

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 11th page and onward• Diagnostic Images (e.g. X-ray, CT Scan)	HK\$1.5 per page HK\$300 per disc per modality

MEDICAL REPORTS / CERTIFICATES

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