

公務員事務局通告第 6/2009 號

(注意：這是甲級傳閱通告，全體人員均應閱讀。)

發還／直接支付醫療費用安排

目的

本通告旨在列明向下文第 3 段所訂合資格人士發還在醫院管理局(醫管局)醫院／診所接受診治所引致的醫療費用的安排。

2. 公務員事務局通告第 7/2006 號、公務員事務局通函第 5/2007 號，以及公務員事務局局長先後於二零零七年五月十七日及七月二十三日發出的便箋(檔號分別為(55)及(65) in PC/700/000/1 Pt.17)，現予取消。

現行發還醫療費用的政策

3. 《公務員事務規例》第 900 條¹訂明合資格人士及其家屬，可免費獲得醫療意見及診治、X 光檢驗及藥物供應，但這些福利只限由政府或醫管局的醫療機構所提供。《公務員事務規例》第 902 條並且訂明當局所提供的治療，全視病情需要而定。當局會盡力向公務員及家屬提供最佳的護理和治療，但所給予治療的程度及性質，則由主診醫生全權決定。

4. 雖然醫管局提供的醫療服務已相當全面，但是在某些情況下，醫管局主診醫生因醫療需要為病人開處屬必需的藥物／儀器／服務，有時是醫管局沒有供應或須收費的。在這些情況下，合資格人士可向衛生署署長提出申請，要求支付有關項目的費用。

¹ 根據《公務員事務規例》第 900(3)條，下列人士有資格獲得公務員醫療福利：

- (a) 月薪公務員及其家屬；
- (b) 因公受傷的日薪人員；
- (c) 領取退休金或年積金的居港退休公務員及他們的居港家屬；
- (d) 殉職公務員的居港家屬；以及
- (e) 在職期間或退休後身故公務員的居港家屬，而這些家屬正根據孤寡撫恤金計劃或尚存配偶及子女撫恤金計劃領取撫恤金。

5. 就發還醫療費用予合資格人士而言，如屬下列情況的藥物／儀器／服務，醫管局主診醫生可發出醫療證明：

- (a) 該項目是作治療用途(基於個人便利或選擇，而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) 醫管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。

發還／直接支付醫療費用申請表

6. 鑑於直接支付醫療費用安排將於二零零九年四月二十七日開始擴展至包括由醫管局提供的癌病藥物(詳情載於下文第 14 至 16 段)，現行的發還／直接支付醫療費用申請表已作出適當修改。由二零零九年四月二十七日起，合資格人士須採用附件 A 所載的經修訂申請表。表格可從公務員事務局網頁(www.csb.gov.hk)下載。合資格人士在前往醫管局轄下醫療機構就診時，務請帶備有關表格。醫管局各主要醫院會存放少量的申請表，以便沒有帶備表格供主診醫生填寫醫療證明的合資格人士使用。存放少量申請表的醫院名單見附件 B。

7. 在發還醫療儀器費用方面，我們的政策是除非經醫管局主診醫生證明，須購置某指定型號或較精密型號的儀器，否則最多只可獲發還基本型號的費用。就持續正氣壓機而言，有關發還費用安排的詳細說明，包括基本型號的發還款項上限，載於附件 C。

8. 在政府與醫管局的直接支付醫療費用安排方面，目前這項安排適用於經皮徹照冠狀血管成形術(即“通波仔”)、人工晶體(眼內鏡)手術、經皮徹照冠狀血管成形術以外的介入性心臟科消耗品，以及由醫管局提供的正電子掃描服務。根據這項安排，病人所需的項目由醫管局代為購買。合資格人士只須填妥載於附件 A 的申請表，衛生署便會直接與醫管局聯絡，安排繳付有關款項。有關合資格人士無須向醫管局預繳費用。此外，在職公務員如為申請人，所屬的局／部門無須填寫申請表 D 部。

9. 合資格人士如不申請發還醫療費用，也可向衛生署署長申請直接向外界供應商支付有關費用，但必需先獲得醫管局主診醫生簽發的醫療證明。在這些情況下，合資格人士在向衛生署提出申請前，須獲得供應商接納直接付款安排。如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，合資格人士須直接向外界供應商支付餘額。

10. 申請發還／直接支付醫療費用，須由公務員／退休公務員提出。申請人填寫申請表時，應細閱申請表的“申請人須知”部分。申請人在可行的情況下，應在購買醫療項目後三個月內提出申請，以便衛生署及時處理。

不獲發還費用的項目

11. 合資格人士須特別注意，發還／直接支付費用的安排不適用於下列情況：

- (a) 在外間選購醫管局有供應(不論收費與否)的藥物／儀器／服務；
- (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，向個別醫管局醫生或大學教學人員求診，並獲開處藥物／儀器／服務。

12. 關於上文第 11(a)段，合資格人士購買不包括在醫管局標準收費內的藥物，只要藥物是按上文第 5 段所列準則開處，仍可獲發還費用。

13. 上文第 11(c)段所述的私家服務不屬於公務員醫療福利的範圍。因此，合資格人士接受私營服務所引致的醫療費用，不會獲得發還。

醫管局癌病藥物直接付款安排申請表

14. 由二零零九年四月二十七日起，如符合本通告所訂規則，合資格人士可使用載於附件 D 的申請表，申請直接支付由醫管局提供的癌病藥物的醫療費用。合資格人士不須為這些項目繳付費用。衛生署會直接與醫管局安排支付癌病藥物的費用。表格可從公務員事務局網頁(www.csb.gov.hk)下載，或向設有腫瘤科藥房的醫管局醫院／診所的繳費處及附件 B 所指定的辦事處索取。

15. 在正常情況下，申請直接支付醫管局藥房所提供的癌病藥物的費用，須由公務員或退休公務員提出。申請人在填寫申請表格時，須細閱申請表的“申請人須知”部分。留醫就診的合資格人士如在同一家醫院於同一段留院期間內使用癌病藥物，只須提交一次直接付款申請。使用門診服務的合資格人士和已出院的合資格人士，則須在每次獲開處癌病藥物時重新遞交申請。填妥的表格須連同發票送交醫管局轄下有關醫院／診所的繳費處。繳費處核實病人的資格後，會向合資格人士發出收據，合資格人士在病房／藥房領取獲開處的癌病藥物時，須出示收據。

16. 上述直接付款安排不適用於並非從醫管局藥房購買的癌病藥物。如屬這類情況，便應使用附件 A 的申請表格。

退休公務員

17. 為配合醫療及牙科福利資格核證系統(資格核證系統)於二零零八年六月三十日全面實施，資格核證系統所涵蓋的合資格退休公務員如申請發還醫療費用，遞交發還費用申請表格時，無須再夾附庫務署表格第 447 號。至於資格核證系統不涵蓋的退休公務員²，遞交發還費用申請表格時，則須夾附庫務署表格第 447 號(2008 年修訂)。退休公務員不論是否屬資格核證系統所涵蓋的人士，如已被當局按有關退休金法例暫停支付其退休金或年積金，則他本人及其受供養家屬並不符合享有公務員醫療福利的資格，因此，有關醫療費用將不獲發還。

