

## On approval of the Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books

### *Unofficial translation*

Order of the Minister of Healthcare of the Republic of Kazakhstan No. KR DSM-196/2020 dated November 16, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 18, 2020 under No. 21652

### *Unofficial translation*

In obedience to paragraph 9 of Article 86 of the Code of the Republic of Kazakhstan of July 7, 2020 “On Public Health and the Health Care System”, **I HEREBY ORDER:**

1. That the attached Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books shall be approved.

2. That the following shall be declared null and void:

1) Order No. 126 of the Acting Minister of National Economy of the Republic of Kazakhstan of February 24, 2015 “On Approval of the Rules for Issuance, Record-keeping and Maintenance of Personal Health Record Books” (registered with the Register of State Registration of Regulatory Legal Acts under No. 10638, published in Adilet, the information and legal system on May 18, 2015);

2) paragraph 3 of Order No. 168 of the Minister of Healthcare of the Republic of Kazakhstan of April 12, 2018 “On Approval of the Rules for Hygienic Training of Persons of the Decretized Group of Population and the Programmes of Hygienic Training of Persons of the Decretized Group of Population and Amending Order of the Acting Minister of National Economy of the Republic of Kazakhstan No. 126 of February 24, 2015 “On Approval of the Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books” (recorded in the Register of State Registration of Regulatory Legal Acts under No. 16929, published in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan on June 16, 2018).

3. That to the extent permitted by the applicable law of the Republic of Kazakhstan, the Committee for Sanitary and Epidemiological Control of the Ministry of Healthcare of the Republic of Kazakhstan shall:

1) ensure the state registration hereof with the Ministry of Justice of the Republic of Kazakhstan;

2) place this order on the website of the Ministry of Healthcare of the Republic of Kazakhstan;

3) within ten working days after state registration hereof, submit to the Legal Department of the Ministry of Healthcare of the Republic of Kazakhstan the information on execution of actions stipulated by sub-paragraphs 1) and 2) of this paragraph.

4. That the supervising Vice-Minister of Healthcare of the Republic of Kazakhstan shall be charged with control over execution hereof.

5. That this order shall come into effect ten calendar days after the date of its first official publication.

*Minister of Healthcare  
of the Republic of Kazakhstan*

*A. Tsoy*

Approved by order  
of the Minister of Healthcare  
of the Republic of Kazakhstan  
No. KR DSM-196/2020  
dated November 16, 2020

## **Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books**

### **Chapter 1. General provisions**

1. These Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books (hereinafter the Rules) have been developed in conformity with paragraph 9 of Article 86 of the Code of the Republic of Kazakhstan of July 7, 2020 “On Public Health and the Healthcare System” and determine a uniform procedure for issuing, recording and maintaining personal health record books.

2. The following concept shall be applied herein:

a personal health record book - a personal document in which the results of compulsory medical examinations with a mark of admission to work are recorded.

### **Chapter 2: Procedure for issuing personal health record books**

3. Personal health record books shall be issued with the mark on admission to work.

4. The personal health record books shall be issued by an organisation which has a licence for medical activity.

5. The order of the head of the organization carrying out compulsory medical examinations shall appoint a responsible person (a therapist) (hereinafter - a specialist) for recording, maintaining and issuing a personal health record book based on the results of the compulsory medical examination and laboratory tests.

6. The results of medical examinations and laboratory tests shall be entered into a personal health record book of a unified format in obedience to Annex 1 hereto.

7. In case of diagnosing an infectious or parasitic disease, as well as identifying the carrier of infectious agents that are contraindications to admission to work, the specialist shall refer

the employee for treatment to the relevant medical and preventive organization at the place of residence.

### **Chapter 3: Record keeping and maintenance of personal health record book**

8. The registration of the personal health record book shall be made in the personal health record book log of the healthcare entities where the medical examination is carried out in the form pursuant to Annex 2 hereof.

9. A personal health record book shall be filled by a specialist in the Kazakh or Russian languages.

10. The photo of the holder in the personal health record book shall be secured by the stamp of the healthcare provider (if any) where the medical examination is carried out.

