

# Application for Medical Report

Patient medical information is kept strictly confidential. We respect our patients and the release of their confidential medical information in a form of a medical report requires the consent of the patient as well as discretionary approval of IMH.

## Who can apply for a patient's medical report

- Courts/law firms
- Insurance firms
- Ministries, Statutory Boards such as Central Provident Fund Board (CPF), Ministry of Social and Family Development (MSF) or other government agencies
- Government authorities such as Singapore Police Force (SPF) and Singapore Armed Forces (SAF)
- Patients (application and purpose will be reviewed by the attending doctor)

## How to apply for a medical report

All applications must be accompanied by an official letter from the organisation with the patient's name, NRIC number and the purpose of the application to be included.

## Please send in the medical report application via:

- An email request to the Medical Records Office (MRO) at [mro\\_imh@imh.com.sg](mailto:mro_imh@imh.com.sg)
- Hardcopy letter of request by mail
- The following IMH Specialist Outpatient Clinics:
  - Clinic B at IMH
  - Community Wellness Clinic at Geylang Polyclinic
  - Community Wellness Clinic at Queenstown Polyclinic
  - Child Guidance Clinic (CGC) at the Health Promotion Board

## Documents required

- An official letter from the organisation with the patient's name, NRIC number and the purpose of the application must be clearly stated.
- The patient's written consent to release his/her medical information with a witness' details and signature. For patients who are below 21 years old, the consent of a parent or legal guardian is required. You may download the IMH Patient Consent Form from [www.imh.com.sg](http://www.imh.com.sg) or obtain a hardcopy form from IMH Medical Records Office.
- Please attach other relevant documents that are available e.g. medical reports done at other healthcare institutions, previous assessment reports (e.g. psychological and IQ tests).



## Medical Report Types and Fees

Our doctor will review every medical report application and determine the most appropriate type of report to be provided.

Common types of medical reports:

Medical Report Types	Fees (as of 1 Jan 2024)	Estimated Time Taken **
<p><b>Ordinary Report</b></p> <p>The report will be written based on the patient's clinical information documented in the hospital. No assessment is required in the preparation of the report.</p>	<p>\$141.70</p>	<p>2 to 4 weeks</p>
<p><b>Specialist Simple Report / Specialist Complex Report</b></p> <p>The report requires a doctor's opinion and may require the doctor's assessment of the patient. It will be written based on clinical information documented in the hospital. The doctor may request for an assessment after upon a review. More detailed reports and/or assessments will require a Special Complex Report to be written, for which the Complex Report fee will apply.</p>	<p>\$283.40 or \$572.25</p>	<p>4 to 6 weeks (Simple Report)</p> <p>6 to 8 weeks (Complex Report)</p>
<p><b>Forensic Report</b></p> <p>The report requires a doctor's opinion that is related to forensic matters and requires the doctor to assess or interview the patient and/or his/her family. The report includes the fitness to plea, a patient's mental state at the time of the alleged offence or causal link between the patient's mental condition and the commission of offence.</p>	<p>\$1798.50 \$3270 (External Remand)</p>	<p>minimum 12 weeks</p>



Medical Report Types	Fees (as of 1 Jan 2024)	Estimated Time Taken **
<p><b>Medical Report under the Mental Capacity Act (MCA)</b></p> <p>Details of the Mental Capacity Act can be obtained from the Office of Public Guardian website. The report requires our doctor to complete the Form 224 under the Mental Capacity Act. The application for this report often comes with the processing of the Affidavit upon the completion of the Form 224 report. For details on the Deputyship application, you may contact the Office of Public Guardian at 1800-111-2222 or email enquiry@publicguardian.gov.sg.</p>	<p>\$1417 \$109 (Affidavit processing fee)</p>	<p>10 to 12 weeks</p>
<p><b>Expert Opinion / Second Opinion Report</b></p> <p>The report requires our doctor's expert opinion in relation to a professional subject matter or requires our doctor to comment on other reports by private psychiatrists.</p>	<p>\$5450</p>	<p>minimum 12 weeks</p>

\*\*Depending on the type of report and complexity of the case, the following are some examples of situations where the medical report may take a longer time to be completed.