衛生署公務員診所提供的藥物

18. 作為員工福利，合資格人士可以免費獲得衛生署提供的服務和藥物。根據現行安排，公務員診所主診醫生會按合資格人士的病情，開處衛生署藥房提供的藥物。衛生署會定期檢討該署藥房所提供藥物的名冊，以應付不時轉變的服務需求。如公務員診所的主診醫生因醫療需要為病人開處屬必需的藥物，是衛生署藥房沒有供應的，有關公務員或退休公務員可向衛生署申請發還有關藥物的費用。在這個情況下，申請人可使用附件 A 的申請表。

及時更新個人資料

19. 當局須先核實合資格人士享用公務員醫療及牙科福利的資格，才會發還／直接支付醫療費用。藉此提醒各位人員，他們有責任在初次受聘時盡快向部門管理人員申報其本人及合資格家屬的個人資料；資料如有變更，也有責任盡快申報，以便管理人員及時更新部門內部記錄及／或庫務署中央薪俸相關資料庫(或電子資料庫範本)內的個人資料。另特別提醒各人員，務必為年屆 19 或 20 歲正在接受全時間教育或職業訓練的受供養子女更新資料，因為當他們年滿 19 歲時，資格核證系統會自動把他們的資料剔除。如果人員的個人資料有變但沒有申報，以致非合資格人士因而獲得公務員醫療福利(包括發還／直接支付醫療費用)，該員須支付有關人士應繳付的費用，當局也可向該員追討多付的醫療福利款額，並可對其採取紀律處分及／或法律行動。

² 指沒有香港身分證的退休公務員。

重行傳閱

20. 部門管理人員應每隔六個月再行傳閱本通告一次。

查詢

21. 如對本通告有任何查詢，請先向部門主任秘書提出。部門主任秘書如有疑問，可與本局總行政主任(服務條件)(電話號碼：2810 3083)、高級行政主任(服務條件)I(電話號碼：2810 3082)或行政主任(服務條件)I(電話號碼：2810 3079)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)(電話號碼：2961 8612、2961 8445 或 2961 8656)聯絡。

22. 退休公務員可聯絡本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)。

公務員事務局局長
(伍卓信代行)

分發名單：各局長
各常任秘書長
各部門首長

副本送：廉政專員
司法機構政務長
公務員敘用委員會秘書

二零零九年四月二十七日

限閱文件(人事)

根據公務員事務局通告第6/2009號

申請發還／直接支付醫療費用
(由醫院管理局提供的癌病藥物費用除外)(申請人在填寫本申請表前，應細閱
公務員事務局通告第6/2009號和本申請表後的申請人須知)致：衛生署署長(經辦組別：財務部)
香港灣仔皇后大道東213號胡忠大廈17樓**A 部：由醫院管理局／衛生署主診醫生填寫**

病人姓名：_____ 或在此處貼上病人資料

香港身分證號碼：_____

本人證明上述病人並不是私家病人。

(a) 診斷：_____

(b) 所需藥物／儀器／服務和該項目的費用／劑量(如有的話)

(註：如所需項目為持續正氣壓機和消耗品，主診醫生亦須填寫補充表格。)

(c) 接受治療日期／期間：_____

(請參考夾附有關公務員醫療福利的簡介及在適當的空格內加上✓號)

☐ 本人證明上述藥物／儀器／服務乃因應病情所需而開處，屬醫院管理局須收費或醫院管理局／衛生署沒有供應的項目(請參閱第2頁註4)。☐ 本人不能作出證明，因—☐ 上述藥物／儀器／服務並非因應病情所需而開處；及／或☐ 上述藥物／儀器／服務屬醫院管理局／衛生署有供應(不論收費與否)的項目，但病人在外間購買該項目。簽署：_____ 醫院／部門
／診所：_____
(醫院／診所蓋章)醫院管理局／衛生署 聯絡電話
主診醫生姓名：_____ 號碼：_____
(請以正楷填寫全名)

職銜：_____ 日期：_____

向醫院管理局（醫管局）／衛生署主診醫生簡介 公務員的醫療福利

此份簡介列明公務員、退休公務員及其他合資格人士(即合資格人士)可享有的醫療福利，讓醫管局／衛生署主診醫生參考，以便在本表格A部提供醫療證明。根據政府與醫管局的協議，如合資格人士須按公務員事務局通告第6/2009號所載的政策購買藥物／儀器／服務，醫管局主診醫生須向其發出醫療證明。

1. 合資格人士可免費獲得醫管局提供的醫療意見及診治。
2. 當局所提供的治療，全視病情需要而定。當局會盡力向合資格人士提供最佳的護理及治療，但所給予治療的程度及性質，則由主診醫生全權決定。
3. 就發還醫療費用予合資格人士而言，凡符合下列情況的藥物／儀器／服務，可獲醫管局主診醫生發出醫療證明：
 - (a) 該項目是作治療用途(基於個人便利或選擇，而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) 醫管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。
4. 合資格人士如在外間選購醫管局有供應(不論收費與否)的藥物／儀器／服務，不會獲發還有關費用。不過，合資格人士購買不包括在醫管局標準收費內的藥物，只要藥物是按上文第3段所列準則開處，仍可獲發還費用。有關費用會由政府支付／發還。磁力共振掃描服務、正電子掃描服務、電腦斷層掃描和超音波檢查等診斷服務，醫管局都有提供。因此，在醫管局以外購買這些診斷服務，不會獲發還有關費用。
5. 合資格人士如以**私家病人**的身分，向個別醫管局醫生或大學教學人員求診，並獲開處的藥物／儀器／服務，不會獲發還有關費用。

註：本表格同時適用於申請發還衛生署轄下公務員診所主診醫生因醫療需要為病人開處屬必需但該署藥房沒有供應的藥物的費用。衛生署轄下公務員診所主診醫生應遵照本簡介的內容，適當地填妥申請表A部。

公務員事務局
二零零九年四月

B 部：由申請人填寫

(請在適當的空格內加上✓號)

- 本人申請 ☐ 發還(請參閱註1)
☐ 直接向醫院管理局支付(請參閱註2)
☐ 直接向供應商支付(請參閱註1)

下列藥物／儀器／服務的費用－

(a) 藥物／儀器／服務名稱及費用： _____

(b) 就診的醫院管理局／衛生署
醫院／診所名稱： _____

(c) 病人資料－
(i) 姓名： _____
(ii) 香港身分證號碼： _____
(iii) 出生日期： _____

(d) 本人承諾，如因任何原因沒有使用所申請的藥物／儀器／服務，當立即經部門首長(如適用)通知衛生署署長。

(e) 本人授權衛生署署長，在其認為必要時，向醫院管理局／衛生署診所索取有關本人或病人(如病人為申請人受供養家屬而未滿18歲者，或18歲以上但精神欠妥者)健康狀況的進一步資料。

(f) 本人已細閱公務員事務局通告第6/2009號和本申請表後的申請人須知。本人明白及接受該公務員事務局通告及本申請表後的申請人須知所載有關批准發還及／或直接支付醫療費用的條款及條件。

(申請人如為退休公務員，始須填寫(g)部。請在適當的空格內加上✓號，並參閱註3。)

(g) 本人謹此聲明，在引致上述醫療費用當日：
☐ 本人正領取退休金或年積金。假如本人尚未引致有關醫療費用，但在引致有關醫療費用前，當局已按有關退休金法例暫停支付本人的退休金或年積金，本人當立即通知衛生署署長，並按需要提供有關詳情。
☐ 本人並沒有領取退休金或年積金。

