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# **Bhutan Medical and Health Council Guidelines for Writing Medical Certificates and Reports -2009**

## **A. BACKGROUND**

### **1. The Preliminary:**

- 1.1 This guideline shall be called the Bhutan Medical and Health Council Guidelines for Writing Medical Certificates and Medical Reports, 2009.
- 1.2 This guideline outlines the medico-legal obligations of the medical and health professionals, registered with the Bhutan Medical and Health Council, in relation to writing medical certificates and reports.
- 1.3 This guideline shall come into force from March 13, 2009 corresponding to 18<sup>th</sup> day of the 1<sup>st</sup> month of Earth Female Ox Year.

### **2. The Relevant Laws/Statutes**

- 2.1 The medical and health professionals are required to sign a variety of medical certificates and reports that range in purposes from confirming sickness to certifying death and are required by agencies including employers, government departments, insurance agencies, police, courts, schools, scholarship awarding institutions, etc.
- 2.2 The Medical and Health Council Act-2002 of the Kingdom of Bhutan bestows upon the registered members a privilege of 'issuing medical certificates' and giving oral testimony in the court of law as an expert witness depending upon the qualification of the member concerned and the existing government policies.
- 2.3 There are several laws, as listed in Appendix-I, under or for the purpose of which medical certificate or medical reports including death certificates are required. Therefore,

medical certificates are legal documents containing health and disability related information including medical interventions and recommendations about a person from a medical and health personnel.

### 3. Purpose of this Guideline

- 3.1 This guideline shall be the basis for the medical and health care professionals registered under the Bhutan Medical and Health Council in meeting their legal and professional obligations when writing medical reports and issuing certificates that are compliant with all relevant laws, and minimise the risk of medical negligence.
- 3.2 The privilege of writing or issuing medical certificates and reports shall be delegated to various levels of health and medical professionals as outlined in section 'C' of this guideline. Accruing privilege entails responsibility and accountability. Therefore, the ultimate responsibility for issuing medical certificates and any consequences resulting thereof shall rest solely with each medical and health professional.

### 4. Definition

For the purpose of this guideline, the terminologies are defined according to the applicable statutes and rules and regulations governing medical certificates and reports in the country.

- 4.1 **Accident** – means any unintended or unforeseen event or mishap arising from any activity that results in injury, disability or death to an individual.
- 4.2 **Council** – means the Bhutan Medical and Health Council
- 4.3 **Death** – means the end of life following permanent cessation of all bodily functions.
- 4.4 **Dependent** – means an individual's family member who was wholly or partly dependent on an individual's earnings at the time of the individual's death, and includes the spouse, children and parent of an individual.

- 4.5 **Disability** – means the inability to perform a range of tasks to a reasonable standard considered normal for a particular job or work activity due to some physical, mental or sensory impairment.
- 4.6 **Family** – means the spouse, children and parents of an individual.
- 4.7 **Immediate Family Members** – means the spouse, children and parents of an individual.
- 4.8 **Injury** – means any physical, mental, or emotional deprivation or damage to a person resulting from an accident or exposure to risk over a period of time.
- 4.9 **Medical Certificate** – means a certificate signed by a registered medical and /or health professional in accordance with the Bhutan Medical and Health Council Act and Regulations.
- 4.10 **Occupational disease** – means any illness or sickness or ailment contracted as a result of an exposure to risk factors arising from work activity.
- 4.11 **Professional** – means any medical or health professional who holds a valid registration under the Council.
- 4.12 **Registered Health Professional** – means all those professionals in the field of health and healthcare who are not covered under ‘medical professionals’ and includes such fields as nursing, pharmacy, physiotherapy, medical and health technology and technicians and who are duly registered with the Council.
- 4.13 **Registered Medical Professional** – means practitioner of the art and science of medicine including dentists and practitioners of traditional medicine and who are duly authorised to do so by the Council.

