

醫療報告 / 醫療記錄 / X-光片複本等別處理須知
Request for Special Arrangement for Medical Report / Duplicate Medical Records / X-ray Film

在一般情形下，
In normal circumstances,

1. 醫療報告一般約需時 四至六星期 才能完成。
The processing time for Medical Report is about 4 to 6 weeks.
2. 本院不能保證醫療報告在某限期內可發出，如申請人要求在指定日期或以前發出醫療報告，本院可能拒絕有關申請，而所繳付之費用，將退還申請人。
If a Medical Report is required on a particular date but it is unlikely that the report can be released on or before the specific date required, then the application will be reject and the application together with remittance enclosed will be returned to the applicant.
3. 本院會在收到閣下「**查閱資料要求**」後 四十天內 回覆並於完成後以覆函通知申請人到本院醫療紀錄部領取所需之醫療記錄 / X-光片複本。如需郵遞服務，請在申請時一併提出。如申請人未能提供所需文件，本院將會拒絕有關申請，而所繳付之初步處理用，將予以發還。
A reply letter will issue to the applicant within **40 days** after receiving the **(Data Access Request)**. Upon completion applicant will be inform to collect the duplicate copies at Medical Records Office of Kowloon Hospital in person. If applicant would like to receive the duplicate copies by post, please specify on the application form. If applicant failed to submit required documents, the application will be reject and the initial processing fee will be refund.

本人姓名： _____ 身份證號碼： _____
I, Name: _____ HKID Card No.: _____

在明白及知悉以上情形下，因以下原因（請註明）：
Has read and understand the above information and due to below reason (please specify):

希望本人所申請的醫療報告 / 醫療記錄 / X - 光片複本 可於 _____ 或以前發出。

I request to collect the Medical Report / Duplicate Medical Records / X-ray Film on or before _____

本人明白此項申請能否等別處理，將由本院及負責部門作最後決定。
I understand that the special arrangement is subject to Department / Hospital Management's final decision.

申請人簽署： _____ 日期： _____
Signature of Applicant: _____ Date: _____