

**Kingdom of Cambodia
Nation Religion King**

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Ministry of Health
No: 020/01 ABS/MP

Phnom Penh, 7 September 2001

**Prakas
on**

**The Procedure and Technical Conditions Set in the Request to Open or Close
Transform or Relocate Private Medical Paramedical and Medical Aid Services**

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Senior Minister and Minister of Health

- Seen the Constitution of the Kingdom of Cambodia
- Seen Royal Kram No. NS/RKM/0196/06 dated on 24 January 1996 promulgating the Law on the Establishment of Ministry of Health
- Seen Royal Kram No. NS/RKM/1100/10, dated on 3 November 2000 promulgating the Law on the Management of Private Professional Practice in the fields of Medical Paramedical and Medical Aid
- Seen the Law on Co-Statute of Civil Government Officials of the Kingdom of Cambodia, dated on 21 October 1994, and
- For the necessity of Ministry of Health.

Decides

Article 1: The private medical, paramedical, and medical aid services are divided into nine types:

- A medical consulting cabinet which shall be managed by a doctor or a physician assistant.
- A dental consulting cabinet which shall be managed by a dental doctor or dentist or specialized physician in the field of dentistry.
- A physiotherapy cabinet which shall be managed by a physiotherapist.
- A prenatal consulting cabinet which shall be managed by a secondary midwife.
- An ophthalmology consulting cabinet which shall be managed by a doctor who works or is specialized in the field of ophthalmology.
- An aesthetic surgery cabinet which shall be managed by a doctor who is specialized in aesthetic surgery.

- A medical laboratory which shall be managed by a doctor, a doctor of pharmacy, or a senior pharmacist who holds a specialization certificate in the field of medical laboratory or has served the laboratory at least five years. That manager must be a retiree or has suspended his/her state service without pay or terminated the state service and must be constantly present.
- An obstetrics and gynaecology cabinet which shall be managed by a retired doctor or a doctor who has suspended his/her state service without pay and is specialized or has worked in the fields of obstetrics and gynaecology for five years and must be constantly present.
- A clinic or polyclinic which shall be managed by a retired doctor or a doctor who has suspended his/her state service without pay or terminated his/her state service and must have at least a 5-year experience and must be constantly present.

Article 2: The opening up, closing, transformation, relocation, and transfer of a manager of the medical, paramedical, and medical aid services can be done as long as there is a permission by Ministry of Health. (Article 5 of Royal Kram No. NSRKM 1100/10, dated on 3 November 2000).

Article 3: Ministry of Health has the right to warn, suspend, or terminate the service in case the followings have been observed:

1. The responsible person has failed to appropriately organize the service as the conditions set.
2. The responsible person has failed to follow the contract and guideline of Ministry of Health.
3. The responsible person has committed a criminal offence either misdemeanour or felony.

Article 4: The dossier to open the medical, paramedical, and medical aid service shall contain the followings:

1. An application form affixed with a 1,000 riels stamp “a template”.
2. A photocopy of a certificate of doctor or doctor of pharmacy, pharmacist, pharmacist assistant, dental doctor or dentist, physician assistant, midwife assistant, or physiotherapist recognized by Ministry of Health or Ministry of Education, Youth and Sports.
3. A confirmation letter of registration with the professional council.
4. A copy of a specialization certificate (if applicable)
5. A short biography of the responsible person “a template” with remarks by his/her unit director for the retiree or for those who are not

employed by the state their residence must be confirmed by their local authority.

6. A contract of the responsible person “ a template”
7. A health certificate issued by the state-run hospital (except the manager of the medical consulting cabinet is a doctor or a physician assistant).
8. A brief description of the premises certified by the commune/sangkat authority.
9. Five photos 4 x 6 centimetres of the responsible person.
10. New criminal record certified by Ministry of Justice, which shall be valid not over three months for those who are not employed by the state.
11. A suspension without pay letter by the state or a retirement letter (if applicable).

The responsible people shall complete the above dossier and submit to Ministry of Health “the Hospital Department” through provincial/municipal Health Department.

Article 5: Relocation dossier shall contain:

1. An application form affixed with a 1,000 riels stamp “a template”.
2. A license “original”
3. A brief description of the new premises certified by the commune/sangkat authority.
4. Four photos 4 x 6 centimetres of the responsible person.

The responsible people shall complete the above dossier and submit to Ministry of Health “the Hospital Department” through provincial/municipal Health Department.

Article 6: The substitution of the manager of the medical, paramedical, and medical aid service can be made only when there is a permission of Ministry of Health.

