Application for Direct Payment of Drugs Provided by the Attending Hospital Authority (HA) Facility

Scenario 1
Out-patient service
(including patients being discharged from hospital)

Drugs provided by pharmacy
at the attending HA facility

(prescription(s) in landscape orientation¹)

1. Present prescription(s) to pharmacy at the attending HA facility to obtain drug invoice(s)

2. Present drug invoice(s) and completed FORM A to Shroff (No need to make any payment)

3. - Present Shroff receipt(s) to Pharmacy
   - Obtain drugs from Pharmacy

Drugs to be purchased
from community pharmacies

(prescription(s) in portrait orientation²)

1. Purchase the drugs in community pharmacies (keep a photocopy of prescription(s) and original receipt(s))

Serving civil servants
2. Submit completed FORM B, photocopy of prescription(s) and original receipt(s) via Head of Department to Department of Health

Retired civil servants
2. Submit completed FORM B, photocopy of prescription(s) and original receipt(s) to Department of Health direct

Notes:
- Copies of FORM A and FORM B are attached to CSB Circular No. 2/2013, and are also available at CSB’s website (http://www.csb.gov.hk/english/pension/med/559.html).
- Please submit the “Application for Reimbursement/ Direct Payment of Medical Expenses” (FORM B) through the Medical Records Office at the HA hospital to seek the attending doctor’s assistance in completing Part A therein as necessary.

¹ i.e. the page is horizontally presented
² i.e. the page is vertically presented
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Scenario 2: Hospital in-patient

1. Obtain drug invoice(s) from ward staff

2. Submit drug invoice(s) and completed FORM A to Shroff (No need to make any payment)

3. Present Shroff receipt(s) to ward staff

4. Required drugs will be provided by ward staff as per doctors’ prescription

Notes:
- Copies of FORM A and FORM B are attached to CSB Circular No. 2/2013, and are also available at CSB’s website (http://www.csb.gov.hk/english/pension/med/558.html).
- Please refer to Appendix 7 of CSB Circular No. 2/2013 for the list for hospitals that keep a limited quantity of the application forms.