## **B. PURPOSE OF MEDICAL CERTIFICATES**

5. Medical certificate or reports are used for various purposes. A person may require a medical certificate or report for purposes such as –
  - 5.1 Medical leave – absence from place of work or school due to illness or injury.
  - 5.2 Certificates of Medical Fitness –
    - a. For employment, scholarship in-and/or ex-country, driving licence.
    - b. To Courts of law – to be excused from attending courts due to illness or injury (to be issued on Court order when a person does not attend court citing medical reasons).
    - c. To be exempted from performing certain functions, such as sitting for an examination, engaging in work that requires much exertion, disability due to illness or injury that prevents a person from attending to some aspects of his job requirements, etc.
    - d. To perform duties after a person rejoins his/her duties after availing medical leave for more than 3 months.
    - e. To be interviewed /or to plead and/or stand trial in the court of law.
    - f. To be detained or imprisoned on grounds of mental ill-health or other medical conditions.
  - 5.3 Maternity - Certification of pregnancy and/or childbirth.
  - 5.4 Insurance purposes:
    - a. On the request of the Insurer – to assess the suitability of acceptance for insurance.
    - b. On the request of the insured person – to apply for a claim to recover an insurance award.



- 5.5 Disability certificates –for certification of disability of an individual.
- 5.6 Paternity Leave- Certification of childbirth by the individual’s spouse.
- 5.7 Medical condemnation certificate – for provident fund, when an individual is medically condemned or retires on medical grounds.
- 5.8 Death Certificates – related to medical cause of death of a person for legal proof of death, insurance claims, bereavement leave, welfare schemes, etc.
- 5.9 Miscellaneous:
  - a. Certification of testamentary capacity – true mental state of a person at the time of making a will.
  - b. Vaccination certificates.
  - c. Change of occupation/work place on medical grounds.

### **C. POWER TO CERTIFY**

- 6. A medical certificate or report, as specified under this guideline, can only be completed by a registered medical and/or health professional, who are registered with the Council and practising allopathic medicine in the government medical institutions. The various types of medical certificates or reports that may be completed/issued by the professional are outlined in appendix– II.

### **D. IMPLICATIONS FOR HEALTH AND MEDICAL PROFESSIONALS**

#### **7. Limitations**

- 7.1 The medical and health professionals in general should limit issuing medical certificate or reports only in respect of the area of practice in which they are registered.

For example;

- a. The pharmacists will limit the provision of medical certificates primarily in relation to – the supply, compounding or dispensing of medicine, and –to the provision of professional pharmacy services including advice on safe and effective use of medicines;
- b. Dentists can complete a medical certificate if the origin of the injury or disability is dental-related;
- c. Midwives can complete the medical certificate related to pregnancy and child-birth;

## **8. No obligations**

- 8.1 The health professionals other than medical doctors and specialists, in general, are not obliged to issue medical certificates when requested. The prerogative of whether or not to issue medical certificates in a given circumstance lies entirely with the medical and health professionals.
- 8.2 Where the request for medical certificate or report is made through court order or by any authorized government or non-governmental official and the document so requested pertains to the illness or death of a person that was attended to by the professional concerned, then the professional is obliged to submit the medical certificate or report.
- 8.3 In instances where a medical or health professional is subjected to pressure, or feel uncomfortable or unsure about issuing a medical certificate at any time, then the concerned medical or health professional shall decline from issuing a certificate.
- 8.4 Where a medical or health professional decides not to issue a medical certificate or report (following a consultation with a specialist or due to the adopted policy of not to issue certificates), appropriate guidance shall be provided to the person applying for such documents on other available avenues.

## 9. Liabilities

- 9.1 The medical and health professional must be aware that completing and issuing a medical certificate or report has implications for the patients, as well as themselves, and the agency receiving the certificate. Certificates, for instance, may have financial implications for the patient and the recipient through benefits, employment and compensation payments or insurance claims and the failure to issue a certificate or include certain information may impact negatively on the patient or the patient's family.
- 9.2 Completing a certificate may directly affect the safety and security of others. Certifying a patient to undertake work when he or she is unfit may place the patient or patient's colleagues at risk.
- 9.3 Providing misleading or untrue information, both deliberately or negligently, constitute professional misconduct and may result in disciplinary action under the provisions of Medical and Health Council Act 2002.
- 9.4 Medical and health professionals may be legally challenged and can be summoned in the courts to justify their clinical certification.
- 9.5 Some of the risks involved in issuing medical certificates or reports include –
  - a. Allegations of negligence;
  - b. Allegations of professional misconduct;
  - c. Disciplinary actions following professional misconduct/negligence;
  - d. Breach of legal requirements including issuing medical certificates outside one's area of practice;
  - e. Insurance complications.

