



AHFoz

Association of Healthcare Funders of Zimbabwe

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MANUAL

OF

REQUIREMENTS

FOR

REGISTRATION

MEDICAL/GENERAL PRACTITIONERS

Original certificate with an uncertified copy to be presented:

1. Relevant Application Form (*from AHFoZ Offices @ \$25.00*)
2. Basic Registration Certificate.
3. Current Open Practising Certificates
4. Registration of Premises Certificate from Health Professions Authority
5. City Council Authority Letter/Report for the Premises
6. Tax clearance certificate from ZIMRA
7. Registration fees (\$120.00)

NB:

AHFoZ will register a maximum of TWO surgery addresses per payee number. The surgeries must be within a reasonable distance from each other to ensure that the practitioner gives adequate cover to both surgeries. (Rule 3.)

In exceptional cases, AHFoZ may register an additional surgery where the practitioner is servicing a rural centre or growth point at weekends. (Rule 5)

Subject to rule 5, if the practitioner is employed by the Government or an institution, only one Surgery address will be registered in the town, city or other centre in which the practitioner is employed. (Rule 4)

After processing enclose:

Nat code 01 (Letter of Appointment)

Extract from AHFoZ ZRVS

Letter Re: Drug Awards - Generic Drugs

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

PARTNERSHIP REGISTRATION

Original certificate with an uncertified copy to be presented:

1. Relevant Application form (\$250.00)
2. Basic Registration Certificate
3. Current Open Practising Certificates for all parties involved.
4. Registration of Premises Certificate with names of all parties reflected, from Health Professions Authority.
5. City Council Authority letter/Report for the premises
6. Tax clearance certificate from ZIMRA
7. Registration Fee (\$275.00)

NB:

In case of a group practice, the departure of one of the members does not affect the Payee number. AHFoZ may in special circumstances, permit the continued use of the Payee number for a limited period, if the remaining partner is only one person. (Rule 9).

**All the partners to sign in the application form.
Partnership Registration is open to all disciplines.
After processing enclose:**

**Nat code 17 (Partnership Registration)
Rules and Regulations governing the use of AHFoZ numbers
List of Member Societies**

REGISTRATION FOR A SPECIALIST NUMBER

Original certificate with an uncertified copy to be presented:

- 1. Application letter for a specialist number from that particular service provider.**
- 2. Basic Registration Certificate**
- 3. Post Basic Registration Certificate**
- 4. Current Open Practicing Certificate**
- 5. Registration of Premises Certificate from Health Professions Authority**
- 6. City Council Authority Letter/Report for the Premises**
- 7. Tax clearance certificate from ZIMRA**
- 8. Registration Fee (\$90.00)**

NB:

If already registered AHFoZ, the previous payee number will be cancelled, and a new specialist number issued. The same specialist number can be used for GP practice. If not registered, also submit certified copies of:

- a) Registration of premises certificate from Health Professions Authority**
- b) City Council Authority letter for the premises.**

After processing enclose:

**Nat code 10 (change to specialist register).
List of Member Societies
Rules and Regulations Governing the use of AHFoZ numbers**

NURSES' REGISTRATIONS

Original certificate with an uncertified copy to be presented:

- 1. Relevant Application Form (\$25.00 at AHFoZ Offices)**
- 2. Basic Registration Certificate**
- 3. Post Basic Registration Certificates (where applicable)**
- 4. Current Practising Certificate**
- 5 Tax clearance certificate from ZIMRA**
- 6. Registration Fee (\$55.00)**

NB: Registerable Diplomas

- A. General Nursing**
- b. Midwifery**

- c. Theatre
- d. Anaesthetics
- e. Stoma Therapy

***State Enrolled Nurses, State Certified Nurses and Midwives are also registerable under the above requirements.**

Note: Nurses do not need premises for them to be registered. (Applicable to nurses only.)