本人明白，如本人蓄意就是項申請提供虛假或不完整的資料，可遭刑事檢控。

簽署： _____	聯絡電話／ 傳呼機號碼： _____
申請人姓名： _____	所屬部門： _____
香港身分證號碼： _____	日期： _____

退休公務員請提供下述資料－

(i) 通訊地址： _____
(ii) 電郵地址／傳真號碼
(可選擇填寫)： _____

C 部：由年滿18歲或以上的受供養家屬病人填寫（18歲以上但精神欠妥者除外）

本人授權衛生署署長在其認為必要時向醫院管理局／衛生署診所索取有關本人健康狀況的進一步資料。

簽署：_____

病人姓名：_____ 日期：_____

D 部：由部門填寫(只適用於在職公務員的發還醫療費用申請)*

(請在適當的空格內加上✓號)

本人證明上述病人是 ☐ 公務員

☐ 公務員的受供養家屬

根據《公務員事務規例》第900(3)條可享有免費醫療服務。

簽署：_____ 部門：_____

核證人員姓名：_____ 日期：_____

聯絡電話號碼：_____ 本署檔號：_____

聯絡傳真號碼：_____ 貴署檔號：_____

* 如申請項目屬向醫院管理局直接付款的項目，則無須填寫D部。

申請人須知

註

1. 有關發還／直接支付醫療費用的申請，應由公務員或退休公務員提出。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(醫管局)支付費用的藥物／儀器／服務則除外。如申請發還費用的藥物在醫管局以外購買，申請人須隨表格夾附醫管局主診醫生的處方。如屬醫療儀器，除非該醫療儀器是由醫管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先自行支付有關費用，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. 向醫管局直接付款的項目包括：(a)經皮徹照冠狀血管成形術；(b)人工晶體手術；(c)經皮徹照冠狀血管成形術以外的介入性心臟科消耗品；(d)正電子掃描服務，以及(e)醫管局提供的癌病藥物。就項目(a)至(d)而言，申請人須先填寫申請表B至C部，然後把填妥的表格交醫管局主診醫生填寫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。至於項目(e)，本表格並不適用。申請人須填寫公務員事務局通告第6/2009號公布的直接支付醫院管理局提供的癌病藥物的醫療費用申請表格。
3. 申請人如為退休公務員但不屬於醫療及牙科福利資格核證系統所涵蓋的人士(即沒有香港身分證的退休公務員)，應隨表格夾附有效的庫務署表格第447號(2008年修訂)，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／直接付款：
 - (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) 醫管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，醫管局／衛生署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／直接付款的安排不適用於下列情況：
 - (a) 在外間選購醫管局有供應(不論收費與否)的藥物／儀器／服務；
 - (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，向個別醫管局醫生或大學教學人員求診，並獲開處藥物／儀器／服務。

6. 關於上文第5(a)段，合資格人士購買不包括在醫管局標準收費內的藥物，只要藥物是按上文第4段所列準則開處，仍可獲發還費用。有關費用會由政府支付／發還。
7. 上文第5(c)段所述的私家服務不屬於公務員醫療福利的範圍。因此，合資格人士接受私營服務所引致的醫療費用，不會獲得發還。
8. 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。在申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。
9.
 - (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(包括醫管局)，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。
10. 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、2961 8445或2961 8656)。
11. 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)。

醫院管理局

醫院

病人身分證明

發還持續正氣壓機／消耗品費用申請表

(本補充表格只適用於持續正氣壓機／消耗品)

診斷 ☐ 阻塞性睡眠窒息症
☐ 其他(請註明 _____)

儀器 ☐ 基本持續正氣壓機
☐ 基本消耗品 ☐ 面罩
☐ 喉管
☐ 過濾紙
☐ 頭套／面罩綁帶
☐ 放濕機
☐ 其他非基本項目(包括持續正氣壓機和消耗品)。請註明所需的項目和型號(如有)。

所需的項目 _____ 理由 _____

所需的項目 _____ 理由 _____

所需的項目 _____ 理由 _____

註有✓號的項目乃因應病情所需而開處，特此證明。

簽署：_____ 所屬部門：_____

醫院管理局主診醫生姓名：_____ 日期：_____

☐ 請在適當的空格內加上✓號

存放發還／直接支付醫療費用
(由醫院管理局提供的癌病藥物費用除外) 申請表
以及直接支付醫院管理局提供的癌病藥物的醫療費用申請表
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／ <u>星期一至五</u> 上午9時至下午5時 <u>星期六</u> 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／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時30分 <u>星期六</u> 上午9時至中午12時	2291 1035
	長洲醫院	人事部／ 長洲醫院門診大樓三樓／ <u>星期一至五</u> 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	瑪麗醫院	醫療及病歷資訊部／ 瑪麗醫院S座二樓／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時 <u>星期六</u> 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／ <u>星期一至五</u> 上午9時至下午5時 <u>星期六</u> 上午9時至下午1時	2518 2182

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／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時 <u>星期六</u> 上午9時至下午1時	3517 5216
	明愛醫院	醫事報告組／ 明愛醫院懷明樓地下／ <u>星期一至五</u> 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／ <u>星期一至五</u> 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／ <u>星期一至五</u> 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／ <u>星期一至五</u> 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／ <u>星期一至五</u> 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／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時 <u>星期六</u> 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／ <u>星期一至五</u> 上午8時至下午4時 <u>星期六</u> 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／ <u>星期一至五</u> 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／ <u>星期一至五</u> 上午8時至中午12時 下午1時至下午4時	2689 2041
	北區醫院	醫療資訊及醫療記錄部／ 北區醫院地庫／ <u>星期一至五</u> 上午8時45分至下午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／ 屯門醫院康復大樓三樓／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時 <u>星期六</u> 上午9時至下午1時	2468 5371
	博愛醫院	醫療資訊紀錄部／ 博愛醫院閣樓／ <u>星期一至五</u> 上午9時至下午1時 下午2時至下午5時 <u>星期六</u> 上午9時至下午12時30分	2486 8538

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。

發還持續正氣壓機費用的安排

根據現行政策，合資格人士除非經醫院管理局(醫管局)主診醫生證明，須購置某指定型號或較精密型號的持續正氣壓機，否則只可獲發還基本型號持續正氣壓機的費用。按醫管局的意見，基本型號持續正氣壓機已可應付大部分阻塞性睡眠窒息症患者的醫療需要。在參考了市場上各款基本型號持續正氣壓機的價格後，我們決定把基本型號持續正氣壓機的發還款項上限訂於 5,800 元。我們會定期檢討發還款項上限，如有修訂，便以通函或便箋的形式知會各局及部門。如經醫管局主診醫生證明，合資格人士因醫療理由而須購置某指定型號或較精密型號的持續正氣壓機，發還款項上限的規定便不適用。換句話說，發還有關費用不受發還款項上限所限。

2. 根據供應商的資料，持續正氣壓機通常的預期壽命約為四年。因此，我們認為把持續正氣壓機的更換周期訂為四年，作為審核發還費用申請的指引是合適及合理的。合資格人士在選購持續正氣壓機時，應考慮是項更換周期的指引，並應在日常使用時小心處理，以減少持續正氣壓機過早損耗的機會。如經醫管局主診醫生證明，患者可因治療需要而在四年的更換期內更換持續正氣壓機。