- The patient is hospitalised when the report is being prepared
- The doctor is on leave or away for work
- The patient requires further assessment(s) before the doctor can complete the report.

### Assessments by Doctor

The doctor who is preparing the report may require the patient to undergo other assessments/tests. The medical report fee excludes the additional fees of such tests and the medical report will not be released until full payment is made.

- Psychological/IQ Assessments
- Laboratory tests
- Medications

The medical report application may be cancelled if the patient does not turn up for the appointments that were set up for the assessments.



## Payment

Full payment must be made before the medical report will be released to the patient/requester. For any shortfall of the medical report fee, a top-up will be required. If the payment made exceeds the medical report fee, a refund cheque will be processed by IMH Finance Department and sent to the payer within 2 months.

Crossed cheques should be made payable to the "Institute of Mental Health" and mailed to:

### Institute of Mental Health

10 Buangkok View  
Singapore 539747  
Attn: Medical Records Office

Payment by cash, credit card, NETS can be made in person at IMH Clinic B registration counter. A Medical Records Office staff will assist you. For Paynow or funds transfer via GIRO, please check with us for the bank details.

## Mailing and Collection of Medical Report

In an effort to go green, the medical report will be sent to the applicant via email (with password protection). If hardcopy is required, please inform our Medical Records Office and the medical report will be mailed to the mailing address as stated in the IMH Patient Consent Form.

For a medical report application by the patient, only the patient is allowed to self-collect the medical report upon producing his/her NRIC for verification. For the collection of medical report by non-patients, the patient's authorisation letter is required.

## Validity of the Medical Report

The medical report is valid for 6 months from the report date. A fresh application is required after the medical report expires.

## Cancellation of Medical Report Application

Please contact us to enquire on the status of the medical report for the cancellation request.

- An official cancellation request must be made in writing through a letter or an email, indicating the reason for the cancellation.
- An administrative fee of \$24 will be charged for the cancellation.
- A cancellation is not allowed if the doctor has already started writing the report. No refunds will be made.
- If the cancellation is approved, a refund cheque will be processed by IMH Finance Department and sent to the payer within 2 months.

Note: For payments made by the patient, the hospital reserves the right to offset any outstanding bills by the patient before a refund is given.

## Contact the Medical Records Office

Monday–Friday (except public holidays):  
**8.30 a.m. – 5.30 p.m.**

Tel: **6389 2031**

Email: [mro\\_imh@imh.com.sg](mailto:mro_imh@imh.com.sg)



## Frequently Asked Questions

### 1 From the time my application of medical report is confirmed, how long do I have to wait for report collection?

The application will be confirmed upon receiving an official request, patient's consent form and full payment. The Clinical Chief of the department will assign a doctor to prepare the medical report.

### 2 Why is the validity of a medical report only 6 months?

The patient's medical condition may change or new symptoms may develop after a period of 6 months. Doctor may need to reassess the patient to ensure the present condition of the patient is still relevant.

### 3 Why is a patient's consent required when I apply for the medical report as the patient's immediate family member?

The patient's medical information is confidential. The patient has to give his/her consent to release his/her medical information to the requester of the medical report. For patients who are below 21 years old, the consent of either parent or legal guardian is required. You may download the IMH Patient Consent from [www.imh.com.sg](http://www.imh.com.sg) or obtain a copy from IMH Medical Records Office.

### 4 Why do some medical reports take a longer time to complete?

There are several types of medical reports. Some medical reports will require our doctor to assess the patient for the current mental condition before a medical report can be written. The assessment may require one or more sessions to complete. If the patient is hospitalised when the medical report application is being made, the patient's condition would need to be stabilised before the doctor assesses the patient.

The outpatient appointments for assessments are also subject to the schedules of the patient and doctor. Please be assured that our doctors strive to complete the medical reports in a timely manner.

### 5 If I need a medical report urgently, can you expedite my application?

Our doctors' primary focus is to provide psychiatric treatment and care to our patients. Time is needed for our doctor to prepare the medical reports. We strongly encourage you apply for a medical report early to meet your timeline.

