



Ministry of Health

PROCEDURE FOR REGISTRATION OF PRIVATE HOSPITAL/CLINIC/ PHYSIOTHERAPY CENTRE/MORTUARY/MEDICAL LABORATORY/ MARTERNITY HOME/NURSING HOME

In accordance to the provision of law of Akwa Ibom State of Nigeria – Hospital Law Cap 53 in opening Hospital/Clinic.

A) Requirements for Registration of new private hospital/clinic:

- Acquisition of operating licence from the State Ministry of Health upon fulfilling the minimum standards and guidelines from Medical and Dental Council of Nigeria (MDCN).
- A written application for inspection/registration of the facility addressed to the Honourable Commissioner for Health.
- Recruitment of qualified medical practitioner(s), Nurses and other health workers in line with the MDCN guidelines.
- Complete the application form obtained from the Ministry of health accurately and submit same to the Directorate of Medical Services, Ministry of Health, providing all the necessary information and attaching the required documents, such as:
 - i. Photocopies of credentials of all members of staff, including current practicing licenses of all medical health professionals.
 - ii. Evidence of registration with the Medical and Dental Council of Nigeria.
 - iii. Inventory of equipment and furniture
 - iv. Articles of Board of Trustees (where applicable)

- The Hospitals Inspection Committee of the Ministry of Health will scrutinize the submitted documents for accuracy and completeness.
- Inspection of facility scheduled on payment of inspection fee of fifty thousand Naira (N50,000.00) at Room 69, 2nd Floor, Ministry of Health.
- The Inspection Team of the Ministry will visit and inspect the facility, and submit its reports/recommendations to the Honourable Commissioner for Health. If satisfied, the Honourable Commissioner approves the registration of the facility.
- The time frame for registration of private health facilities listed above is usually six weeks from the date of completion of documentation.

B) HEARSE

- Usually brought to the Ministry after acquisition and all the labelling/design might have been done.
- The Transport Officer of the Ministry inspects and forward reports/recommendations to the authorities of the Ministry for approval.
- No payment of inspection fee is made since it is mobile and always brought to the Ministry.
- Every other process above applies.



Mrs Stella A. Ukpe

for: Honourable Commissioner