REPUBLIC OF KENYA

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Ref: No.....

MEDICAL PRACTITIONERS
AND DENTISTS BOARD
MP & DB HOUSE,
WOODLANDS RD, OFF LENANA RD.
P. O. BOX 44839-00100
NAIROBI.

Date ..... 1st January, 2012 .....

REQUIREMENTS FOR OPENING A MEDICAL INSTITUTION

1. Obtain forms IX or download from www.medicalboard.co.ke; fill and submit to the Board.

2. Attach the following documents:-
   (a) Company or Business Registration Certificate
   (b) Certified copies of Professional Certificates of all Health Professionals working therein including licenses from their respective Regulatory Authorities.
   (c) Building Architectural Plans for hospitals and nursing homes.

3. Hospitals and Nursing Homes must have a mortuary or a cold room for dead bodies.

4. All in-patient facilities must have a clearly defined method of waste disposal and management systems in place including incinerators, placenta pits etc.

5. The facility should be inspected by the District Medical Officer of Health (DMOH), Provincial Director of Medical Services (PDMS), District Health Management Team (DHMT), Board officials, Joint Inspections Team.

6. It may be a requirement from other Health Regulatory Authorities to obtain their licenses for other facilities: e.g Laboratory, Pharmacy, Radiology and X-ray Services etc. Kindly comply with their requirements.

7. The Proprietor/Administrator/Director must ensure that: -
   (a) All payments are paid in full as per the category. (List attached).
   (b) Licenses are up to date.
   (c) Health Professionals working therein are registered and licensed by their respective Boards/Councils.

8. All payments should be made at any KCB Branch countrywide to Medical Practitioners and Dentists Board's account No.1103158643, Milimani Branch.

DANIEL M. YUMBYA
CHIEF EXECUTIVE OFFICER
MEDICAL PRACTITIONERS AND DENTISTS BOARD

CATEGORIZATION OF HEALTH INSTITUTIONS AND FEES PAYABLE

	Category of facility	Definition	Application Fee	Reg. Fee	Annual Licence Fee
a)	Dispensary	A health facility devoted to treating outpatients which is not intended to be used for more than 12 hours. Either licenced to a Faith Based Organization (FBO) e.g. (church, mosque)	1,000	5,000	5,000
(b)	Medical Clinic	A private practice health facility devoted to treating outpatients which is not intended to be used for more than 12 hours.	1,000	5,000	15,000
(c)	Eye Clinic	An outpatient facility run by an ophthalmologist that exclusively offers eye services.	1,000	5,000	15,000
(d)	Eye Hospital	A facility that exclusively offers eye services and has- i. Outpatient facilities ii. Admission beds iii. Theatre iv. Cataract surgeon/ ophthalmologist	1,000	10,000	40,000
(e)	Health Centre	A Faith Based Organization (FBO), Community or registered organization, e.g. (school, company, church or mosque. Comprised of consulting room (s), office (s), treatment room, laboratory and minor theatre providing health care services which includes and limited to providing basic health services minus specialized services e.g. x-ray, theatre etc. Services provided: curative, inpatient, maternity, referral, ANC/FP/Immunization and laboratory	1,000	5,000	15,000
(f)	Medical Centre	A consortium of facilities and practitioners offering different services in one location.	1,000	5,000	15,000
(g)	Nursing Home	A residential facility for persons with chronic illness which has- i. Theatre ii. Mortuary	1,000	10,000	30,000
(h)	Maternity Home	Reception of pregnant women or of women immediately after childbirth and for ante natal services.	1,000	10,000	25,000
(i)	Funeral Home (stand alone)	A facility where dead bodies are stored and undergo autopsy before cremation/ burial; may provide additional services including- i. Selling coffins ii. Cremation iii. Burial iv. Transportation, among others.	1,000	10,000	20,000
(j)	Mission Hospital Level 3	A Faith Based Organization (FB0) which has- i. 50-100 inpatient beds ii. An operating theatre iii. Mortuary iv. Radiology unit with X-Ray v. Resident medical practitioners or dentists	1,000	5,000	15,000
(k)	Mission Hospital Level 4	A Faith Based Organization (FB0) which has- i. 100 and above inpatient beds ii. An operating theatre iii. Mortuary iv. Radiology unit with X-Ray v. Resident medical practitioners or dentists	1,000	10,000	25,000
(l)	Hospital Level 4	An institution which has- i. 50-100 inpatient beds ii. An operating theatre iii. Mortuary iv. Radiology unit with X-Ray v. Resident medical practitioners or dentists	1,000	20,000	80,000
(m)	Hospital Level 5	An institution which has- i. 100-150 inpatient beds ii. An operating theatre iii. Mortuary iv. Intensive Care Unit v. Radiology unit with X-Ray vi. Resident medical practitioners or dentists	1,000	30,000	100,000
(n)	Hospital Level 6	An institution which has- i. 150 and above inpatient beds ii. An operating theatre iii. Mortuary iv. Intensive Care Unit v. Radiology unit with X-Ray vi. Resident medical practitioners or dentists	1,000	30,000	300,000