11. The passport data shall contain information on the owner of the personal health record book according to the identity card or passport, his/her personal signature, series and number of the personal health record books.

12. Information on the holder of the personal health record book shall include occupation and position, place of work, date of birth, place of residence of the holder of the personal health record books.

13. The specialist shall enter data on previously suffered infectious diseases.

14. Based on the results of the medical examination of the holder of a personal health record book, the therapist shall enter a medical statement which shall be certified by his/her personal signature and stamp (if available), indicating the surname, first name and patronymic (if any) (hereinafter referred to as the doctor's surname and patronymic).

15. The result of the radiological examination of the holder of a personal health record book shall be recorded with an enclosed photograph and the doctor's medical statement, which is certified by his/her personal signature, indicating his/her full name and stamp (if available).

16. The result of the medical examination shall be entered on the basis of the obtained laboratory examination data for venereal diseases of the personal health record book holder with the opinion of a dermatovenerologist, personally signed with his/her name, surname and patronymic and sealed (if available).

17. Information on preventive vaccinations shall be entered into the data on vaccination of the holder of the personal health record book.

18. The results of staphylococcal, helminth eggs, bacteriological examination and examination for viral hepatitis markers, HIV of the holder of the personal health record book shall be entered by a specialist of a state organization operating in the field of sanitary and epidemiological welfare of the population or state (private) medical organization, individual engaged in private medical practice with the indication of his/her full name and seal of the organization (accredited laboratory) (in case of accreditation).

19. A personal medical record book shall indicate the period of admission to work with the indication of date, full name, signature of specialist and seal of health care entity (if any).  
20.

20. If incorrect or inaccurate information is detected, corrections shall be made by the specialist who made the respective entry. Corrected information in the personal health record book shall be certified by the signature of the specialist and seal of the healthcare entity (if any).

Annex 1  
to the Rules for Issuing, Record-Keeping  
and Maintaining Personal Health Record  
Books  
Sample

## Personal health record book

1-бөлім. Паспорт деректері

Section 1. Passport details

Сурет орны

Space for photograph

M.O.

Stamp here

1) Тегі \_\_\_\_\_

Surname

2) Аты \_\_\_\_\_

Name

3) Әкесінің аты (бар болса) \_\_\_\_\_

Patronymic (if any)

4) \_\_\_\_\_ No. \_\_\_\_\_

сериясы/серия нөмірі/series number

5) Кітапша иесінің жеке қолы \_\_\_\_\_

Holder's personal signature

6) Жеке медициналық кітапшаның сериясы № \_\_\_\_\_

Personal health record book series

Жеке медициналық кітапша

Personal health record book

2-бөлім. Жеке медициналық кітапшаның иесі туралы мәліметтер

Section 2. Information on the holder of a personal health book

1) Негізгі мамандығы \_\_\_\_\_

Main occupation

2) Лауазымы \_\_\_\_\_

Position

3) Жұмыс орны \_\_\_\_\_

Place of employment

4) Туған жылы, айы, күні \_\_\_\_\_

Date of birth

5) Мекен-жайы \_\_\_\_\_

Residential address

Жеке медициналық кітапша

Personal health record book

3-бөлім. Инфекциялық аурулармен бұрын ауырғандығы туралы деректер

Section 3: Data on infectious diseases

Бұрын ауырған инфекциялық аурулар \_\_\_\_\_

Previous infectious diseases

Жеке медициналық кітапша

Personal health record book

4-бөлім. Дәрігерлік тексеріп-қарау нәтижесі, терапевт

Section 4: Result of medical examination, general practitioner

Күні Date	Дәрігердің қорытындысы Medical statement	Дәрігердің Т.А.Ә., қолы және медициналық тексеріп-қарау жүргізген ұйымның м ө р і ( б а р б о л с а ) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапша

