

## PAYMENT

Medical Report Fees (subject to fees Akta Fi, Perintah Fi (Perubatan) (Kos perkhidmatan) 2014 dan Pindaan Perintah Fi (Perubatan) 2003 P.U (A) 359

Report Type	Citizen (RM)	Non Citizen (RM)
Brief Medical Report	40	120
Brief Specialist Medical Report	80	240
Detail Specialist Medical Report*	200-1000	400-2000

\* Depending on the complexity of providing the Specialist Medical Report.

Further Medical Report prepared by the Medical Officer / Specialist, the payment is based on the number of applications applied or based on the complexity / expertise of providing the report.

### Copy of a Medical Report

Application for a Medical Report copy for the same purpose is charged 50% of the original charge

## QUESTION & ANSWER

- ❖ **What is the payment for Insurance / SOCSO / EPF application**  
The fee is RM40 (Malaysian). Application for claim purposes is included in the Ordinary Resolution application.
- ❖ **Can I claim Insurance / SOCSO / EPF??**  
Provide your Insurance / SOCSO / EPF Form. We do not provide any claim form.
- ❖ **Can I get a copy for the Medical Record?**  
Can not. The Medical Record is CONFIDENTIAL. You are only allowed to apply for the Medical Report as a summary of your Medical Record.
- ❖ **I have received treatment in 3 different Clinical Departments. Why only 1 departement provide reports?**  
You need to make 3 applications to get the Medical Report from the 3 Clinical Departments. 1 application is only for 1 department and every application is charged.
- ❖ **Can I apply / take Medical Reports on behalf of my friend?**  
Yes, provided Consent Letter from your friend who clearly states your name as a representative on his behalf.



## MEDICAL REPORT APPLICATION



### JABATAN REKOD PERUBATAN HOSPITAL PUTRAJAYA

Aras LG, Hospital Putrajaya,  
Presint 7, 62250 Putrajaya  
No. Tel: 03-83124243/4244

Website: <http://www.hpj.gov.my/portal>

Operation Hour:  
Mon-Thurs (8.00am-1.00pm, 2.00pm-5.00pm)  
Friday (8.00am-12.15pm, 2.45pm-5.00pm)

## PATIENT & FAMILY'S RIGHT.

Patient or relative can obtain information on patient's treatment and health through the **MEDICAL REPORT** application.

### WHAT IS MEDICAL REPORT?

Medical Report is a written information on the history, level of health and condition of the patient who have been hospitalized and can only be provided by the Medical Officer of the Clinical Department where the patient is receiving treatment.

Reports are based on the information available in the Patient Medical Record.

### TYPE OF MEDICAL REPORT

1. Brief Medical Report.
2. Brief Specialist Medical Report.
3. Detail Specialist Medical Report.
4. Autopsy Report.
5. Insurance / SOCSO / EPF Form
6. Labour 90 Form (Medical Certificate of Employment Compensation Ordinance, 1952)
7. Application from Employer / Police / Army.

Medical Report application can be made directly at the counter of Medical Records Department or by submitting a complete application to the following address:

The Hospital Director,  
Hospital Putrajaya  
Presint 7, Pusat Pentadbiran Kerajaan Persekutuan  
62250 Putrajaya  
U/P: Head of Medical Recors Department

## APPLICANT CATEGORY

### A. PATIENT (SELF)

1. Copy of IC / Passport
2. Copy of appointment card
3. Payment (depends of type of report)
4. Related form  
(Insurance / EPF / SOCSO)
5. Copy of Medical Certificate (MC)

### B. PARENT

(patient below 18 years old)

1. Copy of Birth Certificate
2. Copy of parents / guardian IC
3. Copy of appointment card
4. Payment (depends of type of report)
5. Related form  
(Insurance / EPF / SOCSO)

### C. AGENT / REPRESENTATIVE

1. Original consent letter from patient / relative  
(mention name of agent / representative / applicant)
2. Copy of patient / relative's IC / Passport
3. Copy of applicant / agent / representative's IC
4. Copy of appointment card
5. Copy of Birth Certificate  
(patient below 18 years old)
6. Payment (depends of type of report)
7. Related Form (Insurance / EPF / SOCSO)
8. Copy of Burial Permit / Death Certificate (if patient passed away)
9. Consent Letter from embassy if relative unreachable (foreigner)

### D. NEXT OF KIN (spouse, parents, child, sibling)

1. Consent letter from patient / relative  
(mention of applicant name / relative)
2. Copy of patient's IC
3. Copy of applicant / relative's IC
4. Copy of appointment card
5. Copy of Married Certificate
6. Copy of Birth Certificate
7. Letter of Declaration Statutory / Letter of Order Court (if applicable)
8. Copy of Burial Permit / Death Certificate is patient passed away.
9. Payment (depends of type of report)
10. Related Form (Insurance / EPF / SOCSO)

The complete Medical Report application will be completed by the appropriate Medical Officer within 28 working days excluding Public Holidays (Saturday & Sunday) and Public Holiday. This period only applies to Brief Medical Reports only and does not include the Detail Specialist Medical Report, Autopsy Report and Explanation Report.

