



## Medical Reports

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### Description

Department of Health & medical Services provides all patients with medical report services within three days after the date of submission.

### Procedure

The patient /person authorized fills the request for medical report available in the medical reports office.

The staff in the medical reports office checks the followings:

- Validity of the health card.
- Patients last visit to the clinic.

### Rules & Regulations

- If the patient has a valid health card and visited the clinic during a period of less than six months the requisitioner is directed to the accountant.
- The accountant receives the request, collects the estimated fee, issues cash receipt, fills the information on the request and directed back to medical reports office .
- The medical reports office staff gives the requisitioner one-week appointment to receive the report.
- The medical reports office contacts the concerned doctor and sends him/her the file.
- The doctor writes the medical report, and the medical secretary obtains the signature of the head of department.
- The medical secretary forwards the file and the medical report to the director's office for countersignature.

- The director's office dispatches the file and medical report to medical office reports office.
- The medical reports office staff issues the medical report to the requisitioner on the date of appointment, after checking the original receipt.

**Fees**

AED 100

**Contact**

Dubai Hospital Tel No: 2714444

**Medical Report Form**

Medical Report Form