## **E. GENERAL CONSIDERATIONS**

### **10. Conflict of Interest**

- 10.1 The medical and health professionals shall not issue medical certificates or reports to themselves or members of their immediate family or to a relative, where certification bears financial benefits to the person certified. Further, for the certification for insurance policies, the medical certificate shall not be issued if the requesting insurance agency or the potential client is related to the medical or health professional.
- 10.2 The medical and health professionals' obligations are to his or her patient, and to the law. Issues such as the type of certificates requested, or who initiated or pays for the consultation shall have no bearings on the medical assessment and findings.

### **11. Referral to a Medical Practitioner/ Medical Board of Doctors**

- 11.1 The medical and health professionals shall seek consultation with a specialist for injuries and illnesses which are beyond his/her expertise (refer Appendix-II).
- 11.2 Medical certification for the purpose of medical leave up to 6 months or beyond and for disability or compensation claims must be completed by a medical board of doctors who are appointed by the head of the institution or agency.

### **12. Privacy and Confidentiality**

- 12.1 The medical and health professionals are ethically and legally obliged to respect and safeguard the patient's privacy and confidentiality of patient information in the course of issuing medical certificates and reports.
- 12.2 Medical certificate or reports shall be handed over to the applicant personally or delivered to the relevant authority that had requested for such a document.

12.3 The medical and health professional shall provide additional information regarding the individual's illness or disability if required by the law and relevant government policies.

### **13. Record Keeping**

13.1 The medical and health professionals shall maintain the following records:

- a. A copy of the record of the consultation (interview, examination and investigation findings);
- b. A copy (photocopy, carbon copy, or second printed copy) of the medical certificate that is issued to the requesting party.

13.2 The above records shall be stored in a secure and confidential manner and accessible only to authorised health staff.

13.3 All records shall be maintained for at least 5 years from the date of initial issuance of the certificate or report.

### **14. Fee for Service**

14.1 The Council shall monitor the implementation of the regulations on the service fee as determined by a competent authority.

### **15. General Procedures and Contents of Medical Certificates and Reports**

15.1 The general procedures involved in issuing a medical certificate or report shall be as follows:

- a. Receive a written request for a medical certificate or report.
- b. Provide the person with information about the service.

- c. Conduct a consultation – interview, examination, laboratory investigations, reference to medical documents (e.g., birth register, patient case sheets) and consultations with relevant specialists where required.
- d. Document the findings and assess whether or not to issue medical certificate or report.
- e. Complete a medical certificate or report if one is to be issued.
- f. Receive payment for the service, where applicable.
- g. Store the documents in an appropriate manner.

15.2 A medical certificate or report is a legal document and therefore the medical certificates and reports shall:

- a. Be written legibly;
- b. Be written on letterhead or on forms designed specifically for this purpose (templates provided in appendixes III – VII);
- c. Be in plain English/Dzongkha, minimising the use of technical or medical terms;
- d. Be based on the facts known to the practitioners and based on their own observations made;
- e. Contain the date of the consultation;
- f. Contain the date of the certification;
- g. Be issued only once – where a certificate is lost and the request for a duplicate copy is made by the patient, only the practitioner who had issued the original certificate can issue the duplicate, and it should be clearly marked as “duplicate”.

- h. Contain the name, age, gender, and address of the person examined.
- i. Be completed by a registered medical or health practitioner who is authorized to do so;
- j. Contain the name, designation and BMHC Registration number and seal of the certifier.
- k. Not be backdated or pre-dated; but where the need is genuinely established, retrospective certificates should be clearly identified as such.

## **F. SPECIFIC CONSIDERATIONS**

### **16 Medical / Sick Leave**

- a. A treating practitioner only, as specified in appendix- II, shall issue medical or sick leave certificates.
- b. A provisional diagnosis is generally required for short term leave less than 1 month.
- c. The medical and health professional is obliged to obtain sufficient factual information through history and examination and laboratory investigations where necessary to certify unfitness for work.
- d. The medical and health professional shall not inadvertently reveal confidential patient information.
- e. The certificate shall contain the nature of illness or injury, whether fit for duty or not, and recommended period of leave.
- f. A medical or sick leave up to 2 weeks can be recommended by a treating ACO, medical doctors and specialists. The period of leave granted shall not exceed three days at a time with further extension of leave if indicated on review of the patient.

