

GUIDELINES FOR MOH INSPECTION.

- 1. Notice Board.**
- 2. Clinic Organization Chart (with photos of person in charge & staff to display)**
- 3. A.P.C & MDC Registration**
- 4. Clinic License & Borang C**
- 5. Clinic Fees Schedule (not MDA fees schedule)**
- 6. Patient Daily Register**
- 7. Staff Attendance Book**
- 8. Details of Staff Employment & Staff Timetable of Duties**
- 9. Staff Uniform & Name Tag**
- 10.Clinic Grievance Mechanism**
- 11.Xray Licence**
- 12.Xray Radiation Monitoring Report**
- 13.Xray Apron with Heavy Duty Hanger**
- 14.Registration of patients (taken Xray) inclusive with record of Digital Exposure Time.**
- 15.Xray cautious notice to be placed outside Xray room door**
- 16.Incident report & Death Register**
- 17.Receipt & MC Book.**
- 18.Consent Form & Registry**
- 19.Referral Form & Registry**
- 20.Medication Register**
- 21.Pharmacy : Storage & Dispensing medications ; labelled with date of expiry.**
- 22.Medication Prescription Envelope; labelled with drug details & expiry date.**
- 23.Label all doors, rooms, cabinets, drawers and location of toilet.**
- 24.Sterilization Pouches for instruments and gauze**
- 25.Autoclave & Compressor Licence**
- 26.JKKP Record Book**
- 27.Waste management : disposal, for sharps and infected materials**
- 28.Hazardous waste (Sharps and Bins Record of disposal)**
- 29.Emergency Contact Numbers**
- 30.Patients Treatment card and Appointment card.**
- 31.Dental Indemnity Insurance.**
- 32.Display Clinic working hours inclusive of Lunch Break & Off Days.**

** Guidelines are subject to changes.

** Guidelines mentioned are based on experiences from our fellow members with MOH