The transferring dossier of the manager shall contain:

1. An application form affixed with a 1,000 riels stamp “a template”.
2. A transferring agreement between an outgoing and incoming manager.
3. A license “original”.
4. The new manager shall fulfil the conditions set in Article 4.

- Article 7: The medical, paramedical, and medical establishment shall have clean hygiene both inside and outside the premises, light and sufficient air flow, and appropriate organization according to the technical requirement of Ministry of Health:
- Must have an appropriate sign determined by Ministry of Health.
 - A staff of paramedical and medical aid shall wear a white medical blouse and a name badge.
 - Must register the patient who seeks consultation or stays in a daily record book and make a quarterly report and submit to Ministry of Health (the Hospital Department).
 - Must facilitate the inspection by the control committee of Ministry of Health or that of the provincial/municipal Health Department.
- Article 8: The medical laboratory provides the following services:
- Conducting medical analysis.
 - Conducting medical research and providing education on hygiene and health protection.
 - Submit the analysis report every three months to Ministry of Health.
- Article 9: The prenatal consultation cabinet provides the following services:
- Conducting prenatal examination and care; providing education and pre and post-delivery vaccination.
 - The delivery shall be conducted in the obstetrics clinic. It shall not be conducted in the prenatal consulting cabinet.
- Article 10: The obstetrics and gynaecology clinic provides the following services:
- Examining and treating female illness.
 - Consulting and treating pre and post-natal women.
 - Contributing to providing maternal and infant health education, birth spacing vaccination in accordance with the policy of Ministry of Health.
 - Conducting of surgery shall be agreed by the patient or his/her family.
 - The use of fresh blood for treatment shall be inspected by the laboratory recognized by the state.
 - Providing the medical examination and treatment report every three months to Ministry of Health.
- Article 11: The clinic or polyclinic provides the following services:
- Examining and consulting outpatients and inpatients.

- Conducting paramedical analysis and providing preventive vaccination.
- Contributing to providing education to patients about hygiene to prevent illness, health protection.
- Conducting of surgery shall be agreed by the patient or his/her family.
- Providing the medical examination and treatment report every three months to Ministry of Health.
- The use of fresh blood for treatment shall be inspected by the laboratory recognized by the state.

Article 12: The followings shall be prohibited:

- The commercial advertisement, except the advertisement made in the professional framework authorized by Ministry of Health.
- The use of drugs coming from unclear source, expired drugs, and prohibited drugs.
- The use of drugs prohibited by Ministry of Health.
- Any other businesses in his or her service.

Article 13: The manager shall be present at the obstetric clinic, clinic, or polyclinic that has beds for inpatients and private medical laboratory.

In case of absence of the responsible person for less than one month, a written report shall be made and submitted to Ministry of Health. In case of absence from one month to one year, the permission shall be sought with Ministry of Health. In case of absence for more than one year, the permission to substitute the manager shall be sought with Ministry of Health. In case of appropriate reason, the duration of such substitution can be prolonged for another year. The substitute shall be responsible before the law.

Article 14: Conditions for the opening of the medical consulting cabinet:

The medical consulting cabinet shall be divided into separate rooms and have hygiene both inside and outside the premises and technically and appropriately organized as the following:

1. Have an appropriate sign board as a medical consulting cabinet, which shall be painted white inscribed in dark blue letters, and the dark blue cross sign (there is a model)
2. A waiting room shall be at least eight square metres.
3. A consulting area shall be at least 12 square metres.

4. The medical consulting cabinet provides examination and treatment after the state working hours. It is allowed to have one bed for examining the patient.
5. Have a sterilizer if required.
6. Have a sink in the examination room.
7. Have at least three guest chairs.
8. Have a patient's daily medical record book.
9. The bed-pan and trash for the patient.
10. Have drugs and medical appliances for appropriate use.
11. In case of the ophthalmology consulting cabinet or the ear-nose-throat consulting cabinet, must have any necessary materials and equipment for this area.

Article 15: The dental consulting cabinet shall be technically organized as the following:

1. A waiting area shall be at least eight square metres.
2. A consulting area shall be at least 12 square metres.
3. Have one dental chair installed with an appropriate electric light and clean water.
4. Have a sterilizer.
5. Have appropriate drugs and medical appliances.
6. Have a client's daily record book.
7. Possibly have a small X-ray machine technically and appropriately organized.
8. Have an appropriate room for fabrication of dentures.
9. Have a spittoon, a trash, and good hygiene in and out.
10. Have an appropriate sign instructed by Ministry of Health.
11. Not allow to display for sales of drugs in the dental consulting cabinet.