- g. A medical or sick leave exceeding 2 weeks and extending up to one month shall only be issued by a medical doctor, who may or may not be a specialist. The period of leave granted shall not exceed 2 weeks at a time with possibility for further extension of leave, if indicated on review of the patient.
- h. Except in cases of maternity leave, medical or sick leave exceeding one month and extending up to 6 months shall only be recommended by a Medical Board of Doctors instituted for this purpose. Except in cases of maternity leave, the period of leave granted shall not exceed one month at a time, up to first three months, and thereafter for two weeks at a time for the next three months.
- i. Medical leave exceeding 6 months can be sanctioned only by the head of the Department of Medical Services on the recommendation of the Medical Board of Doctors.
- j. A person who was on medical leave for 3 months must produce a medical certification of fitness to work on resuming his duties. Such certification should be carried out by the treating medical officer or the specialist.
- k. Backdating and change of date should not be allowed, except in the case of 'indoor patients' where the certifying medical or health professional must justify such leave after considering the nature of the illness.

## **17. Medical Fitness for Employment**

- a. The medical and health professional shall collect factual information through history and clinical examination to detect signs and/or symptoms of infectious diseases, defective sensory organ functions, or any obvious deformity or disability.
- b. The medical and health professional shall assess the nature of the job the person is applying for and whether or not the patient's present conditions would enable him/her to carry out the requirements of the work.



- c. The certificate shall be valid for a period of 6 months from the date of issuance of the certificate.

**18. Medical Certification for Exemption from attendance in Courts of Law**

- a. The medical professional shall exercise utmost caution in issuing such a certificate.
- b. The medical professional must be fully aware of his/her responsibilities to the patient on one side and his legal obligations to facilitate the administration of natural justice.
- c. The medical professional shall act on his own convictions and base the certification on the objective observations made from the patient consultation. The court may request a second opinion from another medical professional.
- d. The period for which the person is not fit to attend court and the likely period on which he/she is likely to recover and be fit to attend courts must be stated.
- e. If the certifying medical professional is of the opinion that the person is trying to avoid attending courts by resorting to various means and later requests a medical certificate to evade the attendance in courts, no certification shall be issued and such facts shall be disclosed to the court.

**19. Medical Fitness for Detention / Fitness to Stand Trial or Plead**

- a. The treating specialist or a Psychiatrist shall base the certification process on the objective assessment of the presence or absence of illness, injury or other medical conditions that endangers the person's life or severely impairs the person's judgment, reasoning and understanding power, when produced by police or on court order.

- b. An allegation of negligence may follow against the professional if the person produced for medical evaluation is allowed by the treating medical professional to be detained and where the patient subsequently dies in detention. Therefore, the certifying doctor shall exercise utmost caution in dealing with such case.

## **20. Injury or Disability or Occupational Disease Certification**

- a. The Medical Board of Doctors shall write the actual nature of injury or disability or occupational disease contracted by the patient.
- b. If the injury, disability or disease was aggravated by certain habits or behaviours of the patient, such as, (i) consumption of substance of abuse, (ii) failure to comply with safety measures, and (iii) not following medical advice, etc., then such information shall be divulged even if it affects the claim made by the beneficiaries.

## **21. Medical Certificates for Insurance Purposes**

- a. Certification for insurance schemes may be requested by the insuring agency in writing on behalf of the individual (insured) to assess his/her suitability to be accepted for insurance. In such cases, the medical professional shall divulge the correct and accurate information even if that person may not be benefitted as a result. Withholding of pertinent patient information may result in legal actions against the certifying medical professional by the insuring agency.
- b. Certificates for insurance claims may be requested either for recovery of health care expenses of the insured person or for insurance benefits to the family members upon death of the insured person. The certifying medical professional shall exercise caution in issuing such certificates and in the case of death benefits, the certificates must be handed over to the proper legal claimant.

- c. If the certifying medical professional is of the opinion that the injury, disability, disease or death was aggravated by the insured person's habits/actions/behaviours, then such facts shall be clearly mentioned in the certificates or reports.

## **22. Birth Certificates**

- a. Birth certificates shall be issued only to those where child birth was attended to by the medical or health professionals. The certifier shall issue the birth certificate after affixing his/her name, signature, designation, BHMC Registration No., and name of the health centre.
- b. Requests for 'duplicate' birth certificates may be entertained only after the facts to childbirth have been verified from the Birth Register maintained in the respective health centres. The nurse in-charge of Maternity Ward or Labour Room, MCH clinic, and Ward may complete the certificate. The certificate shall be marked 'Duplicate'.

