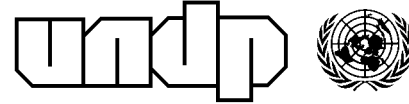


United Nations Development Programme

Sustainable human development



UNDP/ADM/98/17
19 February 1998

To: All UNDP Country Offices

From: Deborah Landey
Director, Office of Human Resources
Bureau for Planning and Resources Management

Subject: **Reimbursement of costs for medical examinations**

1. Candidates who are recruited for service in the Organization under the 100, 200 or 300 series of staff rules, for a period of six months or more, need clearance by the United Nations Medical Director on the basis of a full medical examination. Such medical clearance is a condition of appointment. Project personnel administered under the 200 series of the staff rules may undergo exit medical examinations.
2. At duty stations where a United Nations dispensary is located, medical examinations are provided free of charge by the United Nations dispensary. At other duty stations, medical examinations for the purpose of medical clearance should be carried out whenever possible by the designated United Nations examining physician residing at the duty station. In the event that a designated United Nations examining physician is not available, the examination may be carried out by any other qualified physician.
3. The guidelines in approving reimbursement are as follows:
 - a) The maximum reimbursable fee for pre-placement, periodic and exit examinations remains at \$350, except for the European Community which will be reimbursed at \$400. Reimbursable Expenses incurred in connection with a full medical examination include the following: routine consultation, laboratory tests (please see attached list of routine laboratory tests), chest x-ray and electrocardiogram. The organization is not responsible for fees for medical procedures that are not required for the pre-placement, periodic and exit examination, nor will it be responsible for fees exceeding the amount indicated above.
 - b) The maximum reimbursable fee for a Certificate of Good Health is \$150 (This certificate is required only of candidates on short-term contracts, i.e. less than 6 months).
 - c) The costs of malaria chemoprophylaxis can be reimbursed, up to a maximum of 3 months supply. The required/recommended immunizations for official travel are also reimbursable. These costs may be reimbursed in addition to the amounts mentioned in paragraphs (a) and (b).
 - d) The list of designated countries which qualify for reimbursement of costs of basic medical examinations for accompanying family members (i.e. up to a limit of US\$150 per

staff member in any two-year period) is included in Annex VII of the Personnel Manual for Internationally-Recruited Staff (Section 20817).

d) For your reference, please find attached a list of the required and recommended immunizations by continent; other required vaccinations for specific countries; and malarial maps for which chempprophylaxis is necessary.

Setting claims

4. In the future, all claims for reimbursement of the above-mentioned costs are to be settled by the respective country office to which a staff member is assigned. The staff member pays the costs of the examinations and/or immunizations and then submits to the country office the completed F.10 form and the receipts, irrespective of where the medical examination took place. If the medical examination costs more than the allowable amount, the staff member will be responsible for the excess amount.

5. This is intended to be a more streamlined procedure as compared to the past when examinations in Europe and North America could only be reimbursed by Headquarters. That procedure encountered many delays.

6. The letter accompanying the detailed offer to new staff will be modified to request them to submit their claims for medical examination to UNDP country offices, where applicable.

Accounting

7. The reporting for these expenses to Headquarters for entry into the accounting records should be through object of expenditures 127.