Article 16: The aesthetic surgery cabinet shall be technically organized as the following:

1. A waiting area shall be eight square metres.
2. A consulting area shall be at least 12 square metres.
3. A normal bed for the examination of the patient.
4. Have a small surgery room of at least 12 square metres and one surgery bed.
5. Have a box of surgical tools and appropriate medical emergency equipment.

6. Have a Ultra-violet light in the surgery room.
7. Have appropriate drugs and medical appliances.
8. Sterilizers.
9. Have a bathroom and hygienic toilet.
10. Have an appropriate sign instructed by Ministry of Health.
11. Have a daily record book and must submit the treatment report every three months to Ministry of Health.

Article 17: The medical laboratory shall be technically organized as the following:

1. A waiting area shall be eight square metres.
2. At least three guest chairs.
3. A consulting area shall be at least 12 square metres.
4. Have a bed for examining the patient and taking a blood sample.
5. Have sufficient bed-pans or waste baskets by the beds.
6. Have a refrigerator to store reagent solution and one or two appropriate necessary tools for use in the laboratory affairs.
7. One or more microscope.
8. Other modern equipment for the laboratory works “if applicable” and must have an appropriate shelf or storage room to store the materials and reagents.
9. One or more sterilizers.
10. Have a bathroom and hygienic toilet that has water or waste disinfection system before it is released into the sewage system.
11. Have a daily medical analysis record sheet or book.
12. Appropriate sign board and hygiene.
13. Not allow to display for sales the drugs in the medical laboratory.

Article 18: The obstetric clinic shall be technically organized as the following:

1. Must have at least 10 beds for inpatients.
2. Staff framework must be determined at 0.7 staff per bed (minimal) that include:
 - 12 physicians specialized in obstetrics per 100 beds.
 - At least 30 midwives who hold the state issued certificate per 100 beds.
3. A normal building of one or more floors appropriately in accordance with the bed available and a guard or working room suitable as the obstetric clinic.
4. A waiting room shall be at least seven square metres.

5. Have a daily managerial working room and the permanent on duty staff.
6. An echography room (if applicable).
7. A prenatal examination room that has sufficient materials.
8. [illegible/not exist]
9. A post-delivery room with appropriate bed.
10. Must have one mother bed and one baby bed.
11. One or more guard rooms.
12. One or more ICUs that have a drugs cabinet and an oxygen cylinder and other necessary tools for emergency use.
13. The enclosed surgery room equipped with sterilized technical equipment.
14. Have sufficient and appropriate obstetric tools and equipment.
15. Have one or more sterilizers.
16. Have sufficient toilets and bathrooms in each patient room or in each floor.
17. Have sufficient surgical tools.
18. Have one or more stretchers in each floor.
19. Have an ambulance(s).
20. Have hygiene inside and outside; sufficient air flow; have air-condition or fan(s) in each room; have sufficient electric lights, a trash, and a spittoon by each patient bed.
21. Have an appropriate white sign board inscribed in dark blue letters and the dark blue cross sign.
22. Have a patient's daily record book and a clinical dossier.
23. Have a communication system with the hospital that has a medical waste incinerator.

Article 19: The clinic shall be technically organized as the following:

1. Have at least 10 beds or 20 beds the most for inpatients.
2. In the clinic, it is allowed to have only two medical sections the most including the paramedical section. In each section, there must be specialized physicians.
3. Technical framework and those who perform general service:
 - In total 0.7 staff for one bed (minimal)
 - Technical staff over 50% of total staff have a degree
4. Have a normal building of one or more floors appropriately enough to make into sections and the number of beds available and suitable enough to be a clinic.
5. Have an ICU.

6. Have a waiting room of at least eight square metres and a consulting room in each section.
7. Have a daily managerial working room and the permanent on duty staff.
8. A cabinet to store drugs, materials, medical appliances for appropriate use.
9. An echography room (if applicable)
10. An X-ray room of at least 12 square metres appropriately organized according to the technical medical standard with walls and doors shielded with 1-3 centimetres lead depending on the horsepower of the machine.
11. An electrocardiographic room (if applicable)
12. Medical laboratory (if applicable)
13. Have a stretcher(s).
14. Sterilizer(s).
15. Rooms for the physician and permanent on duty staff.
16. Storage room.
17. Patient room shall be organized appropriately allowing air flow and sufficient light, equipped with air-conditions or fans, bed-pans, sufficient waste basket.
18. Must have a toilet, hygienic bathroom, and sufficient clean water.
19. Have fire-extinguishers.
20. Have an ambulance(s).
21. Have a reserve generator.
22. Have an appropriate white sign board inscribed in dark blue letters and the dark blue cross sign.
23. Have a patient's daily medical record book and a patient's dossier.
24. In case of conducting a surgery, must have an operation room equipped with as sufficient and appropriate equipment as a surgery room.
25. The general atmosphere around the room and the building must be quiet and ensure safety.
26. Have a communication system with the hospital that has a medical waste incinerator.

