

INTER DEPARTEMENT MEMO

TO:	All Departments
	All Branches
FROM:	DIRECTOR, HUMAN CAPITAL MANAGEMENT DEPARTMENT
DATE:	December 16, 2022
SUBJECT:	Medical service with Amin General Hospital
CC:	The President
	VP Operations
	VP, Corporate Services
	VP, Information Systems

Enat Bank, in the interest of giving employees the opportunity to get medical service with no need of cash payment in order to avoid the hassle of cash shortage of the employees, has already arranged credit facility with Amin General Hospital. Contract agreement has already been signed to that effect.

Accordingly, this notification is written to inform all employees about the service and for all employees to use the credit service (medical and pharmacy service) henceforth based on the following formalities;

- Taking medical request form from the department director, approved by HCMD for HO staffs;
- Taking medical request form the Branch Manager for branch staffs;
- Employee should sign on all medical papers that she/he takes the service, before living the medical center;
- Employee should always have Staff ID to get medical service;
- If emergency cases occur during night time or on any off-days, the hospital shall accept the medical service request based on staff ID;
- Medical Certificate should be submitted for the supervisor and HCMD;

This is, therefore, to kindly inform all departments and branches to use Amin General Hospital for any kind of medical services by taking in to consideration the information as indicated above.

The medical request form is attached herewith for use in the Head Office and Branches separately.

- The Head Office form will be kept in department director's office and employee shall start from their departments endorsed and get approval from HCMD.
- The Branch Form will be kept at Branch manager office and get approval also from the branch manager.

Department directors/branch managers are expected to clearly announce to the employees under their domain and send us a list of staff signed by all employees showing that all employees heard about the medical service effective from the date of this memo.

Regards,

/st

All Staffs
please read &
sign at the back