

## 醫療記錄部 - 各項文件收費表

### Medical Record Department - List of charges for Hospital Documents

2024 年 9 月 1 日生效

Effective from 1 September 2024

| #  | 項目 Items                                                                                                                                               | 收費 Charges (HK\$)                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1. | <b>補領或向法院方申請發給證明信：</b><br><b>Re-Issuance or Application for Certification issued by the Hospital :</b>                                                 |                                                                                                              |
|    | a) 出生證明信 (出生時間/日期) 及死亡時間<br>Birth Certification (Time / Date of Birth)                                                                                 | \$500                                                                                                        |
|    | b) 分娩記錄證明信<br>Maternity Record Certification                                                                                                           | \$500                                                                                                        |
|    | c) 補領嬰兒出生免疫注射記錄(針咭)<br>Re-issuance Newborn Immunization Record                                                                                         | \$300                                                                                                        |
| 2. | <b>申請醫生報告或醫療記錄複本 (出院/就診後)：</b><br><b>Application for Medical Report / Duplicate of Medical Records (After Discharge/Consultation)</b>                  |                                                                                                              |
|    | a) 醫生報告及文件處理費<br>Medical Report and Medical Report Processing Fee                                                                                      | (醫生定價) +<br>Up (TBC by doctor) +<br>\$300                                                                    |
|    | b) 住院保險賠償表格及文件處理費<br>Fill out Inpatient Insurance Claim Form and Medical Report Processing Fee                                                         | (醫生定價)+<br>Up (TBC by doctor) +<br>\$300                                                                     |
|    | c) 於就診日後申請由本院填寫門診保險賠償表格及文件處理費<br>Application for Outpatient Insurance Claim Form fill out after the consultation day and Medical Report Processing Fee | (醫生定價)+<br>Up (TBC by doctor) +<br>\$300                                                                     |
|    | d) 醫療記錄複本及文件處理費<br>Duplicate of Medical Records and Medical Report Processing Fee                                                                      | • 首 10 頁 First 10 pages<br>\$10/頁 Per page +<br>• 其後每頁 Per each additional page<br>\$5/頁 Per page +<br>\$300 |
| 3. | <b>影印賬單複本：</b><br><b>Duplicate of Bills :</b>                                                                                                          |                                                                                                              |
|    | a) 住院/門診賬單複本<br>Inpatient Bills / Outpatient Bills                                                                                                     | • 首 10 頁 First 10 pages<br>\$10/頁 Per page<br>• 其後每頁 Per each additional page<br>\$5/頁 Per page              |
|    | b) 住院賬單複本 ( 蓋印 “Certified True Copy” )<br>Inpatient Bills with “Certified True Copy” stamp                                                             | \$300                                                                                                        |
|    | c) 門診賬單複本 ( 蓋印 “Certified True Copy” )<br>Outpatient Bills with “Certified True Copy” stamp                                                            | \$100                                                                                                        |
| 4. | <b>申請逾期未取報告 (出院後)</b><br><b>Application for behind time to collect report by patients (After Discharge)</b>                                            | \$300                                                                                                        |

#### 備註 Remarks :

- 如對以上資料有任何查詢，請致電醫療記錄部，電話(852) 3971 4406。  
For any enquiry, please call Medical Record Department (852) 3971 4406.
- 收費及內容如有更改，恕不另行通知。  
Charges and information are subject to change without prior notice.