Article 20: The polyclinic shall be technically organized as the following:

1. Must have at least 20 beds for inpatients.
2. Have a large building of one or more floors located in the separate premises as appropriate as a polyclinic. The general

atmosphere around the building must be quiet and ensure safety, have a sufficient car parking area, a reserve generator when the power is off.

3. Can have many medical and medical aid service sections, such as general illness section, child illness section, gynaecology section, obstetric section, surgery section, and other specialized sections.
4. Have physician fellows in each section.

Technical framework and staff must:

- [Illegible]

- Technical staff over 50% of total staff have a degree

5. The building must have a waiting area of at least 10 square metres and an appropriate ICU.
6. Have a pharmaceutical cabinet controlled by one pharmacist.
7. A laboratory room of at least 12 square metres where there is a sink and sufficient clean water, a microscope, or other medical aid equipment.
8. Have sufficient consulting rooms and tools for each section.
9. An X-ray room must be at least 12 square metres with a 1-3 millimetres lead shielding wall and door depending on the horsepower of the machine and must be technically organized according to the international standard.
10. Have a stretcher in each floor.
11. In the ICU, there must be a drugs cabinet and an oxygen cylinder and other necessary tools for emergency use.
12. Have one or two ambulance.
13. Have sufficient sterilizers.
14. One storage room.
15. One or two enclosed surgery rooms equipped with technical equipment and tools sterilized by other sterilizers and other equipment that ensure the safety of anaesthetic.
16. Have an appropriate guard room for the physician or staff
17. If there is an obstetric section, sufficient equipment and tools must be organized.
18. Have appropriate patient rooms in each section.
19. Have toilet and bathroom and sufficient clean water in each section.
20. Have hygiene inside and outside each room. The patient's bed must be clean, have air flow, air-condition or fan(s), and sufficient electricity.

21. Have an appropriate white sign board of the clinic inscribed in dark blue letters and the dark blue cross sign.
22. Have a daily record book and a patient's dossier.
23. Have a medical waste incinerator or a communication system with the hospital that has a medical waste incinerator.

Article 21: The general consulting cabinet and the dental cabinet, the clinic, the polyclinic, the obstetric clinic must issue an appropriate prescription with clear address and signature of the doctor or a responsible physician and prescribed drug dose for proper use as well as name, sex, and age of the patient.

Article 22:

- The general consulting cabinet, the dental cabinet, the medical laboratory, the aesthetic surgery cabinet, the physiotherapy cabinet, the nursing cabinet is licensed every three years and provided with a legitimate logo registered with Ministry of Health.
- The obstetric clinic, clinic, polyclinic is licensed every four years and provided with a legitimate logo registered with Ministry of Health.

Article 23: All licensed medical, paramedical, and medical aid services shall regularly send the patient treatment report quarterly to Ministry of Health (the Hospital Department). In case of violation of any provision, Ministry of Health will decide not to renew the license.

Article 24: In case that any obstetric clinic, clinic, or polyclinic employs foreign workers those foreigners shall follow the sub-decree on foreigners that practice medical paramedical and medical aid professions.

Article 25: The medical, paramedical, and medical aid services that were previously authorized to operate shall additionally complete the formality and organize the location appropriately in accordance with this *Prakas*.

Article 26: The Health Technical Department General, the Directorate of Ministry of Health, the Hospital Department, and provincial/municipal Health Department have the duty to implement this *Prakas* effectively.

Article 27: Any regulation or provision that is contrary to this *Prakas* shall be abrogated.

Article 28: This *Prakas* is in effect as of the date the signature is affixed.

[Signature and Seal]

Hong Sunhout
Senior Minister and Minister of Health

Submitted to:

- Secretary General of Senate-National Assembly
- Cabinet of the Council of Ministers
- Ministry of Justice
- Ministry of Interior
- Health Technical Department General
- Department General of Administration and Finance, Ministry of Health
- Directorate of Ministry of Health.