



21 September 2000

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**Information circular\***

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Medical evacuation**

1. The present information circular is issued pursuant to sections 2.6, 5.1, 10.1 and 10.3 (f) of administrative instruction ST/AI/2000/10.
2. Pursuant to section 2.6 of ST/AI/2000/10, the Guidelines for physicians advising on medical evacuation are outlined in annex I to the present circular.
3. Any inquiry related to medical evacuation can be addressed to the United Nations Medical Director at the following telephone and fax numbers:  

Telephone: (212) 963-7082 during office hours; (212) 963-6666, through United Nations Security after working hours, on weekends and holidays;

Fax: (212) 963-4925
4. Pursuant to section 5.1 of ST/AI/2000/10, the list of recognized regional medical centres to which medical evacuation may be made from countries with inadequate medical facilities is provided in annex II to the present circular.
5. Pursuant to section 10.1 of ST/AI/2000/10, the medical evacuation form (MS.39) to be completed and submitted to the United Nations Medical Director is provided in annex III to the present circular. An electronic version of MS.39 will be made available upon request.
6. Pursuant to section 10.3 (f) of ST/AI/2000/10, heads of department or office shall, on a quarterly basis, provide the United Nations Medical Director with the total cost of each medical evacuation, including medical costs. Medical costs shall only be provided for staff members insured under the United Nations Medical Insurance Plan. Medical costs for staff members insured under Van Breda will be directly requested from Van Breda by the United Nations Medical Director.

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\* The present circular will be in effect until further notice.

## Annex I

### **Guidelines for physicians advising on medical evacuation**

Beyond the typical acute life-threatening illness or injury, medical evacuation may be considered according to the following guidelines:

**A. The following chronic conditions with potential for life-threatening outcomes or complications may be considered for medical evacuation:**

- Cancers
- Complications of diabetes mellitus
- Chronic cardiovascular diseases
- Chronic pulmonary diseases
- Chronic kidney diseases
- Chronic liver diseases
- Human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS)
- Organ and bone marrow transplants

N.B. The above-mentioned conditions may require repeated medical evacuations.

**B. The following non-life-threatening chronic conditions are generally not considered for medical evacuation:**

- Chronic eye conditions
- Chronic ear, nose and throat/allergy conditions
- Chronic back pains, osteoarthritis
- Chronic gastrointestinal ailments
- Chronic urological conditions
- Chronic skin conditions

Any request in this category **must** be submitted for review to the United Nations Medical Director before any action is taken.

**C. The following conditions do not qualify for medical evacuation:**

- Infertility treatments
- Plastic surgeries (unless in the context of disfigurement)
- Orthodontic treatments
- All chronic/congenital medical conditions that are stable and non-life-threatening

## Annex II

### Countries with inadequate medical facilities justifying medical evacuation to recognized regional medical centres

<i>Countries</i>	<i>Recognized regional medical centres</i>
<b>A. Central America</b>	
Belize, El Salvador, Honduras, Nicaragua	Mexico
<b>B. South America</b>	
Bolivia	Chile
Guyana	Trinidad and Tobago and Venezuela
<b>C. Caribbean</b>	
Haiti	Dominican Republic
<b>D. Arab States</b>	
Iraq	Jordan, Lebanon
Libyan Arab Jamahiriya	Egypt, Tunisia
Yemen	Egypt, Saudi Arabia
<b>E. Africa</b>	
Benin	
Burkina Faso	
Cape Verde	
Central African Republic	
Chad	
Congo	
Democratic Republic of the Congo	Cameroon
Equatorial Guinea	Côte d'Ivoire
Gambia	Gabon
Ghana	Senegal
Guinea	South Africa
Guinea-Bissau	
Liberia	
Mali	
Mauritania	
Nigeria	
Niger	
Sao Tome and Principe	
Sierra Leone	
Togo	

<i>Countries</i>	<i>Recognized regional medical centres</i>
Burundi	
Djibouti	
Eritrea	
Ethiopia	Egypt
Rwanda	Kenya
Somalia	South Africa
Sudan	
Uganda	
United Republic of Tanzania	
Angola	
Botswana	
Lesotho	
Malawi	South Africa
Mozambique	
Swaziland	
Zambia	
Comoros	Île de la Réunion
Madagascar	
<b>F. Asia</b>	
Armenia	
Azerbaijan	
Georgia	Turkey
Kyrgyzstan	
Afghanistan	
Bangladesh	
Bhutan	
Kazakhstan	India, Pakistan
Nepal	
Turkmenistan	
Uzbekistan	
Maldives	India, Sri Lanka
Cambodia	
Lao People's Democratic Republic	Thailand
Myanmar	
Viet Nam	
Democratic People's Republic of Korea	China
Mongolia	
<b>G. Micronesia and Melanesia</b>	
All countries	Australia, New Zealand

**Annex III**

**MEDICAL EVACUATION FORM**  
**To be faxed, or sent to the United Nations Medical Director**  
**Fax No. (212) 963-4925**

**PART A: TO BE COMPLETED BY THE MEDICAL OFFICER, THE UNITED NATIONS  
DISPENSARY PHYSICIAN OR UNITED NATIONS EXAMINING PHYSICIAN  
RECOMMENDING MEDICAL EVACUATION**

Duty station:	Country:
Name of evacuee:	Date of birth: (d/m/y)
If evacuee is not the staff member, name of staff member:	
Index No.:	Agency/Organization:
Diagnosis:	
Reasons for recommending medical evacuation (if necessary, attach additional sheet):	
Is the evacuee travelling alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, who is accompanying the evacuee? <input type="checkbox"/> Doctor <input type="checkbox"/> Nurse <input type="checkbox"/> Family member <input type="checkbox"/> Donor	
Place of evacuation recommended:	
Expected duration of medical evacuation:	
Name of physician:	
Date: (d/m/y)	Signature:

**PART B: TO BE COMPLETED BY THE MEDICAL SERVICES DIVISION UPON RECEIPT  
OF THE MEDICAL REPORT ISSUED BY THE ATTENDING PHYSICIAN AT THE PLACE  
OF EVACUATION**

Medical report received on:	Final diagnosis:
Actual place of evacuation:	
Departure date: (d/m/y)	Return date: (d/m/y)
Hospitalization – Admitted on: (d/m/y)	Discharged on: (d/m/y)

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