
**PRIVATE HEALTHCARE FACILITIES AND SERVICES
ACT 1998**

**PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE
MEDICAL CLINICS OR PRIVATE DENTAL CLINICS)
REGULATIONS 2006**

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PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL
CLINICS OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

IN exercise of the powers conferred by sections 106 and 107 of the Private Healthcare Facilities and Services Act 1998 [Act 586], the Minister makes the following regulations:

PART I

PRELIMINARY

Citation and commencement

1. (1) These regulations may be cited as the **Private Healthcare Facilities and Services (Private Medical Clinics or Private Dental Clinics) Regulations 2006**.

(2) These Regulations come into operation on 1 May 2006.

Interpretation

2. (1) In these Regulations unless the context otherwise requires—

"hazardous waste" includes both infectious and non-infectious waste;

"infectious waste" includes human, **animal**, biological wastes or contaminated sharps and any items that may be contaminated with pathogens;

"non-infectious waste" includes toxic **chemicals**, cytotoxic **drugs**, radioactive, flammable and explosive wastes;

"outpatient facility" means any premises used or intended to be used by a healthcare professional to provide healthcare service to individuals on an outpatient basis and shall include a private medical clinic, a private dental clinic and an outpatient clinic or outpatient department within a private healthcare facility or service licensed or deemed to be licensed or to be licensed under the Act which requires separate registration;

"private dental clinic" refers to a private dental clinic registered or to be registered as a separate entity under section 30 of the Act;

"private medical clinic" refers to a private medical clinic registered or to be registered as a separate entity under section 30 of the Act;

"grievance mechanism" refers to the procedure set out in Part VI made pursuant to section 36 of the Act whereby complaints by patients or patients' representatives may be initiated and resolved;

"fee-splitting" means any form of kickbacks or arrangements made between practitioners, healthcare facilities, organizations or individuals as an inducement to refer or to receive a patient to or from another practitioner, healthcare facility, organization or individual;

"outpatient service" means any service which is organized to provide facilities, equipment and healthcare professionals who are qualified by training, experience and ability to care for individuals who come to a private medical clinic, a private dental clinic and an outpatient clinic or outpatient department within a private healthcare facility or service licensed or deemed to be licensed or to be licensed under the Act which requires separate registration on an outpatient basis;

"patient" means a person accepted on an outpatient basis;

"patient's medical record" means documentation of services by registered medical practitioners, registered dental practitioners, registered nurses, registered medical assistants, technologists or other healthcare staff and made in accordance with regulation 30 pertaining to medical, dental or other healthcare that are performed at the direction of a medical, dental or other healthcare provider on a patient.

(2) For the avoidance of doubt, it is declared that in the case of a patient who is incompetent or unable to act on his own behalf, the reference to the word "patient" shall be construed, as the circumstances may require, so as to include his legal guardian or legal representative.

PART II

APPLICATION FOR CERTIFICATE OF REGISTRATION OF A PRIVATE MEDICAL CLINIC OR PRIVATE DENTAL CLINIC

Application for registration

3. (1) An application for registration to establish, maintain, operate or provide a private medical clinic or a private dental clinic shall be made in duplicate to the Director General in Form A of the First Schedule and accompanied by the processing fee as stipulated in the Second Schedule.

(2) The Director General shall consider the application and may approve or refuse the application and shall notify the applicant in writing of his decision.

(3) The fee payable for the issuance of a certificate of registration shall be as stipulated in the Second Schedule.

(4) The certificate of registration for a private medical clinic shall be in Form B of the First Schedule.

(5) The certificate of registration for a private dental clinic shall be in Form C of the First Schedule.

Approval for transfer, assignment or disposal of certificate of registration

4. (1) An application for transfer, assignment or disposal of a certificate of registration of a registered private medical clinic or registered private dental clinic shall—

(a) be made in duplicate to the Director General in Form D of the First Schedule for application for transfer or assignment or in Form E of the First Schedule for application for disposal; and

(b) accompanied by—

(i) all documents as may be necessary to support the application; and

(ii) the fee as stipulated in the Second Schedule.

(2) The Director General shall consider the application and may approve or refuse the application and shall notify the applicant in writing of his decision.

(3) Upon receiving the notice of approval for transfer, assignment or disposal the applicant shall submit his certificate of registration to the Director General within fourteen days.

(4) Any person who contravenes subregulation (3) commits an offence.

Variation or amendment

5. (1) An application—

(a) to vary the terms or conditions of a registration; or

(b) to amend the particulars,

contained in a certificate of **registration**, shall be made in writing to the Director General and accompanied by the fee as stipulated in the Second Schedule.

(2) Upon receiving an application under subregulation (1), the Director General shall consider the application and may approve or refuse the application and shall notify the applicant by notice in writing of his decision.

(3) Upon receiving the notice of any approval under subregulation (2), the applicant shall submit his certificate of registration to the Director General within fourteen days.

(4) Upon receiving the certificate of registration submitted to him under subregulation (3), the Director General shall make the necessary endorsement or amendment on the certificate of registration as approved by him and on the copy of the certificate of registration kept in the Register maintained under regulation 19.

(5) Where endorsement on or amendment to the certificate of registration submitted to him under subregulation (3) is not possible, the Director General may issue a new certificate of registration containing the particulars of the variation or the amendment.

(6) The certificate of registration issued to a registered medical practitioner or registered dental practitioner under subregulation (5) shall be in Form F or Form G of the First Schedule respectively.

(7) The Director General may refuse to make endorsement on or amendment to the certificate of registration under subregulation (4), or issue a new certificate of registration under subregulation (5) if the applicant fails to submit the certificate of registration within the time specified in subregulation (3).

(8) Any person who contravenes subregulation (3) commits an **offence**.

Duplicate of certificate of registration

6. Where a certificate of registration is lost, destroyed or damaged, a duplicate may be issued by the Director General **upon**—

- (a) production of evidence of loss, destruction or damaged;
- (b) production of any documents as the Director General may require; and
- (c) payment of the fee as stipulated in the Second Schedule.

PART III

ORGANIZATION AND MANAGEMENT OF PRIVATE MEDICAL CLINICS OR PRIVATE DENTAL CLINICS

Plan of organization

7. (1) All private medical clinics or private dental clinics shall have a plan of organization, which shall include an organizational chart that shall be exhibited in a conspicuous part of the private medical clinics or private dental clinics.

(2) The plan of organization shall be in writing and made available upon inspection.

(3) The plan of organization shall specify the authority, responsibility and functions of each category of staff.

(4) All registered medical practitioners or registered dental practitioners privileged to practise in the private medical clinics or private dental clinics shall be considered as part of the organization.

(5) Any person who contravenes subregulation (1) commits an offence.

Person in charge

8. A person in charge of a registered private medical clinic or registered private dental clinic shall hold such qualification, have undergone such training and possess such experience as stipulated in the Third Schedule.

Healthcare professional staff

9. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that all healthcare professional staff—

- (a) are registered under any law regulating their registration and in the absence of such law, hold such qualifications and possess such experience as are recognized by the Director General; and
- (b) have such qualification, training, experience and skill to practise in his particular speciality or subspecialty in the field of medicine or dentistry, nursing or other healthcare profession as are recognized by the Director General.

(2) Any foreign healthcare professional staff shall have a letter of good standing to practise in Malaysia and fulfil the requirement under subregulation (1).

(3) Any registered medical practitioner or registered dental practitioner may be employed or engaged in any private medical clinic or private dental clinic on a temporary basis for any period of time.

(4) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that any healthcare professional staff employed or engaged in the private medical clinic or private dental clinic submits all particulars relating to his registration, qualification, training, experience and skill as specified in subregulation (1).

(5) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall not practise fee-splitting and shall ensure that all healthcare professional staff do not practise fee-splitting.

(6) Any person who contravenes subregulation (1) or (5) commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Treatment of patient

10. (1) A patient treated at a private medical clinic shall be under the professional treatment of a registered medical practitioner while a patient treated at a private dental clinic shall be under the professional treatment of a registered dental practitioner.

(2) For any treatment course requiring multiple patient encounters, an explanation and instruction shall be provided to the patient at the beginning of such treatment course and shall be in accordance with the requirements of these Regulations.

(3) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that a registered medical practitioner or a registered dental practitioner be on duty at all times during the private medical clinic's or private dental clinic's operating hours.

(4) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Orders for diagnostic procedure, medication or treatment

11. (1) The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall ensure that—

- (a) diagnostic procedure, medication or treatment shall only be given on the written order of a registered medical practitioner or registered dental practitioner; and
- (b) the orders shall be written legibly in ink and shall be signed by the registered medical practitioner or registered dental practitioner.

(2) The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall—

- (a) ensure that the generic or trade names of drugs be written in full before the usage of any abbreviation in the patient's medical record;
- (b) permit self administration of medications by patient only when specifically ordered in writing by a registered medical practitioner or registered dental practitioner;
- (c) inform any medication errors and adverse drug reactions immediately to the prescribing registered medical practitioner or registered dental practitioner;
- (d) ensure that any medication errors and adverse drug reactions shall be recorded in the patient's medical record; and
- (e) keep all medications in properly labelled containers.

(3) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic using computerized medical record shall ensure that all orders for diagnostic procedure, medication or treatment are signed by a registered medical practitioner or registered dental practitioner submitting them and entered in the patient's medical record by technologically appropriate medium as may be determined by the holder of a certificate of registration.

(4) Authentication of orders under this regulation may be in a written **signature**, identifiable initials or computer key.

(5) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Volunteers programme

12. (1) A private medical clinic or private dental clinic utilizing or intending to utilise volunteers shall ensure that careful orientation, planning and supervision of such volunteers are available.

(2) Any volunteer at a private medical clinic or private dental clinic shall not perform or assist professional care such as nursing care or personal care duties unless required by the private medical clinic or private dental clinic.

(3) Any volunteer performing or assisting in professional care duties shall be a person with such qualification, training and experience in the relevant healthcare profession.

Incident reporting

13. (1) Any unforeseeable or unanticipated incident that has occurred at any private medical clinic or private dental clinic shall be reported in writing by the private medical clinic or private dental clinic to the Director General or any other person authorized by the Director General in that behalf the next working day after the incident occurred or immediately after the private medical clinic or private dental clinic has reasonable cause to believe that the incident occurred.

(2) The reporting of unforeseeable or unanticipated incident shall include, at a minimum, the following information:

- (a) deaths of patients of the private medical clinic or private dental clinic from unexplained cause or under suspicious circumstances that are required to be reported to police;
- (b) fires in the private medical clinic or private dental clinic resulting in death or personal injury;
- (c) assault or battery of patients of the private medical clinic or private dental clinic by staff; or
- (d) malfunction or intentional or accidental misuse of patient care equipment that occurs during treatment or diagnosis of a patient of the private medical clinic or private dental clinic and that did, or if not averted would, have significant adverse effect on the patient or staff of the private medical clinic or private dental clinic,

whichever is relevant to the incident.

(3) A private medical clinic or private dental clinic shall retain for at least such period as specified under any written law pertaining to limitation period information about investigation and findings regarding an unforeseeable or unanticipated incident so reported under subregulation (1).

(4) The Director General may request further information of the unforeseeable or unanticipated incident from the private medical clinic or private dental clinic or any other person if he determines that the information is necessary for further investigation.

(5) The holder of a certificate of registration or any personnel of a private medical clinic or private dental clinic shall not discriminate or retaliate against any person who in good faith provides any information under subregulation (4) or gives any evidence in any proceedings against any holder of a certificate of registration of the private medical clinic or private dental clinic or any person related to him.

- (6) Any person who contravenes subregulation (1) or (2) commits an offence.

PART IV

POLICY

Written policy

14. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that the private medical clinic or private dental clinic has written policies on—

- (a) registered medical practitioner or registered dental practitioner privileged to practise in the private medical clinic or private dental clinic and there shall be a written contract between such practitioner and the private medical clinic or private dental clinic;
- (b) the procedure of patients registration, attendance and referrals;
- (c) incident reporting and requiring its staff to report incidents to it;
- (d) infection control, including prescribing of antibiotics in the private medical clinic or private dental clinic;
- (e) the use of volunteers;
- (f) general maintenance of the private medical clinic or private dental clinic;
- (g) activities and responsibilities of a registered medical practitioner or registered dental practitioner relating to patient care and supervision of patient care; and
- (h) transportation of laboratory specimens.

(2) The policies under subregulation (1) shall be—

- (a) made available to all staff and discussed with every new staff;
- (b) reviewed periodically at least once in every five years and revised as the private medical clinic or private dental clinic deems necessary from the date of the most recent review;
- (c) implemented in the private medical clinic or private dental clinic; and
- (d) in accordance with any directives that may be issued from time to time by the Director General.

(3) Any person who contravenes subregulation (1) commits an offence.

Policy statement

15. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall provide a policy statement which shall include but not limited to the following explanation on:

- (a) staff identification;

- (b) billing procedures;
- (c) patient's rights to—
 - (i) information concerning medical treatment and care;
 - (ii) be informed of the private medical clinic's or private dental clinic's grievance procedure; and
 - (iii) be supplied or provided with patient's medical report.

(2) The policy statement referred to under subregulation (1) shall be exhibited in a conspicuous part of the private medical clinic or private dental clinic.

Staff identification

16. A patient has the right to know—
- (a) the method of identification of staff through uniforms, badges or other methods; and
 - (b) the names and professional status of the staff providing care or treatment to the patient.

Billing procedures

17. (1) A private medical clinic or private dental clinic shall, upon request prior to the initiation of care or treatment, inform the patient—

- (a) of the estimated charges for services based upon an average patient with a diagnosis similar to the tentative or preliminary diagnosis of the patient; and
- (b) of other unanticipated charges for services that is routine, usual and customary.

