any information contained in the message. Any representation or opinions expressed are those of the individual sender and not necessarily those of Medical Practitioners and Dentists Council. Medical Practitioners and Dentists Council does not accept legal responsibility for the contents of this message. If you are not the addressee, please inform the sender immediately and destroy this e-mail (including any attachments).

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If you did not apply for any services and believe that this email was erroneously sent to you please contact the administrator via info@kenyamedicalboard.org

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KMPDC Online Services Portal Procedure Manual

The screenshot shows the user interface of the KMPDC Online Services Portal. The user is logged in as a Facility Admin. The page title is 'Facility | HealthFacilityName'. The main content area displays the 'Facility Renewal :: Status for Renewal of Medical/Dental Institution Licence' for 'HealthFacilityName'. A table provides details: Facility Registration No. (016577), ID Number (242242890), Renewal Date (2019-06-27 20:44:20), Payment Amount (22500), Application Status (Processed), and Approval Date (2019-07-01 11:40:50). Invoice Notes mention 'Application for Facility Renewal (2019 - 1) HealthFacilityName : 15,000' and 'Accrued fines (since 2018) : 22,500'. There are buttons for 'Download Receipt' and 'Download Licence copy'.

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MINISTRY OF HEALTH
KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL
 P.O Box 44839 – 00100, Nairobi, Kenya.
 Tel: 020-2728752 / 271 1478 / 2724994
 Email: info@kenyamedicalboard.org Website: www.medicalboard.co.ke

Payment Confirmation

Application Date : 01-07-2019 Serial Number: 31383

Application Information

| | |
|------------------|---------------------------|
| Name | HealthFacilityName |
| Registration No. | 016577 |
| Application Type | Facility Renewal for 2019 |
| Premise | HealthFacilityName |

Payment Details

| | |
|-------------------------|-----------------------------------|
| Invoice Number | F1910 |
| Invoice Date | 27-06-2019 |
| Amount | Due: 22500 Paid: 22500 Balance: 0 |
| Payment Mode | MPESA: EKJRBLRERE |
| Date of Payment | 1st July, 2019 |
| Original Payment ref No | 11383/F1910 |



This is a computer generated receipt downloaded from Medical Practitioners and Dentists Council. (MPDC) Portal, osp.medicalboard.co.ke. It is a valid payment confirmation issued under the Authority of MPDC and does not serve as a licence.

Issue Date: 01-07-2019

No. 39609



MEDICAL PRACTITIONERS AND DENTISTS ACT (Cap. 253) LICENCE TO OPERATE AS A PRIVATE MEDICAL INSTITUTION

HealthFacilityName 016577
 Institution Name / RegNo

P.O. BOX 44839 00100 NAIROBI

full address

Is Hereby Licensed To Operate a Private Medical Institution In Accordance With the Provisions of Rule(5) of the Medical Practitioners and Dentists (Medical Institutions) Rules. This Licence Entitles the Medical Institution To Operate As a:

MEDICAL CENTRE

in Medical Institutions:

LEVEL 3A

Authorised County for the Institution
NAIROBI

Maximum number of In-patients **0**

This Licence Shall Expire on the Last Day of **December 2019**

No Change of Premises is Permitted Without the Authority of the Council.

Dated This **1st** day of **January 2019**



Daniel M. Yumbya, MBS
 Registrar
 Medical Practitioners and Dentists Council

CONDITIONS OF LICENSE:

1. Institution Are Adhered To At All Times This Licence is Issued on Condition That Minimum Requirements Set by the Board for Operation of the Private Medical