

BASIC INFORMATIONS STEP BY STEP TO HANDLE YOUR APPLICATION FOR MEMBERSHIP OF DENTAL SECTION OF THE HUNGARIAN MEDICAL CHAMBER

PLEASE BE INFORMED THAT PERSONAL CUSTOMER SERVICE AT THE DENTAL SECTION OF THE HUNGARIAN MEDICAL CHAMBER IS BEING SUSPENDED UNTIL 20TH OF AUGUST 2022 DUE TO RENOVATION WORK.

In according of the renovation situation we kindly ask you to send your completed applicaiton by post instead of personal appearance (MOK Fogorvosok Területi Szervezete 1406 Budapest, Pf.: 11.)

If you would you come personally to our office please note we can receive your completed application only during our opening hours as follows:

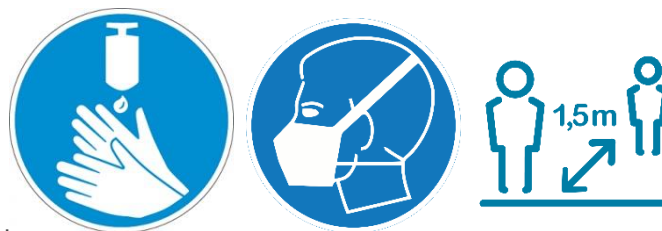
Tuesday 9.00-15.00

Thursday 9.00-15.00

If you come to our office in person, please do so during the designated customer reception time and please take with you the completed registration form, there is not a possibility to complete the form in our office. Please read the information below carefully and, if possible, ask your questions via email. Email address of our customer service: ugyfelszolgalat@fogorvos.hu

PLEASE BE INFORMED, THAT THE DENTAL SECTION PERSONAL CUSTOMER SERVICE AT 1068 BUDAPEST, SZONDI UTCA 100. WILL BE CLOSED FROM 8TH AUGUST 2022 TO 19TH AUGUST 2022. PLEASE HANDLE YOUR APPLICATION BEFORE THESE DATES.

THE DENTAL SECTION IS AVAILABLE BY VIA POST AND E-MAIL.



- In our office must have wear a face mask or a face covering.
- In order to maintain a safe distance, a limited number of clients can be in the office at one time. Please wait outside while in the line.
- After entering the office, the use of a remote hand sanitizer is mandatory.

Necessary things to do to complete your application for the membership:

1. Basic register number

It will be your Hungarian seal number also. You can get this by the National Healthcare Center – OKFŐ

<https://kereso.enkk.hu/> (there is an English version of the homepage)

Opening hours (personal consult)

Tuesday and Thursday 8.30 – 15.30,

at **1085 Budapest, Horánszky utca 24. ground floor** room 010 (beside the info desk)

customer service by phone:

Monday to Thursday 8.30 – 15.30

+36 1 411 1146

2. Hungarian tax number – ADÓAZONOSÍTÓ JEL

You need it to complete our application form. You can get it at any Tax Office Customer Service in Hungary. You have to complete a data sheet, after it they give the tax number to you immediately. In Budapest you can find the customer service points with opening hours below:


Central Customer Services of the Tax Office		
Department	Address	Phone
NAV Észak-budapesti Adó- és Vámigazgatósága	1134 Budapest, Dózsa György út 128-132.	+36 1 427 3200
NAV Észak-budapesti Adó- és Vámigazgatósága	1016 Budapest, Krisztina körút 99.	+36 1 390 4290
NAV Észak-budapesti Adó- és Vámigazgatósága	1051 Budapest, Nádor utca 19.	+36 1 302 7913

Opening hours

Monday:	8.30–18.00
Tuesday:	8.30–12.00
Wednesday:	8.30–18.00
Thursday:	8.30–12.00
Friday:	8.30–11.30

3. Proceed to handle the application for the membership of Dental Section of the Hungarian Medical Chamber

Please note that chamber membership is only necessary if you will be engaged in health care activities in Hungary.

You can find the application form for the membership at the homepage <http://kamara.fogorvos.hu/> Right side of the main screen you can find „Tagfelvételi kérelem” . Klick on it, on the next page you can download in .word the formula „Tagfelvételi kérelem”. You can see the data sheet, the whole proceed runs in Hungarian language, so you may need some help to complete it. Unfortunately our laws do not allow to us to

translate it for you in the office of MOK. You have to complete all the data on the PC or by handwrite (we prefer the PC fillig).

When you finish it, you will have to print the form, please, sign all of the pages and attach to it two color passport photo, if you would like to get the MOK membership card with a photo.