(2) A patient has the right to be informed by a private medical clinic or private dental clinic prior to the initiation of care or treatment of the private medical clinic's or private dental clinic's billing procedures.

(3) A patient has the right to obtain from a private medical clinic or private dental clinic upon request, itemised billing for the whole course of the patient's treatment at the private medical clinic or private dental clinic at no extra cost.

(4) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Patient's rights

18. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall take reasonable steps to ensure that a patient is—

- (a) provided with information about the nature of his medical condition and any proposed treatment, investigation or procedure and the likely costs of the treatment, investigation or procedure;

- (b) treated with strict regard to decency; and
- (c) provided with medical report within a reasonable time upon request by the patient and upon payment of a reasonable fee.

(2) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

PART V

REGISTERS, ROSTERS AND RETURNS

Clinics Register

19. (1) The Director General shall, for the purposes of these Regulations, cause to be kept and maintained a register of private medical clinics and private dental clinics to be known as "Clinics Register".

(2) Any certificate of registration issued to a private medical clinic or private dental clinic by the Director General under these Regulations shall be prepared in duplicate, one copy to be delivered by the Director General to the holder of a certificate of registration and the other to be retained by the Director General and serially numbered therein.

(3) The Director General shall enter in the register an entry of transfer, assignment, disposal, surrender, amendment, issuance of a new certificate under subregulation 5(5) or any other matter affecting the status of or any interests in any certificate of registration issued under these Regulations.

(4) No transfer, assignment, disposal, surrender, amendment or any other matters referred to in subregulation (3) shall have effect until the entry thereof has been entered under this regulation.

(5) Search on or extracts from the Clinics Register shall be made available upon request by the public during normal office hours on payment of a fee as stipulated in the Second Schedule.

Attendance, referral and death register

20. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall keep and maintain an attendance, referral and death register for all patients.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall take reasonable steps to ensure that the following information is entered at every visit or follow-up in the attendance, referral and death register in respect of each patient:

- (a) full name;
- (b) identification card number;

-
- (c) date of visit;
 - (d) time of visit;
 - (e) gender;
 - (f) age;
 - (g) ethnic group;
 - (h) nationality;
 - (i) referral, if any; and
 - (j) death, if any.
- (3) With regard to referral forms, the holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall—
- (a) take reasonable steps to ensure that where a patient is referred to another healthcare facility or service, a referral form in accordance with paragraph (b) is completed and the original is sent with the patient and a copy filed in the patient's medical record at the referring private medical clinics or private dental clinics; and
 - (b) ensure that a referral form contains, at a minimum, the following information:
 - (i) patient's name, address, date of birth and gender;
 - (ii) identification card number;
 - (iii) referring private medical clinic or private dental clinic and where referred;
 - (iv) referral date;
 - (v) provisional medical or dental diagnosis on referral;
 - (vi) procedures performed at the transferring private medical clinic or private dental clinic, if any;
 - (vii) current medication, if any;
 - (viii) known allergies and drug sensitivities, if any;
 - (ix) patient's condition on transfer;
 - (x) referring registered medical practitioner's or registered dental practitioner's name and signature; and
 - (xi) note of any reports sent with the patient, if any.
- (4) Any person who contravenes this regulation commits an offence.

Patient's Medical Record Register

21. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall keep and maintain a Patient's Medical Record Register to record the movement of patient's medical record.

- (2) Any person who contravenes this regulation commits an offence.

Staff Register

22. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall keep and maintain a Staff Register and such register shall contain—

- (a) the name, age, designation and qualifications of all staff including the **medical staff**, **dental staff**, **nursing staff**, **technical staff**, **ancillary staff** and those staff responsible for the care and treatment of patients and, where relevant, the registration number and practising certificate numbers of such staff; and
- (b) records of leave and sickness, date and source of references received and given, and results of recent staff appraisal which are confidential but are made available to the staff.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall maintain a Temporary Staff Register of staff given temporary staff privileges separate from the Staff Register maintained under subregulation (1) and such register shall **contain—**

- (a) the name, age, designation and qualifications of all staff including **medical staff**, **dental staff**, **nursing staff**, **technical staff**, **ancillary staff** and those staff responsible for the care and treatment of patients and, where relevant, the registration number and practising certificate numbers of such staff; and
- (b) records of the temporary staff's movements in the private medical clinic or private dental clinic.

- (3) Any person who contravenes this regulation commits an offence.

Volunteer Register

23. The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic utilizing or intending to utilize volunteers shall keep and maintain a Volunteer Register for the purpose of evaluating the effectiveness of the volunteer services, which shall contain but not limited to the following details:

- (a) volunteer application form;
- (b) completed questionnaire on health status;
- (c) records of assignments and work hours;
- (d) current individual job description or identification of a standardized job description that is specific in terms of duties of a volunteer; and
- (e) records of in-service training and job orientation.

Roster

24. The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall keep and maintain a roster of all healthcare professional staff for the day and the roster shall be exhibited in a conspicuous part of the private medical clinic or private dental clinic.

Statistical returns

25. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall forward to the Director General the following details:

- (a) statistical information of International Classification of Disease Ten (ICD-10) at every three month intervals; and
- (b) any other information deemed necessary and required at any time by the Director General.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that the information forwarded in accordance with subregulation (1) does not contain the name and address of any patient.

(3) Any person who contravenes subregulation (1) commits an offence.

PART VI**GRIEVANCE MECHANISM****Patient grievance mechanism plan**

26. The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall provide a patient grievance mechanism plan which shall include a method by which each patient will be made aware of his rights to air his grievances and the grievance procedures.

Grievance procedure

27. (1) Any grievance against a private medical clinic or private dental clinic may be submitted by any patient orally or in writing to any staff of the private medical clinic or private dental clinic.

(2) The staff shall document all complaints received and immediately forward to the holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic by the next working day.

(3) The holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic shall cause an investigation to be made and provide a reply to the complainant within fourteen days after the complaint was received by the holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic and such reply shall contain—

- (a) the result of the investigation; and
- (b) an information to the complainant that if he is dissatisfied with the reply, the complainant may refer the matter in writing to the Director General.

(4) If a complaint is referred to the Director General under subregulation (3), the Director General shall notify the complainant and the private medical clinic or private dental clinic of the complaint and the Director General shall investigate or caused to be investigated the complaint.

(5) The Director General shall inform the complainant and the private medical clinic or private dental clinic in writing of his findings or any recommendations he may have based on his finding.

PART VII

PATIENT'S MEDICAL RECORD

Interpretation

28. In this Part, unless the context otherwise requires—

"attending healthcare provider" means—

- (a) any registered medical practitioner or registered dental practitioner who attends to the patient in the private medical clinic or private dental clinic; or
- (b) the person in charge of the private medical clinic or private dental clinic if the registered medical practitioner or registered dental practitioner referred to in paragraph (a) is deceased or unavailable;

"representative" means—

- (a) a person so authorized in writing by a patient;
- (b) a person so authorized in writing by a court order to act on behalf of a patient; or
- (c) in the case of a deceased patient or where a patient is incompetent or unable to act on his own behalf, the legal representative of a patient.

Patient's medical record system

29. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall have an appropriate patient's medical record system comprising of facilities, procedures and organization for keeping patient's medical record.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall—

- (a) ensure that a separate patient's medical record is kept for each patient where each patient is assigned with a registration number; and
- (b) be responsible to safeguard the information on the patient's medical record against loss, tampering or use by unauthorized persons.

(3) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Patient's medical record

30. (1) A patient's medical record is the property of a private medical clinic or private dental clinic.

(2) No patient's medical record shall be taken out from the private medical clinic or private dental clinic except under a court order and when taken out from the private medical clinic or private dental clinic under a court order, a copy of the records shall be retained by the private medical clinic or private dental clinic and the original records shall be returned to the private medical clinic or private dental clinic at the end of the proceedings for which the records were directed to be procured.

(3) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that for each attendance, each patient's medical record shall have the information as specified in the Fourth Schedule.

(4) All entries in a patient's medical record shall be —

- (a) dated and authenticated by the person who gave the order, provided the care or performed the observation, examination, assessment, treatment or other service to which the entry pertains; and
- (b) legibly written in ink, typewritten or recorded on a computer terminal which is designed to receive such information and if recorded and stored in a computer, it may be stored on magnetic tapes, discs or other devices suited to the storage of data.

(5) All originals or copies of any patient's medical reports received from any other healthcare facility or service including other private medical clinic or private dental clinic shall be filed in the patient's medical record in the private medical clinic or private dental clinic.

(6) Any person who contravenes subregulation (3), (4) or (5) commits an offence.

Retention of patient's medical record

31. (1) The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall ensure that all original patient's medical records or documents relating to such records shall be preserved at least for the period as specified under any written law pertaining to limitation period.

(2) Where a private medical clinic or private dental clinic intends to cease operation, the holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall comply with such directions as the Director General may give with regard to the preservation of the patient's medical records and other records or reports on the patient care data.

(3) Where a certificate of registration of a private medical clinic or private dental clinic is transferred to a new holder of a certificate of registration, the transferring holder of a certificate of registration shall ensure that the patient's medical records are also transferred to the new holder.

Rights of healthcare professional to access or inspect patient's medical record for defence in any civil action brought against him

32. (1) A healthcare professional who had provided or who had caused to be provided any healthcare to a patient and who had made or caused to be made any written notations in a patient's medical record while providing such healthcare to such patient shall be allowed access to such notations in the patient's medical record in the custody of any registered private medical clinic or private dental clinic specifically to be used for his defence in any civil action brought against him relating to the healthcare he had provided or caused to be provided by him.

(2) Such healthcare professional may, upon approval by the holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic and after consulting the attending healthcare provider, access other notations or documents relevant to the healthcare he had provided or caused to be provided by him including referral letters and notes relating to such patient which were made available to him when he was providing healthcare to such patient.

(3) Nothing in this regulation shall be construed so as to waive the responsibility of a healthcare professional from obtaining consent from a patient or patient's representative for access to the patient's medical record for purposes other than a civil action brought against him by such patient.

(4) Nothing in this regulation shall be construed so as to limit the right of a healthcare professional or his counsel to inspect the patient's medical record.

(5) Nothing in this Part shall be construed so as to waive the responsibility of a private medical clinic or private dental clinic or custodian of a patient's medical records to maintain confidentiality of such records in its possession.

PART VIII

INFECTION CONTROL

Infection control

33. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall be responsible for the development of an active premise-wide infection control programme and infection control system with measures developed to prevent, identify and control infection acquired in or brought into the private medical clinic or private dental clinic.

(2) The infection control programme shall include the following:

- (a) a system for **reporting**, evaluating and maintaining data on the incidence and trends of infections among patients and staff;

-
- (b) a system to detect outbreaks of infectious disease among patients or staff and inform appropriate authorities; and
- (c) a system to prevent and control any outbreak of infectious disease which shall include but not limited to—
- (i) ensuring that any staff who contracts any infectious or communicable disease or who is a carrier to be taken off any duty from a private medical clinic or private dental clinic until he is permitted to do so by a registered medical practitioner; and
 - (ii) ensuring that any equipment, which may have become contaminated during the treatment of any such patient, to be withheld from use in connection with the treatment of any other patient until it has been appropriately disinfected.
- (3) The holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic shall institute adequate measures to safeguard all personnel and the environment against biological hazards.
- (4) The holder of a certificate of registration or the person in charge of a private medical clinic or private dental clinic shall comply with any directives or guidelines issued by the Director General on managing infection control, especially during outbreaks of infectious diseases.
- (5) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

PART IX

GENERAL PROVISIONS FOR STANDARDS OF PRIVATE MEDICAL CLINICS OR PRIVATE DENTAL CLINICS

Chapter 1 — Location

Location of private medical clinics or private dental clinics

34. (1) A private medical clinic or private dental clinic shall be located free from undue noise or, if the private medical clinic or private dental clinic is located in a noisy area, the holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall take adequate measures to ensure that the noise is minimized to the extent that no disturbance is caused to its patients.

(2) The location of any private medical clinic or private dental clinic shall not be exposed to excessive smoke, foul odours or dust.

Vector control

35. A private medical clinic or private dental clinic shall be such as to prevent the entrance and harbourage of rodents and insects.

Stairways or ramps

36. (1) Entrances and exits required for movement of patients in wheelchairs or on stretchers shall be designed without stairs and shall be provided with adequate ramps.

(2) All stairways and ramps shall comply with standards and requirements to the satisfaction of the Fire Services Department.

Doors

37. (1) All entrance doors, exit doors and other doors through which patients are transported in wheel chairs, stretchers or beds, shall have 1.2 metres minimum clear opening.

(2) The door for all patient toilets shall have 0.9 metre minimum clear opening and the door shall not swing into the toilet room and if the toilet is next to a corridor the door shall open sideways.

(3) The doors for receiving entrance, store room and other doors through which large carts passes through or bulk goods are transported shall be of adequate width.

(4) All two-way swing doors shall have vision panels.

(5) Exterior doors shall be designed to prevent entrance of rodents and the clearance at the bottom of the door shall not exceed 0.6 centimetre.

(6) All doors except closet doors shall not swing into the corridors.

Floor finishes

38. (1) Floor finishes of each room or area in a private medical clinic or private dental clinic shall be of non-toxic material, non-skid, easily cleaned and suitable for the functions of each room or area and carpets may be used provided that the fibre is easily cleaned.

