



申請死者的醫療報告 / 醫療紀錄須知

申請手續:

- 1) 申請人需填寫〈親屬申請死者的醫療報告 / 醫療紀錄表格〉，並將填妥之表格連同所需證明文件及費用經郵遞或親自交回本院。
- 2) 申請人須註明所需資料的專科部門及有關死者接受本院治療的資料，包括日期、住院收據及覆診便條等。
- 3) 如申請醫療報告是作保險索償用途，請附上有關表格。惟醫生可完成所提供之表格或以醫療報告形式提供資料。
- 4) 所有文件/申請表格一經修改，申請人/直系親屬須在修改部份加簽。
- 5) 如未能呈交有效之同意書或出示所需證明文件及繳交費用前，有關申請將不獲處理。
- 6) 一經申請，所付的一切費用，概不發還。

證明文件:

- 1) 申請人須出示以下文件之正本或提交文件的真確副本，以供核對。
 - 香港身份證 / 身份證明文件
 - 死者的身份證明文件及死亡證明書
 - 證明申請人 / 直系親屬與死者之關係的證明文件
 - 如死者年齡未滿十八歲，請提供其出生證明書或法定管養權證明書
 - 遺囑認證書 / 最後有效遺囑 / 遺產管理書
 - 遺產代理人的書面同意，或直系親屬(已申請或打算申請管理死者的遺產)的書面同意及書面確認。
- 2) 申請人須按表格附件三，提交所需文件。**如有需要，本院會因應每個申請的情況，而要求申請人提交更多資料。**

申請費用:

- 1) 醫療紀錄複本
 - 處理費 (紙本紀錄 / 非紙本紀錄) : 每次港幣\$100 (如申請紙本紀錄，已包含不多於10頁的複製費及郵費)
 - 第11頁及以後頁數的複製費 : 每頁港幣\$1.5
 - X光碟、相片、電腦掃描片、腦電圖等複製費 : 每種造影每張光碟港幣\$300
- 2) 醫療報告 / 填寫表格 : 每份醫療報告/每個專科收費為港幣\$1,100，最高收費為港幣\$4,400
- 3) 其他一般資料 : 每份港幣\$300
(死亡日期證明、出入院日期證明、到診日期、醫生證明書副本等)
- 4) 其他特別報告收費，請向本處職員查詢。
- 5) 申請人士在遞交申請表時，須即時繳交所需費用。申請醫療報告須繳交最低手續費港幣\$1,100。申請醫療紀錄須連同繳交處理費港幣\$100。提交支票付款者，請用劃線形式，收款人應為「醫院管理局」。**注意: 請勿投寄現金。**

其他注意事項:

- 1) 所有醫療報告/死者資料均用英文書寫。而醫療報告之內容，只會提供死者於威爾斯親王醫院接受治療期間的資料。而本院提供的資料將截至申請當日為止或由負責填寫醫療報告的醫生決定。
- 2) 一般情況下，每份醫療報告需時大約八個星期完成。另外，醫生撰寫醫療報告時須參考病歷記錄，如申請多於一份醫療報告，各科醫生須參考病歷記錄，接續地完成每份醫療報告。每份附加的醫療報告需要多八星期完成。如對報告有修正的要求，必須交回報告之正本。惟報告能否修正，將由本院及醫生作最後決定。
- 3) 所有醫療紀錄複本申請，本院會在收到申請後的四十日內向申請人作出回覆。如所需費用超出處理費，本院會先以書面通知申請人繳交所需餘款，餘款繳清後，才會發放資料予申請人。
- 4) 本院發出之醫療報告 / 死者資料 / 醫療紀錄，會以掛號形式郵寄予申請人。如有特別要求，請在申請時註明。
- 5) 所有由本院撥出的電話，其來電顯示號碼均為 3505 6000，請留意接聽。
- 6) 如有任何查詢，請聯絡本院:

地址: 新界沙田銀城街三十至三十二號，舊座二樓，醫療紀錄處

辦公時間: 星期一至星期五 : 上午九時至下午一時

星期六、日及公眾假期 : 下午二時至下午五時三十分

查詢電話: (852) 3505 2416 傳真號碼: (852) 3505 4528 二十四小時熱線: (852) 3505 3555



PRINCE OF WALES HOSPITAL

威爾斯親王醫院

NOTES FOR APPLICATION: DECEASED PATIENT'S MEDICAL REPORT / MEDICAL RECORDS

Application Procedures:

