

政府總部
公務員事務局
香港中環遮打道11號
中國政府合署西座



CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
11 ICE HOUSE STREET
HONG KONG

本局撥號 Our Ref.: PC/700/000/20 Pt. 4

來函編號 Your Ref.:

電話號碼 Tel. No.: 2810 3083

傳真號碼 Fax No.: 2501 0749

電郵地址 E-mail Address: csbs@csb.gov.hk

網 址 Homepage Address: <http://www.csb.gov.hk>

香港海港政府大樓
郵政局郵箱25823號
香港前入境處職員協會會長
彭鉅銓先生

彭先生：

發還／直接支付公務員及合資格人士醫療費用的申請表

當局已對發還／直接支付公務員及合資格人士醫療費用的申請表所載申請人須知第6段作出一些修訂，現附上申請表乙份(附件A)，連同經修訂的申請人須知第6段，以供參閱。申請表可從公務員事務局網站(www.csb.gov.hk)下載，也可向本局退休公務員服務組或醫院管理局各主要醫院索取。存放申請表的醫院名單現已修訂，載於附件B，以供參閱。

如果貴會對上述安排有任何查詢，歡迎與本局聯絡。

公務員事務局局長

(梁淑儀 梁淑儀 代行)

二零零七年七月二十三日

申請人須知

註

1. 申請人須把填妥的表格連同分項帳單／收據正本經部門首長(如適用的話)交衛生署署長處理，但直接向醫院管理局支付費用的藥物／儀器／服務則除外。如屬醫療儀器，除非該醫療儀器是由醫院管理局主診醫生按下文註4所開處的，否則申請人只可獲發還最基本型號的儀器的費用。此外，申請人可要求政府直接向外界供應商支付有關費用或自行支付有關費用，然後才申請發還費用。申請人在向衛生署提出直接付款申請前須獲得供應商接納有關安排。如有關申請不獲衛生署署長批准，或所批准的款額少於實際須支付的款額，申請人須負責向外界供應商支付餘額。
2. 向醫院管理局直接付款的項目包括經皮微照冠狀血管成形術、人工晶體手術、經皮微照冠狀血管成形術以外的介入性心臟科消耗品和正電子掃描服務。就該等項目而言，申請人須先填寫申請表B-D部，然後把填妥的表格交醫院管理局主診醫生填寫A部，再由後者把填妥的表格轉交所屬醫院／診所的會計部處理。
3. 就退休公務員的受供養家屬而言，申請人如非退休公務員，他／她在提交申請時須一併附上一份由退休公務員所作的聲明(一如B部(g)項)。不論屬何種情況，申請人須隨表夾附有效的庫務署表格第447號，以證明病人合資格享有公務員醫療福利。
4. 只有符合下列準則的藥物／儀器／服務，才可獲發還費用：
 - (a) 該項目獲開處作治療用途(基於個人便利或選擇，而並非基於病情需要而使用的生活方式項目，或與醫治疾病無關的項目並不包括在內)；以及
 - (b) 醫院管理局沒有其他療效相若的免費治療可供替代；或在有的情況下，病人對該可供替代的治療在臨床方面沒有良好反應。

根據《公務員事務規例》和公務員事務局通告，醫院管理局主診醫生可因應病人的病情所需，全權就治療的程度和性質作出決定。
5. 申請人須特別注意，發還費用的安排不適用於下列情況：
 - (a) 在外間選購醫院管理局有供應(不論收費與否)的藥物／儀器／服務，根據上文第4段準則開處屬醫管局藥物名冊下的白費藥物除外；
 - (b) 合資格人士按個人意願，向私營醫療機構求診，或向私營藥房購買藥物(即使情況緊急，此規定仍然適用)；或
 - (c) 合資格人士以私家病人的身分，向個別醫院管理局醫生或大學教學人員求診，並獲開處藥物／儀器／服務。