(2) Notwithstanding subregulation (1), no carpets shall be used in the stairways or stair enclosures, toilets and bathrooms or within surgical rooms.

Wall surfaces

39. Wall surfaces of each room or area in a private medical clinic or private dental clinic shall be—

- (a) of non-toxic material, easily cleaned and suitable for the functions of each room or area;
- (b) smooth and washable finish in rooms used for patient care or treatment and rooms in which supplies and equipment for patient care or treatment are stored, assembled or processed; and
- (c) painted, glazed or finished with waterproof finishes extending above the splash line in all rooms or areas that are subject to splash or spray.

Ceilings

40. (1) Ceilings of each room or area in a private medical clinic or private dental clinic shall be—

- (a) 2.4 metres minimum clear floor to ceiling height for air-conditioned rooms or areas; and
- (b) 3.0 metres minimum clear floor to ceiling height for non-air-conditioned rooms or areas.

(2) Non-toxic materials shall be used for ceilings.

Signs and labels

41. There shall be proper signage and labelling system in all private medical clinics or private dental clinics.

Chapter 3 — General Standards for Room or Area

Waiting area

42. There shall be adequate space for patients' waiting area in all private medical clinics or private dental clinics.

Janitor's closet

43. (1) The janitor's closet shall at least be equipped with—

- (a) a hook strip for mop handles from which soiled mop heads have been removed; and
- (b) shelving for cleaning materials.

(2) The floor area of the janitor's closet shall be adequate to store mop buckets and, if any, wet and dry vacuum machine.

Storage

44. The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall provide a storage area for storing extra equipment, stretchers and wheelchairs.

Chapter 4 — Plumbing, Toilet and Water Supply

Plumbing

45. (1) All plumbing fixtures shall be designed and installed to be easily cleaned and maintained.

(2) Sinks in which utensils and equipment are cleaned shall be double compartment with adequate counter space on both sides and the depth of the sink shall be dependent on the function of the sink being used.

(3) Hands-free faucet shall be on all hand-washing facilities and sinks for staff use where required to control cross infection, unless the fixture is used for soiled functions only and another sink or hand-washing facility with hands-free faucet is located in the same area of the room.

(4) All plumbing facilities shall be installed in such manner as to completely prevent the possibility of cross connections between safe and unsafe water supplies or back siphonage.

Toilet

46. (1) A private medical clinic or private dental clinic shall provide—

- (a) a suitable shelf or equivalent and mirror at each hand-washing facility near toilet rooms;
- (b) each hand washing facility shall include soap, hand washing appliance and sanitary hand drying facility;
- (c) adequate toilet paper on toilet paper holder properly located at each water closet;
- (d) water spray at each water closet; and
- (e) grab bar of suitable material and functional design securely mounted and properly located at each water closet.

(2) A toilet room shall be kept in a clean and sanitary condition at all times.

Water supply

47. (1) There shall be an adequate water supply which conforms to the quality standards as approved by the relevant authority.

(2) There shall be sufficient water supply at all times in any private medical clinic or private dental clinic to accommodate the requirement of the private medical clinic or private dental clinic.

(3) All water tanks within a private medical clinic or private dental clinic shall be properly maintained and shall be constructed with material approved by the relevant authority.

Chapter 5 — Electrical Systems, Emergency Light and Power Supply

Nature of electrical sockets

48. The **type, quantity**, location and height of electrical sockets shall be appropriate for the services to be performed and all sockets shall be of the grounding type.

Lighting

49. The number, type and location of lighting fixtures shall provide adequate illumination for the functions of each room or area.

Emergency power supply

50. Adequate emergency electrical generating equipment with automatic transfer in case of interruption of normal power supply to essential equipment, rooms and areas shall be provided in a private medical clinic or private dental clinic.

Chapter 6 — Ventilation

Ventilation

51. All rooms and areas in a private medical clinic or private dental clinic shall be adequately ventilated.

Chapter 7 — Waste Disposal

Sewage and sewerage system

52. No exposed sewer line shall be located directly above working, storing or eating surfaces in pantries or where medical or surgical supplies are prepared, processed or stored.

Refuse

53. (1) All refuse, not treated as sewage, shall be kept in suitable containers which shall be impervious, non-absorbent and easily washable with close and tight-fitting lid.

(2) Refuse containers shall be thoroughly cleansed each time after the container is emptied and there shall be an impervious floor area provided with a drain for cleansing the refuse containers.

(3) Refuse shall be removed daily.

(4) There shall be sufficient number of sound watertight containers with tight-fitting lids to hold all refuse removed from any private medical clinic or private dental clinic that accumulates between collections.

(5) No refuse shall be burned within a private medical clinic or private dental clinic.

(6) Refuse removed from a private medical clinic or private dental clinic shall be disposed of periodically in accordance with the local authority requirements.

(7) All personnel shall wash their hands thoroughly after handling any refuse.

(8) Carts used to transport refuse shall be made of impervious materials which shall be enclosed and used solely for the transportation of refuse.

Hazardous waste

54. (1) Infectious waste and non-infectious waste from a private medical clinic or private dental clinic shall be separated at the point of generation.

(2) Infectious waste shall be discarded into clearly identifiable containers or plastic bags that are leak-proof and puncture-resistant and the containers shall be marked with the universal symbol for biological hazards.

(3) Non-infectious waste shall be handled in accordance with good safety practice and any written law relating to handling of such waste.

(4) All hazardous waste shall be packaged, transferred and disposed of in a manner accepted by the relevant authority to protect both the persons and the environment.

Chapter 8 — Housekeeping

Organization of housekeeping services

55. (1) Every private medical clinic or private dental clinic shall establish organized housekeeping services planned, operated and maintained to provide a pleasant, safe and sanitary environment.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall appoint a person to supervise the housekeeping services.

Written procedures

56. There shall be specific written procedures for appropriate cleaning of all service areas in any private medical clinic or private dental clinic, giving special emphasis to procedures applying to infection control.

Cleaning methods

57. Cleaning shall be performed in a manner to minimise the spread of pathogenic organisms in any private medical clinic's or private dental clinic's atmosphere.

Equipment and supplies

58. A suitable equipment and supply shall be provided for cleaning and the equipment and supply shall be maintained in a safe and sanitary condition.

Germicides

59. Where a private medical clinic or private dental clinic uses germicides for cleaning, the selection of the germicides shall be under the supervision of a person appointed under subregulation 55(2).

Storage

60. Where solutions, cleaning compounds and hazardous substances are used for cleaning purposes, the solutions, cleaning compounds and hazardous substances shall be labelled properly and stored in safe places.

Dry dusting and sweeping

61. No dry dusting and sweeping in any room or area of any private medical clinic or private dental clinic are allowed.

*Chapter 9 — Linen and Laundry***Soiled linen**

62. (1) All soiled linen shall be placed in bags enclosed in the immediate area of contamination and transported enclosed to soiled linen holding room or area, soiled linen storage room or area or laundry.

(2) All staff handling soiled linen shall be provided with disposable gloves.

Sorting and pre-rinsing

63. No soiled linen shall be sorted or pre-rinsed in patient care units.

Hand washing

64. All staff shall wash their hands thoroughly after handling any soiled linen.

Linen processing

65. Every private medical clinic or private dental clinic shall provide for the proper handling, cleaning and disinfecting of linen and other washable materials in its own laundry or in a commercial laundry.

Linen storage room or area

66. (1) If laundry is not provided in a private medical clinic or private dental clinic, a separate soiled linen storage room or area and a clean linen storage room or area shall be provided.

(2) No bathtub, shower or hand washing facilities shall be used for storing linen.

Laundry

67. (1) Where a laundry service is provided within a private medical clinic or private dental clinic, no laundry operations shall be carried out in patient areas or in rooms or areas where food is prepared, served or stored.

(2) No bathtub, shower or hand washing facilities shall be used for laundering.

Clean linen supply

68. There shall be sufficient supply of clean linen to assure the cleanliness and safety of the patients at all times.

*Chapter 10 — Communications and Transport Arrangements***Communication system**

69. The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that an appropriate communication system is available for the private medical clinic or private dental clinic.

Transport arrangements

70. Every private medical clinic or private dental clinic shall establish arrangements whereby a patient can be transported to other healthcare facility for further consultation, medical or dental treatment or investigation as may be necessary.

*Chapter 11 — Maintenance***Written policies and procedures**

71. (1) There shall be written policies and procedures for an organised maintenance programme to keep the entire private medical clinic or private dental clinic in good repair and to provide for the **safety**, welfare, and comfort of the occupants of the private medical clinic or private dental clinic.

(2) All equipment shall be kept in good repair and operating condition.

*Chapter 12 - Staffing***Staffing**

72. (1) The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall ensure that the private medical clinic or private dental clinic is adequately staffed at all times.

(2) All assistants to a registered medical practitioner or registered dental practitioner in any private medical clinic or private dental clinic shall possess skills and experience assigned to assist specified tasks.

PART X

SPECIAL REQUIREMENTS FOR EMERGENCY CARE SERVICES

*Chapter 1 — Disaster Preparedness***Disaster preparedness**

73. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall maintain a written plan on disaster preparedness for all staff of the private medical clinic or private dental clinic which shall be understood by and be made readily available to all its staff and for inspection.

(2) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that all staff assist any relevant authorities in the evacuation of mass casualties which may result from natural or man-made disasters occurring within the private medical clinic or private dental clinic or within the locality of the private medical clinic or private dental clinic, and where applicable, such staff shall provide care to such casualties as is within the capability of the private medical clinic or private dental clinic.

*Chapter 2 — Emergency Care Facilities and Services***Emergency call information**

74. (1) Emergency call information shall be exhibited at a conspicuous part of a private medical clinic or private dental clinic for immediate and easy access to all staff when needed.

- (2) Emergency call information shall include the following information:
- (a) telephone number of fire and police departments;
 - (b) name, address and telephone number of all staff to be called in case of fire or emergency;
 - (c) name, address and telephone number of supervisory staff;
 - (d) telephone number of all hospitals within the locality of the private medical clinic or private dental clinic; and
 - (e) telephone number of ambulance services.

Basic emergency care services

75. (1) All private medical clinics or private dental clinics shall have a well-defined care system for providing basic outpatient emergency care services to any occasional emergency patient who comes or is brought to the private medical clinics or private dental clinics by chance.

(2) The nature and scope of such emergency care services shall be in accordance with a private medical clinic's or private dental clinic's capabilities.

(3) All private medical clinics or private dental clinics shall provide immediate emergency care services which include life-saving procedures when life, organ or limb is in jeopardy and management of emergency psychiatric conditions.

(4) Assessment of a patient's condition to determine the nature, urgency and severity of the patient's immediate medical need shall be done by a registered medical practitioner in a private medical clinic or a registered dental practitioner in a private dental clinic for the purpose of determining the nature and urgency of the patient's medical need and the timing and place of the patient's care and treatment.

(5) Policies and procedures governing the acceptance and care of emergency patients shall be established.

(6) An appropriate record shall be maintained on each patient who presents himself for emergency services.

(7) Prior to the transfer of a patient to another healthcare facility or service, the receiving healthcare facility or service shall be notified of the impending transfer.

(8) Equipment and services shall be provided to render emergency resuscitative and life-support procedures pending transfer of the critically ill or injured to other healthcare facilities or services.

(9) For the purpose of subregulation (8), the minimum capability provided, unless specified otherwise, shall include equipment, apparatus, materials, Pharmaceuticals, substances or any other things deemed necessary to stabilise or resuscitate a patient as listed in the Fifth Schedule.

(10) Any person who contravenes subregulation (1), (4), (8) or (9) commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

PART XI

SPECIAL REQUIREMENTS FOR PHARMACEUTICAL SERVICES

Interpretation

76. For the purpose of this Part, "drug" includes any poisons, narcotic preparations and products for medicinal purposes.

Application of this Part

77. (1) This Part shall not apply to any premises providing pharmaceutical service which has its legal entity and is not part of a private medical clinic or private dental clinic registered under the Act, and is regulated under the Registration of Pharmacists Act 1952 [Act 371], the Poisons Act 1952 [Act 366], the Dangerous Drugs Act 1952 [Act 234], the Sale of Drugs Act 1952 [Act 368] and the Medicines (Advertisement and Sale) Act 1956 [Act 290].

(2) The provisions contained in this Part in respect of the storage, sale, supply, dispensing, use, administration and application of any drugs or pharmaceutical products shall be in addition to and not in contravention of other written laws.

Head of pharmaceutical services

78. The head of pharmaceutical services of a private medical clinic or a private dental clinic may be a registered medical practitioner or a registered dental practitioner who shall comply with the requirements of any relevant written laws.

Responsibilities of head of pharmaceutical services

79. The head of pharmaceutical services of a private medical clinic or private dental clinic shall direct, coordinate and supervise all activities relating to pharmaceutical services which includes the compounding of drugs and shall ensure the provision of a comprehensive pharmaceutical services within the private medical clinic or private dental clinic.

Staffing

80. A pharmaceutical service in a private medical clinic or private dental clinic shall have sufficient number of staff as required to perform all activities relating to the pharmaceutical services, depending upon the size and scope of its operations, and the staff shall have the necessary training and experience to perform assigned duties.

Location

81. Where a private medical clinic or private dental clinic has a pharmacy, the pharmacy shall be located in a suitable clean room or area.

Facilities

82. (1) There shall be facilities provided with adequate space and relevant equipment for all pharmacy operations within a private medical clinic or private dental clinic including storage, safeguarding, compounding, preparation and dispensing of drugs with proper lighting, temperature control, ventilation and sanitation facilities and with special safety precautions be given to the storage of alcohol and other inflammable substances to safeguard all drugs adequately.

