

KOWLOON HOSPITAL
NOTICE TO IN-PATIENTS ON ADMISSION

Note : The patient must read the contents of this Notice carefully since this concern his / her rights and obligations.

A. Patient's Registration

To facilitate the hospital to register the patient accurately, for the purposes of (i) retrieval of the correct patient's clinical data for ongoing patient care, (ii) accurate calculation for patient's admission / attendance fees, you are asked to present the original copy of patient's identity document and proof of address, e.g. electricity / telephone bill etc., on every registration. The address proof should be dated within last 6 months. You are advised to bring along your valid identification document to our Admission Counter (Tel : 3129 6032) for updating your personal particulars should there be any changes in your personal information.

B. Patient's Examination and Treatment

1. When admitted into a HA hospital, you may subsequently be transferred to another HA hospital for examination and / or treatment.
2. When in HA hospital, you may be asked to consent to such tests, examination and treatment considered appropriate or necessary by the HA hospital.

C. Hospital Charges

1. Patients are reminded that no payment is to be made for any service such as the use of bed-pans and urinals, bed changing, filling of thermo flasks, supplies of blood or medicines, etc. No member of the staff other than the Shroff Office staff is permitted to receive money. The Shroff Office staff will issue official receipt for all money received and no payment should be made unless such a receipt is forthcoming. The services rendered to patients by hospital staff of the HA should be provided free. Should any of the hospital staff be found soliciting and receiving payment for services from patients, patients are requested to report to the ward-in-charge, Patient Relations Officer or directly to the Independent Commission Against Corruption. (Tel : 2526 6366)
2. Patients must however report to the Shroff Office when they are discharged to pay hospital fees. An official receipt will be issued by the Shroff Office staff in return for such payment.
3. You may refer to the overleaf of the hospital bill for the payment instructions. You may also settle the payment in any hospital run by the Hospital Authority.

D. Patient's Personal Belongings / Valuable Items

1. Patient please do not bring along personal belongings/valuable items on admission to and during hospitalization at a hospital ("the "Hospital") of the Hospital Authority ("HA").
2. Patient should take care of all his/her personal belongings / valuable items during hospitalization. All such items (whether kept by the patient or temporarily kept by the Hospital) are at the sole risk of the patient, and the patient agrees that HA / the Hospital is not liable for any loss or damage to such items, howsoever arising. All such items must also be removed or collected by the patient or the patient's next of kin / intended or actual personal representative of the estate forthwith when the patient no longer stays in the Hospital (for the reason of discharge or other circumstances) ("the Discharge").
3. If patient's cash is temporarily kept by the Hospital, the Hospital may deposit the cash to HA's bank account for security reason. The same amount of cash (with no interest) will be returned to the patient or the patient's next of kin / intended or actual personal representative of the estate upon the Discharge. The patient agrees that any interest generated into the bank account from the cash belongs to HA absolutely.
4. The patient agrees that all his/her personal belongings / valuable items in the Hospital (including items temporarily kept by the Hospital) not removed or collected for more than three months after the Discharge shall be considered abandoned by the patient and the Hospital may dispose of such items at any time thereafter and in any manner considered appropriate, and the proceeds of disposal (if any) may be retained by the Hospital for its own use. Patient further agrees that if such items are perishable, noxious, offensive, or otherwise repulsive, they may be disposed of by the Hospital at any time and in any manner considered appropriate without notice to the patient or the patient's next of kin / intended or actual personal representative of the estate and the Hospital is not liable for any loss or damage caused.

E. Visiting Hours

Please refer to attached notice of visiting hours.

F. Patient's Visitors

1. Only two visitors are allowed to visit a patient at any one time, and children under the age of 12 years are not allowed to visit unless approval has been specifically given by a senior officer, e.g. The Hospital Chief Executive or Senior Nursing Officer.
2. Our hospital may receive enquires in person or by telephone as to whether or not you have been admitted to hospital and your ward / bed number. Please let our staff members at Admission Office on Ground Floor, Main Building or Ground Floor, Rehabilitation Building know if you object to the disclosure of such information. Under our current system, if you object to the disclosure, both the fact of your hospitalization and your ward / bed number will not be disclosed. Regrettably, we cannot permit selection of non-disclosure items at this stage.

G. Patient Security

1. For security reason, patients should inform the clinical staff before leaving the ward / patient care area. Moreover, patients are advised not to stay away from the hospital. Hospital would seek police assistance to locate the whereabouts of patients if they were found missing.
2. For the safe of others, patients are advised not to bring any easily explosive and dangerous articles into hospital.
3. For safety concern, patients should not use the electricity supply in ward for personal purposes.

H. Personal Data (Privacy) Ordinance

Please read 'Personal Data (Privacy) Ordinance – Notice to Patient'.

I. Others

1. If you have any suggestions about the service provided in this hospital, you may contact the Patient Relations Officer on Ground Floor, Main Building or Rehabilitation Building in person or by phone on 3129 6030.
2. Justices of Peace (JPs) visit this hospital periodically every year. You are welcome to express your suggestions and opinions, if any, to them during their visits.
3. The website of Kowloon Hospital is [http:// www.ha.org.hk/kh](http://www.ha.org.hk/kh)