

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 : Medical Reimbursement Section, Finance Division)
Unit 1107-1108, 11/F, 248 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 Medical Reimbursement Section, 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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