Application for Direct Payment / Reimbursement of Medical Expenses
(Except Drugs Provided by the Hospital Authority (HA))

(i) Direct Payment from Department of Health for specified equipment/services provided by HA

1. Obtain payment slip from doctor

2. - Present payment slip and completed FORM B to Shroff
   (No need to make any payment)
   - Obtain receipt from Shroff

3. Receive equipment / service in HA facility

(ii) Reimbursement for other chargeable equipment / services provided by / through HA

1. Obtain payment slip from doctor

2. - Present payment slip to Shroff
   - Settle payment
   - Obtain receipt from Shroff
   - Receive equipment / service in HA facility

(iii) Reimbursement for drugs / equipment / services not available in HA

1. - Obtain referral letter or prescription from doctor
   - Retain photocopy of drug prescription

2. - Procure drug / equipment / service outside HA
   - Settle payment
   - Retain original receipt

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

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

Notes:
- Copy of FORM B is attached to CSB Circular No. 2/2013, and is also available at CSB’s website (http://www.csb.gov.hk/english/admin/benefits/64.html). A limited supply of forms is also available from the shroff of major HA hospitals.
- Please submit FORM B through the Medical Records Office at the HA hospital for the attending doctor’s assistance in completing Part A therein as necessary.

1 Including (a) percutaneous transluminal coronary angioplasty (PTCA) procedures; (b) intraocular lens operation; (c) non-PTCA consumables for interventional cardiology; and (d) positron emission tomography (PET) service.

2 Civil service eligible persons should submit FORM B to Shroff before the equipment / service is provided, unless otherwise advised by the attending HA facility concerned.