

Notes for Application of Medical Report/Patient's Information

- Fees & Charges:**
- *Medical Report* – According to the policy of Hospital Authority, HK\$895- should be levied for each specialty of medical report. A maximum of \$3580 will be charged per hospitalisation.
 - Patient's Information - According to the policy of Hospital Authority, \$230 will be charged for general requests. (Proof of Date of Death, Date of Admission & Discharge, Attendance Record, Copy of Medical Certificate)). Regarding the charges for other special requests, please contact our staff.
 - No refund of the charge will be made once an application is submitted.
- Apply Method:**
- Duly completed Application Form and fees should be submitted to this hospital in-person or by-mail. (Please pay by cheque if submitted by-mail. Payment by cheque should be crossed and made payable to the "Hospital Authority").
 - For completing the medical insurance form issued by insurance company, the insurance form has to be submitted together with the [Medical Report Application Form]. Please complete Part I of the insurance form with patient's signature. Doctor reserves the rights to determine whether to complete the medical report with the insurance form or issue a separate report by letter format.
 - The specialty responsible for completion of medical report/patient's information and all relevant information about the attendance of the patient, including dates, receipts and follow-up card must be specified upon submission of request.
 - An authorized signature of the patient is required if there is any amendment made on the documents/application form.
 - Under no circumstances will the application for medical report/patient's information be processed without receiving consent from patient or patient's authorized person, checking original and copy of relevant documents and paying the charges.
- Required Documents:**
- Consent of the patient should be obtained for an applicant to apply for the patient's medical report/patient's information.
 - Consent of patient's parent/guardian should be obtained for medical report/patient's information if the patient is under 18 years of age.
 - Consent of patient's personal representative should be obtained for an applicant to apply for the medical report/patient's information if the patient is a deceased.
 - All relevant supporting documents of the applicant, patient, and concerned parties should be presented for verification of identity upon request. Copy of the documents may be required if necessary.
Examples of the supporting documents are:
 - Marriage Certificate
 - Hong Kong Identity Card
 - Birth Certificate or Legal Custody Paper (if the patient is under 18)
 - Probate or Letter of Administration (if the patient is deceased)
- Time of Completion:**
- *Medical Report* –In general, a medical report takes approximately 8 weeks to complete. As doctors need to refer to the medical records in the preparation of medical reports, if you (or your representative) apply for more than one report, the doctors will refer to the medical records and complete the reports in succession. And each additional report will take 8 more weeks to complete.
 - *Patient's Information* – The proof of Date of Admission & Discharge" request will be completed in an average of one week's time.
- Other Points to Note:**
- All medical reports/patient's information are written in English.
 - For any amendment request, please submit the original copy of medical report/patient's information. Please note that such amendment is subject to our doctors/hospital management's final decision.
 - All medical reports/patient's information will be sent to the applicant by "Registered Post" unless specified upon application.
- Enquiries:**
- If you have any queries, please contact our Health Information & Records Department.
Telephone : (852) 2683 7042
Fax : (852) 2683 7047
Address : 9 Po Kin Road, Sheung Shui, New Territories, Hong Kong.
- Remarks:**
- "original consent " or "certify true copy " of the consent is required for application of medical report/patient's information.