



PHYSIOMOBILE MALAYSIA HQ

27-G, Kondominium Indah Alam,
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PHYSIOMOBILEMY SERVICES
NO 27-G, Indah Alam Condominium,
Jalan Jubli Perak 22/1,
40300 Shah Alam,
Selangor Darul Ehsan.

20th AUGUST 2016.

MR. MUHAMAD SAIFUL ZHAFRI BIN MOHD SHAHIDAN.

OFFER OF CONTRACT AS PHYSIOTHERAPIST MANAGER AT PHYSIOMOBILE MALAYSIA SHAH ALAM.

On behalf of **Physiobile Malaysia** Shah Alam Branch, we pleased to offer you a contract position as **Physiotherapist Manager** from **1.9.2016** to **31.8.2019**

In this position, your composition will be:

BASIC	:	RM3500.00
EFFECTIVE DATE	:	1.9.2016

2. Under the term of Physiobile Malaysia's benefits plan and policies you will be eligible for company benefits.

3. Contract period

As mention above, this contract will be effective for **three year** starting from **1.9.2016 to 31.8.2019**. A new contract will be offered a month before the contract ended.

4. Benefits

Other than all of the composition, you also entitle for:

- a) **KWSP**
- b) **PERKESO**
- c) **Attendance allowance (85% ON TIME) : RM50.00**
- d) **Medical Allowance : RM50.00**
- e) **General Allowance : RM50.00**
- f) **Petrol Claim : RM 0.45/KM**

g) Touch n Go Claim	: Based on travel
h) Housecall Commission	: 20% of Transportation Charge.

5. WORKING DAYS

- **9.00 am – 10.00 pm**
- **5-6 days per week**
- **Based on monthly working schedule**

Any changes in term of working schedule will be noticed by the company and depends on Physiobile Malaysia's rules and regulations.

6. Job duties and responsibilities.

Duties and responsibilities of Physiotherapist Manager as discussed by the company are as below:

A) I-BEFORE TREATMENT:

- Reminding patient on treatment appointment a day before.
- Properly wearing company's attire
- Ensure all equipment are well equip before going for housecall
- Know about patient condition before treatment start.
- Always update on patients condition to ensure treatment are based on Evidence-Based Practice (EVP).
- Preparing INVOICE/RECEIPT before start treatment.

II-DURING TREATMENT:

- Correctly determine patient problems.
- Know thoroughly about patient's condition and its safety measure.
- Follow S.O.P of treatment and giving at least 60% manual intervention.
- Have a good communication with patients with full respects.
- Correctly prescribe exercise to patients with a proper guide.
- Telling the truth to the patients about their conditions and our treatment plan for them.
- Fully explain about the treatment package and rehabilitation plan for patient's progression.

III- AFTER TREATMENT:

- Ensure patient's log book are completely filled
- Give treatment card to patients and well explain about package and current promotion that suit for their condition
- Book next appointment for patients
- Ensure patients get their receipt after every payment done.
- Ensure no equipment is left before going back from housecall session.
- Daily update payment with accountant.

Any changes on jobs and responsibilities will be update time to time. You are advised to consult your manager in anything regarding your duty.

7. Annual Leave and Emergency Leave

Refer to company policies that have been issued on 1.9.2016

8. KWSP & SOCSO

As stated above you are entitled for KWSP and SOCSO. KWSP contribution is 11% employee contribution and 13% employer's contribution.

Welcome to Physiobile Malaysia and we hope with your presence our team will be outstanding to give more value to the community.

Sincerely,

CEO

Physiobilemy Services.

Agreement of acceptance:

I Muhamad Saiful Zhofri IC NO. 920211-08-6441 Accept the offer above and willingly to abide the company's rules and policies.

Signature: 

Date: 1.9.2016

Company Stamp:

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