3. 經醫管局主診醫生證明，合資格人士因醫療理由而須購置的持續正氣壓機消耗品，會一如既往，獲當局發還有關款項。除非經醫管局主診醫生證明，須購置某指定型號或較精密型號的持續正氣壓機，否則只可獲考慮發還基本型號持續正氣壓機消耗品的費用。

限閱文件(人事)

根據公務員事務局通告第 6/2009 號

申請直接支付醫院管理局提供的癌病藥物的醫療費用

(申請人在填寫本申請表前，應細閱
公務員事務局通告第 6/2009 號和本申請表後的申請人須知)

致：衛生署署長(經辦組別：財務部)
香港灣仔皇后大道東 213 號胡忠大廈 17 樓
(經醫院管理局)

A 部：由申請人(即公務員／退休公務員(除非在(c)項另有註明))填寫

本人申請直接向醫院管理局支付下列癌病藥物的費用(癌病藥物的名稱及費用，載於夾附的醫院管理局發票)：

- (a) 就診的醫院管理局醫院／診所名稱：_____
- (b) 病人資料－
- (i) 姓名：_____
- (ii) 香港身分證號碼：_____
- (iii) 出生日期：_____

(請在(c)項適當的空格內加上✓號)

- (c) 本人是 ☐ 公務員
☐ 退休公務員(請填寫(g)項)
☐ 其他，請註明
- (i) 與上述公務員／退休公務員的關係：_____，以及
- (ii) 上述公務員／退休公務員不能申請直接付款的原因：_____

- (d) 本人承諾，如因任何原因沒有使用所申請的癌病藥物，當立即通知衛生署署長。
- (e) 本人授權衛生署署長，在其認為必要時，向醫院管理局索取有關本人或病人(如病人為申請人受供養家屬而未滿 18 歲者，或 18 歲以上但精神欠妥者)健康狀況的進一步資料(請參閱後頁附註)。
- (f) 本人已細閱公務員事務局通告第 6/2009 號和本申請表後的申請人須知。本人明白及接受該公務員事務局通告及本申請表後的申請人須知所載有關批准直接支付醫療費用的條款及條件。

A部(續)：由申請人(即公務員／退休公務員(除非在(c)項另有註明))填寫

(申請人如為退休公務員，始須填寫(g)項。請在適當的空格內加上✓號。)

(g) ☐ 本人謹此聲明，在引致上述醫療費用當日，本人正領取退休金或年積金。假如本人尚未引致有關醫療費用，但在引致有關醫療費用前，當局已按有關退休金法例暫停支付本人的退休金或年積金，本人當立即通知衛生署署長，並按需要提供有關詳情。

☐ 本人沒有香港身分證，因此不屬於醫療及牙科福利資格核證系統所涵蓋的人士。現隨表格夾附有效的庫務署表格第 447 號(2008 年修訂)，以證明本人合資格享有公務員醫療福利。

(所有申請人必須填寫以下部分。)

本人明白，如本人蓄意就是項申請提供虛假或不完整的資料，可遭刑事檢控。

簽署：_____	聯絡電話／ 傳呼機號碼：_____
申請人姓名：_____	所屬部門：_____
香港身分證號碼：_____	日期：_____

退休公務員及(c)項所註明的人士，請提供下述資料：

(i) 通訊地址：_____

(ii) 電郵地址／傳真號碼
(可選擇填寫)：_____

B部：由年滿18歲或以上的受供養家屬病人填寫(18歲以上但精神欠妥者除外)
(請參閱以下附註)

本人授權衛生署署長在其認為必要時向醫院管理局索取有關本人健康狀況的進一步資料。

簽署：_____

病人姓名：_____ 日期：_____

附註：如病人是公務員或退休公務員，但在提交申請時因為上文 A 部(c)項所述原因而並非申請人，或者病人是 18 歲或以上的受供養家屬，但因為某些原因(如昏迷)而不能填寫上文 B 部，則衛生署署長會另行要求有關公務員、退休公務員或合資格的受供養家屬(視何種情況而定)填寫授權書，授權衛生署署長在認為必要時向醫院管理局索取有關其健康狀況的進一步資料。

申請人須知

註

1. 公務員事務局通告第 6/2009 號所述的直接付款安排，不適用於並非向醫院管理局（醫管局）藥房購買的癌病藥物。
2. 有關直接支付醫管局提供癌病藥物的費用之申請，應由公務員或退休公務員提出。公務員或退休公務員因特別情況（例如昏迷）而不能填寫申請表，則可例外處理，由其受供養家屬或近親破例作為申請人，簽署申請表。
3. 留醫就診的合資格人士如在同一家醫院於同一段留院期間內使用癌病藥物，只須提交一次直接付款申請。使用門診服務或已出院的合資格人士，則須在每次獲開處癌病藥物時重新遞交申請。
4. 申請人如為退休公務員但不屬於醫療及牙科福利資格核證系統所涵蓋的人士（即沒有香港身分證的退休公務員），應隨表格夾附有效的庫務署表格第 447 號（2008 年修訂），以證明病人合資格享有公務員醫療福利。
5. 只有符合下列準則的藥物／儀器／服務，才可獲發還費用／直接付款：
 - (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) 醫管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，醫管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。
6. 申請人須特別注意，發還費用／直接付款的安排不適用於下列情況：
 - (a) 在外間選購醫管局有供應（不論收費與否）的藥物／儀器／服務；
 - (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，向個別醫管局醫生或大學教學人員求診，並獲開處藥物／儀器／服務。
7. 購買不包括在醫管局標準收費內的藥物，只要藥物是按上文第 5 段所列準則開處，仍可獲發還費用。有關費用會由政府支付／發還。

8. 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。在申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。
9.
 - (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(包括醫管局)，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。
10. 填妥的申請表格，須連同醫管局發票(癌病藥物會以“ONC”註明)，送交醫管局轄下有關醫院／診所的繳費處。繳費處核實病人資格後，會向合資格人士發出收據，合資格人士在病房／藥房領取獲開處的癌病藥物時，須出示收據。
11. 由於醫管局主診醫生可能會同時開處癌病藥物和非癌病藥物給病人，醫管局發票或會載有兩類藥物。申請人須另行支付非癌病藥物的費用，並使用公務員事務局通告第 6/2009 號公布的發還／直接支付醫療費用(由醫管局提供的癌病藥物費用除外)申請表，向衛生署署長申請發還非癌病藥物的醫療費用。

12. 如有任何查詢，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、2961 8445 或 2961 8656)。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
二零零九年四月

27 April 2009

CIVIL SERVICE BUREAU CIRCULAR NO. 6/2009

**Arrangements for
Reimbursement / Direct Payment of Medical Expenses**

To : Directors of Bureau Permanent Secretaries Heads of Department	c.c. Commissioner, Independent Commission Against Corruption Judiciary Administrator Secretary, Public Service Commission
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*(Note : Distribution of this circular is Scale A. It should be read by all officers.
A Chinese version is attached.)*

Purpose

This circular sets out the arrangements for reimbursement of medical expenses incurred by eligible persons defined in paragraph 3 below for treatment in Hospital Authority (HA) hospitals / clinics.