(2) Dispensing and compounding units shall have—

(a) a dispensing counter; and

(b) facilities and equipment including—

(i) work counter with impermeable surface;

(ii) corrosion-resistant sink;

(iii) storage unit which may be moveable with drawers, cupboards and shelves to accommodate different size containers;

- (iv) pharmaceutical refrigerator with thermometer and freezing compartment provided for the proper storage of thermolabile products;
- (v) locked storage to meet the legal requirements for storage of **narcotics, psychotropics, poisons** and other controlled drugs; and
- (vi) a separate storage room or area provided for storage of inflammable chemicals and reagents which shall comply with the safety requirements of relevant written laws.

Labelling of medications

83. (1) The head of pharmaceutical services of a private medical clinic or private dental clinic shall ensure—

- (a) proper filling and labelling of all drug containers from which medications are to be dispensed or administered;
- (b) adequate and proper labelling and storage of all medicines, poisons and dangerous drugs and the security of these items; and
- (c) use of properly labelled medication containers at all times when prescribed medications are given to patients.

(2) Labelling of poisons and narcotics shall be in compliance with the requirements of the relevant written laws.

(3) Medication containers having soiled, damaged, incomplete, illegible or makeshift labels shall be relabelled or disposed of.

(4) Relabelling of containers may be allowed only if the identity of its contents is certain.

(5) Containers with no labels are prohibited and its contents shall be destroyed.

(6) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Expired or discontinued drugs

84. (1) Expired or discontinued drugs shall be properly disposed of in accordance with a private medical clinic's or private dental clinic's policy and any written law governing the disposal of drugs.

(2) Any person who contravenes this regulation commits an offence.

Contaminated medications

85. (1) Medications that have been subjected to contamination shall not be dispensed and shall be disposed of immediately.

(2) Any person who contravenes this regulation commits an offence.

Cold chain

86. The head of pharmaceutical services of a private medical clinic or private dental clinic shall ensure that cold chain for vaccines stored in a private medical clinic or private dental clinic is properly maintained.

Storage of vaccines

87. (1) The head of pharmaceutical services of a private medical clinic or private dental clinic shall ensure that all vaccines shall be—

- (a) separated according to their types in a pharmaceutical refrigerator with thermometer;
- (b) placed in holed containers and space of 1 centimetre to 2 centimetres between rows of vaccines allowed to enable free movement of air; and
- (c) removed from the refrigerator once expired or defective.

(2) The head of pharmaceutical services of a private medical clinic or private dental clinic shall ensure that no vaccine shall—

- (a) touch the plate at the back of the top compartment of the refrigerator; and
- (b) be stored at the lowest compartments and at the side of the door.

(3) The head of pharmaceutical services of a private medical clinic or private dental clinic shall ensure that all refrigerators used for storage of vaccines shall -

- (a) only contain vaccines, ice packs and containers filled with water; and
- (b) be monitored for temperature and the reading is checked and recorded at least twice a day.

(4) Solvent for freeze-dried vaccines shall not be stored at the freezer compartment.

(5) Any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding three months or to both.

Policies

88. (1) In addition to the written policies under regulation 14, every registered private medical clinic or private dental clinic providing pharmaceutical services through the private medical clinic's or private dental clinic's own pharmacy or through other lawful and appropriate arrangements for obtaining necessary Pharmaceuticals, shall have written policies developed to indicate the responsibility of the holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic or the head of pharmaceutical services.

(2) There shall be written policies and procedures for control and **accountability**, drug distribution, storage and assurance of quality of all drugs and biological products throughout a registered private medical clinic or private dental clinic.

(3) Such written policies shall be consistent with any written laws relating to advertisement, sales and use of medicines and poisons.

PART XII

STANDARDS FOR OUTPATIENT FACILITIES AND SERVICES

Organization and management

89. (1) The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall ensure that only members of the medical and dental staff of the private medical clinic or private dental clinic shall be permitted to practise in the private medical clinic or private dental clinic.

(2) For the purpose of subregulation (1), the privilege to practise of registered medical practitioners and registered dental practitioners in the outpatient facility or service shall be defined in terms of their training, experience and ability.

(3) There shall be such healthcare professional and non-healthcare professional personnel as are required for efficient operation of a private medical clinic or private dental clinic.

(4) There shall be sufficient nursing or auxiliary staff as are required to render adequate service to all patients, registered medical practitioners and registered dental practitioners of a private medical clinic or private dental clinic.

(5) The nursing services of a private medical clinic or private dental clinic shall be under the supervision of a registered nurse qualified by training, experience and ability.

(6) The auxiliary staff employed to assist in providing dental care shall be sufficiently trained and shall be under the supervision of a registered private dental practitioner.

(7) The outpatient services of a private medical clinic or private dental clinic shall have appropriate arrangements and communications, including a referral system with other outpatient specialist departments, public or private healthcare facilities or services and welfare agencies.

General requirement

90. (1) In the case of a private medical clinic or private dental clinic within a private healthcare facility or service licensed or deemed to be licensed or to be licensed under the Act which requires separate registration, the private medical clinic or private dental clinic shall be located—

(a) for easy access by outpatients;

(b) so that outpatient traffic through inpatient areas will be avoided; and

(c) for convenient access to radiological or diagnostic imaging, **pharmacy**, pathology laboratory and rehabilitation therapy if such services are provided.

(2) The number, size and type of patient facilities and services or outpatient department, as the case may be, shall be dependent upon type and anticipated volume of work.

(3) There shall be provided general or administrative facilities in a private medical clinic or private dental clinic which shall **include**—

- (a) adequate waiting room or area;
- (b) reception area or admitting facilities including appointment and cashier facilities;
- (c) administrative office or area;
- (d) public and staff toilet;
- (e) public facilities including public telephone and drinking facilities; and
- (f) utility room.

(4) Notwithstanding subregulation (3), in the case of small outpatient department, general or administrative facilities may be combined with inpatient or emergency department general or administrative facilities within a private healthcare facility or service.

(5) Notwithstanding paragraphs 3(d) and (e), where it is not feasible, a private medical clinic or private dental clinic not within a private healthcare facility or service licensed or deemed to be licensed or to be licensed under the Act which requires separate registration shall ensure that other public facilities shall be made easily accessible to the staff and patients.

Medical outpatient services

91. (1) There shall be an appropriate number of doctor's consultation rooms with examination areas within a private medical clinic which shall **have**—

- (a) a minimum dimension of 3.0 metres and minimum area of 11.1 square metres; and
- (b) facilities including—
 - (i) hand washing facilities;
 - (ii) examination light;
 - (iii) storage of supplies and equipment;
 - (iv) dressing cubicle or area;
 - (v) screen for privacy of patients; and
 - (vi) film illuminator.

(2) A private medical clinic may provide for a treatment room and if **provided**, shall have—

- (a) a minimum dimension of 2.4 metres and minimum area of 8.0 square metres; and
- (b) facilities including—
 - (i) hand washing facilities;
 - (ii) examination light;
 - (iii) storage of supplies and equipment;
 - (iv) dressing cubicle or area;
 - (v) screen for privacy of patients; and
 - (vi) film illuminator.

(3) A private medical clinic may provide for a minor surgery room and if **provided**, shall **have**—

- (a) a minimum dimension of 2.4 metres and minimum area of 8.0 square metres; and
- (b) facilities **including**—
 - (i) scrub sink;
 - (ii) liquid detergent dispenser with foot control;
 - (iii) operating light;
 - (iv) storage for supplies and equipment;
 - (v) screen for privacy of patients; and
 - (vi) film illuminator.

(4) A minor surgery room or treatment room provided or to be provided within a private medical clinic shall comply with the standards required under Part IX.

(5) There shall be adequate sterilising facility of sufficient capacity to accommodate supplies and equipment to be sterilized in the private medical clinic.

(6) There shall be adequate linen and equipment storage facilities within a private medical clinic for the outpatient department and the facilities shall comply with the standards required under Chapter 9 of Part IX.

Dental outpatient services

92. (1) The number, size and type of dental facilities, services, fixtures and equipment within a private dental clinic shall be dependent on the type and anticipated volume of outpatient work.

(2) Where a single chair outpatient dental service is provided within a private dental clinic, the facilities to be provided shall include—

- (a) dental surgery room which shall not be less than 6.0 square metres in area;
- (b) adequate dental surgery equipment and dental surgery materials;
- (c) adequate storage facilities for dental equipment and dental materials;
- (d) adequate and appropriate storage for housing the dental compressor; and
- (e) adequate sterilizing facility of sufficient capacity.

(3) A private dental clinic with two or more chairs sharing facilities including facilities for washing, preparation and mixing areas, shall—

- (a) have a distance of not less than 1.2 metres between the arm-rest of each dental chair; and
- (b) meet all the requirements under subregulation (2).

(4) The dental surgery room provided or to be provided within a private dental clinic shall comply with the standards required under Part IX.

PART XIII

SPECIAL REQUIREMENTS FOR RADIOLOGICAL OR DIAGNOSTIC IMAGING SERVICES

General requirement

93. (1) The provisions contained in this Part in respect of the facilities and equipment of radiological or diagnostic imaging services, tests for diagnostic purposes and records and registers shall be in addition to and not in contravention of other written laws.

(2) A private medical clinic or private dental clinic providing radiological or diagnostic imaging services shall comply with the Atomic Energy Licensing Act 1984 [Act 304] and any regulations made thereunder.

Head of radiological or diagnostic imaging services

94. (1) The head of a radiological or diagnostic imaging services in a private medical clinic shall be a registered medical practitioner.

(2) The head of a radiological or diagnostic imaging services in a private dental clinic shall be a registered dental practitioner.

Staff

95. All radiological or diagnostic imaging services staff shall be qualified by qualification, training and experience for the type of service rendered.

Location

96. The radiological or diagnostic imaging services, if provided within a private medical clinic or private dental clinic, shall be so located to minimize exposure hazard to patients and staff.

Facilities for radiological or diagnostic imaging services

97. Facilities and equipment for radiological or diagnostic imaging services within a private medical clinic or private dental clinic shall include but not limited to the following:

- (a) administrative facilities which may be shared with other adjacent services;
- (b) a reception area which may be shared with other adjacent services;
- (c) a radiographic room;
- (d) a dark room which is light proof with equipment, if applicable; and
- (e) changing area, if applicable.

Test for diagnostic purposes

98. (1) No person shall perform or carry out any radiological or diagnostic imaging studies for diagnostic purposes in any private medical clinic or private dental clinic except at the request of a registered medical practitioner or registered dental practitioner.

(2) The result of any tests shall be reported only to the referring registered medical practitioner or registered dental practitioner and to such other persons as the registered medical practitioner or registered dental practitioner may designate.

(3) Notwithstanding subregulation (2), past reports of any patient may be made available to the registered medical practitioner or registered dental practitioner currently caring for the patient with the patient's consent.

(4) All X-ray films that require specialized knowledge for accurate reading shall be interpreted by a qualified radiologist.

(5) A written report of the findings and evaluation of each X-ray examination or treatment shall be signed by the registered medical practitioner responsible for the procedure and shall be made a part of the patient's medical record.

(6) Reports delivered verbally, either directly or by telephone, or by facsimile or any other technologically appropriate medium shall be confirmed in writing forthwith and the original copy of the written report shall be sent to the person requesting the report.

Registers and records

99. (1) In addition to the registers and records of patients under Part V, the holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall keep and maintain a register and records of patients in relation to the radiological or diagnostic imaging studies performed on any patient and shall include the following:

- (a) name of the private medical clinic or private dental clinic and registered medical practitioner or registered dental practitioner requesting the test;
- (b) date of despatch of results to the registered medical practitioner or registered dental practitioner;
- (c) radiology laboratory identification number;
- (d) date and time of receipt of patient;
- (e) date and type of test performed;
- (f) person who performed the test; and
- (g) results of the test.

(2) For the purpose of subregulation (1), the additional register and records of patients in relation to the radiological or diagnostic imaging studies performed on any patient shall be made part of the patient's medical record.

(3) All records required to be kept under subregulation (1) other than the calibration results, shall be preserved at least for the period as specified under any written law pertaining to limitation period and shall be made available on demand for inspection.

PART XIV

MISCELLANEOUS

Chapter 1 — Public Amenities

Provision of public amenities

100. The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall provide or make available relevant amenities for persons using the private medical clinic or private dental clinic and such amenities shall commensurate with the type, scope and capability of the private medical clinic or private dental clinic.

Public telephone

101. Public telephones shall be provided or be easily accessible within a private medical clinic or private dental clinic or within the locality of the private medical clinic or private dental clinic.

Prayer room

102. (1) If a prayer room is provided by a private medical clinic or private dental clinic, the prayer room and ablution area for males and females shall be separated.

(2) The prayer room shall be kept clean and tidy at all times.

Chapter 2 - Staff Facilities

Provision of staff facilities

103. The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall provide or make available relevant facilities for the staff and such facilities shall commensurate with the type, scope and capability of the private medical clinic or private dental clinic.

Staff rest room or area

104. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall provide, as far as possible, a room or area to be used as a common staff rest area **complete** with a pantry.

(2) In the case of a private medical clinic or private dental clinic operating twenty four hours, a rest room or area shall be provided for the registered medical practitioner or the registered dental practitioner, preferably equipped with a toilet.

Chapter 3 — Social and Welfare Contribution

Type of social or welfare contribution

105. (1) The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that each private medical clinic or private dental clinic submit details of the type or nature and manner of social or welfare contribution provided or to be provided.

(2) The social and welfare contribution referred to in subregulation (1) may be one or a combination of types of contribution as listed in the Sixth Schedule.