6. 政府批准發還及／或直接支付任何醫療費用，均附有條件，即政府可以欠債的形式向申請人全數討回多付給他／她的款項連利息(如適用)及為追討該等欠債及利息而引致的一切費用和開支。鑑於政府批准發還及／或直接支付醫療費用，申請人現將其所有薪金、退休金、酬金、津貼、福利(包括就已引致的開支發還的款項)及政府應付予或拖欠申請人或其遺產繼承人的任何其他款項(統稱“薪金和退休金”)，以及任何公積金計劃自願性供款所得的累算權益(“累算權益”)，押記予政府作受惠人，作為申請人支付或償還應付予或拖欠政府就發還及／或直接支付醫療費用所產生或連帶的一切款項(包括利息及因追討引致的費用和開支(如有))(統稱“債項”)的抵押。在任何情況(包括但不限於申請人無力償債的情況)下，政府可行使絕對酌情權，在其認為適合的時間，從申請人的薪金和退休金扣除款項，直至全數討回債項為止。在全數討回債項前，政府為一有抵押債權人，及已押記申請人的薪金、退休金及累算權益，以償還債項。在中請人提出申請和收到發還的醫療費用及／或政府直接支付醫療費用時(視何種情況而定)，申請人即完全接納上述條款和條件。
7. (a) 所提供的資料會送交衛生署，以作處理根據《公務員事務規例》及／或公務員事務局通告發還／直接支付醫療費用申請之用。此外，有關資料或會轉交其他局、部門和有關人員及機構(包括醫院管理局)，作為管理和提供公務員醫療福利及其他相關用途。
(b) 申請人如未能提供全部所需資料，其申請將無法受理。申請人須確保所提供的資料正確無誤。提供虛假資料以為個人或他人謀取利益，可構成刑事罪行。
(c) 資料當事人可根據《個人資料(私隱)條例》的規定，要求查閱或更正本申請表上的個人資料。有關要求可以書面方式向衛生署署長(經辦組別：財務部)提出。
8. 如對申請事宜有任何查詢，請向部門主任秘書提出。部門主任秘書如有疑問，可與公務員事務局服務條件事務部聯絡。如欲查詢有關審核申請的事宜，以及相關的付款和會計安排，請與衛生署財務部聯絡(電話號碼：2961 8612或2961 8656)。
9. 退休公務員可聯絡公務員事務局退休公務員服務組(電話號碼：2810 3850)或庫務署退休金諮詢處(電話號碼：2829 5113或2829 5114)。

公務員事務局
二零零七年七月

存放發還／直接支付醫療費用申請表的醫院名單

聯網	醫院	負責辦事處／地點／辦公時間	電話號碼
香港東聯網	東區尤德夫人那打素醫院	詢問處／ 東區尤德夫人那打素醫院主座大樓 地下大堂／ 星期一至五 上午9時至下午5時 星期六 上午9時至下午1時	2595 6205
	律敦治醫院	病歷檔案部／ 律敦治醫院醫院大樓地庫一樓／ 星期一至五 上午9時至下午1時 下午2時至下午5時30分 星期六 上午9時至中午12時	2291 1035
	長洲醫院	人事處／ 長洲醫院門診部大樓二樓／ 星期一至五 上午9時至下午1時 下午2時至下午5時	2981 9442
香港西聯網	瑪嘉烈醫院	醫療及病歷資訊部／ 瑪嘉烈醫院8座二樓／ 星期一至五 上午9時至下午1時 下午2時至下午5時 星期六 上午9時至下午1時	2855 4175
	葛量洪醫院	病人聯絡主任／ 葛量洪醫院郭得勝心臟中心一樓／ 星期一至五 上午9時至下午5時 星期六 上午9時至下午1時	2518 2182

- 2 -

聯網	醫院	負責辦事處／地點／辦公時間	電話號碼
九龍西聯網	廣華醫院	醫事報告辦事處／ 廣華醫院行政大樓三樓B室／ 星期一至五 上午9時至下午1時 下午2時至下午5時 星期六 上午9時至下午1時	3517 5216
	明愛醫院	醫事報告組／ 明愛醫院慎明樓地下／ 星期一至五 上午8時30分至下午1時 下午2時至下午5時15分	3408 7992
	瑪嘉烈醫院	醫療紀錄部／ 瑪嘉烈醫院G座三樓／ 星期一至五 上午8時45分至下午1時 下午2時至下午5時30分	2990 1733
	仁濟醫院	醫療紀錄／醫療報告辦事處／ 仁濟醫院B座329室／ 星期一至五 上午8時30分至下午1時 下午2時至下午5時30分	2417 8146
九龍中聯網	伊利沙伯醫院	醫療資料申請辦事處／ 伊利沙伯醫院E座一樓十二號室／ 星期一至五 上午9時至下午1時 下午2時至下午5時45分	2958 8435
	香港眼科醫院	病歷檔案部／ 香港眼科醫院地下／ 星期一至五 上午8時30分至下午1時 下午2時至下午5時30分	2762 3112