2. CSB Circular No. 7/2006, CSB Circular Memorandum No. 5/2007 and Secretary for the Civil Service's (SCS') memoranda referenced (55) and (65) in PC/700/000/1 Pt. 17 dated 17 May 2007 and 23 July 2007 respectively are hereby cancelled.

Existing Policy on Reimbursement of Medical Expenses

3. CSR 900¹ provides that medical advice and treatment, X-ray examinations and medicines are available free of charge to an eligible person and his family only when these benefits are provided by the Government or HA medical services. CSR 902 further provides that the treatment provided will be dictated by the medical

¹ Under CSR 900(3), the following persons are eligible for civil service medical benefits –

- (a) monthly paid officers and their families;
- (b) daily rated staff who are injured in the course of their duty;
- (c) retired Government officers living in Hong Kong and in receipt of a pension or an annual allowance and their families living in Hong Kong;
- (d) families of officers killed on duty and living in Hong Kong; and
- (e) families living in Hong Kong and in receipt of a pension under the Widows' and Orphans Pension Scheme or the Surviving Spouses' and Children's Pensions Scheme following the death of officers while in service or after retirement.

necessity of the case. Every endeavour will be made to give officers and their families the best available medical attendance and treatment, but the medical officer in charge of the case has the sole discretion as to the amount and the nature of treatment provided.

4. Notwithstanding the comprehensive scope of services provided by HA, there may be occasions where the required drugs / equipment / services which form an essential part of the medical treatment as prescribed by the attending HA doctors on medical grounds are either not available in HA or are chargeable by HA. Under such circumstances, eligible persons may apply to Director of Health (DH) for payment of such items.

5. For the purpose of reimbursement of medical expenses incurred by eligible persons, the attending HA doctors may provide the required certification if the drugs / equipment / services are:-

- (a) 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) without alternative treatment of equivalent efficacy available in HA free of charge; or if such is available, patients do not respond well clinically to the alternative treatment.

Application Form for Reimbursement / Direct Payment of Medical Expenses

6. In connection with the extension of the direct payment arrangement to cover cancer drugs provided by HA with effect from 27 April 2009 (as detailed in paragraphs 14 – 16 below), the existing application form for reimbursement / direct payment of medical expenses has been suitably revised. The revised application form enclosed at **Annex A** should be used **with effect from 27 April 2009**. The form may be downloaded from the website of Civil Service Bureau at www.csb.gov.hk. Eligible persons are advised to bring along the reimbursement application form when they attend medical consultation at HA facilities. A limited quantity of the application forms is placed at major HA hospitals for use by eligible persons who may not have brought along a form for medical certification. A list of the hospitals that keep a limited quantity of the application forms is at **Annex B**.

7. On reimbursement of expenses on medical equipment, our policy is that unless the attending HA doctor has certified that a specific or a more sophisticated model of the equipment is required, only the costs of the basic model will be reimbursable. Specifically, for Continuous Positive Airway Pressure machines, a detailed note setting out the reimbursement arrangements, including the maximum rate for a basic model, is at **Annex C**.

8. In respect of the arrangement for direct payment of medical expenses between the Government and HA, at present such arrangement has been put in place for percutaneous transluminal coronary angioplasty (PTCA) cases, intraocular lens procedures, non-PTCA consumables for interventional cardiology and positron emission tomography (PET) service provided by HA. Under this arrangement, HA purchases the required items on behalf of the patients. Eligible persons may complete the application form at Annex A for DH to settle the payment with HA direct. In such cases, the eligible persons concerned are not required to make any advance payment to HA and completion of Part D of the application form by the applicants' (who are serving officers) bureaux / departments is not required.

9. Instead of seeking reimbursement, eligible persons may also apply to DH for the direct settlement of expenses with outside suppliers, provided that the requisite medical certification from the attending HA doctor has been obtained. In such cases, the eligible person should secure the acceptance of such direct payment arrangement from the suppliers concerned before submitting the applications to DH. If an application is rejected by DH or the amount approved is less than the actual amount incurred, the eligible person concerned should settle the outstanding sum with the outside supplier direct.

10. Application for reimbursement / direct payment of medical expenses should be made by the civil servant / pensioner. Applicants should read carefully the "Notes for Applicants" in the application form when completing the form. Applicants are advised to submit their applications within three months of the purchase of the medical items as far as practicable to facilitate timely processing by DH.

Items that are not reimbursable

11. Eligible persons should note in particular that the reimbursement / direct payment arrangement does **NOT** apply to the following situations -

- (a) the purchase of drugs / equipment / services from outside if the items are **available in HA** (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 HA doctor or a member of the teaching staff of a university, and obtain drugs / equipment / services as his / her **private patients**.

12. In respect of paragraph 11(a) above, the purchase of drugs not covered by HA's standard fees and charges is reimbursable so long as they are prescribed according to the criteria set out in paragraph 5 above.

13. In respect of paragraph 11(c), the private service described above falls outside the scope of civil service medical benefits. Accordingly, the medical expenses arising from the patronage of private service are not reimbursable.

Application Form for Direct Payment Arrangement for Cancer Drugs Provided by HA

14. **With effect from 27 April 2009**, subject to the rules set out in this circular, eligible persons may apply for direct payment of medical expenses for cancer drugs provided by HA, using the application form at **Annex D**. Eligible persons are not required to pay for such items. DH will settle the payment for cancer drugs with HA direct. The application form may be downloaded from the website of Civil Service Bureau at www.csb.gov.hk, or obtained from the shroff of HA hospitals / clinics with oncology drug dispensing service and offices specified at Annex B.

15. Applications for direct payment of cancer drugs provided by HA pharmacies should be made by the civil servant or pensioner under normal circumstances. Applicants should read carefully the "Notes for Applicants" in the application form when completing the form. Eligible persons who are hospitalised are only required to submit an application for direct payment of cancer drugs once within the same episode of hospitalisation in the same hospital. For eligible persons using outpatient services and eligible persons who are discharged from hospitals, a fresh application should be submitted each time when cancer drug(s) is / are prescribed. The duly completed form together with the invoice should be submitted to the shroff of HA hospitals / clinics concerned. Upon checking the eligibility, the shroff will issue a receipt to the eligible person who should present the receipt to the ward / pharmacy for obtaining the prescribed cancer drugs.

16. The above direct payment arrangement does not apply to cancer drugs purchased from non-HA pharmacies. For such cases, the application form at Annex A should be used instead.

Pensioners

17. To tie in with the full roll-out of the Medical and Dental Benefits Eligibility Checking System (ECS) on 30 June 2008, eligible pensioners covered by the ECS applying for reimbursement of medical expenses are no longer required to attach a Try. 447 to the reimbursement application form. For those pensioners not covered by the ECS², they should attach a valid Try. 447 (revised 2008) to the reimbursement application form. Irrespective of whether a pensioner is covered by the ECS or not, if a retired officer whose pension or annual allowance has been suspended under the pensions legislation, he / she and his / her dependants are not eligible for civil service medical benefits and the relevant medical expenses will not be reimbursable.

² This refers to pensioners without Hong Kong Identity cards.