(3) Any social and welfare contribution other than those listed in the Sixth Schedule may be provided by the private medical clinic or private dental clinic subject to the approval of the Director General.

Quantum of social or welfare contribution

106. The quantum of social or welfare contribution provided or to be provided under regulation 105 shall be appropriate to the financial, manpower or other resource capability of the private medical clinic or private dental clinic and shall be subject to the approval of the Director **General**.

Furnishing of information

107. The holder of a certificate of registration or person in charge of a private medical clinic or private dental clinic shall provide information relating to the activities or costs of the private medical clinic's or private dental clinic's social or welfare contribution as and when required by the Director General.

*Chapter 4 — Fee Schedule***Fee Schedule**

108. (1) The fees to be charged for any facility or service provided by any private medical clinic or private dental clinic shall be as stipulated in the Seventh Schedule.

(2) Subject to subregulation (1), all private medical clinics or private dental clinics shall have a written policy on the quantum of fees to be charged.

*Chapter 5 — Penalty***Offence and general penalty**

109. (1) Any person who contravenes or fails to comply with any provision of Parts IX and XII of these Regulations commits an offence.

(2) Where no penalty is expressly provided for an offence under these Regulations, a person who commits such offence shall be liable on conviction to a fine not exceeding five thousand ringgit or to imprisonment for a term not exceeding one month or to both.

FIRST SCHEDULE

FORM A
[Subregulation 3(1)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL
CLINICS OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

APPLICATION FOR REGISTRATION TO ESTABLISH OR MAINTAIN OR OPERATE OR PROVIDE A PRIVATE
MEDICAL CLINIC OR A PRIVATE DENTAL CLINIC

To:

THE DIRECTOR GENERAL OF HEALTH
MINISTRY OF HEALTH, MALAYSIA

A. INFORMATION ON PRIVATE CLINIC

1. Particulars of private medical clinic or private dental clinic:

(a) Name of clinic:.....

(b) Address of clinic:.....

.....

Town: Postcode:

State: Fax:

Tel:

(c) Date of establishment:.....

2. Type of clinic in respect of which a registration to establish or maintain or operate or provide is sought:

Tick (V) where appropriate.

Private medical clinic

Private dental clinic

3. Type of service provided or to be provided:

Tick (V) where appropriate.

General practice

Specialist services

If specialist services, please specify discipline and major services provided or to be provided
(please use attachment if necessary):

.....
.....

4. Type of practice of private medical clinic or private dental clinic:
Tick (V) where appropriate.

Solo practice

Group practice

5. Nature of business venture of private medical clinic or private dental clinic:
Tick (V) where appropriate.

Sole proprietor

Partnership

Body corporate

Society

6. Variant of clinic in respect of section 30 of the Private Healthcare Facilities and Services Act 1998:
Tick (✓) where appropriate.

6.1. Physical linkage to other private healthcare facility.

Yes

No

If yes, please specify type and name of private healthcare facility the clinic is physically-linked to:

.....
.....

6.2. Organizational linkage, if any, to other private healthcare facility.

Yes

No

If yes, please name the organisation, submit the organizational structure and describe the manner of linkage (*please use attachment if necessary*):

.....
.....

6.3. Administrative linkage to other private healthcare facility.

Yes

No

If yes, please describe the administrative linkage (*please use attachment if necessary*):

.....
.....

6.4. For independent clinic on the same premises as other private medical clinic/(s) or private dental clinic/(s) sharing manpower, services and facilities but not administratively or organizationally-linked to the private medical clinic/(s) or private dental clinic/(s).

6.4.1. Please provide a schematic diagram of the whole premises, location of all private medical clinic/(s) or private dental clinic/(s) on the premises, location of facilities shared and describe the type and the manner in which such manpower, services and facilities are shared (*please use attachment*).

6.4.2. State the particulars of person or body who owns or control the shared facilities, manpower or services including:

- (i) Name;
- (ii) Full residential address;
- (iii) Full business address;
- (iv) Identification card or passport number;
- (v) Date of birth;
- (vi) Sex;
- (vii) Race;
- (viii) Nationality; and
- (ix) Professional **qualifications**, if any.

6.5. If the clinic does not appear to fall within the description under paragraphs (a) to (f) of section 30 of the Private Healthcare Facilities and Services Act 1998, describe the form of organization or administration which includes organizational structure, schematic diagrams of premises where clinic is situated and any other relevant information deemed suitable relating to the status of clinic (*please use attachment*).

7. Nature of ownership of premises where the private medical clinic or private dental clinic is to be operated or maintained:
Tick (V) where appropriate.

Own

Lease

B. INFORMATION ON APPLICANT

8. Particulars of applicant:

Note: *In the case of a private medical clinic, the applicant shall be a registered medical practitioner.*

*In the case of a private dental clinic, the applicant shall be a registered dental practitioner or body corporate and the applicant shall be a person authorised to apply on behalf of the body **corporate**.*

- (a) Name:
- (b) **NRIC No.:**
- (c) Date of birth:
- (d) Sex:
- (e) Race:
- (f) Nationality:

| |
|------------------------------------|
| D. INFORMATION ON PERSON IN CHARGE |
|------------------------------------|

Note : *If the person in charge is different from applicant.*

11. Particulars of the person in charge of private medical clinic or private dental clinic if different from applicant:

(a) Name:

(b) NRIC No.:

(c) Date of birth:

(d) Sex:

(e) Race:

(f) Nationality:

(g) Addresses:

(i) Current place of work:

.....

Town:

Postcode:

State:

Fax:

Tel:

(ii) Permanent residence:

.....

Town:

Postcode:

State:

Fax:

Tel:

(iii) Correspondence address (*if different from work address*):

.....

Town:

Postcode:

State:

Fax:

Tel:

(iv) E-mail:

(h) Professional qualifications (*please use attachment if necessary*):

| No. | Qualification <i>(please attach certified true copies)</i> | Institution or Awarding Body | Year |
|-----|---|---------------------------------|------|
| | | | |

(i) Professional registration *(please use attachment if necessary)*:

| Name of Registering Body | Full Registration No. <i>(please attach certified true copies of certificate)</i> | Year | Current Practising Certificate No. <i>(please attach certified true copies of certificate)</i> | Year |
|--------------------------|---|------|--|------|
| | | | | |

(j) Working experience *(please specify administrative and clinical experience and if necessary, use attachment)*:

| No. | Working experience | Place | Duration or Year |
|-----|--------------------|-------|------------------|
| | | | |

(k) References from two referees as to the character and fitness.

(l) Statutory declaration that he has not been convicted of any offence involving fraud or dishonesty and is not an undischarged bankrupt.

| |
|----------------------|
| E. OTHER INFORMATION |
|----------------------|

12. With every application there shall be submitted two sets of the following *(please use attachment)*:

12.1 Details of staff employed, engaged or privileged to practise in the private medical clinic or private dental clinic:

(a) Number of staff by category;

(b) For each registered medical practitioner or registered dental practitioner employed or engaged, the following particulars shall be furnished:

- (i) Name;
- (ii) Date of birth;
- (iii) Sex;
- (iv) Race;
- (v) Nationality;
- (vi) Identification card or passport number;
- (vii) Professional qualifications;
- (viii) Registration number with any professional regulatory body;
- (ix) Relevant training and working experience relating to work employment or engagement;
- (x) Status whether full time or part-time or volunteer or locum tenens or honorarium;

- (xi) Status whether part of the group practice;
 - (xii) Full residential address;
 - (xiii) Other practising address;
 - (xiv) Other telephone number.
- (c) For other healthcare professionals, if **any**, including registered nurse, registered assistant nurse, registered pharmacist, registered midwife, registered medical assistant and allied health professional, the relevant particulars as in subparagraph 12.1. (b)(i) to (x);
- (d) For other para-professionals including personal care **aides**, the relevant particulars as in subparagraph 12.1. (b)(i) to (vi), including training and working experience.
- 12.2 Present or proposed clinic's layouts:
- (a) To be drawn to scale not smaller than 1:100, which include plans, drawings and specifications and each document to be titled and numbered for identification;
 - (b) Specifications shall show but not limited to the following:
 - (i) Internal dimensions (length, width and height) of each compartment;
 - (ii) The purpose or use of each compartment;
 - (iii) The position and width of doors, windows, entrances and exits;
 - (iv) The location and type of benches, beds or couch, fixtures and major equipment;
 - (v) Location and type of **lighting**, electrical **points**, **air-conditioning**, if **any**, fire fighting equipment, if any, and the like.
- 12.3 Details of any Managed Care Organization having any contract or arrangement with the private medical clinic or private dental clinic:
- (a) Name of Managed Care Organization;
 - (b) Date of contract sealed or arrangement established with the Managed Care Organization;
 - (c) Nature of contract or arrangement with the Managed Care Organization (*please attach supporting documents*);
 - (d) Address:

.....

.....

| | |
|--------|-----------|
| Town: | Postcode: |
| State: | Fax: |
| Tel: | E-mail: |
- 12.4 Financial statement (*please attach supporting document*):
- (a) Paid-up capital
 - (i) Local:
 - (ii) Foreign:
 - (b) Total loan (if any)
 - (i) Local:
 - (ii) Foreign:
 - (c) Total investment [(a) + (b)]:

(d)Project cost if different from total investment (please state the reasons):

.....
.....
.....

12.5 Certified true copy of Fire Certificate or equivalent.

12.6 Certified true copy of Certificate of Completion and Compliance of building or equivalent.

13. Particulars of *money order/cheque/bank draft attached:

- (a) Number:
- (b) Sum:
- (c) Bank

I declare that the information I have provided is true and I undertake to observe all provisions of the Private Healthcare Facilities and Services Act 1998, its regulations and guidelines.

.....
 Signature of **applicant
 Name of applicant (in block letters):
 NRIC or Passport No.:
 Official stamp of body corporate
 Dated:.....

Note: * Delete whichever is not applicable.
 ** In the case of a private medical clinic, the applicant shall be a registered medical practitioner.
 In the case of a private dental clinic, the applicant shall be a registered dental practitioner or body corporate and the applicant shall be a person authorised to apply on behalf of the body corporate and shall submit an authorization letter.

FORM B

Serial No:.....

[Subregulation 3(4)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998
 PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL CLINICS OR PRIVATE DENTAL CLINICS) REGULATIONS 2006
 CERTIFICATE TO ESTABLISH OR MAINTAIN OR OPERATE OR PROVIDE A PRIVATE MEDICAL CLINIC

REGISTRATION NO.:

This is to certify that:.....

(Holder of certificate of registration)

is hereby registered to establish or maintain or operate or provide a private medical clinic known as/to be known as:.....
 situated at:.....

under the terms and conditions as appended in accordance with provisions of the Private Healthcare and Services Act 1998 from the.....

NRIC no. of holder of certificate of registration:.....

Address of holder of certificate of registration:.....

Nature of business venture:.....

Address of business venture:.....

Name of person in charge:.....

Qualifications of person in charge:.....

Fee paid: RM..... (Ringgit Malaysia.....)

Terms or conditions:.....

This certificate of registration is not valid without the embossed seal of the Ministry of Health, Malaysia

Seal of the Ministry of Health, Malaysia

.....
Director General of Health, Malaysia

Date:.....

Serial No:.....

FORM C
[Subregulation 3(5)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL CLINICS
OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

CERTIFICATE TO ESTABLISH OR MAINTAIN OR OPERATE OR PROVIDE A
PRIVATE MEDICAL CLINIC

REGISTRATION NO.:.....

This is to certify that:.....

(Holder of certificate of registration)

is hereby registered to establish or maintain or operate or provide a private dental clinic known as/to be known as:.....

situated at:.....

under the terms and conditions as appended in accordance with provisions of the Private Healthcare Facilities and Services Act 1998 from.....day of.....

NRIC no. of holder of certificate of registration:.....

Address of holder of certificate of registration:.....
.....
.....

Nature of business venture:

Address of business venture:

Name of person in charge:.....

Qualifications of person in charge:

Fee paid: RM.....(Ringgit Malaysia.....)

Terms or conditions:.....
.....
.....

This certificate of registration is not valid without the embossed seal of the Ministry of Health, Malaysia

Seal of the Ministry of Health, Malaysia

.....
Director General of Health, Malaysia

Date:.....

FORM D

[Paragraph 4(1)(a)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE **FACILITIES** AND SERVICES (PRIVATE MEDICAL CLINICS OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

APPLICATION FOR THE TRANSFER OR ASSIGNMENT OF A CERTIFICATE OF REGISTRATION

To,

THE DIRECTOR GENERAL OF HEALTH
MINISTRY OF HEALTH, MALAYSIA

I (in block letters):.....

(Name of transferor(s))

NRIC no. of transferor:

Address of transferor:

being the holder of certificate of registration of the *private medical clinic/private dental clinic described hereunder, hereby apply to have the certificate of registration of the said *private medical clinic/private dental clinic ***transferred/assigned** to:

Name of *transferee/assignee:.....
NRIC no. of *transferee/assignee:.....
Address of ***transferee/assignee**:.....

.....
and herewith forward a certified true copy of the certificate of registration and tender the fee of RM.....*money order/cheque/bank draft no.....
Bank.....

Name of *private medical clinic/private dental clinic:
Address of *private medical clinic/private dental **clinic**:.....

.....
Certificate of registration **no.**:.....
Date of expiry:.....

I declare that the above information is true and the proposed *transfer/assignment will not disrupt any existing *medical/dental services prior or during the *transfer/assignment exercise and will undertake all measures to ensure safety and security of patients and records and the quality of services provided are maintained.

