

Your health Your way

What constitutes a valid sick note?



➤ A valid medical certificate must include:

- Name, address and qualification of the doctor or medical practitioner
- Name of the patient
- Employment number of the patient (if applicable)
- Date and time of the consultation or examination
- Confirmation of whether the certificate is issued as a result of observation or as a result of information received from the patient
- A description of the condition in layman's terms, where the patient has given informed consent. If there is no consent, then the practitioner can indicate that in their opinion (based on an examination of the patient), the patient is unable to work
- Confirmation of whether the patient is totally unable to work, or whether the patient could perform less demanding duties ('light duties')
- The exact period of recommended sick leave
- The date of issue of the certificate
- The initial, surname and registration of the practitioner, clearly indicated
- The certificate must be signed by the medical practitioner next to their name.
- If printed stationery is used, the practitioner must delete the words that are not applicable.
- If a medical report is required, a practitioner shall issue a brief, factual report to the patient.

DR A SAMPLE ● Doctor's name
Family Practitioner
Pr No.: 155xxx ● Practice number

Date..... ● Date of visit

MEDICAL CERTIFICATE
THIS IS TO CERTIFY THAT

Mr/Mrs/Miss ● Patient's name

Consulted me on

In my opinion / As I was informed he/she is not fit for work/school
From.....till..... inclusive ● Return to work date


He / She will be fit to resume duty on..... ● Nature of illness

Nature of illness: (medical diagnosis is NOT a requirement)
.....

.....

Signature ● Signature
Date.....

Tel: 011 001 1001 Practising at P.O. Box 233
Shop No 7, Health Centre Town 3600
6 Medical Lane ● Contact details



Based on Health Professions Council of South Africa:
Ethical guidelines for good practice in the health care professions states under Clause 16