## **23. Miscellaneous**

- a. Any blank or unfilled certificates or report forms in stock shall be stored in a secure place to avoid misuse.
- b. The receiving agency has the right to accept or reject a certificate or request for second opinion from another medical or health professional.

## **24. Revision of Guideline**

This guideline shall be revised from time to time to suit the requirements of the changing times and evolving laws.

## Appendix – I

List of Prescribed Medical Certificates and Reports including Death Certificates

Description of Medical Certificates/Reports	Laws / Regulations under or for the purpose of which Certificates are required
1. To secure registration of birth, admission in schools, date of birth for employment and deciding date of retirement 'Birth Certificate'	<ul style="list-style-type: none"> <li>i. Birth &amp; Death Registration, Civil Registrations Act (<b><i>currently no enactment</i></b>)</li> <li>ii. Education policy</li> <li>iii. BCSR 2006,</li> <li>iv. Labour &amp; Employment Act of Bhutan 2007; section 174</li> <li>v. MCH Handbook 2008</li> </ul>
2. Medical certificate of fitness for employment	<ul style="list-style-type: none"> <li>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 3, subsection 7.1.3.</li> <li>ii. Bhutan Civil Service Rules &amp; regulations 2006, chapter 4: Contract appointment.</li> </ul>
3. To establish pregnancy and / or recent child birth for the purpose of Maternity Leave	<ul style="list-style-type: none"> <li>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 10, section 2.4; subsection 2.4.1.</li> <li>ii. Labour &amp; Employment Act of Bhutan 2007; section 106</li> <li>iii. Leave Regulation-2007 (Draft); section 52</li> </ul>

<p>4. To establish pregnancy and / or recent termination of pregnancy for the purpose of Maternity Leave</p>	<p>i. Bhutan Civil Service Rules &amp; Regulations 2006; chapter 10, section 2.5. ii. Leave Regulation-2007(Draft); section 54</p>
<p>5. To establish recent child birth by the spouse of a civil servant for the purpose of Paternity Leave <i>Note: application to be attached with birth certificate.</i></p>	<p>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 10, section 2.4; subsection 2.4.2. ii. Labour &amp; Employment Act of Bhutan 2007; section 106</p>
<p>6. To prove incapacity to work due to illness or injury – to apply for Medical Leave /Sick Leave</p>	<p>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 10, section 2.6; subsection 2.6.1. ii. Labour &amp; Employment Act of Bhutan 2007; section 106 iii. Leave Regulation-2007(Draft); section 28</p>
<p>7. To resume office after having been on medical leave for more than 3 months – medical fitness to perform duties</p>	<p>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 10, section 2.6; subsection 2.6.3.</p>
<p>8. To apply for Medical leave for attendant of a patient referred outside Bhutan</p>	<p>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 10, section 2.6; subsection 2.6.4.</p>
<p>9. To assess the validity/invalidity of wills on grounds of mental incapacity</p>	<p>Inheritance Act 1980; section GA 7-6</p>
<p>10. Medical certificate of fitness to drive</p>	<p>Road Safety and Transport Act 1997</p>
<p>11. Accident compensation</p>	<p>i. Labour &amp; Employment Act of Bhutan 2007; section 96, 142, 143 –SS- f (v)</p>

12. Disability compensation	<ul style="list-style-type: none"> <li>i. Labour &amp; Employment Act of Bhutan 2007; section 96, 142, 143 –SS- f (v)</li> <li>ii. National Pension &amp; Provident Fund Rules &amp; regulations 2002; sections 44-46</li> </ul>
13. Occupational diseases	<ul style="list-style-type: none"> <li>i. Labour &amp; Employment Act of Bhutan 2007; sections 96, 143: SS-(g)</li> </ul>
14. Questions as to age of a child	<ul style="list-style-type: none"> <li>i. Labour &amp; Employment Act of Bhutan 2007; section 174</li> <li>ii. Acceptable forms of Child Labour Regulations 2007(Draft); section 25</li> <li>iii. Penal offences – child rape, child prostitution, etc.</li> </ul>
<p>15 To enable the family members of a civil servant/employee to claim benefits upon his/her deaths</p> <p>Medical cause of death – Death certificates</p>	<ul style="list-style-type: none"> <li>i. Bhutan Civil Service Rules &amp; regulations 2006, chapter 20, section 4.9.</li> <li>ii. National Pension &amp; Provident Fund Rules &amp; regulations 2002; sections 47-66</li> <li>iii. Labour &amp; Employment Act of Bhutan 2007; section 96,</li> </ul>

