

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

<b>Cluster</b>	<b>Hospital</b>	<b>Responsible Office / Location / Office Hours</b>	<b>Telephone</b>
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 1130
	St. John Hospital	Medical Records Office / 2/F., Out-patient Department 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. <u>Saturday</u> 9:00 a.m. to 12:00 noon	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 3660
	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 2202

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Kowloon West Cluster	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 Office / G/F., Hong Kong Eye Hospital / <u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. 2:00 p.m. to 5:00 p.m.	2762 3130
	Kwong Wah Hospital	Medical Report Office / B2/F., 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

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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 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> 8:30 a.m. to 12:00 noon 1:00 p.m. to 5:00 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 12:45 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 Office/ G/F., Main Block, 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.	3919 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 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

### 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 Pensions Team 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 (except Public Holidays) to ask for a copy of the relevant form.