聯網	醫院	負責辦事處／地點／辦公時間	電話號碼
九龍東聯網	基督教聯合醫院	醫療報告室／ 基督教聯合醫院H座地下／ 星期一至五 上午9時至下午1時 下午2時至下午5時 星期六 上午9時至下午1時	3513 4070
	將軍澳醫院	入院登記處／ 將軍澳醫院地下大堂／ 星期一至五 上午8時至下午4時 星期六 上午8時至中午12時	2208 0346
新界東聯網	威爾斯親王醫院	醫療記錄處／ 威爾斯親王醫院正座二樓／ 星期一至五 上午9時至下午1時 下午2時至下午5時30分	2632 2416
	雅麗氏何妙齡那打素醫院	入院處／ 雅麗氏何妙齡那打素醫院A座地下／ 星期一至五 上午8時至中午12時 下午1時至下午4時	2689 3352
	北區醫院	醫療資訊及醫療記錄部／ 北區醫院地庫／ 星期一至五 上午9時至下午1時 下午2時至下午5時30分	2683 7042
新界西聯網	屯門醫院	醫療報告組／ 屯門醫院日間醫療中心一樓／ 星期一至五 上午9時至下午1時 下午2時至下午5時 星期六 上午9時至下午1時	2468 5371

備註

1. 合資格人士應視乎本身的情況，在前往醫管局設施就診時，盡可能帶備有關表格。他們可向部門主任秘書或公務員事務局退休公務員服務組（如屬退休公務員）索取該表格，或從公務員事務局網頁（www.csb.gov.hk）下載該表格。
2. 如合資格人士沒有帶備表格，他們可於辦公時間內前往上述辦事處索取申請表。

政府總部
公務員事務局
香港中環畢打街11號
中區政府合署四樓



CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
11 ICE HOUSE STREET
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本函編號 Our Ref.: PC/700/000/20 Pt. 4

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電話號碼 Tel. No.: 2810 3083

傳真號碼 Fax No.: 2501 0749

電郵地址 E-mail Address: csbts@csb.gov.hk

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23 July 2007

Mr Pang Kue-chuen
President
Hong Kong Former Immigration Service Staff Association
P.O. Box No. 25823
Harbour Building Post Office
Hong Kong

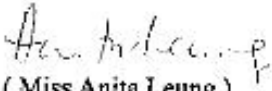
Dear Mr Pang,

**Application form for reimbursement / direct payment
of medical expenses incurred by civil service eligible persons**

----- Some textual amendments have been made to paragraph 6 of the Notes for Applicants in the application form for reimbursement / direct payment of medical expenses incurred by civil service eligible persons. A copy of the application form, with paragraph 6 of the Notes for Applicants amended, is attached at **Annex A** for your reference. The application form may be downloaded from Civil Service Bureau website at www.csb.gov.hk. It may also be obtained at the Pensioner Services Unit of this Bureau and major Hospital Authority hospitals. The updated list of hospitals which keep copies of the application form is attached at **Annex B** for your reference.

If you have any enquiries on the above, please feel free to contact us.