Drugs Provided at DH's Families Clinics

18. Eligible persons are entitled to free services and drugs provided at DH's families clinics as staff benefits. Under the existing arrangement, the attending doctors of families clinics would prescribe drugs available in DH's dispensaries to eligible persons having regard to their medical condition. DH regularly reviews the list of drugs provided at its dispensaries to cater for changing service needs. In case the attending doctor of families clinics prescribes drugs which form an essential part of the medical treatment to the patient on medical grounds but such drugs are not available in DH's dispensaries, the civil servant or pensioner concerned may apply to DH for reimbursement of medical expenses incurred on the drugs. The application form at Annex A is applicable for this purpose.

Timely Updating of Personal Particulars

19. Confirmation of eligibility for civil service medical and dental benefits is an essential prerequisite for reimbursement / direct payment of medical expenses. We would like to remind officers that it is their responsibility to report promptly to departmental management the personal particulars of themselves and their eligible dependants on first appointment and upon changes in such particulars as and when they arise, in order that departmental management can arrange timely updating of the personal particulars in the departmental records and / or Treasury's Central Payroll Related Database (or electronic template). **In particular, officers are reminded to update information on full-time education or vocational training of their dependent children at the age of 19 or 20 as the ECS will automatically exclude all dependent children once they reached the age of 19.** If officers fail to report changes in personal particulars, thus resulting in the provision of civil service medical benefits (including reimbursement / direct payment of medical expenses) to ineligible persons, the officer concerned will be held liable for payment of unpaid charges and recovery of over-paid benefits. Disciplinary action and / or legal proceedings may also be commenced.

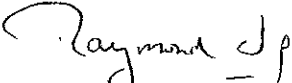
Re-circulation

20. Departmental management should re-circulate this circular on a six-monthly basis.

Enquiries

21. Enquiries concerning this circular should be addressed to Departmental Secretaries who, if in doubt, may contact Chief Executive Officer (Conditions of Service) (2810 3083), Senior Executive Officer (Conditions of Service)1 (2810 3082) or Executive Officer (Conditions of Service)1 (2810 3079) of this Bureau. For enquiries concerning processing of applications and related payment and accounting arrangements, please contact the Finance Division of the Department of Health (2961 8612, 2961 8445 or 2961 8656).

22. For pensioners, they may contact the Pensioner Services Unit of this Bureau (2810 3850) or the Pensions Enquiry Office of the Treasury (2829 5113 or 2829 5114).


(Raymond NG)

for Secretary for the Civil Service

**Application for Reimbursement / Direct Payment of Medical Expenses
(except cancer drugs provided by the Hospital Authority)
in accordance with CSB Circular No. 6/2009**

**(Applicants should read CSB Circular No. 6/2009 and
the Notes for Applicants at the end of this application form before completing the form)**

To : Director of Health (Attn : Finance Division)

17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

Part A : To be completed by the attending Hospital Authority / Department of Health doctor

Name of patient: _____ or place a sticker with particulars of patient here

HKID Card No.: _____

I certify that the patient concerned is not a **private patient**.

(a) Diagnosis: _____

(b) Drugs / equipment / services required and cost / dosage of the items (if available):

(Note: The attending doctor should also fill in the supplementary sheet for Continuous Positive Airway Pressure machines and consumables, if applicable.)

(c) Date / period of the treatment: _____

(Please refer to the attached note on civil service medical benefits and tick the appropriate box(es) below)

☐ I certify that the drugs / equipment / services above are prescribed in accordance with the medical necessity of the patient **AND** are chargeable by the Hospital Authority or not available in the Hospital Authority / Department of Health (see Note 4 on page 2).

☐ I am **unable** to certify because -

☐ the drugs / equipment / services above are NOT prescribed in accordance with the medical necessity of the patient; and / or

☐ the drugs / equipment / services above are available in the Hospital Authority / Department of Health (whether chargeable or not) but the patient purchases them from outside.

Signature: _____

Hospital /
Department
/ Clinic: _____
(with hospital / clinic chop)

Full name of attending
Hospital Authority /
Department of Health
doctor: _____
(in capital letters)

Contact
Tel. No.: _____

Post title: _____

Date: _____

**Note for attending Hospital Authority (HA) / Department of Health (DH) doctors
on civil service medical benefits**

This note sets out the medical benefits available to civil servants, pensioners and other eligible persons (i.e. eligible persons) for the reference of the attending HA / DH doctors in providing the medical certification in **Part A**. Pursuant to the agreement between the Government and HA, the attending HA doctors will provide the medical certification when eligible persons are required to purchase drugs / equipment / services under the policy as set out in CSB Circular No. 6/2009.

1. Eligible persons are eligible for free medical advice and treatment provided by HA.
2. The treatment provided will be dictated by the medical necessity of the case. Every endeavour will be made to give eligible persons the best available medical attendance and treatment, but the medical officer in charge of the case has sole discretion as to the amount and the nature of treatment provided.
3. For the purpose of reimbursement of medical expenses to eligible persons, the attending HA doctors may provide the required certification if the drugs / equipment / services are :-
 - (a) 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) without alternative treatment of equivalent efficacy available in HA free of charge; or if such is available, patients do not respond well clinically to the alternative treatment.
4. Purchase of drugs / equipment / services which are available in HA (whether chargeable or not) from outside will **not** be reimbursable. However, the purchase of drugs not covered by HA's standard fees & charges is reimbursable so long as they are prescribed according to the criteria set out in paragraph 3 above. The relevant expenses will be payable / reimbursable by the Government. Diagnostic services such as magnetic resonance imaging (MRI) service, positron emission tomography (PET) service, computerised tomography (CT) scan and ultrasound examination are available in HA. No reimbursement will be made for these diagnostic services purchased outside HA.
5. Medical expenses on drugs / equipment / services arising from the eligible persons consulting an individual HA doctor or a member of the teaching staff of a university as his / her **private patients** will **not** be reimbursable.

Note : This form is also applicable for reimbursement of medical expenses on drugs which form an essential part of the medical treatment to the patient on medical grounds as prescribed by attending doctors of DH's families clinic but such drugs are not available in DH's dispensaries. The attending doctor of DH's families clinics should follow the contents in this Note as appropriate in completing Part A of the application form.

Civil Service Bureau
April 2009

Part B : To be completed by the applicant

(Please tick the appropriate box)

I wish to apply for ☐ reimbursement (please see Note 1)
☐ direct payment to Hospital Authority (please see Note 2)
☐ direct payment to suppliers (please see Note 1)

of expenses for the drugs / equipment / services set out below -

(a) Name and cost of the drugs / equipment / services: _____

(b) Name of the Hospital Authority / Department of Health
hospital / clinic attended: _____

(c) Particulars of the patient -

(i) Name: _____

(ii) HKID Card No.: _____

(iii) Date of birth: _____

(d) I undertake to notify the Director of Health, via the Head of Department (if applicable), in the first instance if, for any reason, the drugs / equipment / services applied for are not used.

(e) I hereby authorise the Director of Health to ask the Hospital Authority / clinics of Department of Health for further information on my or the patient's (if he or she is a dependant of the applicant and is below the age of 18 or a dependant above the age of 18 but with mental infirmity) health condition where the Director considers necessary.

(f) I have read CSB Circular No. 6/2009 and the Notes for Applicants at the end of this form. I understand and accept the terms and conditions governing the grant of reimbursement and / or direct payment of medical expenses set out in the CSB Circular and the Notes for Applicants of this form.

(Only applicants who are pensioners should complete (g). Please tick the appropriate box and see Note 3.)

