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 HA¹
- (ii) Reimbursement for other chargeable equipment / services provided by / through HA
- (iii) Reimbursement for drugs / equipment / services <u>not available in HA</u>

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

- Present payment slip and completed FORM B to Shroff ² (No need to make any payment)
 - Obtain receipt from Shroff
- 2. Present payment slip to Shroff
 - Settle payment
 - Obtain receipt from Shroff
 - Receive equipment/ service in HA facility
- 2. Procure drug / equipment / service outside HA
 - Settle payment
 - Retain original receipt

- 3. Receive equipment / service in HA facility
- 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.

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.