Yours sincerely,


(Miss Anita Leung)
for Secretary for the Civil Service

1. For drugs / equipment / services other than direct payment items to the Hospital Authority, the applicant should submit the duly completed form together with original itemised bill / receipt(s) via the Head of Department, if applicable, to the Director of Health for processing. For medical equipment, unless prescribed by the attending Hospital Authority doctor as per Note 4 below, only the costs of the basic model will be reimbursable. The applicant may request the Government to pay for the expenses to an outside supplier direct or pay for them first and seek reimbursement subsequently. The applicant should secure the acceptance of such arrangement from the supplier before submitting the application to the Department of Health for direct payment of expenses. If the application is rejected by the Director of Health or the amount approved is less than the actual amount incurred, it is the responsibility of the applicant to settle the remaining sum with the outside supplier.
2. Direct payment items under the arrangement with the Hospital Authority include percutaneous transluminal coronary angioplasty (PTCA) procedures; intraocular lens operation; non-PTCA consumables for interventional cardiology and positron emission tomography (PET) service. For these items, the applicant should arrange for completion of Parts B-D, and give the duly completed form to the attending Hospital Authority doctor who will complete Part A and forward the form to the Accounts Office of the hospital / clinic concerned for processing.
3. For dependants of pensioners, if the applicant is not the pensioner, the application should be submitted with a declaration by the pensioner in a similar format as Part B(g). In all cases, the applicant is required to attach a valid Try. 447 to the application form as a proof of the patient's eligibility for civil service medical benefits.
4. Drugs / equipment / services must fulfil the following criteria for reimbursement:
 - (a) They are prescribed on medical grounds (excluding lifestyle items that are not required out of the medical necessity of the patient but as a matter of personal convenience or preference, or items not related to treatment of ailment); and
 - (b) There is no alternative treatment of equivalent efficacy available in Hospital Authority free of charge; or if such is available, patients do not respond well clinically to the alternative treatment.

In accordance with Civil Service Regulations and Civil Service Bureau Circular, the attending Hospital Authority doctor of the case has sole discretion as to the amount and the nature of treatment provided, having regard to the medical necessity of the case.

5. Applicants should note in particular that the reimbursement arrangement does NOT apply to the following situations -
 - (a) the purchase of drugs / equipment / services (except self-financed drugs under the Hospital Authority Drug Formulary which are prescribed according to the criteria set out in paragraph 4 above) from outside if the items are **available in Hospital Authority** (whether chargeable or not);
 - (b) the eligible persons seek medical treatment from private facilities or procure medicines from private dispensaries on their own accord, **even in cases of emergency**; or
 - (c) the eligible persons consult an individual Hospital Authority doctor or a member of the teaching staff of a university, and obtain drugs / equipment / services as his / her **private patients**.

6. Any reimbursement and / or direct payment of medical expenses is granted to the applicant on condition that any overpayment to him / her are recoverable in full as a debt with interest (as appropriate) and all costs and expenses incurred in recovering such debt and interest from him / her. In consideration of the Government granting to him / her the reimbursement and / or direct payment of medical expenses, he or she charges in favour of the Government all salaries, pensions, gratuities, allowances, benefits (including reimbursement for expenses already incurred) and any other monies payable or due to him / her or his / her estate from the Government (collectively, "Salaries and Pensions") and accrued benefits derived from voluntary contributions under any provident fund scheme ("Accrued Benefits") as security for payment or repayment of all sums (including interest, costs and expenses incurred in recovery, if any) payable or due to the Government arising from or incidental to the reimbursement and / or direct payment of medical expenses (collectively, "Indebtedness"). The Government shall deduct at such times at its own absolute discretion as it deems fit from his / her Salaries and Pensions in all circumstances including, but not limited to, where he or she becomes insolvent until the Indebtedness is fully recovered. Until the Indebtedness is fully recovered the Government is a secured creditor and has a charge on his / her Salaries and Pensions and Accrued Benefits for repayment of the Indebtedness. In applying for and on receipt of the reimbursement of medical expenses and / or upon direct payment being made by the Government, as the case may be, the applicant accepts in full the terms and conditions above.
7. (a) The information provided will be used for processing of application for reimbursement / direct payment of medical expenses by the Department of Health in accordance with Civil Service Regulations and /or Civil Service Bureau Circulars. It may be transferred to other Government bureaux and departments and related persons and organisations (including the Hospital Authority) for the administration and provision of civil service medical benefits and related purposes.
(b) It will not be possible to process the application if the applicant fails to provide all the information required. Please ensure that the information provided is accurate. Obtaining benefits for oneself or another by furnishing false information may constitute a criminal offence.
(c) Data subjects may request for access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the Director of Health (Attn.: Finance Division).
8. For enquiries about this application, please contact the Departmental Secretary. If the Departmental Secretary is in doubt, he / she should approach the Conditions of Service Division of the Civil Service Bureau. For enquiries about the processing of applications and related payment and accounting arrangements, please contact the Finance Division of the Department of Health at 2961 8612 or 2961 8656.
9. For pensioners, they may contact the Pensioner Services Unit of the Civil Service Bureau at 2810 3850 or the Treasury Pensions Enquiry Office at 2829 5113 or 2829 5114.