.....
Signature of transferor
Official stamp of body corporate
Dated

And I the undersigned, having contracted to ***purchase/take** over the above *private medical **clinic**/ private dental clinic do hereby apply for the said *transfer/assignment and attach hereto two copies of Appendix to Form D.

I declare that the above information is true and the *transfer/assignment will not disrupt any existing *medical/dental services prior or during the *transfer/assignment exercise and will undertake all measures to ensure safety and security of patients and records and the **quality** of services provided are maintained.

Name of *transferee/assignee:
(Block letters)

.....
Signature of ****transferee/assignee**
Official stamp of body corporate
Dated.....

Note: * *Delete whichever is not applicable.*
** *In the case of a private medical clinic, the **transferee/** assignee shall be a registered medical practitioner.*
*In the case of a private dental clinic, the **transferee/assignee** shall be a registered dental practitioner or body corporate and the **transferee/assignee** shall be a person authorised to apply on behalf of the body corporate and shall submit an authorization letter.*

APPENDIX TO FORM D

APPLICATION FOR THE TRANSFER OR ASSIGNMENT OF
A CERTIFICATE OF REGISTRATION

A. INFORMATION ON TRANSFEREE/ASSIGNEE

1. Particulars of applicant:

Note: *In the case of a private medical clinic, the applicant shall be a registered medical practitioner.*

In the case of a private dental clinic, the applicant shall be a registered dental practitioner or body corporate and the applicant shall be a person authorised to apply on behalf of the body corporate.

(a) Name:

(b) NRIC no.: (c) Sex:

(d) Date of birth: (e) Nationality:

(f) Race:

(g) Addresses:

(i) Current place of work:

.....
.....

Town: Postcode:
State: Fax:
Tel:

(ii) Permanent residence:

.....
.....

Town: Postcode:
State: Fax:
Tel:

(iii) Correspondence address (if different from work address):

.....
.....

Town: Postcode:
State: Fax:
Tel:

(iv) E-mail:

(h) Professional qualifications (*please use attachment if necessary*):

| No. | Qualification (<i>please attach certified true copies</i>) | Institution or Awarding Body | Year |
|-----|---|------------------------------|------|
| | | | |

(i) Professional registration (*please use attachment if necessary*):

| Name of Registering Body | Full Registration No. (<i>please attach certified true copies of certificate</i>) | Year | Current Practising Certificate No. (<i>please attach certified true copies of certificate</i>) | Year |
|--------------------------|--|------|---|------|
| | | | | |

(j) Working experience (*please specify administrative and clinical experience and if necessary, use attachment*):

| No. | Working experience | Duration or Year | Place |
|-----|--------------------|------------------|-------|
| | | | |

(k) References from two referees as to the character and fitness.

(l) Statutory declaration that he has not been convicted of any offence involving fraud or dishonesty and is not an undischarged bankrupt.

(m) Previous or other current private medical clinic's or private dental clinic's **registration/(s)** or **application/(s)** for registration in Malaysia (*please attach certified copies and if necessary, use attachment*).

B. INFORMATION ON PARTNERSHIP OR BODY CORPORATE OR SOCIETY

Note : *In the case of a partnership or body corporate or society only.*

2. Particulars relating to *partnership/body corporate/society:

- (a) Name of ***partnership/body corporate/society**:.....

 (b) Registration number:.....
 (c) Year incorporated or **registered**:.....

(d) Project cost if different from total investment (please state the reasons):

.....
.....
.....
.....

FORM E

[Paragraph 4(1)(b)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL CLINICS OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

APPLICATION FOR THE DISPOSAL OF A CERTIFICATE OF REGISTRATION

To,

THE DIRECTOR GENERAL OF HEALTH
MINISTRY OF HEALTH, MALAYSIA

I (in block letters):.....
(Name of holder of certificate of registration)

NRIC no. of holder of certificate of registration:.....

Address of holder of certificate of registration:.....

being the holder of certificate of registration of the *private medical clinic/private dental clinic described hereunder, hereby apply to have the certificate of registration of the said *private medical clinic/private dental clinic disposed and herewith forward a certified true copy of the certificate of registration and tender the fee of RM.....*money order/cheque/ bank draft no.....Bank.....

Name of *private medical clinic/private dental clinic:.....

Address of *private medical clinic/private dental clinic:.....

.....

Certificate of registration no.:

Date of expiry:.....

I declare that the above information is true and will undertake all measures to ensure safety and security of patients' records and other relevant documents and welfare of all personnel will be taken care of upon disposal.

.....
Signature of **applicant
Official stamp of body corporate.

Dated.....

Note: * Delete whichever is not applicable
** In the case of a private medical clinic, the applicant shall be a registered medical practitioner.
In the case of a private dental clinic, the applicant shall be a registered dental practitioner or body corporate and the applicant shall be a person authorised to apply on behalf of the body corporate and shall submit an authorization letter.

Serial No:.....

FORM F
[Subregulation 5(6)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL CLINICS
OR PRIVATE DENTAL CLINICS) REGULATIONS 2006

CERTIFICATE To ESTABLISH OR MAINTAIN OR OPERATE OR PROVIDE A PRIVATE MEDICAL CLINIC

REGISTRATION NO:.....

This is to certify that:.....
(Holder of certificate of registration)

is hereby registered to establish or maintain or operate or provide a private medical clinic known
as/to be known as:.....
situated at:.....

.....
.....
under the terms and conditions as appended in accordance with provisions of the Private Healthcare
Facilities and Services Act 1998 from

NRIC no. of holder of certificate of registration :.....
Address of holder of certificate of registration:.....

Nature of business **venture**:.....
Address of business venture:.....

Name of person in charge:.....
Qualifications of person in **charge**:.....

Fee paid: RM.....(Ringgit Malaysia.....)
Terms or conditions:.....

This certificate of registration is not valid without the
embossed seal of the Ministry of Health, Malaysia

Seal of the **Ministry** of Health, Malaysia

Note: *This is a new certificate of registration
replacing the certificate of registration having
the serial number.....dated.....*

.....
Director General of Health, Malaysia
Date:

Serial No:.....

FORM G
[Subregulation 5(6)]

PRIVATE HEALTHCARE FACILITIES AND SERVICES ACT 1998

**PRIVATE HEALTHCARE FACILITIES AND SERVICES (PRIVATE MEDICAL CLINICS
OR PRIVATE DENTAL CLINICS) REGULATIONS 2006**

**CERTIFICATE To ESTABLISH OR MAINTAIN OR OPERATE OR PROVIDE A
PRIVATE DENTAL CLINIC**

REGISTRATION NO.:.....

This is to certify that:.....
(Holder of certificate of registration)

is hereby registered to establish or maintain or operate or provide a private dental clinic known as/to be known as:.....
situated at:.....

under the terms and conditions as appended in accordance with provisions of the Private Healthcare Facilities and Services Act 1998 from.....

NRIC no. of holder of certificate of registration:

Address of holder of certificate of registration:

Nature of business venture:

Address of business venture:

Name of person in **charge:**

Qualifications of person in charge:

Fee paid: RM.....(Ringgit Malaysia.....)

Terms or conditions:.....

This certificate of registration is not valid without the embossed seal of the Ministry of Health, Malaysia

Seal of the Ministry of Health, Malaysia

Note: *This is a new certificate of registration replacing the certificate of registration having the serial number.....dated.....*

.....
Director General of Health, Malaysia

Date:.....

SECOND SCHEDULE
[Regulations 3, 4, 5, 6 and 19]

FEES

| TYPE OF APPLICATION | REGULATION | FEE (RM) |
|---|------------|------------------|
| <p>1. Registration (Processing Fee)</p> <p>(a) Private Medical Clinic</p> <p>(b) Private Dental Clinic</p> | 3(1) | 500 500 |
| <p>2. Registration (Issuance of Certificate of Registration)</p> <p>(a) Private Medical Clinic</p> <p>(b) Private Dental Clinic</p> | 3(3) | 1000 1000 |
| <p>3. Transfer, assignment or otherwise disposal</p> | 4(1)(b) | 300 |
| <p>4. Variation of terms or conditions of registration or amendment to certificate of registration</p> | 5(1) | 150 |
| <p>5. Duplicate copy</p> | 6(c) | 200 |
| <p>6. Search on or extracts from the Clinics Register</p> | 19(5) | 50 |

| NO. | FACILITIES | PERSON IN CHARGE | QUALIFICATION | TRAINING | EXPERIENCE |
|-----|-----------------------|--------------------------------|---|----------|--|
| 2. | Private Dental Clinic | Registered Dental Practitioner | Degree in Dentistry from local universities or from other universities recognized by the Government of Malaysia; and Registered with the Malaysian Dental Council (MDC) | — | Has served in a post in public service or has been granted reduction, exemption or postponement from period of service under section 49 of the Dental Act 1971 |

FOURTH SCHEDULE
[Subregulation 30(3)]

PATIENT'S MEDICAL RECORD

The holder of a certificate of registration or a person in charge of a private medical clinic or private dental clinic shall ensure that for each attendance, each **patient's** medical record shall **have**, at a minimum, the following information:

- (a) registration number;
- (b) name, address, date of birth and gender;
- (c) name and contact details of next of kin or legal guardian;
- (d) relevant clinical details of the patient including—
 - (i) clinical history on attendance;
 - (ii) medication orders signed by the registered medical practitioner or registered dental practitioner;
 - (iii) known allergies and drug sensitivities;
 - (iv) current medication; and
 - (v) results of any relevant diagnostic tests;
- (e) for any special procedure, minor operation or anesthesia—
 - (i) consent form;
 - (ii) date of minor operation or procedure;
 - (iii) names and signatures of any attending registered medical practitioner or registered dental practitioner carrying out any minor operation or procedure;
 - (iv) type of minor operations or procedures carried out;

- (v) pre-operative or pre-procedure check list by attending registered medical practitioner or registered dental practitioner;
- (vi) administered drugs and dosages;
- (vii) record of any monitoring data;
- (viii) record of any intravenous fluids;
- (ix) any operative or procedure findings;
- (x) final diagnosis of the patient by the attending registered medical practitioner or registered dental practitioner and the signature of the attending registered medical practitioner or registered dental practitioner, as the case may be;
- (xi) any notes or remarks concerning outcome of any minor operation or procedure; and
- (xii) anesthetic **complications**, if any encountered during the minor operation or **procedure**.

FIFTH SCHEDULE
[*Subregulation 75(9)*]

BASIC EMERGENCY SERVICES, EQUIPMENT, APPARATUS,
MATERIALS AND PHARMACEUTICALS

1. PRIVATE MEDICAL CLINIC

Each private medical clinic shall unless otherwise specified by standards set for that private medical clinic, provide at a minimum the following services and equipment, both adult and paediatric, to provide emergency care:

- (a) an emergency call system;
- (b) oxygen;
- (c) ventilation assistance equipment, including airways and manual breathing bag;
- (d) intravenous therapy supplies necessary for the level of services to stabilize the patient as specified by the person in charge;
- (e) electrocardiogram;
- (f) laryngoscope and endotracheal tubes, if possible;
- (g) suction equipment;
- (h) in dwelling urinary catheters; and
- (i) drugs and other emergency medical equipment and supplies, necessary for the level of services to stabilize the patient as specified by the person in charge.

2. PRIVATE DENTAL CLINIC

Each private dental clinic shall unless otherwise specified by standards set for that private dental clinic, provide at a minimum the following services and equipment, both adult and paediatric, to provide emergency care:

- (a) an emergency call system;
- (b) ventilation assistance equipment;
- (c) suction equipment; and
- (d) drugs and other emergency medical equipment and supplies, necessary for the level of services to stabilize the patient as specified by the person in charge.