(g) I declare that on the date when the medical expenses above are / were incurred, I am / was -

☐ in receipt of a pension or an annual allowance. In the event that the medical expenses have not yet been incurred and that my pension or an annual allowance has been suspended under the pensions legislation before the medical expenses are incurred, I will immediately notify the Director of Health and will provide such details as may be required.

☐ not in receipt of a pension or an annual allowance.

I understand that I will be liable to criminal prosecution if I wilfully furnish false or incomplete information in connection with this application.

Signature: _____ Contact
telephone / pager: _____

Name of the applicant: _____ Department: _____

HKID Card No.: _____ Date: _____

For pensioners only -

(i) Correspondence address: _____

(ii) E-mail address / Fax
(optional): _____

Part C : To be completed by the patient who is a dependant and at the age of 18 or above (except for those with mental infirmity)

I hereby authorise the Department of Health to ask the Hospital Authority / clinics of Department of Health for further information on my health condition where the Director considers necessary.

Signature: _____

Name of the patient: _____ Date: _____

Part D : To be completed by the department (for reimbursement applications submitted by serving officers only)*

(Please tick the appropriate box)

I confirm that the patient is a ☐ Government servant
☐ dependant of a Government servant
eligible for free medical services as defined under CSR 900(3).

Signature: _____ Department: _____

Name of certifying officer: _____ Date: _____

Contact telephone no: _____ Our file ref: _____

Contact fax no: _____ Your file ref: _____

* No need to fill in Part D for direct payment items under the arrangement with the Hospital Authority.

Notes for Applicants

1. Application for reimbursement / direct payment of medical expenses should be made by the Government servant or pensioner. For drugs / equipment / services other than direct payment items to the Hospital Authority (HA), 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 application in respect of expenses on drugs purchased outside the HA, the applicant should attach the prescription issued by the attending HA doctor to the form as well. For medical equipment, unless prescribed by the attending HA 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 HA include: (a) percutaneous transluminal coronary angioplasty (PTCA) procedures; (b) intraocular lens operation; (c) non-PTCA consumables for interventional cardiology; (d) positron emission tomography (PET) service; and (e) cancer drugs provided by HA. For items (a) to (d), the applicant should arrange for completion of Parts B-C, and give the duly completed form to the attending HA doctor who will complete Part A and forward the form to the Accounts Office of the hospital / clinic concerned for processing. **For item (e), this form is not applicable. The applicant should complete the application form for direct payment of medical expenses on cancer drugs provided by the Hospital Authority which was promulgated via CSB Circular No. 6/2009.**
3. Applicants who are pensioners but **not** covered by the Medical and Dental Benefits Eligibility Checking System (i.e. pensioners without Hong Kong Identity cards) should also attach a valid Try. 447 (revised 2008) 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 / direct payment:
 - (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 HA 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 HA / Department of Health 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 / direct payment arrangement does NOT apply to the following situations -
 - (a) the purchase of drugs / equipment / services from outside if the items are **available in HA** (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 HA doctor or a member of the teaching staff of a university, and obtain drugs / equipment / services as his / her **private patients**.

6. Regarding paragraph 5(a) above, the purchase of drugs not covered by HA's standard fees and charges is reimbursable so long as they are prescribed according to the criteria set out in paragraph 4 above. The relevant expenses will be payable / reimbursable by the Government.
7. Private service described in paragraph 5(c) above falls outside the scope of civil service medical benefits and accordingly, medical expenses arising from the patronage of private service are not reimbursable.
8. 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.
9.
 - (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 HA) 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).
10. 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, 2961 8445 or 2961 8656.
11. 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.

Hospital Authority Hospital
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<i>Patient's Identification</i>

CPAP Machines / Consumables Reimbursement Form
(Supplementary form for CPAP Machines / Consumables Only)

Diagnosis ☐ Obstructive Sleep Apnoea
☐ Others (specify _____)

Equipment ☐ Basic CPAP machine
☐ Basic consumables ☐ Mask
☐ Tubing
☐ Filter
☐ Headgear / straps for fixing mask
☐ Humidifier
☐ Other non-basic items (including machine and consumables). Please specify the item(s) with model no, if any.

Specify _____ Justification _____

Specify _____ Justification _____

Specify _____ Justification _____

I hereby certify that the ticked items are prescribed in accordance with the medical necessity of the patient.

Signature: _____ Department: _____

Name of attending Hospital
Authority doctor : _____ Date: _____

☐ Please tick the appropriate box(es)

List of Hospitals that Keep Copies of the
Application Form for Reimbursement / Direct Payment of Medical Expenses
(Except Cancer Drugs Provided by the Hospital Authority)
and Application Form for Direct Payment of Medical Expenses on Cancer Drugs
Provided by the Hospital Authority

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 / <u>Monday to Friday</u> 9:00 a.m. to 5:00 p.m. <u>Saturday</u> 9:00 a.m. to 1:00 p.m.	2595 6205
	Ruttonjee Hospital	Medical Records Office / LG1, Hospital Main Building, Ruttonjee Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m. <u>Saturday</u> 9:00 a.m. to 12:00 noon	2291 1035
	St. John Hospital	Personnel Office / 2/F., Out-Patients Block, St. John Hospital / <u>Monday to Friday</u> 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 / <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.	2855 4175
	Grantham Hospital	Patient Relations Officer / 1/F., Kwok Tak Seng Heart Centre, Grantham Hospital / <u>Monday to Friday</u> 9:00 a.m. to 5:00 p.m. <u>Saturday</u> 9:00 a.m. to 1:00 p.m.	2518 2182

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
Kowloon West Cluster	Kwong Wah Hospital	Medical Report Office / 3B, Administration Building, Kwong Wah 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.	3517 5216
	Caritas Medical Centre	Medical Report Section / G/F., Wai Ming Block, Caritas Medical Centre / <u>Monday to Friday</u> 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 G, Princess Margaret Hospital / <u>Monday to Friday</u> 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 / <u>Monday to Friday</u> 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 / <u>Monday to Friday</u> 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 / <u>Monday to Friday</u> 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 H, United Christian 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.	3513 4070
	Tseung Kwan O Hospital	Admission Office / G/F., Tseung Kwan O Hospital / <u>Monday to Friday</u> 8:00 a.m. to 4:00 p.m. <u>Saturday</u> 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 2041
	North District Hospital	Health Information & Record Department / Lower Ground Floor, North District Hospital / <u>Monday to Friday</u> 8:45 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 / 3/F., Rehabilitation Block, 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
	Pok Oi Hospital	Health Information & Records Department M/F, Pok Oi 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 12:30 p.m.	2486 8538

Note

1. Eligible persons are advised, having regard to their own circumstances, to bring along the 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.

**Reimbursement arrangement for
Continuous Positive Airway Pressure (CPAP) machines**

Under the existing policy, unless the attending Hospital Authority (HA) doctor has certified that a specific or a more sophisticated model of CPAP machines is required, only the costs of the basic model of CPAP machines will be reimbursable. ~~We have been advised by HA that the basic models of CPAP machines will cater for~~ the medical needs of the vast majority of Obstructive Sleep Apnoea patients. Taking account of the prices of various basic models of CPAP machines available in the market, reimbursement of the basic model of a CPAP machine will be subject to a maximum rate of \$5,800. The rate will be reviewed regularly, any updated rate will be promulgated by circular memorandum or memo to bureaux and departments for general information. The maximum rate is **NOT** applicable to a case where the attending HA doctor has certified that a specific or a more sophisticated model of CPAP machine is required by the eligible person on medical grounds. In other words, reimbursement of the relevant expenses under such cases will not be subject to the maximum rate.