## Appendix – II

Categories of Certifiers according to the nature /purpose of the medical certificate or reports

Certificate	Who may Certify	Remarks
1. Birth Certificate (BC)	<ol style="list-style-type: none"> <li>1. Mid-wives /nurses / health workers who attended the birth</li> <li>2. Doctor who attended the birth</li> <li>3. Gynaecologist / Obstetrician</li> </ol>	<p>For all deliveries attended by medical and health professional</p> <p><i>(Quote the patient's Reg. No. in the Birth Register on the BC)</i></p>
2. Pregnancy/ recent child birth/ termination of pregnancy	<ol style="list-style-type: none"> <li>1. Mid-wives /nurses / health workers who attended the birth</li> <li>2. Doctor who attended the birth</li> <li>3. Gynaecologist / Obstetrician</li> <li>4. In-charge of Maternity Ward/Labour Room/ MCH clinic</li> </ol>	<p>For all deliveries attended by medical and health professional</p> <p><i>(Quote the patient's MCH Reg. No. and the serial No. in the Birth Register)</i></p>
3. Sick /Medical Leave	<ol style="list-style-type: none"> <li>1. Treating Doctors/ACO/ HA /Drungtshos/ sMenpa</li> </ol>	<p>Maximum leave up to 2 weeks;</p> <p>(1-5 days leave at a time with review and further extension, if required).</p>
	<ol style="list-style-type: none"> <li>2. Treating Medical Officer</li> <li>3. Treating Specialists</li> </ol>	<p>Maximum up to 1 month</p> <p>(Two weeks leave at a time with further extension, if required, on review).</p>

	4. Medical Board of Doctors, including a treating physician	Leave exceeding 1 month, maximum up to 6 months  (One month at a time, up to first three months, and thereafter for two weeks at a time for the next three months).
	5. Head of Department of Medical Services, MoH	Leave exceeding 6 months,  (On the recommendation of the Medical Board of Doctors).
4. Disability certification	1. Medical Board of Doctors including a treating doctor	Three doctors to <i>form the MBD</i>
5. Occupational disease certification	1. Medical Board of Doctors including a treating doctor	Three doctors to <i>form the MBD</i>
6. Medical Fitness for employment	1. Medical doctor	-
	2. Specialist	-
7. Aviation industry	1. Medical Board of Doctors	5-member MBD comprised of Medical Specialist, Ophthalmologist, ENT Surgeon, Psychiatrist, & Medical officer
8. Medical fitness to Work (resuming work after >3 months' medical leave)	Treating doctor/relevant specialty	-



9. Medical fitness for scholarship /training abroad	Medical doctor	-
10. Medical fitness for suitability for insurance schemes	Medical Board of Doctors	Three doctors to <i>form the MBD</i>
11. Medical fitness to obtain a driving licence	1. ACO 2. Medical doctor	Referral to a specialist when there is debilitating medical condition or when in doubt
12. Medical fitness to stand trial/ detention	Medical Board of Doctor, including a treating Specialist	Involvement of Psychiatrist or Forensic Specialist to advise on medico-legal issues is preferable
13. Certification for testamentary capacity	Psychiatrist	-
14. Certificates for Vaccination –	1. Medical doctor 2. Pharmacist 3. In-charge of BHUs/ MCH Clinic	Reference to Health Card, Records, Vaccination card
15. Certification of age of a person	1. Radiologist, or 2. Dental Surgeon, or 3. Forensic Specialist	Age may be an issue in cases of child labour, child sexual assault, prostitution, trafficking, sports, etc.