**List of Hospitals that Keep Copies of the Application Form
for Reimbursement / Direct Payment of Medical Expenses**

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
Hong Kong East Cluster	Pamela Youde Nethersole Eastern Hospital	Enquiry Counter / G/F., Main Block, Pamela Youde Nethersole Eastern Hospital / Monday to Friday 9:00 a.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.	2595 6205
	Ruttonjee Hospital	Medical Records Office / LG1, Hospital Main Building, Ruttonjee Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m. Saturday 9:00 a.m. to 12:00 noon	2291 1035
	St. John Hospital	Personnel Office / 2/F., OPD Block, St. John Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m.	2981 9442
Hong Kong West Cluster	Queen Mary Hospital	Health Information & Records Office / 2/F., Block S, Queen Mary Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.	2855 4175
	Grantham Hospital	Patient Relations Officer / 1/F., Kwok Tak Seng Heart Centre, Grantham Hospital / Monday to Friday 9:00 a.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.	2518 2182

- 2 -

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
Kowloon West Cluster	Kwong Wah Hospital	Medical Report Office / 3B, Administration Building, Kwong Wah Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.	3517 5216
	Caritas Medical Centre	Medical Report Section / G/F., Wai Ming Block, Caritas Medical Centre / Monday to Friday 8:30 a.m. to 1:00 p.m. 2:00 p.m. to 5:15 p.m.	3408 7992
	Princess Margaret Hospital	Medical Records Office / 3/F., Block C, Princess Margaret Hospital / Monday to Friday 8:45 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2990 1733
	Yan Chai Hospital	Data Access Request/Medical Report Office / Room 329, 3/F., Block B, Yan Chai Hospital / Monday to Friday 8:30 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2417 8146
Kowloon Central Cluster	Queen Elizabeth Hospital	Medical Information Registry Office / Room 12, 1/F., Block E, Queen Elizabeth Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:45 p.m.	2958 8435
	Hong Kong Eye Hospital	Medical Records Department / G/F., Hong Kong Eye Hospital / Monday to Friday 8:30 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2762 3112
Kowloon East Cluster	United Christian Hospital	Medical Report Office / G/F., Block II, United Christian Hospital / Monday to Friday 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.	3513 4070
	Tseung Kwan O Hospital	Admission Office / G/F., Tseung Kwan O Hospital / Monday to Friday 8:00 a.m. to 4:00 p.m. Saturday 8:00 a.m. to 12:00 noon	2208 0346

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
New Territories East Cluster	Prince of Wales Hospital	Medical Records Office / 2/F., Main Block, Prince of Wales Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2632 2416
	Alice Ho Miu Ling Nethersole Hospital	Admission Office / Block A, G/F., Alice Ho Miu Ling Nethersole Hospital / <u>Monday to Friday</u> 8:00 a.m. to 12:00 noon 1:00 p.m. to 4:00 p.m.	2689 3352
	North District Hospital	Health Information & Record Department / Lower Ground Floor, North District Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2683 7042
New Territories West Cluster	Tuen Mun Hospital	Medical Report Unit / 1/F., Ambulatory Care Centre, Tuen Mun Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m. <u>Saturday</u> 9:00 a.m. to 1:00 p.m.	2468 5371

Note

1. Eligible persons are advised, having regard to their own circumstances, to bring along the reimbursement application form as far as possible when they attend medical consultation at HA facilities. They may obtain a copy of the application form from the departmental secretaries or the Pensioner Services Unit of Civil Service Bureau (in the case of retired officers), or download the form from the CSB website at www.csb.gov.hk.
2. In case eligible persons have not brought along the application form, they may approach the abovementioned offices during office hours to ask for a copy of the form.