CIVIL SERVICE BUREAU CIRCULAR NO. 8/2001

Amendment to the Civil Service Regulation on Dental Treatment Outside Hong Kong

To: Bureau Secretaries c.c. Judiciary Administrator
Heads of Department The Ombudsman

(Note: Distribution of this Circular is Scale D. It should be read by Bureau Secretaries, Heads of Department, Heads of Grade, Departmental Secretaries and officers dealing with personnel matters, and distributed to officers who keep a copy of Civil Service Regulations.)

This circular announces the revised arrangements for reimbursement of expenses for dental treatment incurred by officers on duty outside Hong Kong.

Present arrangement

2. At present, an officer is not eligible for reimbursement of expenses for any dental examination or treatment obtained anywhere outside Hong Kong, either for himself or his family. This arrangement has now been reviewed.

Revised arrangements

3. With immediate effect, officers who are on duty outside Hong Kong may apply for reimbursement of expenses for dental treatment, provided that the treatment was undertaken on an emergency basis and the cost is reasonable. Emergency dental treatments may include:
(a) extractions and fillings;
(b) root canal treatments for relief of pain;
(c) consultations and prescriptions;
(d) repair of dentures; and
(e) recementation of debonded crowns, bridges and orthodontic brackets.

4. An officer who wishes to seek reimbursement of expenses for emergency dental treatment while on duty outside Hong Kong should forward an application to the Director of Health (Attn. Senior Clerical Officer (Funds)) via the Head of Department who should confirm that the officer concerned was on duty outside Hong Kong. The application should be supported by an itemised bill, a receipt for the payment for the dental treatment, written confirmation from the attending dentist that the dental treatment is essential to the condition of the patient and, where appropriate, why an alternative or less expensive treatment cannot be used. Provided that she is satisfied that the amount to be reimbursed is for emergency dental treatment and that the fees are reasonable, the Director of Health will approve the reimbursement.

Amendments to CSR and Summary Guide on CSR

5. CSR amendment sheet no. 11/2001 is attached. It should replace the existing page of the CSR. Corresponding amendments to the Summary Guide on CSR will be issued separately.

Enquiries

6. Enquiries concerning this circular should be addressed to Departmental Secretaries, who, in case of doubt should contact the respective departmental divisions of this Bureau, or Senior Clerical Officer (Funds) of the Department of Health (Tel. 2961 8612) in respect of the accounting arrangements referred to in paragraph 4 above.

(Mrs Alice Cheung)
for Secretary for the Civil Service
CHAPTER VI - MEDICAL AND DENTAL FACILITIES

952 (1) The charges set out in CSR Annex 6.2 for partial or full dentures and dental appliances apply to obturator and dentures made of acrylic resin. For those constructed largely of other materials e.g. chrome-cobalt, the charges are increased by 50%.

(2) Repairs in respect of fractures to new or remodelled dentures within six months of fitting will be done free of charge if the dentist is of the opinion that the fractures are due to no fault of the patient.

(3) These charges may be waived or reduced where hardship is involved and the dentures and dental appliances would, in similar circumstances, have been supplied to members of the public.

953 An officer and his family who wish to have full dental treatment before going on vacation leave overseas should request a dental examination not later than twelve months before their expected date of departure.

Outside Hong Kong

954 (1) An officer is not eligible for reimbursement of expenses for any dental examination or treatment obtained anywhere outside Hong Kong, either for himself or his family (except as provided under para. (2) below).

(2) Provided he is satisfied that the amount to be reimbursed is for emergency dental treatment and that the fees are reasonable, the Director of Health may approve reimbursement of dental expenses incurred by an officer while on duty outside Hong Kong.

(3) All claims for reimbursement of expenses must be supported by receipted bills and should be forwarded to the Director of Health for approval.