16. Medical report	1. Health professionals who attended to the patient, or	- Injury - Rape/Sexual Assaults  (In centres where no forensic medicine unit exists or not available)
	2. Treating Medical doctor, or	
	3. Treating Specialist, or	
	4. Forensic Medicine Dept.	At the JDWNRH
17. Certification for exemption from certain aspects/ activities of a person's job requirements	1. Treating Medical doctors	Example – exemption from strenuous physical activity in a patient with RHD
	2. Treating Specialist	
18. Certification of change of work /work place on medical grounds	Specialists (Medical Board of Doctors)	Three doctors
19. Death certification processes: a. Declaration of death	1. Health professionals who have attended the death. 2. Medical doctors	Deaths in health centres ( <i>to certify the fact that the person is dead; not the cause of death</i> )
b. Cause of death  <b>Note:</b> * guidelines to be developed after national stakeholders' consultation	1. Health professionals who have attended the death. 2. Medical doctors 3. Specialists 4. Forensic Medicine team	Deaths in health centres & out-of-hospital deaths which are investigated along with the police

## Appendix – III

**Royal Government of Bhutan**

**Ministry of Health**

### **Medical/Sick Leave Certificate**

I certify that .....CID No. ....

Employee /student/resident of .....

.....

Was unable to attend work / school

Will be unable to attend work/school

from..... to. ....

***Additional comments:***

**Signature of Certifier:** .....

**Name:** .....

**Designation:** .....

**BMHC Reg. No.:** .....

**Health Centre:** .....

**Date (*certificate is signed*):** .....

**Official Seal:** .....

## Appendix – IV

**Royal Government of Bhutan**

**Ministry of Health**

### **Fitness to Resume Work**

*(required for employees who have been on sick leave for 3 months)*

I have examined .....

*(patient's name)*

on ..... and can certify that  
she/he is fully able to resume working on /from .....

.....

***Additional comments:***

**Signature of Certifier:** .....

**Name:** .....

**Designation:** .....

**BMHC Reg. No.:** ..... **Health Centre:** .....

**Date (*certificate is signed*):** .....

**Official Seal:** .....

# Appendix – V

Royal Government of Bhutan  
Ministry of Health

## Medical or Sick Leave Certificate

Medical Board of Doctors (*up to 6 months medical leave*)

I have examined .....  
(*patient's name*)

on .....

The nature of illness and medical interventions would make the patient unable to work from .....until.....

**Additional comments:**

**Signature of Treating Practitioner :**.....

**Name:**.....

**Designation:** ..... **BMHC Reg. No.:** .....

**Health Centre:** .....

**Date (*certificate is signed*):** .....

**Official Seal:**.....

### **Medical Endorsement**

After having discussed the patient's illness and medical interventions with the treating practitioner, we hereby endorse the period of medical leave as recommended by the treating practitioner.

.....

.....

.....

**1. Signature of Medical Practitioner**

**2. Signature of Medical Practitioner**

**Name/Designation/ BMHC Reg. No.**

**Name/Designation/ BMHC Reg. No.**

## Appendix – VI

### Royal Government of Bhutan Ministry of Health

### Medical Fitness Certificate

I certify that I have examined (*person's name*), .....  
..... age/gender ..... and  
bearing citizenship ID No. .... on..... as a  
candidate applying for .....

In my opinion, the person examined is in a state of good physical and  
mental health and there is nothing to disqualify him/her on medical  
grounds from the purpose for which this certificate is issued.

***Additional comments:***

**Signature of Certifier:** .....

**Name:**.....

**Designation:** ..... **BMHC Reg. No.:** .....

**Health Centre:** .....

**Date (*certificate is signed*):** .....

**Official Seal:**.....

## Appendix – VII

<b>Royal Government of Bhutan</b> <b>Ministry of Health</b>  <b>Medical Certificate (Workman’s Compensation)</b>		
<b>I. WORKER DETAILS:</b>		
<b>1. Name:</b>	<b>2. Age:</b>	<b>3. Gender</b>
		<b>CID No.:</b>
<b>4. Occupation:</b>	<b>5. Contact No.:</b>	
<b>6. Address:</b>		
<b>II. EMPLOYER DETAILS:</b>		
<b>7. Name of worker’s Employer:</b>		
<b>8. Employer’s address:</b>		
<b>III. INJURY DETAILS (<i>from the worker</i>):</b>		
<b>9. Date of Injury / disease first noticed:</b>		
<b>10. Workplace location where injury/disease occurred:</b>		
<b>11. Worker’s description of the injury or disease:</b>		
<b>12. Worker’s description of how the injury or disease occurred:</b>		
<b>IV. MEDICAL ASSESSMENT:</b>		
<b>13. Date &amp; Time of Examination:</b>	<b>14. Place of Examination:</b>	
<b>15. History of current condition:</b>		
<b>16. Past Medical History (<i>relevant to the current condition</i>):</b>		
<b>17. Examination Findings:</b>		
<b>18. Laboratory /Diagnostic Investigations:</b>		
<b>19. Diagnosis:</b>		
<b>20. Opinion: In my opinion, the injury or disease is [<i>tick appropriate cage(s)</i>]:</b>		
<input type="checkbox"/> (a) Consistent with the stated cause <input type="checkbox"/> (b) Inconsistent with the stated cause <input type="checkbox"/> (c) Of uncertain cause (comment):		

