

**List of Hospitals that Keep Copies of
Application FORM A and Application FORM B**

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> 8:30 a.m. to 6:00 p.m. <u>Saturday</u> 9:00 a.m. to 1:00 p.m.	2595 6205
	Ruttonjee & Tang Shiu Kin Hospitals	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 5:00 p.m.	2291 1035
	St. John Hospital	Medical Records Office / Human Resources Department/ 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 5:30 p.m.	2986 2246
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.	2255 4175 (Monday to Friday) 2255 3660 (Saturday)
	Grantham Hospital	Health Information & Records Office / G/F., Main Block, 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 2201

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
Kowloon West Cluster	Kwong Wah Hospital	Medical Report Office / 12/F., Central Stack, Kwong Wah Hospital / <u>Monday to Friday</u> 8:45 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	3517 5216
	Caritas Medical Centre	Medical Report Section/Medical Record Office / LG1, 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 539, 5/F., Block C, 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
	North Lantau Hospital	Medical Records Office / 4/F., North Lantau Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m.	3467 7187
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.	3506 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

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
Kowloon East Cluster	United Christian Hospital	Data Controller Office / B1, Block S, 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.	3949 4070
	Tseung Kwan O Hospital	Admission Office / G/F., Hospital Main Block, 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
New Territories East Cluster	Prince of Wales Hospital	Medical Records Office / 2/F., Day Treatment Block & Children Wards (Old 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.	3505 2416
	Alice Ho Miu Ling Nethersole Hospital	Admission Office / Block A, G/F., Alice Ho Miu Ling Nethersole Hospital / <u>Monday to Friday</u> 9:00 a.m. to 12:00 noon 1:00 p.m. to 4:00 p.m.	2689 2040
	North District Hospital	Health Information & Records 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
	Bradbury Hospice	Admission Office / G/F., Bradbury Hospice / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.	2645 8895
	Cheshire Home, Shatin	General Office / G/F., Cheshire Home, Shatin <u>Monday to Friday</u> 8:45 a.m. to 5:30 p.m.	2636 7204
	Shatin Hospital	Admission / G/F., Shatin Hospital / <u>Monday to Friday</u> 8:30 a.m. to 1:00 p.m. 2:00 p.m. to 5:18 p.m.	2636 7696

Cluster	Hospital	Responsible Office / Location / Office Hours	Telephone
New Territories West Cluster	Tuen Mun Hospital	Release of Information Services, Health Information and Records Office / 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	Release of Information Services, Health Information and Records Department G/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

Notes

1. Civil service eligible persons (CSEPs) are advised to submit their application forms through the Medical Records Office at the Hospital Authority hospital for seeking the attending doctor's assistance in completing Part A of application FORM B. They may obtain copies of application forms from the departmental secretaries or the Pensioner Services Unit of Civil Service Bureau (CSB) (in the case of retired officers), or download the form from the CSB website (<http://www.csb.gov.hk/english/admin/benefits/64.html>).
2. In case CSEPs did not bring along the application form, they may approach the abovementioned offices during office hours to ask for a copy of the relevant form.