

SCALE OF FEES (Effective from 1 January 2026)

COPIES OF MEDICAL RECORDS

Pursuant to Data Access Request (DAR) under Personal Data (Privacy) Ordinance (PDPO)

For Paper Based Record Only

- **Processing Fee** **HK\$100 per request**
(inclusive of reproduction charge for not more than 10 pages and postage)
- **Reproduction Charge**
 - 11th page and onward **HK\$1.5 per page**

For Non-paper Based Record Only

- **Processing Fee** **HK\$100 per request**
(inclusive of postage)
- **Reproduction Charge** **HK\$1.5 per page**
- **Diagnostic Images (e.g. X-ray, CT Scan)** **HK\$300 per disc per modality**

For Paper Based & Non-paper Based Records

- **Processing Fee** **HK\$100 per request**
(inclusive of reproduction charge for not more than 10 pages and postage)
- **Reproduction Charge**
 - 11th page and onward **HK\$1.5 per page**
 - **Diagnostic Images (e.g. X-ray, CT Scan)** **HK\$300 per disc per modality**

MEDICAL REPORTS / CERTIFICATES

Medical Report

HK\$1,100 per report per specialty
(Maximum Capped at HK\$4,400)

- Medical Reports / Certificates
- Insurance Claim Forms
- Other Forms (Except for forms which prices are specified in Hospital Authority's Policy)

Duplicate Record / Certified Copy

HK\$300 per item

- Second copy of Sick Leave Certificate, Attendance Certificate, Discharge Slip etc.
- Certified Date of Admission and Discharge, Certified Date of Death etc.
- Duplicate copy of receipt, certified payment records etc.

Information extracted/compiled from record or database held by HA

HK\$300 per item