After processing enclose:

Nat code 02

(If Surgical Assist/Nurse Anaesthetist - add notice)

List of Member Societies

Nursing Ancillary Tariff

Rules and Regulations Governing the use of AHFoZ numbers

INDUSTRIAL/COMMERCIAL CLINICS

Original certificate with an uncertified copy to be presented:

- 1. Relevant Application form (\$25.00 from AHFoZ Offices)**
- 2. Basic Registration Certificate for the Sister & Doctor in-charge**
- 3. Sister & Doctor in-charge's Current Open Practising Certificate**
- 4. Registration of Premises Certificate from Health Profession Authority**
- 5. City Council Authority Letter/Report for the Premises**
- 6. Dispensing License from MCAZ**
- 7. Tax clearance certificate from ZIMRA**
- 8. Registration Fee (\$275.00)**

NB -

These are Company Clinics for employees only

Only one clinic can be registered under one payee number.

No Inspection of premises by AHFoZ officials

After processing enclose:

Nat code 11 (Industrial Clinics /Mission Hospitals /Government Hospitals)

Current Industrial Clinic Tariff

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

PHARMACIES / PHARMACISTS

Original certificate with an uncertified copy to be presented:

- 1. Relevant Application Form (\$25.00)**
- 2. Basic Registration Certificate for the Pharmacist**
- 3. Current Open Practising Certificates for the Pharmacist**
- 4. Registration of Personal Dispensing Licence from MCAZ**
- 5. Dispensing Licence/Registration of Premises Licence from MCAZ**
- 6. Registration of Premises Certificate from the Health Professions Authority**

7. City Council Authority Letter/Report for the Premises
8. Tax clearance certificate from ZIMRA
9. Registration Fee (\$195.00)

NB:

For registering pharmacies, certificates for the pharmacist in - charge must be submitted

No Inspection of premises by AHFoZ officials

After processing enclose:

Nat code 05(Pharmacy)

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

LABORATORIES

Original certificate with an uncertified copy to be presented:

1. Relevant Application Form(\$25.00)
2. Basic Registration Certificate
3. Post Basic Registration Certificates (where applicable)
4. Current Practising Certificates for the Pathologist in-Charge (if applicable)
5. Registration of Premises Certificate from Health Professions Authority
6. City Council Authority Letter/Report for the Premises
7. Tax clearance certificate from ZIMRA
8. Registration Fee (\$330.00)

NB:

When changing ownership, the payee number is cancelled and a new number is allocated upon submission of above requirements. However, this does not apply to change of premises name. NO inspection of premises by AHFoZ officials

After processing enclose:

Nat code 12(Laboratories)

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

PRIVATE HOSPITAL/NURSING HOMES/FREE STANDING DAYARETHEATRES/EYEUNITS & ACCIDENT AND EMERGENCY (CASUALTY) & MATERNITY UNITS

Original certificate with an uncertified copy to be presented:

1. Letter requesting AHFoZ to come and inspect your Institution
2. Completed Application form for registration of Private Hospitals and Nursing Homes. (From AHFoZ at \$25.00)

3. **Completed Accreditation & Classification of hospitals Document. (30.00 per unit)**
4. **Basic Registration Certificate of practitioner in charge (where applicable)**
5. **Current Open Practising Certificate for the Doctor/Sister-charge (where Applicable)**
6. **Registration of Premises Certificate from Health Professions Authority**
7. **City Council Authority Letter/Report for the Premises**
8. **Tax clearance certificate from ZIMRA**
9. **Inspection Fee (TBA)**
10. **Registration fee (TBA)**

NB:

A minimum of 20 beds will be considered for registration.

The criteria for registration of a private hospital/unit must be met, the registration fee paid in full depending on the number of beds before an inspection is carried out. On submission of the above documents, attach a letter inviting AHFoZ Officials for inspection.

After processing enclose

Individual letter following inspection then add all relevant information as per previous letters.

TPHAU (full description of codes.)

Current Private Hospital listing.

Tariffs for the particular hospital

List of Member Societies.

Rules and Regulations Governing the use of AHFoZ numbers

GOVERNMENT AND MISSION HOSPITALS

Where applicable, original certificate with an uncertified copy to be presented:

1. **Application Form (\$25.00)**
2. **Doctor/Sister in charge's Basic Registration Certificate**
3. **Doctor/Sister in- charge's Current Open Practising certificates**
4. **Registration of premises Certificate from the Health Professions Authority**
5. **Local Authority letter/Report for the premises**
6. **Tax clearance certificate from ZIMRA**
7. **Registration fee (\$275.00)**

NB:

Government Hospitals are not normally registered with Health Professions Authority.

The Hospital/institution must be registered with the Health Professions Authority or some Statutory Body. Inspection of Government /Mission Hospitals is optional.

The registration fee paid in full depending on the number of beds the hospital has.

After Processing enclose:

Nat code 11(Industrial Clinics/Government and Mission Hospital).

National Tariffs for Government/Mission Hospitals (Full Description)
List of Member Societies
Rules and Regulations Governing the use of AHFoZ numbers

MUNICIPALITY AND RURAL CLINICS

Original certificate with a copy to be presented:

- 1. Relevant Application Form (\$25.00)**
- 2. Doctor/Sister in-charge's Basic Certificates**
- 3. Doctor/Sister in-charge's Current Practising Certificate**
- 4. Registration of Premises certificate from Health Professions Authority**
- 5. Dispensing Licence where applicable.**
- 6. City Council Authority letter/Report for the Premises**
- 7. Tax clearance certificate from ZIMRA**
- 8. Registration Fee. (\$275.00)**

NB:

No Inspection of premises by AHFoZ officials

After Processing enclose

Nat code 11 (Industrial Clinic / Government and Mission Hospitals)
List of Member Societies
Rules and Regulations Governing the use of AHFoZ numbers

REGISTRATION FOR INDIVIDUALS NUMBERS - ANCILLARY SRVICES

(I.e. Speech, Occupational, Dietetics, Chiropody, Clinical Psychology, Clinical Social Works, Physiotherapist, Biokineticist, etc.)

Original certificate with a copy to be presented:

- 1. Relevant application form (*From AHFoZ at \$25.00*)**
- 2. Basic Registration Certificate**
- 3. Current Practising Certificate.**
- 4. Registration of Premises Certificate from Health Professions Authority**
- 5. City Council Authority letter/Report for the Premises**
- 6. Tax clearance certificate from ZIMRA**
- 7. Registration Fees (\$90.00)**

NB:

When the Service Provider is using premises belonging to his/her employer, a letter of authority to use the premises must be obtained from the employer and taken to the Health Professions Authority where a certificate will be issued to the individual.

No Inspection of premises by AHFoZ officials

After Processing enclose:

Nat code 09

Relevant Tariffs.

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

GERIATRIC HOMES AND RETARTED CHILDREN'S HOMES.

Original certificate with a copy to be presented.

1. Relevant application form (\$25.00)
2. Doctor/Sister-in-Charge's Basic Registration Certificate (if applicable)
3. Doctor/Sister-in-Charge's Current Practising Certificate (if applicable)
4. Registration of Premises Certificate from Health Professions Council
5. City Council Authority letter/Report for the Premises
6. Tax clearance certificate from ZIMRA
7. Registration Fee (\$275.00)

NB:

No Inspection of premises by AHFoZ officials

After processing enclose

Nat code 08 (Nursing Homes/ Radiographers)

After processing enclose

Individual letter following inspection then add all relevant information as per previous letters.

TPHAU (full description of codes.)

Current Private Hospital listing

Tariffs for the particular hospital

List of Member Societies.

Rules and Regulations Governing the use of AHFoZ numbers

**RADIOLOGY UNITS/RADIOGRAPHERS
ULTRASONOGRAPHERS**

Original certificate with a copy to be presented:

1. Relevant Application (*form AHFoZ (25.00)*)
2. Basic Registration Certificate
3. Post Basic Certificates (where applicable)
4. Current Practising Certificate for the radiologist-in-charge
5. Registration of Premises Certificate from Health Professions Authority.
6. City Council Authority letter/Report for the Premises.
7. Radiation Protection Authority Licence/Report
- 8 f Tax clearance certificate from ZIMRA

9. Registration Fees. (\$275.00)

NB:

No Inspection by AHFoZ officials.

After processing enclose:

Nat code 08 (Nursing Homes/Radiographers).

