

FAX



Suite 401 505-8840 210 St

Langley, BC V1M 2Y2

www.greenleafmc.ca

TO: Test Recipient	Date: 01/22/2026
From: Greenleaf Medical Clinic	Phone: (604) 371-4769
Fax: (604) 371-2044	Pages: 5

Comments



PATIENT REFERRAL FORM

☐ URGENT ☐ SEMI-URGENT

Suite 401 505-8840 210 St
 Langley, BC V1M 2Y2
 t: (604) 371-4769
 f: (604) 371-2044
 www.greenleafmc.ca

PHYSICIAN INFORMATION

Referring Physician:	Phone:	Fax:
Billing #:		
Family Physician:	Phone:	Fax:

PATIENT INFORMATION

Last Name:	First :	Middle:	Sex: ☐ M ☐ F
Date of Birth: (dd/mm/yyyy)		Personal Health Number:	
Address:	City:	Province:	Postal Code:
Home Phone:	Cell Phone:	Email:	

PATIENT MEDICAL HISTORY

MENTAL HEALTH CONDITIONS

- | | | |
|---|--|---|
| ☐ ADD/ADHD | ☐ Bi-Polar | ☐ PTSD |
| ☐ Anxiety | ☐ Depression | ☐ Sleep Disorder |
| ☐ Autism/Developmental Delay | ☐ Eating Disorder | ☐ Schizophrenia |

GASTROINTESTINAL CONDITIONS

- | | | |
|-----------------------------------|--|---|
| ☐ Appetite | ☐ Crohn's Disease | ☐ Irritable Bowel Syndrome |
| ☐ Colitis | ☐ Hepatitis | ☐ Nausea |

NEUROLOGICAL/PAIN CONDITIONS

- | | | |
|---|---|---|
| ☐ Alzheimer's Disease | ☐ Complex Regional Pain Syndrome | ☐ Parkinson's Disease |
| ☐ Arthritis-Osteoarthritis | ☐ Degenerative Disc Disease | ☐ Pelvic Pain/Endometriosis |
| ☐ Arthritis-Rheumatoid Arthritis | ☐ Epilepsy/Seizures | ☐ Post Surgical Pain |
| ☐ Back & Neck Pain | ☐ Fibromyalgia | ☐ PMS/Menstrual Cramps |
| ☐ Bladder Pain | ☐ Glaucoma | ☐ Repetitive Strain Injury |
| ☐ Brain/Head Injury/Concussion | ☐ Jaw Pain | ☐ Spinal Cord Injury/Disease |
| ☐ Central Sensitivity Syndrome | ☐ Migraines | ☐ Trauma |
| ☐ Chronic Pain/Neuropathic Pain | ☐ Muscle Spasms | |

CANCER CONDITIONS

- | | |
|-----------------------------------|---------------------------------|
| ☐ Appetite | ☐ Nausea |
| ☐ Cancer | ☐ Pain |

MISC./OTHER CONDITIONS

- | | | |
|---|-----------------------------------|------------------------------------|
| ☐ Chronic Fatigue Syndrome | ☐ HIV/AIDS | ☐ Menopause |
| ☐ Fatigue | ☐ Libido | ☐ POTS |
| ☐ Other | | |

Please select medication that has been tried:

- | | | | | |
|--|---|-----------------------------------|-----------------------------------|--|
| ☐ Gabapentin/Lyrica | ☐ Muscle Relaxants | ☐ Opioids | ☐ NSAIDS | ☐ SSRI |
| ☐ IV Lidocaine | ☐ IV Ketamine | ☐ Nabalone | ☐ Tramadol | ☐ Amitriptyline/Nortriptyline |

Does the patient have any UNCONTROLLED mania, schizophrenia, depression, using sedatives/hypnotics/other psychoactive drugs?

☐ Yes ☐ No

DO SEND: List of medications. Any injury or disease relevant imaging such as XRay, CT, MRI etc. As well as relevant consults (psych, neuro, rheum and surgical.) **DO NOT SEND:** Bloodwork results.

Other Medical History:

Email referral to: fax@greenleafmedicalclinic.ca OR Fax referral to 1-604-371-2044

Physician Signature:

Date:

Rudra Innovative Software Pvt. Ltd.

Attendance & Punctuality Policy

1. Purpose

This policy aims to define the standards of attendance and punctuality for all employees, ensuring operational efficiency and fairness while maintaining flexibility where appropriate.

2. Scope

This policy applies to all full-time and part-time employees of Rudra Innovative Software Pvt. Ltd.

3. Office Hours & Flexibility

3.1 Standard Working Hours

- 9:30 AM – 7:00 PM (9 hours 30 minutes per day).

3.2 Flexible Arrival

- Employees may arrive between 9:30 AM – 10:30 AM without any deductions.
- Work hours must be extended if arrival is later than 9:30 AM to complete the required 9.5 hours.
 - *Example:* Arrival at 10:30 AM → Work until 8:00 PM.

3.3 Lunch Break

- 2:00 PM – 2:40 PM (fixed, not counted as work hours).

4. Short Leave Policy

4.1 Daily Limit

- Only one short leave is permitted per day (morning **or** evening).

4.2 Monthly Limit

- Maximum of three short leaves per month.

4.3 Excess Short Leave

- Additional short leaves will be adjusted against half-day leave, casual leave, or salary deduction.

4.4 Exceptions

- Prior approval from the Manager/HR is required for exceptions.

5. Late Arrival Policy

5.1 Permitted Late Arrivals

- Up to three late arrivals per month until 10:45 AM are permitted without a late mark, provided work hours are completed.

5.2 Late Mark

- Arrival after 10:30 AM (beyond the flexible window) will be recorded as a **Late Mark**.

5.3 Deductions

- 3 Late Marks → ½ day leave deduction
- 6 Late Marks → 1 full day leave deduction

5.4 Impact

- Frequent late arrivals may affect appraisals, increments, and promotions.
- Continued tardiness may result in disciplinary action.

6. General Guidelines

- Lunch break is **fixed** and cannot be shifted.
- Flexibility applies to working hours, not reduction in total work duration.
- Employees must **inform HR/Manager in advance** for genuine delays or emergencies.
- Misuse of short leave or flexible timings may result in stricter action.

7. Compliance

All employees are expected to comply with this policy. Non-compliance may result in disciplinary measures in accordance with company's HR practices.