You can handle your application by post (our address: Magyar Orvosi Kamara Fogorvosok Területi Szervezete, 1406 Budapest, Pf. 11.) or personally in our office (opening hours) Tuesday and Thursday 9.00-15.00, address 1068 Budapest, Szondi u. 100. 3rd floor.

Please be informed that personal customer service at the dental section of the Hungarian Medical Chamber is being suspended until 20th of August 2022 due to renovation work.

If you come to our office in person, please do so during the designated customer reception time and please take with you the completed registration form, there is not a possibility to complete the form in our office. Please read the information below carefully and, if possible, ask your questions via email. Email address of our customer service: ugyfelszolgalat@fogorvos.hu

The declaration of your membership takes within 15 days from the receipt of the request.

We will post the declaration to your mailing address and you will find an information sheet about the annual fee of the membership by the Hungarian Medical Chamber and about the paying method.

You can find below the necessary data for the international money transfer:

Magyar Orvosi Kamara
IBAN: HU58 1110 0104 1900 8501 3700 0004
Swift: CIBHHUHB
Magyar Orvosi Kamara
1110 0104 1900 8501 3700 0004
Comment box: name+seal number
Phone number: +36 1 353 21 88
E-mail: ugyfelszolgalat@fogorvos.hu

If you do intend to work in the area of healthcare in Hungary, with the MOK membership declaration, you can begin the procedure of the Operational Registry at the OKFŐ.

Opening hours (personal consult)

Monday to Thursday 8.30 – 15.30,
at 1085 Budapest, Horánszky utca 24. ground floor room 010 (beside the info desk)
customer service by phone:
Monday to Thursday 8.30 – 15.30
+36 1 411 1146

You need to attach the following documents to the application for the Operational Registry at the OKFŐ (National Healthcare Service Center)

- Application form filled out by the Applicant
- Copy of the passport/ID card
- Copy of the proof of evidence concerning the applicant's registered address
- Copy of the diploma/qualification
- Copy of certificate by the membership of the Hungarian Medical Chamber (MOK)
- Receipt of bank transfer about the payment of the fee

Please attend! The Center issues the certificates in 30 days from the date of the arrival of the full application. The time required to the completion of missing documents is not part of the administrative deadline.

4. MEDICAL SEAL/STAMP ORDER AT THE TASKS OF NATIONAL HEALTHCARE INSURANCE FUND OF HUNGARY (NEAK)

The first medical seal order is free, you have to complete a formula, what you can find on the homepage below:

http://www.neak.gov.hu/nyomtatvanytar/temp_sc_538160.html

Please write your name with the Dr. title, your basic registration number, and the address of those NEAK department where you can pick your ready medical seal up.

It worth to choose those department, which is close to your living area, because you can get your seal only personally.

Addresses of the NEAK departments:

Ellátási és Koordinációs Főosztály I.	6726 Szeged, Bal fasor 17-21.
	6000 Kecskemét, Izsáki út 8.
	5600 Békéscsaba, Luther utca 3.
Ellátási és Koordinációs Főosztály II.	7623 Pécs, Nagy Lajos király útja 3.
	7400 Kaposvár, Bajcsy-Zsilinszky utca 28.
	7100 Szekszárd, Szent István tér 19-21.
Ellátási és Koordinációs Főosztály III.	4026 Debrecen, Darabos utca 9-11.
	5000 Szolnok, Mikszáth K. út
	4400 Nyíregyháza, Vörösmarty tér 7.
Ellátási és Koordinációs Főosztály IV.	3530 Miskolc, Mindszent tér 3.
	3100 Salgótarján, Zemlinszky R. út 9.
	3300 Eger, Klapka Gy. út 1.
Ellátási és Koordinációs Főosztály V.	8000 Székesfehérvár, József A. utca 42.
	8200 Veszprém, Óvári F. út 7.
	2800 Tatabánya, Népház utca 12.
Ellátási és Koordinációs Főosztály VI.	1139 Budapest, Teve utca 1/A-C.
Ellátási és Koordinációs Főosztály VII.	9700 Szombathely, Szily J. utca 30.
	8900 Zalaegerszeg, Kossuth L. utca 9-11.
	9023 Győr, Szabolcska M. utca 1/a.

Write the date on the formula, and sign it. After you can scan or take a picture of it, and send as an attachment from your personal e-mail address to the e-mail address of NEAK belyegzo@neak.gov.hu, in the subject you can write your basic registration number. (Not necessary to write any other text in the e-mail)

The NEAK will reply automatically, that they accept your application and after will send an another e-mail, when your medical seal will be ready.