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

OTHER ANCILLARY SERVICES

(In plants Manufacturers)

Original certificate with a copy to be presented:

- 1. Relevant application form (*From AHFoZ at \$25.00*)**
- 2. Basic Registration Certificate**
- 3. Post Basic Certificates (where applicable)**
- 4. Current Practising Certificate**
- 5. CR 14**
- 6. Certificate of Incorporation**
- 7. Registration of Premises Certificate from Health Professions Authority**
- 8. City Council Authority letter/Report for the Premises**
- 9. Tax clearance certificate from ZIMRA**
- 10. Registration Fees (\$275.00)**

NB No Inspection of premises by AHFoZ officials

NURSING AGENCY

Original certificate with a copy to be presented:

- 1. Relevant application form (*From AHFoZ at \$25.00*)**
- 2. Basic Registration Certificate**
- 3. Post Basic Certificates (where applicable)**
- 4. Current Practising Certificate**
- 5. CR 14**
- 6. Certificate of Incorporation**
- 7. Registration of Premises Certificate from Health Professions Authority**
- 8. City Council Authority letter/Report for the Premises**
- 9. Tax clearance certificate from ZIMRA**
- 10. Registration Fees (\$275.00)**

NB No Inspection of premises by AHFoZ officials

AMBULANCES

Original certificate with an uncertified copy to be presented.

1. Application Letter
2. Application Form (\$25.00)
3. Doctor/Practitioner in-charge's Basic Registration Certificate
4. Doctor/Practitioner in-charge's Current Open Practising Certificate
5. Accreditation of Private Ambulance Services Document from AHPC & HPA
6. City Health Certificate
7. Tax clearance certificate from ZIMRA
8. Registration Fee (\$120.00)

After processing enclose:

Nat code 20(Ambulance Registration)

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

FAMILY PLANNING UNITS

Original certificates with an uncertified copy must be presented:

1. Application Form (\$25.00 from AHFoZ)
2. Sister in-charge's Basic Registration Certificate
3. Post Basic Certificate
3. Sister in-charge's Current Practising Certificate
4. Registration of Premises Certificate from the Health Professions Authority
5. City Council Authority letter/Report for the Premises
6. Tax clearance certificate from ZIMRA
7. Registration fee (\$2750.00)

NB:

No Inspection of Premises by AHFoZ officials

After processing enclose:

Nat code 08__

List of Member Societies

Rules and Regulations Governing the use of AHFoZ numbers

BLOOD TRANSFUSION UNITS

1. Application Form (\$25.00 from AHFoZ)

Certified Copies of:

2. Practitioner/Sister in-charge's Basic Registration Certificate
3. Practitioner/Sister in-charge's Current Practising Certificate

- 4. Registration of Premises Certificate from the Health Professions Authority**
- 5. City Council Authority Letter/Report for the Premises**
- 6. Tax clearance certificate from ZIMRA**
- 7. Registration Fees (\$300.00)**

Please Note

- 1. There is no experience needed for one to be registered with AHFoZ, as long as one is registered with the Health Professions Authority**
- 2. If a practitioner dies, emigrates or ceases to practise for any reason, his/her payee number automatically lapses, although services already rendered will be honoured.**
- 3. In order to retain the Payee Number, the holder (except medical, dental and pharmacy practitioners) must apply for its renewal each year. The renewal date is 1st April for all practitioners and all institutions.**
- 4. If a Practising Certificate has conditions attached, then the service provider cannot be registered.**
- 5. For all other Registrations not mentioned, please consult the Executive Secretary**
- 6. All Doctors with a Diploma in Anaesthetics wishing to register to be Registered**

MEDICAL AID SOCIETY

Certified Copies of:

- 1. Application Letter**
- 2. Certified copy of Authority License from the Ministry**
- 3. Constitution for the particular Medical Aid./Affiliate**
- 4. Copy of CR14 form**
- 5. Tax clearance certificate from ZIMRA**
- 6. Application Fee to be advised after submission of the above**
- 7. Monthly/Annual Subscription (TBA)**
- 8. Registration Fees (TBA)**

NB:

These are forwarded to the Chief Executive Officer via the normal channel. This type of registration is not processed by the Registrations Officer.