

**MEDICAL REPORT APPLICATION FLOWCHART**

**MEDICAL RECORD UNIT**

**HOSPITAL PENGAJAR UNIVERSITI PUTRA MALAYSIA**

**TERMINOLOGY AND GLOSSARY:**

ARU – Admission and Revenue Unit

**RESPONSIBILITY**

Medical Record Unit

Applicant

Medical Record Unit

ARU

Is the payment has been made?

Yes

No

Review the application

Register the application

Exemption of payment:

* Police
* Government agencies
* Disabled person
* Legal Aid Bureau
* BAT F117 for Military

Official letter and a medical report will be submitted to the applicant.

Issue the Medical Report to the applicant and make a copy of the report (documentation)

Notify the applicant

Get the completed Medical Report

Preparation of Medical Report by Medical Specialist

Issue a letter of acknowledgement / an email to the applicant

Update registration system

Receive the application / email

Submit the application form

Completing the application form