

Guidelines/Procedures to Open a Clinic in Malaysia

DATO' DR MOHAN SINGH

PPS MMA, Chairman

Doctors intending to open up their own private practice in order to venture out to 'greener pastures' may find this month's article very useful and informative.

In this issue, I would like to highlight the procedures and requirements for opening a GP clinic.

- The premises should either be rented or it is your own building.
- Apply for registration of your clinic with the respective State as required by the Private Healthcare Facilities and Services Act 2006. Provided all the required documents are complete, the respective State Offices may accept the submission and cheque (for the processing fee) and subsequently issue a Letter of No Objection straightaway in order for you to begin the renovation and a receipt as acceptance of the processing fee for registration on the same day.
- A proper self-made even hand drawn plan of your clinic that complies fully to the room list and measurement requirements in the regulations of the Act 586 (**There is no need for an architectural drawing of the premise plan. A simple hand drawn plan is more than sufficient**). The plan needs to be clear, submitted in two copies, have the name of the clinic with the full address as stated in the Certificate of Fitness (CF), and be signed and dated by you. All other documents must be in two fully certified true copies, except for the statutory declarations signed by the Commissioner of Oaths in two original copies.
- Your Annual Practising Certificate (APC) needs to be amended to include your new clinic address. This can be done immediately at the Ministry of Health, Putrajaya.
- A license for the clinic advertisement board can be obtained from Kuala Lumpur

City Hall (DBKL) or Local Council. Another alternative is that it can be obtained through the advertising board specialist or on your own. For this purpose, you need to submit a photostat copy of your APC, I.C., one hard copy photo (outside view) of where the board is going to be placed, two drafts of how the actual signboard is going to look like including dimensions (one in colour and one in black and white). The processing of the license will take about two months.

- In order for you to place an order for drug supplies, your APC is required to open an account with the drug companies.
- The staff's EPF and Socso procedures need to be completed at the nearby KWSP/EPF and PERKESO offices.
- If you plan to install x-ray machines, you will need to obtain a specific license for this purpose.

In accordance to the Private Healthcare Facilities and Services Act 1998 and Regulations 2006, a "private medical clinic means any premises, other than a Government healthcare facility, used or intended to be used for the practice of medicine on an outpatient basis including :

- (a) the screening, diagnosis or treatment of any person suffering from, or believed to be suffering from, any disease, injury or disability of mind or body;
- (b) preventive or promotive healthcare services; and
- (c) the curing or alleviating of any abnormal condition of the human body by the application of any apparatus, equipment, instrument or device."

Under Section 25 of the Act - Application for registration:

- (1) An application for the registration of a private medical clinic shall be made to the Director General in the prescribed form [**Form A - Subregulation 3 (1)**] — which can

be obtained from the Private Healthcare Facilities and Services Act 1998 and Regulations 2006 or please contact your respective State Health Departments] and manner, and accompanied by the prescribed fee and such information, particulars and other documents as may be prescribed.

- (2) At any time after receiving the application for registration and before it is determined, the Director General may by written notice require the applicant to provide additional information, particulars or documents.
- (3) Where additional information, particulars or documents required under sub-section (2) is or are not provided by the applicant within the specified time or extended time, the application :
 - (a) shall be deemed to have been withdrawn; and
 - (b) shall not be further proceeded with, without prejudice to a fresh application being made by the applicant.
- (4) An application may be withdrawn at any time before it is granted or refused.

Under Section 27 - Grant of Certificate of Registration

Upon receiving and having considered the application, the Director General may register the private medical clinic with or without such terms or conditions as he may deem necessary and issue a certificate of registration upon payment of the prescribed fee.

Under Section 28 - Certificate of Registration to be exhibited

A copy of the certificate of registration shall be exhibited in a conspicuous part of the premises of the private medical clinic.

If you need further clarification with regards to opening up a clinic, kindly contact the person in charge in the *Unit Kawalan Amalan Perubatan Swasta (UKAPS)* in your respective States. **M**