SIXTH SCHEDULE
[Subregulation 105(2)]

TYPE OF SOCIAL OR WELFARE CONTRIBUTION AND
MANNER OF DISCHARGING OBLIGATION

| NO. | TYPE OF SOCIAL OR WELFARE CONTRIBUTION | MANNER OF PROVIDING CONTRIBUTION |
|-----|--|---|
| 1. | Discount or exemption for charge or fee | <p>The private medical clinic or private dental clinic shall—</p> <p>(a) have clear written policies relating to the following:</p> <p>(i) the charges or fees to be given discount;</p> <p>(ii) the type of services involved;</p> <p>(iii) the charges or fees of services to be exempted; and</p> <p>(iv) the criteria and manner of selection of beneficiaries; and</p> <p>(b) submit yearly returns detailing the beneficiaries and the cost to the facility or service.</p> |
| 2. | Provision of emergency care for poor patients | <p>The private medical clinic or private dental clinic shall—</p> <p>(a) have clear written policies relating to the following:</p> <p>(i) the type of services involved; and</p> <p>(ii) the criteria and manner of selection of beneficiaries; and</p> <p>(b) submit yearly returns detailing the beneficiaries and the cost to the facility or service.</p> |
| 3. | <p>Public education, for example—</p> <p>(a) medical camps;</p> <p>(b) sponsor healthcare events;</p> <p>(c) assist in school health education programmes;</p> <p>(d) local health campaigns;</p> <p>(e) organizing public health forums or talks;</p> <p>(f) healthcare counselling clinics; and</p> | <p>The private medical clinic or private dental clinic shall—</p> <p>(a) have clear written policies relating to the following:</p> <p>(i) the type of public education programme or activities to be provided;</p> <p>(ii) the frequency of the activities to be provided; and</p> <p>(iii) the criteria and manner of selection of target group beneficiaries;</p> |

| NO. | TYPE OF SOCIAL OR WELFARE CONTRIBUTION | MANNER OF PROVIDING CONTRIBUTION |
|-----|--|---|
| | (g) others | (b) maintain records of programmes or activities including roster of speakers and lectures; and (c) submit yearly returns detailing the type of activities , the cost to the facility or service and where applicable, the beneficiaries. |
| 4. | Miscellaneous (a) providing donations to associations and organizations engaged in healthcare activities; (b) providing assistance to non-governmental or charitable organizations in their healthcare activities such as providing space, equipment, consumables to run haemodialysis centre; and (c) organizing blood donation campaigns. | The private medical clinic or private dental clinic shall— (a) have clear written policies relating to the following: (i) the type of activities or programme, donation or assistance to be provided; (ii) where applicable, the frequency of the activities to be provided; (b) maintain records of programmes or activities or donations made; and (c) submit yearly returns detailing the type of programmes or activities or donation provided, the cost to the facility or service and where applicable, the beneficiaries. |

SEVENTH SCHEDULE
[Subregulation 108(1)]

FEE SCHEDULE (PROFESSIONAL FEES)

PART I-MEDICAL FEES

A. CONSULTATION FEES

1. General Practitioners (Non specialists)

(a) Clinic with pharmaceutical services

- Consultation only
- Consultation with examination
- Consultation with examination and treatment plan

}

RM 10 - RM 35

- Consultation after stipulated clinic hours — Up to 50% above the usual rate
- House calls or home visits — Up to 100% above the usual rate

(b) Clinic without pharmaceutical services

| | | |
|--|---|---------------------------------|
| Consultation only | } | RM 30 - RM 65 |
| Consultation with examination | | |
| Consultation with examination and treatment plan | | |
| Consultation after stipulated clinic hours | — | Up to 50% above the usual rate |
| House calls or home visits | — | Up to 100% above the usual rate |

2. Specialist Fees

Note: *Applicable to all medical specialties unless specified otherwise.*

(a) First Visit/Initial Consultation

| | | |
|--|---|---------------------------------|
| Consultation only | } | RM 60 - RM 180 |
| Consultation with examination | | |
| Consultation with examination and treatment plan | | |
| Consultation after stipulated clinic hours | — | Up to 50% above the usual rate |
| House calls or home visits | — | Up to 100% above the usual rate |

(b) Follow-up visit/follow-up consultation

| | | |
|--|---|---------------------------------|
| Consultation only | } | RM 35 - RM 90 |
| Consultation with examination | | |
| Consultation with examination and treatment plan | | |
| Consultation after stipulated clinic hours | — | Up to 50% above the usual rate |
| House calls or home visits | — | Up to 100% above the usual rate |

B. PSYCHIATRY—PSYCHOTHERAPY FEES

Note: *Fees shown are the maximum chargeable fees.*

| | | |
|--|---|--------|
| Individual psychotherapy —not less than 45 minutes per session including behaviour therapy and hypnotherapy | — | RM 220 |
| Group psychotherapy per person —one hour per group of not less than three patients and not more than eight patients | — | RM 55 |
| Marital therapy per couple —not less than 45 minutes per session for a couple together | — | RM 220 |
| Family therapy per family —not less than 45 minutes per session and not less than three members | — | RM 220 |
| Child psychotherapy— not less than 30 minutes per session including relevant family interviews | — | RM 220 |
| Each Electroconvulsive therapy (E.C.T) | — | RM 275 |

C. RADIOLOGIST FEES

1. Plain X-Rays

Note: *Radiologist fees make up 30% of the total fees for plain X-rays.*

Fees shown are the maximum chargeable fees for all plain X-rays.

Chest

| | | |
|---------------------|---|--------|
| Chest (Single view) | — | RM 40 |
| Chest (Two views) | — | RM 60 |
| Chest (Three views) | — | RM 80 |
| Chest (Four views) | — | RM 100 |

Facial and nasal bones

| | | |
|----------------------------|---|-------|
| Facial bones (Single view) | — | RM 40 |
| Facial bones (Two views) | — | RM 60 |
| Facial bones (Three views) | — | RM 80 |
| Nasal bones (Single view) | — | RM 40 |

Abdomen

| | | |
|---|---|--------|
| Abdomen (Single view) | — | RM 40 |
| Abdomen (Two views) | — | RM 60 |
| Abdomen (Three views) | — | RM 80 |
| Kidney, ureter and bladder (KUB) (Single view) | — | RM 100 |
| Lateral pelvimetry | — | RM 50 |
| Antero-posterior (AP) and lateral pelvimetry | — | RM 80 |

Spine

| | | |
|---|---|--------|
| Cervical spine (Single view) | — | RM 40 |
| Cervical spine (Two views) | — | RM 60 |
| Cervical spine (Three views) | — | RM 80 |
| Cervical spine (Four views) | — | RM 100 |
| Cervical spine (Five views) | — | RM 120 |
| Thoracic spine (Single view) | — | RM 40 |
| Thoracic spine (Two views) | — | RM 60 |
| Thoracic spine (Three views) | — | RM 80 |
| Lumbo-sacral spine (Single view) | — | RM 40 |
| Lumbo-sacral spine (Two views) | — | RM 60 |
| Lumbo-sacral spine (Three views) | — | RM 80 |
| Lumbo-sacral spine (Four views) | — | RM 100 |
| Skeletal survey | — | RM 220 |

Skull

| | | |
|---------------------|---|--------|
| Skull (Single view) | - | RM 40 |
| Skull (Two views) | — | RM 60 |
| Skull (Three views) | — | RM 80 |
| Skull (Four views) | - | RM 100 |

Mandible

| | | |
|------------------------|---|-------|
| Mandible (Single view) | — | RM 40 |
| Mandible (Two views) | — | RM 60 |
| Mandible (Three views) | — | RM 80 |

| | | |
|---|---|---------------|
| Temporo-mandibular joints | | |
| Temporo-mandibular joints (Single view) | — | RM 40 |
| Temporo-mandibular joints (Two views) | — | RM 60 |
| Temporo-mandibular joints (Three views) | — | RM 80 |
| Temporo-mandibular joints (Four views) | — | RM 100 |
| Mastoids | | |
| Mastoids (Single view) | — | RM 40 |
| Mastoids (Two views) | — | RM 65 |
| Mastoids (Three views) | — | RM 95 |
| Mastoids (Four views) | — | RM 115 |
| Paranasal sinuses | | |
| Paranasal sinuses (Single view) | — | RM 40 |
| Paranasal sinuses (Two views) | — | RM 60 |
| Paranasal sinuses (Three views) | — | RM 80 |
| Optic foramina View | | |
| Unilateral | — | RM 60 |
| Bilateral | - | RM 90 |
| Orbits | | |
| Orbits (Two views) | — | RM 40 |
| Orbits (Three views) | — | RM 60 |
| Orbits (Four views) | — | RM 80 |
| Internal auditory canal | | |
| Internal auditory canal (Single view) | — | RM 40 |
| Internal auditory canal (Two views) | — | RM 60 |
| Internal auditory canal (Three views) | — | RM 80 |
| Shoulder | | |
| Shoulder (Single view) | — | RM 40 |
| Shoulder (Two views) | — | RM 60 |
| Shoulder (Three views) | — | RM 80 |
| Shoulder (Four views) | — | RM 100 |
| Acriomo-clavicular joints-Both weight bearing | — | RM 50 |
| Arm (Humerus) | | |
| Arm (Single view) | — | RM 40 |
| Arm (Two views) | — | RM 60 |
| Elbow joint | | |
| Elbow joint (Single view) | — | RM 40 |
| Elbow joint (Two views) | — | RM 60 |
| Elbow joint (Three views) | — | RM 80 |
| Elbow joint (Four views) | — | RM 100 |
| Forearm (Radius/Ulna) | | |
| Forearm (Single view) | — | RM 40 |
| Forearm (Two views) | — | RM 60 |

| | | |
|---------------------------------------|---|--------|
| Wrist joint | | |
| Wrist joint (Single view) | — | RM 40 |
| Wrist joint (Two views) | — | RM 60 |
| Wrist joint (Three views) | — | RM 80 |
| Wrist joint (Four views) | — | RM 100 |
| Hand | | |
| Hand (Single-One view) | — | RM 40 |
| Hand (Single-Two views) | — | RM 60 |
| Hand (Single-Three views) | — | RM 80 |
| Hand (Both-One view) | — | RM 50 |
| Hand (Both-Two views) | — | RM 70 |
| Hand (Both-Three views) | — | RM 90 |
| Left Hand for bone age | — | RM 40 |
| Thumb or single digit | | |
| Thumb or single digit (Single view) | — | RM 25 |
| Thumb or single digit (Two views) | — | RM 35 |
| Clavicle | | |
| Clavicle (Single view) | — | RM 40 |
| Clavicle (Two views) | — | RM 60 |
| Sterno-clavicular joint | | |
| Sterno-clavicular joint (Single view) | — | RM 40 |
| Sterno-clavicular joint (Two views) | — | RM 60 |
| Sterno-clavicular joint (Three views) | — | RM 80 |
| Sternum (Single view) | — | RM 40 |
| Scapula | | |
| Scapula (Single view) | — | RM 40 |
| Scapula (Two views) | — | RM 60 |
| Scaphoid views | — | RM 80 |
| Carpal tunnel view | — | RM 60 |
| Pelvis | | |
| Pelvis (Single view) | — | RM 45 |
| Pelvis (Two views) | — | RM 65 |
| Pelvis (Three views) | — | RM 85 |
| Hip joint | | |
| Hip joint (Single view) | — | RM 45 |
| Hip joint (Two views) | — | RM 65 |
| Hip joint (Three views) | — | RM 85 |
| Hip joint (Four views) | — | RM 105 |
| Hip joint (Five views) | — | RM 125 |
| Femur (Thigh) | | |
| Femur (Single view) | — | RM 45 |
| Femur (Two views) | — | RM 60 |

| | | |
|-----------------------------------|---|--------|
| Knee | | |
| Knee (Single view) | — | RM 40 |
| Knee (Two views) | — | RM 60 |
| Knee (Three views) | — | RM 80 |
| Knee (Four views) | — | RM 100 |
| Knee (Five views) | — | RM 120 |
| Lower Leg (Tibia/Fibula) | | |
| Lower leg (Single view) | — | RM 40 |
| Lower leg (Two views) | — | RM 60 |
| Ankle | | |
| Ankle (Single view) | — | RM 40 |
| Ankle (Two views) | — | RM 60 |
| Ankle (Three views) | — | RM 80 |
| Ankle (Four views) | — | RM 100 |
| Ankle (Five views) | — | RM 120 |
| Foot | | |
| Foot (Single view) | — | RM 40 |
| Foot (Two views) | — | RM 60 |
| Foot (Three views) | — | RM 80 |
| Both feet (Two views) | — | RM 70 |
| Both feet (Three views) | — | RM 90 |
| Subtalar joints | | |
| Subtalar joints (Single view) | — | RM 40 |
| Subtalar joints (Two views) | — | RM 60 |
| Subtalar joints (Three views) | — | RM 80 |
| Subtalar joints (Four views) | — | RM 100 |
| Calcaneum | | |
| Calcaneum (Single view) | — | RM 40 |
| Calcaneum (Two views) | — | RM 60 |
| Bone densitometry | | |
| Dexa | - | RM 150 |
| Ultrasound | — | RM 130 |

2. Ultrasound

Note: Radiologist fees make up 30% to 50% of the total **fees** for ultrasound and in parenthesis.
Fees shown are the maximum chargeable fees for ultrasound.

| | | |
|--|---|--------|
| Upper abdomen (40%) | — | RM 150 |
| Pelvis (40%) | — | RM 120 |
| Abdomen and pelvis (50%) | — | RM 200 |
| Kidneys and bladder (40%) | — | RM 100 |
| Kidneys and bladder and residual urine volume estimation (50%) | — | RM 120 |
| Brain (Neonatal)(40%) | — | RM 120 |

| | | |
|--|---|--------|
| Thyroid (40%) | - | RM 100 |
| Breast (40%) | - | RM 140 |
| Doppler ultrasound of extra-cranial carotids (50%) | — | RM 350 |
| Doppler ultrasound of arteries per region (50%) | — | RM 250 |
| Doppler ultrasound of veins for single limb (50%) | — | RM 250 |
| Doppler ultrasound of veins for two limbs (50%) | — | RM 400 |
| Doppler ultrasound of arteries for single limb (50%) | — | RM 300 |
| Doppler ultrasound of arteries for two limbs (50%) | — | RM 450 |
| Musculoskeletal ultrasound per region (40%) | — | RM 150 |
| Scrotum (40%) | — | RM 100 |
| Doppler ultrasound for scrotum (50%) | — | RM 200 |
| Doppler ultrasound for other organs not listed above per organ (50%) | — | RM 300 |
| Endocavitary ultrasound (50%) | — | RM 150 |

D. GENERAL PROCEDURES FEES

Note: *For procedures under local anaesthesia, when administered by the operating practitioner, a charge not exceeding 20% of the procedure fees may be levied. Fees shown are the maximum chargeable fees unless specified otherwise.*

1. Simple investigations and procedures

(a) Cardiology

| | | |
|-------------------------------------|---|--------|
| Electrocardiogram (ECG)—Report fee | — | RM 35 |
| Exercise ECG | — | RM 165 |
| Continuous ECG Holter monitoring | — | RM 110 |
| Echocardiography | — | RM 330 |
| Elective cardio version | — | RM 250 |
| Cardiopulmonary resuscitation (CPR) | — | RM 275 |

