



مستشفى الملك فيصل التخصصي ومركز الأبحاث  
King Faisal Specialist Hospital & Research Centre  
Gen. Org. مؤسسة عامة

## **GENERAL DISTRIBUTION**

**TO:** All Departments  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Jeddah

**DATE:** 27 Jumada Al Awal 1442  
11 January 2021

**FROM:** Nasser Mahdi, MD  
General Manager  
GENERAL MANAGER OF JEDDAH HOSPITAL(Dpt)

**REF:** GD:879-42

### **SUBJECT: COVID-19 PCR RESULTS FOR EMPLOYEES AND DEPENDENTS**

As you are all aware, most airlines require proof of a negative COVID-19 test to be done forty-eight (48) hours before departure. In order to facilitate this requirement and for the ease and convenience of our employees and dependents, we have developed the following process:

1. Please organize your swab to be done 48 hours before travel by sending an email to the Registration Team one (1) week before travel at RegisJeddah@kfshrc.edu.sa, stating your NAME, MRN No. and DATE OF TRAVEL.

You will be given an appointment in the South Building Screening Clinic which is operational seven days a week. You will receive a message by SMS and in Sehaty confirming your appointment.

2. To receive your stamped copy of the negative result:

- **Weekdays:** Request a print out during working hours from Medical Records at MCD 49012 or mobile number 0500123471.
- **Afterhours/Weekends:** Contact the Medical Records on-call MCD 49012 or mobile number 0500123471, and request for a print out of the result and arrange the schedule of pick up.

3. **For Emergency situations, the following steps shall be followed:**

- The Staff contacts the Administrator-On-Duty (AOD) at MCD 40403
- The AOD will then arrange for the swab to be taken through either Family Medicine (during working hours) or the Department of Emergency Medicine (DEM) (afterhours/weekends).
- The AOD will also contact the Molecular Laboratory to arrange for the urgent processing of the sample.
- The Molecular Lab calls the AOD when the result is available.
- Employee gets the result from Medical Records (daytime directly; afterhours through on-call MCD 49012 or mobile number 0500123471).

I appreciate your understanding and compliance in this regard.

NAM

CC: ~~AB~~ Muntazar Bashir, Chairman, Family Medicine/Polyclinics, FM-J  
GW Ghassan Wali, Director, Infection Control & Hospital Epidemiology, ICHE-J  
YA Youssef Alsaid, MD, Executive Director, Medical And Clinical Affairs, MCA-J  
DQ Danah Alkadhib, MBA, Management Analyst, CG