- 1) Applicant must complete the "Deceased Patient's Medical Report/Medical Records Application Form" and submit the completed form, together with the required supporting documents and fee, by post or in person to the hospital.
- 2) Applicant must specify the specialty responsible for completion of medical report / deceased information and all relevant information about the attendance of the deceased, including dates, receipts and appointment slip and other supporting documents as appropriate.
- 3) If the medical report is requested for Insurance Claim purposes, please attach the relevant form. The doctor may complete the provided form or issue a medical report, as appropriate.
- 4) For any amendment to documents or application forms, applicants/direct relative must countersign next to each amendment.
- 5) Applications will not be processed unless a valid consent, required supporting documents, and payment of fees are submitted.
- 6) All fees paid for the application are non-refundable.

Supporting Documents:

- 1) Applicant must produce originals or submit certified true copies of the following documents for verification:
 - Hong Kong Identity Card / identification document of the applicant
 - Identity document of the deceased and the Certificate of Death Registration
 - Documentary proof of the relationship between the Applicant/Direct Relative and the deceased
 - Birth certificate or legal custody paper if the deceased was under 18 years old
 - Grant of probate / last valid will / letters of administration
 - Original Written Consent to the Disclosure by the Personal Representative, or Original Written Consent to the Disclosure and a Written Confirmation by the direct relative (has applied or intends to apply to administer the Deceased's estate.)
- 2) Applicant must submit the required documents listed in Annex 3. **Additional documents may be requested according to each application.**

Scale of Fees:

- 1) Copies of Medical Records
 - Processing Fee : HK\$100 per request (For paper based records - inclusive of reproduction charges for not more than 10 pages and postage)
 - (Paper based records / Non-paper based records)
 - Reproduction Charge for the 11th pages & onward : HK\$1.5 per page
 - Reproduction Charge for ECG, EEG, X-ray disc or photo etc. : HK\$300 per modality per disc
- 2) Medical Reports : A minimum of HK\$1,100 per medical report/per specialty and up to maximum cap of HK\$4,400
- 3) Other General Request : HK\$300 per request
(e.g., Proof of Date of Death, Date of Admission & Discharge, Attendance Record, copy of Medical Certificate)
- 4) For other special requests, please contact our staff.
- 5) Charges for all requests should be paid during submission. The minimum charge of HK\$1,100 should be paid when submitting an application for medical report. The processing fee of HK\$100 should be paid when submitting an application for copies of medical records. Payment by cheque should be crossed and made payable to the 'Hospital Authority'. **Please do not send the cash by mail.**

Other Notes:

- 1) All medical reports/ deceased information are written in English and based on deceased information during the care of Prince of Wales Hospital. The information provided will be up to the application date or subject to the doctor's decision on the relevancy of the case.
- 2) In general, a medical report takes approximately 8 weeks to complete. For multiple reports, additional time may be required for each specialty as doctors need to refer to the medical records in the preparation of medical reports and complete the reports in succession. And each additional report will take 8 more weeks to complete. For any amendment request, please submit the original copy of medical report / deceased information. Please note that such amendment is subject to our doctors / hospital management's final decision.
- 3) For the requests of copies of medical records, the hospital will reply to the applicant within 40 days of receiving the request. If the total cost payable exceeds the processing fee, the applicant will be notified in written to settle the balance before the data is released.
- 4) All medical report / deceased information / copies of medical records will be sent to the applicant by "Registered Post" unless specified upon application.
- 5) All calls from our hospital will show the number 3505 6000 in the caller display. Please note and pick up the call.
- 6) For enquiries, please contact the hospital at:

Address: Medical Records Office, 2/F, Old Block, Prince of Wales Hospital, 30-32 Ngan Shing Street, Shatin, N.T.

Office Hour: Monday to Friday : 9:00am – 1:00pm

Saturday/Sunday/Public Holiday : 2:00pm – 5:30pm

Enquiry No.: (852) 3505 2416 Facsimile No.: (852) 3505 4528 24 hours hotline: (852) 3505 3555