MEMORANDUM

TO: STUDENTS, STAFF OF DIV OF BIOENGINEERING
FROM: ERNEST CHNG, ADMINISTRATIVE OFFICER, BIOE
SUBJECT: HEPATITIS-B SCREENING & VACCINATION
DATE: 23 NOVEMBER 2005

For each visit to the University Health Clinic for Hepatitis-B screening and vaccination services, you would be required to bring with you the following:

1) This memo to show to the counter staff, so that you will not be asked for payment

2) The charge form duly signed, for the Centre to retain for billing purposes.

While you register at the Centre for the services, you may refer to them this portion to inform them of our credit arrangement with them:

This memo requests that the University Health Clinic (Health Services), in accordance with prior arrangements with the Div. of Bioengineering, bills the Division directly for the services requested for our authorized staff and students, as indicated in the charge form.

Other Useful Information:

University Health Service Location: Yushof Ishak House (Level 4)

Contact Person: Gek Heng (Tel 6776 1631)

Clinic Operating Hours for Hep-B screening: Mon – Fri, 8:30 - 11:30am; 1:30pm - 4:30pm