Personal health record book

5-бөлім. Туберкулезге тексеру нәтижесі

Section 5: Result of tuberculosis screening

Күні Date	Зертханалық зерттеулер және медициналық тексеріп-қарау нәтижесі бойынша дәрігердің қ о р ы т ы н д ы с ы Physician's report on the results of laboratory tests and physical examination	Медициналық тексеріп-қарау жүргізген дәрігердің Т.А.Ә., қолы және мөрі (бар болса) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапша

Personal health record book

7-бөлім. Профилактикалық екпелер туралы мәліметтер

Section 7: Information on preventive vaccinations

Инфекциялық ауруға қарсы вакцинация \_\_\_\_\_

Препаратты енгізу күні " " \_\_\_\_\_ ЖЫЛ

Vaccination against an infectious disease

\_\_\_\_\_

Date of vaccination " " \_\_\_\_\_

Жеке медициналық кітапша

Personal health record book

8-бөлім. Патогенді стафилококты тасымалдауға зерттеу нәтижесі

Section 8. Result of a carrier test for Staphylococcus aureus

Күні Date	Дәрігердің қорытындысы Medical statement	Тексеру жүргізген дәрігердің Т.А.Ә., қолы және ұйымның мөрі (бар болса) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапшасы

Personal health record book

9-бөлім. Гельминт жұмыртқаларына зерттеу нәтижесі.

Section 9. Results of the helminth egg test

Күні Date	Дәрігердің қорытындысы Medical statement	Тексеру жүргізген дәрігердің Т.А.Ә., қолы және ұйымның мөрі (бар болса) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапша

Personal health record book

10-бөлім. Бактериологиялық зерттеу нәтижесі

Section 10. Result of a bacteriological examination

Күні Date	Дәрігердің қорытындысы Medical statement	Тексеру жүргізген дәрігердің Т.А.Ә., қолы және ұйымның мөрі (бар болса) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапша

Personal health record book

11-бөлім. Вирустық гепатиттер, АИТВ маркерлеріне зерттеу нәтижесі

Section 11. Results of screening for viral hepatitis markers, HIV

Күні Date	Дәрігердің қорытындысы Medical statement	Тексеру жүргізген дәрігердің Т.А.Ә., қолы және ұйымның мөрі (бар болса) Physician's full name, signature and stamp of the healthcare provider

Жеке медициналық кітапша

Personal health record book

12-бөлім. Қазақстан Республикасының халықтың санитариялық-эпидемиологиялық салауаттылығы саласындағы нормативтік құқықтық актілерді және гигиеналық нормативтерді білуін аттестаттау туралы белгі

Section 12. Mark of attestation on knowledge of regulatory legal acts of the Republic of Kazakhstan in the field of sanitary-epidemiological welfare of the population and hygienic norms

Күні Date	Аттестаттау туралы белгі Attestation mark	Оқыту мен аттестаттауды өткізген ұйым басшысының Т.А.Ә., қолы, мөр (бар болса) Full name, signature of the head of the organisation that conducted the training and certification, seal (if any)

Жеке медициналық кітапша

Personal health record book

13-бөлім. Жұмыс істеуге рұқсат

Section 13. Admission to work

Күні Date	Жұмыс істеуге рұқсат "___" _____ жылы, күні, айы Admission to work "___" _____ date, month, year	Денсаулық сақтау субъектілерінің жауапты маманының Т.А.Ә., қолы, мөр (бар болса) Name and surname, signature of the responsible specialist of the healthcare providers, seal (if any)

Жеке медициналық кітапша

Personal health record book

Annex 2

to the Rules for Issuing, Record-Keeping and Maintaining Personal Health Record Books

Document form

**Жеке медициналық кітапшаларды есепке алу журналы**

**Log of personal health record books**

Р/с № No. s /o	Жеке медициналық кітапша иесінің Т.А.Ә. Full name of the holder of the personal health record book	Жұмыс орны, лауазымы Place of employment, position	Тұрғылықты мекен жайы Residential address	Жеке медициналық кітапша нөмірі Personal health record book number	Рұқсат туралы белгі Mark of admission
1	2	3	4	5	6