2. We note from information provided by suppliers that CPAP machines generally have an estimated life cycle of around four years. On this basis, we consider it appropriate and reasonable to adopt a four-year replacement cycle as a reference in processing reimbursement applications. Eligible persons are advised to take this into account in selecting CPAP machines and to exercise care in the daily use of the machine to minimise the chance of premature wear and tear. The reference replacement cycle of four years does **NOT** prohibit replacement of CPAP machines within four years if the attending HA doctor has certified that the replacement is necessary for medical treatment.

3. CPAP consumables that are certified by the attending HA doctor to be required on medical grounds will continue to be reimbursable. Unless the attending doctor has certified that a specific or a more sophisticated model of CPAP machines is required, only the costs of the consumables used for the basic model of CPAP machines will be considered for reimbursement.

Restricted (Staff)

Application for Direct Payment of Medical Expenses on Cancer Drugs Provided by the Hospital Authority

in accordance with CSB Circular No. 6/2009

(Applicants should read CSB Circular No. 6/2009 and the Notes for Applicants at the end of this application form before completing the form)

To : Director of Health (Attn : Finance Division)
17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong
via Hospital Authority

Part A : To be completed by the applicant (i.e. the Government servant / pensioner unless specified in (c))

I wish to apply for direct payment to Hospital Authority of expenses for cancer drugs set out below (name and cost of the cancer drugs as stated in the **attached invoice(s)** issued by the Hospital Authority) -

(a) Name of the Hospital Authority hospital / clinic attended: _____

(b) Particulars of the patient -

(i) Name: _____

(ii) HKID Card No.: _____

(iii) Date of birth: _____

(Please tick the appropriate box for (c))

(c) I am a ☐ Government servant

☐ Pensioner (please also complete part (g))

☐ Others, please specify

(i) Relationship to the government servant / pensioner : _____, and

(ii) Reason(s) why the government servant / pensioner cannot apply for this direct payment : _____

(d) I undertake to notify the Director of Health in the first instance if, for any reason, the cancer drugs applied for are not used.

(e) I hereby authorise the Director of Health to ask the Hospital Authority for further information on my or the patient's (if he or she is a dependant of the applicant and is below the age of 18 or a dependant above the age of 18 but with mental infirmity) health condition where the Director considers necessary (see **note** overleaf).

(f) I have read CSB Circular No. 6/2009 and the Notes for Applicants at the end of this form. I understand and accept the terms and conditions governing the grant of direct payment of medical expenses set out in the CSB Circular and the Notes for Applicants of the form.

Part A (cont'd) : To be completed by the applicant (i.e. the Government servant / pensioner unless specified in (c))

(Only applicants who are pensioners should complete (g). Please tick the box(es) where applicable.)

(g) ☐ I declare that on the date when the medical expenses above are / were incurred, I am / was in receipt of a pension or an annual allowance. In the event that the medical expenses have not yet been incurred and that my pension or an annual allowance has been suspended under the pensions legislation before the medical expenses are incurred, I will immediately notify the Director of Health and will provide such details as may be required.

☐ I am not in possession of a Hong Kong Identity card and thus not covered by the Medical and Dental Benefits Eligibility Checking System. I attach a valid Try. 447 (revised 2008) to this application form as a proof of my eligibility for civil service medical benefits.

(All applicants should complete the following part.)

I understand that I will be liable to criminal prosecution if I wilfully furnish false or incomplete information in connection with this application.

Signature: _____	Contact telephone / pager: _____
Name of the applicant: _____	Department: _____
HKID Card No.: _____	Date: _____

For pensioners and persons specified in (c) only -

(i) Correspondence address: _____	(ii) E-mail address / Fax (optional): _____
-----------------------------------	--

Part B : To be completed by the patient who is a dependant and at the age of 18 or above (except for those with mental infirmity) (Please also see note below)

I hereby authorise the Department of Health to ask the Hospital Authority for further information on my health condition where the Director considers necessary.

Signature: _____

Name of the patient: _____	Date: _____
----------------------------	-------------

Note : If the patient is a Government servant or pensioner but is not the applicant at the time of submission of application for reasons specified in Part A (c) above, or if the patient is an eligible dependant at the age of 18 or above but is unable to complete Part B above because he / she is, e.g. in an unconscious state, the Government servant, pensioner or eligible dependant as appropriate will be requested separately to provide his / her written authorisation for Director of Health to ask the Hospital Authority for further information on his / her health condition where the Director considers necessary.

Notes for Applicants

1. The direct payment arrangement sets out in CSB Circular No. 6/2009 does not apply to cancer drugs purchased from non-Hospital Authority (non-HA) pharmacies.
2. Application for direct payment of cancer drugs provided by HA should be made by the Government servant or pensioner, except under special circumstances where the Government servant or pensioner is unable to complete the form, e.g. if they are in an unconscious state, then their dependants or next of kin may exceptionally sign the form as an applicant.
3. Eligible persons who are hospitalised are only required to submit an application for direct payment of cancer drugs once within the same episode of hospitalisation in the same hospital. For eligible persons using outpatient services and eligible persons who are discharged from hospitals, they need to submit a fresh application each time when cancer drug(s) is / are prescribed.
4. Applicants who are pensioners but not covered by the Medical and Dental Benefits Eligibility Checking System (i.e. pensioners without Hong Kong Identity cards) should also attach a valid Try. 447 (revised 2008) to the application form as a proof of the patient's eligibility for civil service medical benefits.
5. Drugs / equipment / services must fulfil the following criteria for reimbursement / direct payment:
 - (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 HA 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 HA 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.

6. Applicants should note in particular that the reimbursement / direct payment arrangement does **NOT** apply to the following situations -
 - (a) the purchase of drugs / equipment / services from outside if the items are **available in HA** (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 HA doctor or a member of the teaching staff of a university, and obtain drugs / equipment / services as his / her **private patients**.
7. Purchase of drugs not covered by HA's standard fees and charges is reimbursable so long as they are prescribed according to the criteria set out in paragraph 5 above. The relevant expenses will be payable / reimbursable by the Government.

8. 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.
9.
 - (a) The information provided will be used for processing of application for 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 HA) 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).
10. The duly completed application form, together with the invoice from HA (with cancer drugs marked with "ONC"), should be submitted to the shroff of the HA hospital / clinic concerned. Upon checking the eligibility, the shroff will issue a receipt to the eligible person who should present the receipt to the ward / pharmacy for obtaining the prescribed cancer drugs.
11. As the attending HA doctor may prescribe both cancer drugs and non-cancer drugs to the patients, the invoice from HA may include both types of drugs. Applicants will need to pay for the non-cancer drugs separately and apply to the Department of Health for reimbursement of medical expenses on non-cancer drugs using the application form for reimbursement / direct payment of medical expenses (except cancer drugs provided by the Hospital Authority) as promulgated via CSB Circular No. 6/2009.

12. For enquiries, please contact the Departmental Secretary, who if in doubt, 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, 2961 8445 or 2961 8656. 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.

Civil Service Bureau
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