

Application of Medical Report

Patient Consent

Patient medical information is strictly confidential. The release of a patient's medical information in the form of a medical report requires patient consent and discretionary approval from IMH.

Patient must complete the IMH Patient Consent form using the [FormSG](#) or scan the QR Code below. Please save a copy of the completed consent form and attach it when you submit the medical report application.



<https://for.sg/imhmrap-consent-form>

Who can apply for a patient's medical report

- Patients (the purpose of the application will be reviewed by the doctor).
- Parents (for children under 21 years old).
[If parents share joint custody of the minor patient, either parent may apply for a medical report without the other parent's consent, subject to providing the required identity verification details. When the report is completed, the hospital may provide a copy to each parent if requested]
- Ministries and government agencies (such as Singapore Courts, Singapore Police Force, Ministry of Social and Family Development, Central Provident Fund Board, or MINDEF/Singapore Armed Forces) with patient consent, except for applications under statutory law.
- Organisations to which the patient has given consent, such as law firms or insurance agencies.

Medical Report Types and Fees

- Our doctor will review your medical report application and determine the most appropriate type of medical report to provide. Our doctor may request additional assessments or prescribe medications for you, where these costs are not included

in the medical report fee (for example, psychological or IQ assessments, laboratory tests, or medications).

- Full payment is required when you submit your application. A doctor will review your application and determine the most appropriate report type. If you have paid less than the required amount, you will need to pay the difference. If you have paid more than required, the Finance department will refund the excess amount within two months.

Report Type	Fee	Estimated Completion Time
<p>Ordinary Report The report will be written based on the patient’s medical information. No assessment is required in the preparation of the report. This report is usually used for submission to the schools.</p>	\$141.70	2 to 4 weeks
<p>Specialist Simple / Complex Report The report will be written based on the patient’s medical information. The report may require a doctor’s opinion and/or doctor’s assessment of the patient. When assessment of the patient is required, appointment(s) with the patient will be arranged. A more detailed report and/or assessments will require a Special Complex Report to be written. This report is usually used for insurance purposes.</p>	\$283.40 or \$572.25	4 to 6 weeks (Simple Report) 6 to 8 weeks (Complex Report)
<p>Forensic Report The report requires a doctor’s opinion that is related to forensic matters and requires the doctor’s assessments/interviews with 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>	\$1,798.50	Minimum 12 weeks
<p>External Remand Report The report requires a doctor's opinion that is related to forensic matters and requires the doctor's assessments with the patient who is incarcerated and/or interview 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>	\$3,270.00	Minimum 12 weeks

<p>Medical Report under the Mental Capacity Act (MCA) Deputyship Details of the Mental Capacity Act can be obtained from the Office of Public Guardian website. The report requires our doctor to complete Form 61 under the Mental Capacity Act. The application for this report comes with the processing of the Affidavit upon the completion of the Form 61 report.</p>	<p>\$1,417 + \$109 (Affidavit)</p>	<p>Minimum 12 weeks</p>
<p>Medical Report under the Vulnerable Adults Act Details of the Vulnerable Adults Act can be obtained from the Office of Public Guardian website. The report requires our doctor to complete Form 36A Mental Capacity Assessment Report (VAA), Form 36B Physical Capacity Assessment and a separate Specialist Complex Report, if needed. Please indicate which forms and medical report that are needed by MSF.</p>	<p>\$2507 (Form 36A) \$283.40 (Form 36B) \$572.25 (Complex Report)</p>	<p>Minimum 12 weeks</p>
<p>Expert Opinion / Second Opinion Report The report requires a 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>\$5,450.00</p>	<p>Minimum 12 weeks</p>

How to apply for medical report

For patients/parents:

Click on [FormSG](#) or scan the QR code



Before submitting your application:

- Please ensure the patient has completed the [Patient Consent form](#) via SingPass and save a copy to attach to the application.
- Read through the medical report types and determine which is the most appropriate report to apply for.
- Prepare your preferred payment method: either PayNow (include the patient's name in the reference) or credit card.

