



PRINCE OF WALES HOSPITAL  
威爾斯親王醫院

**NOTES OF APPLICATION FOR DECEASED MEDICAL RECORDS**

I. Scale of Fees:-

Processing Fee :	HK\$76 per request (inclusive of reproduction charge for not more than 10 pages and postage)
Reproduction charge for the 11 <sup>th</sup> page and onward :	HK\$1 per page
Reproduction charge for ECG, EEG, X-ray Film/disc or photo etc. :	HK\$230 per modality per disc HK\$230 per film

II. Application will be processed only after the processing fee of HK\$76 is paid.

III. All copies of the medical records released will be sent to the applicant by "Registered Post".

Note 1: The scale of fees will be deemed to have been revised with the policy of HA's fees and charges.

Note 2: Payment by cheque should be crossed and made payable to the "Hospital Authority".

IV. Under normal circumstances, medical record copies will be provided within 40 days after the hospital has received the payment of the required fee and all the required documents from the requestor. The requestor will be informed in writing if the hospital is unable to provide the requested duplicate copy within the 40-day period due to special circumstances e.g. the requested data is not available.

V. 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:

- Hong Kong Identity Card / Marriage Certificate / Birth Certificate
- Death Certificate
- Probate or Letter of Administration

VI. If you have any queries, please contact us.

Address:

Medical Records Office  
2/F., Old Block,  
30-32 Ngan Shing Street, Shatin, N.T

Office Hour

Monday-Friday: 9:00am – 1:00pm  
2:00pm – 5:30pm

Saturday, Sunday and

Public Holiday: Closed

Tel. No.: (852)3505 2416

Facsimile No.: (852)3505 4528

V **All calls from our hospital will show the number 3505 6000 in the caller display of your phone. Please pick up the call.**