**V. FITNESS FOR WORK (Tick those boxes which apply):**

**21. I am of the opinion that as from the date of this certificate the worker is:**

- (a) Fit to return to pre-injury duties, no further treatment required;
- (b) Fit to return to pre-injury duties, but requires further treatment;
- (c) Fit to return to work for restricted hours/days from:  
..... to .....
- (d). Fit to return to work on restricted duties from:
  - i. *Avoid prolonged standing/walking/sitting;*
  - ii. *Avoid squatting/ kneeling/ladders/steps;*
  - iii. *No lifting of heavy of objects;*
  - iv. *Avoid repetitive use of affected body part;*
  - v. *Avoid repetitive bending/ lifting;*
  - vi. *Other:*
- (e) Unfit to work for .....
- (f) Unfit for present work

**VI. MEDICAL MANAGEMENT PLAN:**

**22. Treatment:**

**23. Medication:**

**24. Referral to Hospital:**

**25. Referral to Specialist (specialty/ name):**

**26. Referral to Allied Health Professionals:**

- (a) **Physiotherapist**
- (b) **Vocational rehabilitation**
- (c) **Others:**

**27. Review Date: *Worker to be reviewed on –***



**VII. MEDICAL BOARD OF DOCTORS:**

**28. Signature of Treating Practitioner:** .....

**Name:**.....

**Designation:** ..... **BMHC Reg. No.:** .....

**Health Centre:** .....

**Date (*certificate is signed*):** .....

**Official Seal:**.....

***Medical Endorsement***

After having discussed the patient’s illness and medical interventions with the treating practitioner, we hereby endorse the period of medical leave as recommended by the treating practitioner.

.....

.....

.....

**29. Signature of Medical Practitioner**

**Name/Designation/ BMHC Reg. No.**

**30. Signature of Medical Practitioner**

**Name/Designation/ BMHC Reg. No.**

## Appendix – VIII

### Royal Government of Bhutan Ministry of Health

#### Certificate for Maternity Leave

I certify that Mrs. ....

Citizenship ID No. .... and wife/  
ex-wife/widow/partner of (name): .....

- (a) *Is/was pregnant with estimated date of delivery*  
*on .....*
- (b) *Has delivered a baby boy/girl on .....*
- (c) *Had spontaneous miscarriage on .....*

And she is due for/ wishes to take maternity leave from\*: .....  
..... to .....

*[Note:\* maternity leave must commence at the latest from the day of  
delivery of the child as per the BCSR 2006].*

The MCH/Hospital Reg. No. ....

**Signature of Certifier:**.....

**Name:**.....

**Designation:**.....

**BMHC Reg. No.** ..... **Date (certificate is signed):** .....

**Health Centre:** .....

**Official Seal:**.....

## Appendix – IX

### Royal Government of Bhutan Ministry of Health

### Birth Certificate

**I certify that:**

A baby boy/girl weighing ..... grams  
was born/ delivered through natural process/caesarean section on (dd/mm/yy) ..... to (mother's name), ..... who is/was the wife/ex-wife/widow/partner of (name) ..... at the (Name of the Health Centre), .....

**Further, I certify that this certificate is completed by me in my capacity as:**

- (a) Health worker who had attended to the above child birth
- (b) In-charge of the Maternity/Labour Unit\*
- (c) Head of Department of Obstetrics & Gynaecology\*
- (d) Head of the Health Centre/Hospital\*

**[Note\*: in case of (b) to (d) above, the certifier must confirm the above facts from the Birth Register maintained at the respective centres/units.]**

(i). MCH Reg. No. : ..... Dated: .....

(ii). Birth Register Serial No. : ..... Dated: .....

**Signature of Certifier:**.....

**Name:** .....

**Designation:**.....

**BMHC Reg. No.** ..... **Date (certificate is signed):** .....

**Health Centre:**.....

**Official seal:** .....