For organisations/agencies:

[FormSG Medical Report Application \(For Organisation/Agencies\)](#)

Before submitting your application:

- Please ensure the patient has completed the [Patient Consent form](#) via SingPass and save a copy to attach to the application.
- Read through the medical report types and determine which is the most appropriate report to apply for.
- Please attach an official letter from the organisation containing the patient's full name, NRIC, and purpose of application, along with other relevant documents (such as charge sheets, medical reports from other institutions, or psychological assessment reports). Please ensure complete documents are submitted to avoid delays in processing the application.
- Prepare your preferred payment method: either PayNow (include the patient's name in the reference) or credit card.

Delivery of Medical Report

- Completed medical reports will be sent electronically via email with a password.
- Self-collection by the patient only (physical NRIC is required).

Cancellation of medical report application

- Please email imh.mro@nhghealth.com.sg for cancellation requests or to check your medical report status. Once a doctor begins writing your report, the full fee applies with no refund. If writing has not started, cancellation incurs a \$24 administrative fee. Refunds are processed within two months by our Finance department.
- The hospital reserves the right to offset any overpayments against the patient's outstanding bills with the hospital.

Validity of medical report

Medical reports are valid for six months from the date of the medical report.

Contact Information for Medical Records Office (MRO)

Monday to Friday, 8:30am to 5:30pm (excluding public holidays)

Tel: 6389 2031

Email: imh.mro@nhghealth.com.sg

Download Request for Medical Report information sheet [here](#)

Frequently-Asked-Questions (FAQs)

1. When does the timeline for the medical report application process start?

The application will be processed only when all required documents are received, including the official letter of application from the organisation, the patient's consent form, and full payment of the medical report fee. The application will then be sent to our Chief Doctor for review and assignment of a doctor to write the medical report.

2. Why is the validity of a medical report only six months?

The patient's medical condition may change or new symptoms may develop. The doctor may need to reassess the patient to ensure the patient's current condition 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 must give consent to release their medical information. For a patient who is under 21 years old, the consent of the patient's parent or legal guardian is required.

4. Why do some medical reports take longer to complete?

Depending on the type of medical report required, some medical reports will require our doctor to assess the patient's current mental condition before the report can be written. The assessment may be completed in one or more sessions. If the patient is receiving inpatient treatment when the medical report application is made, the doctor must wait for the patient's condition to stabilise before the assessment can begin. Outpatient appointments for assessments are subject to both the patient's and doctor's availability. Please be assured that our doctors strive to complete medical reports in a timely manner.

5. If I need a medical report urgently, can you expedite it?

Time is needed for our doctors to prepare medical reports. We strongly encourage you to apply for a medical report early to meet your timeline. You may refer to the estimated turnaround time for medical report completion.

6. I want to apply for a medical report without using FormSG. How do I do it?

We encourage you to apply for your medical report electronically via [FormSG](#), where you can submit your consent and make online payment directly. We will process your application once we receive your FormSG submission.

7. I want to find out more about Lasting Power of Attorney (LPA) application.

For further information on LPA, you may wish to visit the Office of the Public Guardian website at <https://www.msf.gov.sg/what-we-do/opg/home>. You may also call the OPG hotline at 1800-111-2222.

8. I want to activate my LPA. How should I do it and what is the fee?

The fee for activation of LPA is \$572.25, which is the Complex Medical Report fee. Please submit your application via [FormSG](#), select Complex Medical Report, and attach the LPA Activation form. We will process your application once we receive your FormSG submission.

9. I want to find out more about Deputyship application.

For further information on Deputyship, you may wish to visit the Office of the Public Guardian website at <https://www.msf.gov.sg/what-we-do/opg/home>. You may also call the OPG hotline at 1800-111-2222.

10. I would like to know if my medical report is ready. Who can I contact?

Please refer to the estimated completion time for different types of medical reports. If you have not received the medical report after the estimated completion timeline, you can enquire about the status with the Medical Records Office staff.

11. Where can I get the Patient Consent form?

Patients can access the Consent form via [FormSG](#) or by scanning the QR code. This information is found on the IMH website at www.imh.com.sg under Patients & Visitors (Application of Medical Report).



<https://for.sg/imhrapp-consent-form>

12. Can I come down to IMH to apply for a medical report?

We do not have a walk-in service for medical report applications. Patients, parents (for children under 21 years old), and organisations can apply for medical reports using FormSG or by scanning the QR code.

For patients/parents:

Click on [FormSG](#) or scan the QR code



For organisations/agencies:

Click on [FormSG Medical Report Application \(For Organisation/Agencies\)](#)