(b) Dermatology

| | | |
|---|---|--------|
| Patch testing | — | RM 220 |
| Curettage/cryotherapy of lesion of skin including cauterisation | — | RM 275 |
| Biopsy of skin or subcutaneous tissue | — | RM 275 |
| Percutaneous biopsy (Not elsewhere specified) | — | RM 275 |

(c) Obstetrics and Gynaecology

| | | |
|--|---|--------|
| Antenatal ultrasound | | |
| Level I Scan (Foetal viability and dating growth parameters) | — | RM 55 |
| Level II Scan (Detailed scan for example foetal abnormalities) | — | RM 90 |
| Ultrasound scan of pelvis | — | RM 90 |
| Hormone implants | — | RM 300 |

| | | |
|---|---|---------|
| Insertion of intrauterine contraceptive device (IUCD) | — | RM 100 |
| Removal of intrauterine contraceptive device (IUCD) | — | RM 25 |
| Punch biopsy of cervix uteri | — | RM 275 |
| Pap Smear | — | RM 45 |
| Urine pregnancy test (UPT) | — | RM 15 |
| Colposcopy (With/Without biopsy) | — | RM 325 |
| Endometrial biopsy or aspiration | — | RM 355 |
| (d) Ophthalmology | | |
| Fundus fluorescein angiogram | — | RM 300 |
| Anterior/Fundus photography | — | RM 55 |
| Automated perimetry | — | RM 220 |
| Hess Chart | — | RM 110 |
| Keratometry | — | RM 55 |
| Corneal topography | — | RM 220 |
| Ultrasonography | | |
| A-Scan | — | RM 110 |
| B-Scan | — | RM 220 |
| Pachymetry | — | RM 110 |
| Gonioscopy | — | RM 55 |
| Indirect ophthalmoscopy | — | RM 55 |
| Refraction | — | RM 55 |
| Schirmers Test | — | RM 25 |
| Electrophysiology | | |
| Electroretinogram (ERG) | | |
| Electrooculogram (EOG) | | RM 220 |
| Visual evoked response (VER) | | |
| Syringing | — | RM 110 |
| Dressing | — | RM 30 |
| Irrigation | — | RM 55 |
| Photorefractive keratectomy (PRK)/ | — | RM 1875 |
| Phototherapeutic keratectomy (PTK) | | |
| Laser in situ keratomileusis (LASIK) | — | RM 3145 |
| (e) Surgery | | |
| Incision and drainage | — | RM 275 |
| Injection of sclerosing substance into haemorrhoids | — | RM 275 |
| Banding of haemorrhoids | — | RM 275 |
| Injection into varicose vein (s) of leg | — | RM 275 |
| Circumcision | | |
| Non-specialist | — | RM 150 |
| Specialist | — | RM 635 |
| (f) Others | | |
| Basic electroencephalography (EEG) | — | RM 275 |
| Fine needle aspiration cytology | — | RM 275 |

| | | |
|---|---|--------|
| Aspiration of subcutaneous haematoma | — | RM 275 |
| Injection into subcutaneous tissue/painful trigger point(Including local anaesthetic and steroid) | — | RM 275 |
| Injection around apophyseal facet(s) of vertebra(ae) without X-ray control | — | RM 275 |
| Diagnostic aspiration of cysts, joints, cavities | — | RM 275 |
| Injection into joint(s) without X-ray control | — | RM 275 |
| Application of plaster cast (Where this is the sole procedure) | — | RM 275 |
| Toilet and suturing (T & S) per stitch | — | RM 15 |
| Strip urine test | — | RM 10 |
| Blood glucometer (Finger prick) test | — | RM 10 |
| Catheterisation | — | RM 85 |

2. Dermatology and venereology procedures

(a) Allergy Test

| | | |
|---|---|--------|
| Skin sensitivity tests (Intradermal) using up to 20 reagents (Excluding cost of reagents) | — | RM 165 |
| Skin sensitivity tests (Patch test) (Excluding cost of reagents) | — | RM 220 |
| Using up to 26 reagents, that is the standard series | — | RM 220 |
| Using more than 26 reagents, that is the standard series plus extras | — | RM 275 |
| Using supplementary series, that is the cost per series | — | RM 165 |

(b) General dermatosurgery

| | | |
|---|---|--------|
| Excision | | |
| Cysts, scars, benign tumours (Simple) | — | RM 330 |
| Cysts, scars, benign tumours (Complex) | — | RM 575 |
| Malignant skin tumours requiring wide excision | — | RM 800 |
| Multiple intralesional steroid injections | — | RM 165 |
| Cryotherapy | | |
| Lesions less than 5 | — | RM 135 |
| Lesions more than 5 | — | RM 220 |
| Malignant tumours requiring wide areas of treatment | — | RM 440 |
| Curettage/Cryotherapy of lesion of skin including cauterisation | — | RM 275 |

(c) Phototherapy

| | | |
|--|---|--------|
| Phototherapy (Ultra violet beam) per session | | |
| Regional | — | RM 55 |
| Whole body | - | RM 85 |
| Psoralen plus ultraviolet A (PUVA) per session | | |
| Regional | — | RM 85 |
| Whole body | — | RM 110 |
| Photopatch testing | — | RM 220 |

| | | |
|---|---|--------|
| Phototesting | | |
| Minimal erythema doses (MED) | — | RM 220 |
| Minimum phototoxic dose (MPD) | — | RM 220 |
| Phototherapy ultraviolet A1 (UVA1) per session | | |
| Regional | — | RM 85 |
| Whole body | - | RM 110 |
| (d) Other dermatology procedures | | |
| Ingrown toe-nail | | |
| Simple excision | — | RM 60 |
| Wedge excision or avulsion of nail including chemical ablation of nail bed | — | RM 420 |
| Matrixectomy of nail | — | RM 150 |
| Dark ground investigation (DGI) examination of specimen | — | RM 110 |
| Skin biopsy | — | RM 255 |
| Microscopic examination (Dark ground) | — | RM 55 |
| Microscopic examination for skin scrapings, smears, <i>etc.</i> | — | RM 55 |
| Biopsy of skin or subcutaneous tissue | — | RM 275 |
| Percutaneous biopsy (Not elsewhere specified) | — | RM 275 |
| Electrosurgery - keratosis, warts, angiomas, <i>etc.</i> | | |
| Lesions less than 5 | — | RM 165 |
| Lesions from 5 to 20 | — | RM 330 |
| Lesions more than 20 | — | RM 550 |
| Chemical cautery - keratosis, warts, angiomas, <i>etc.</i> | | |
| Lesions less than 5 | — | RM 110 |
| Lesions more than 5 | — | RM 220 |
| Electrolysis of hair per session | — | RM 220 |
| Iontophoresis per session | — | RM 165 |
| Transdermal iontophoresis | — | RM 250 |
| (e) Cutaneous laser procedures | | |
| Cutaneous laser ablation of skin tumours | | |
| Less than 5 lesions | — | RM 255 |
| 5 to 20 lesions | — | RM 575 |
| More than 20 lesions | — | RM 750 |
| Pigment-laser treatment of skin pigmentation and tattoos | | |
| Small area (Less than 9 cm ²) | — | RM 330 |
| Medium sized area (9 to 50 cm ²) | — | RM 380 |
| Large area (More than 50 cm ²) | — | RM 575 |

Pigment laser treatment of tattoo

| | | |
|----------|---|--------|
| Eyebrows | — | RM 330 |
| Eyelids | - | RM 380 |

Vascular laser treatment of vascular lesion

| | | |
|--|---|--------|
| Small area (Less than 9 cm ²) | — | RM 330 |
| Medium sized area (9 to 50 cm ²) | — | RM 380 |
| Large area (More than 50 cm ²) | — | RM 575 |

Laser resurfacing of one cosmetic unit

| | | |
|--------------|---|---------------|
| Ablative | - | RM1000 |
| Non-ablative | — | RM 750 |

Laser-assisted/intense pulsed light (IPL) hair removal

| | | |
|--|---|--------|
| Small area (Less than 9 cm ²) | — | RM 330 |
| Medium sized area (9 to 50 cm ²) | — | RM 380 |
| Large area (More than 50 cm ²) | — | RM 575 |
| Whole face | - | RM 800 |

(f) Chemical peeling

Chemical peeling of lesion of skin

| | | |
|------------------|---|--------|
| Superficial peel | — | RM 255 |
| Medium depth | — | RM 330 |
| Deep peel | — | RM 575 |

(g) Other procedures

| | | |
|--|---|--------|
| Comedone extract per session | — | RM 165 |
| Paring of hyperkeratosis, corns, <i>etc.</i> | — | RM 165 |
| Milia extraction | — | RM 165 |
| Day care skin nursing per session | — | RM 165 |
| Whole body wrap dressing for example atopic eczema | — | RM 200 |

Microdermabrasion

| | | |
|------|---|--------|
| Face | - | RM 300 |
| Body | - | RM 500 |

| | | |
|---|---|--------|
| Botulinum toxin injection of one cosmetic unit | — | RM 600 |
| Fillers injection of one cosmetic unit | — | RM 500 |

E. MISCELLANEOUS

1. Medical examination fee

(a) Non-specialists

| | | |
|--|---|------------------|
| Medical Examination - Pre-employment , routine and annual medical examination, fitness medical examination, comprehensive medical examination, aviation medical examination (Excluding laboratory investigations, X-ray, ECG, <i>etc.</i>) | — | RM 40 - RM 200 |
| Examination for medico-legal cases | — | RM 500 - RM 1000 |
| Examination for evaluation of disability | — | RM 500 - RM 1000 |

| | | |
|--|---|--|
| Participation in Medical Board examination | — | RM 200 - RM 1000 |
| Medical examination for life insurance | — | RM 80 - RM 200 |
| Health examination for vocational licence | — | RM 30 - RM 100 |
| <i>(b) Specialists</i> | | |
| Medical Examination - Pre-employment , routine and annual medical examination, fitness medical examination, comprehensive medical examination, aviation medical examination (Excluding laboratory investigations, X-ray, ECG, <i>etc.</i>) | — | RM 100 - RM 500 |
| Examination for medico-legal cases | — | RM 500 - RM 2000 |
| Examination for evaluation of disability | — | RM 500 - RM 2000 |
| Participation in Medical Board examination | — | RM 500 - RM 2000 |
| Medical examination for life insurance | — | RM 150 - RM 400 |
| Health examination for vocational licence | — | RM 30 - RM 100 |
| 2. Medical Report | | |
| <i>(a) Non-specialist</i> | — | RM 50 - RM 200 |
| <i>(b) Specialist</i> | — | RM 100 - RM 500 |
| 3. House calls and medical assistance | | |
| Medical duty for events and functions per hour | — | RM 50 |
| Medical coverage for transfer/repatriation of patient (Excluding actual expenses incurred in the cost of travel, board and lodging) per day | — | RM 500 |
| 4. Court attendance fees | | |
| Qualifying expenses per day | — | RM 250 - RM 500 per day |
| This is to cover the cost of the medical practitioner who on being called as a witness, is required to study and research a case not previously a patient of the same practitioner (Excluding travel, board and lodging expenses and medical report) | | |
| Conduct money | — | Actual expenses incurred in the cost of travelling and lodging |
| Non-expert witness (Testimony involving statement of facts only) | — | RM 500 - RM 1000 |
| Expert witness (Testimony involving expert opinion) | — | RM 1000 - RM 2000 |
| Comprehensive medical report (Requested by insurance company, lawyers and others) | — | RM 80 - RM 250 |
| Attending physicians statement for insurance company | — | RM 50 |

PART II - DENTAL FEES

A. CONSULTATION FEES

| | | |
|----------------------------------|---|----------------|
| Consultation only | } | RM 25 - RM 250 |
| Consultation with examination | | |
| Consultation with treatment plan | | |

B. BASIC DENTAL PROCEDURES FEES

| | | |
|---|---|------------------|
| Post-extraction bleeding | — | RM50 – RM 300 |
| Treatment for dry socket | — | RM50- RM 300 |
| Temporary dressings | — | RM30- RM 150 |
| Incision and drainage | — | RM50- RM 200 |
| Amalgam restorations | — | RM40- RM 300 |
| Tooth coloured/Adhesive restoration | — | RM45- RM 600 |
| Removal of calculus | — | RM50- RM 300 |
| Removal of plaque and/or extrinsic stains | — | RM60- RM 250 |
| Dentures acrylic (partial) per jaw | — | RM 100 - RM 1000 |
| Dentures acrylic (full) per jaw | — | RM 250 - RM 2000 |
| Non-surgical/Simple extraction of teeth and/or root(s) | | |
| Permanent | — | RM40- RM 250 |
| Deciduous | — | RM25 - RM 100 |
| Intra-oral periapical/bite wings/occlusal radiograph - per exposure | — | RM20- RM 100 |

C. MISCELLANEOUS

| | | |
|--|---|--|
| Dental reports | — | RM50 - RM 300 |
| House calls | — | RM 150- RM 500 |
| Court attendance fees | — | RM250- RM 500 |
| Qualifying expenses per day | | |
| This is to cover the cost of the dental practitioner who on being called as a witness, is required to study and research a case not previously a patient of the same practitioner (Excluding travel, board and lodging expenses and dental report) | | |
| Conduct Money | — | Actual expenses incurred in the cost of travelling and lodging |
| Non-expert witness (Testimony involving statement of facts only) | — | RM 500 - RM 1000 |
| Expert witness (Testimony involving expert opinion) | — | RM 1000 – RM 2000 |
| Comprehensive dental report (Requested by insurance companies, lawyers and others) | — | RM 50 – RM 300 |
| Attending dentist statement for insurance company | — | RM 50 |

Made 24 March 2006

[KKM-87(A5/17/3); PN(PU²)610/II]