

REPUBLIC OF KENYA

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MEDICAL PRACTITIONERS
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KMP & DC HOUSE,
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P.O BOX 44839 - 00100
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Ref No: KMPDC/REN/2019/ (1)

Date: 18th July, 2019

TO ALL DIRECTORS/PROPRIETORS/ACCOUNTING OFFICERS OF HEALTH INSTITUTIONS

RE: 2020 LICENCE RENEWAL NOTICE FOR HEALTH INSTITUTIONS

The Kenya Medical Practitioners and Dentists Council (KMPDC) is committed to efficient and enhanced service delivery to our clients. To achieve this, the Council has launched an **Online Services Portal** known as; osp.medicalboard.co.ke which shall be used for accessing services offered by the Council.

In this regard, Renewal of Health Institutions License shall now be done using the above portal. To enable the Council deal with any challenges that may arise in the use of the online services portal, you are therefore requested to start renewing the Institution's license for the year 2020.

To access the services available in the portal, you are required to nominate a **System Administrator** who shall have sole mandate of managing the licensing function of the Health Institution.

To nominate your preferred system administrator, kindly fill the data in the form below and forward to the Council by **Friday 26th July, 2019** through our email osp@kenyamedicalboard.org:

Health Facility Name	
Registration Number	
Administrator Name	
ID Number/Passport No	
Email Address	
Phone Number	

This form should be signed and endorsed by the Director/Proprietor or Accounting Officer of the Health Institution.

MODES OF PAYMENT

All payments **SHALL** be made through:-

1. **MPESA PAYBILL – 992836**

The **Account Number** for the **Paybill** will be the **Unique Invoice Number** generated by the system.

2. **BANK ACCOUNT:**

Account Name: Medical Practitioners and Dentists Board

Bank: Kenya Commercial Bank,

Account Number: 1103158643

Branch: Milimani Branch.

Please note that to make any payment using either mode, you shall require the unique Invoice Number generated from the portal.

Upon successful payment and authentication by the Council, the Health Institution's System Administrator shall receive a Short code message (SMS) and email notification informing him/her that the license is ready for download and printing from the portal.

NOTE:

- a) In the event of any change in the details provided, or change of the preferred system administrator, the institution's director/proprietor or Accounting Officer shall promptly notify the Council in writing of the change.
- b) The license generated from the portal will have a unique QR Code to be used to verify its authenticity. Once scanned, the QR Code will reveal the licensure details of the health institution.

A dedicated team is available to respond to any queries and address any challenges that may arise while using the online portal. The team can be reached through our mobile lines: +254 740 257 722, +254 202 724 994, +254 202 711 478 or email osp@kenyamedicalboard.org.

Follow this link <https://goo.gl/Ye6vTh> for more details. [Download the procedure manual here.](#)

Kind regards



DANIEL M. YUMBYA, MBS

CHIEF EXECUTIVE OFFICER

KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL