

Enhanced Diagnostic Services for Civil Service Eligible Persons

With effect from 11 January 2010, additional service sessions of Computed Tomography (CT), Magnetic Resonance Imaging (MRI) and ultrasound scanning services have been made available for civil service eligible persons (CSEPs) at specified diagnostic centres. The services are arranged by the Hospital Authority (HA) as part of civil service medical benefits.

2. This note serves to inform CSEPs of the establishment of a new Block G Imaging Centre for CSEPs at Queen Elizabeth Hospital (QEH) with effect from **3 January 2011**.

Block G Imaging Centre at QEH

3. The new Block G Imaging Centre at QEH will provide additional sessions of **general** CT, MRI or ultrasound scanning services¹ for the exclusive use of CSEPs. These services will not affect the availability of HA's existing imaging services to CSEPs. Upon the commencement of services at the Block G Imaging Centre, the additional sessions of CT, MRI or ultrasound scanning services for CSEPs will be arranged at the Block G Imaging Centre at QEH instead of the specified diagnostic centres mentioned above.

4. The address, telephone number, fax number and office hours of the Block G Imaging Centre are as follows –

Address	:	Lower Ground, Block G, Annex, QEH, 30 Gascoigne Road Kowloon
Telephone no.	:	3506 5711
Fax no.	:	3506 5725
Office hours	:	<u>Monday to Friday</u> 09:00 – 13:00 14:00 – 17:00 <u>Saturday, Sunday and Public Holidays</u> Closed

A location map with relevant public transport information is at **Annex A**.

¹ For specialised imaging services which require close collaboration with the referring doctor of the CSEP patient concerned, the patient concerned should undergo the imaging services at the attending HA hospital.

Booking Arrangements

5. With immediate effect, CSEPs (except patients of the Kowloon Central Cluster (KCC)² whose booking arrangement will be explained in paragraph 9 below) who already have a scheduled appointment for general CT/MRI/ultrasound services at their attending HA hospitals **and** do not need to be hospitalised for receiving the required services may contact the Block G Imaging Centre to check whether an earlier appointment could be scheduled for receiving the service at the Block G Imaging Centre. Please be reminded that CSEPs should continue to book the required services at their attending HA hospitals first. With the original appointment slip, CSEPs may, if they wish, contact the Block G Imaging Centre to check whether an earlier appointment could be scheduled at the Block G Imaging Centre.

6. For CSEPs whose personal particulars have been included in the Medical and Dental Benefits Eligibility Checking System (ECS), they may either call, fax in a request form (at **Annex B**), or visit³ the Block G Imaging Centre in person. For CSEPs whose personal particulars have not been included in the ECS⁴, they must visit the Block G Imaging Centre in person and produce a signed G.F. 181 (Rev. 2008)/Try. 447 (Revised 2008) as appropriate for verification of eligibility.

7 All CSEPs should inform the Block G Imaging Centre of their Hong Kong Identity Card numbers⁵ and details of the original appointment for checking. By contacting the Block G Imaging Centre to enquire appointments, CSEPs' consent is deemed to have been given to the Block G Imaging Centre to look up their records in the ECS and HA's Clinical Management System.

8. Please note that the Block G Imaging Centre will assign the available additional appointment slots on a "first-come, first-served" basis. There is no guarantee that the appointment offered by the Block G Imaging Centre will be earlier than the original appointment at the attending HA hospital. A CSEP may choose to

² KCC comprises QEH, Kowloon Hospital, Hong Kong Buddhist Hospital, Hong Kong Eye Hospital, HK Red Cross Blood Transfusion Service and Rehabaid Centre.

³ Between 16 and 31 December 2010, CSEPs who wish to visit the Booking Office of Block G Imaging Centre in person for booking and enquiries should go to the Main Reception (CSEP Designated Hatch), Department of Radiology and Imaging at 1/F, Block H, QEH. With effect from 3 January 2011, the Booking Office of Block G Imaging Centre will be located at Lower Ground, Block G, Annex, QEH.

⁴ The following eligible persons are not covered by the ECS:

- (i) pensioners without Hong Kong Identity (HKID) Cards and their eligible dependants without HKID Cards or Hong Kong Birth Certificate (for dependent children under the age of 11);
- (ii) Auxiliary Services personnel, daily rated staff and non-civil service contract staff who are injured on duty; and
- (iii) eligible dependants of civil servants killed on duty and living in Hong Kong.

⁵ For CSEPs who do not hold HKID Cards, they should provide their date of birth and the HKID Card number of their associated eligible persons for the Imaging Centre to verify their eligibility for civil service medical benefits through the ECS.

attend the booking as originally scheduled at the attending HA hospital. If a CSEP opts for the appointment offered by the Block G Imaging Centre, the Block G Imaging Centre will arrange to cancel the original appointment in the attending HA hospital. If a CSEP does not accept the alternative appointment offered by the Block G Imaging Centre, the original appointment in the attending HA hospital will remain unchanged, and the CSEP should attend the original appointment as scheduled. A brief procedural guide is attached at **Annex C**.

9. For CSEP outpatients of KCC who require CT/MRI/ultrasound services, they will be arranged to attend the Block G Imaging Centre for the required examination. There is no need for CSEP patients of KCC to approach the Block G Imaging Centre.

Cancellation of appointment

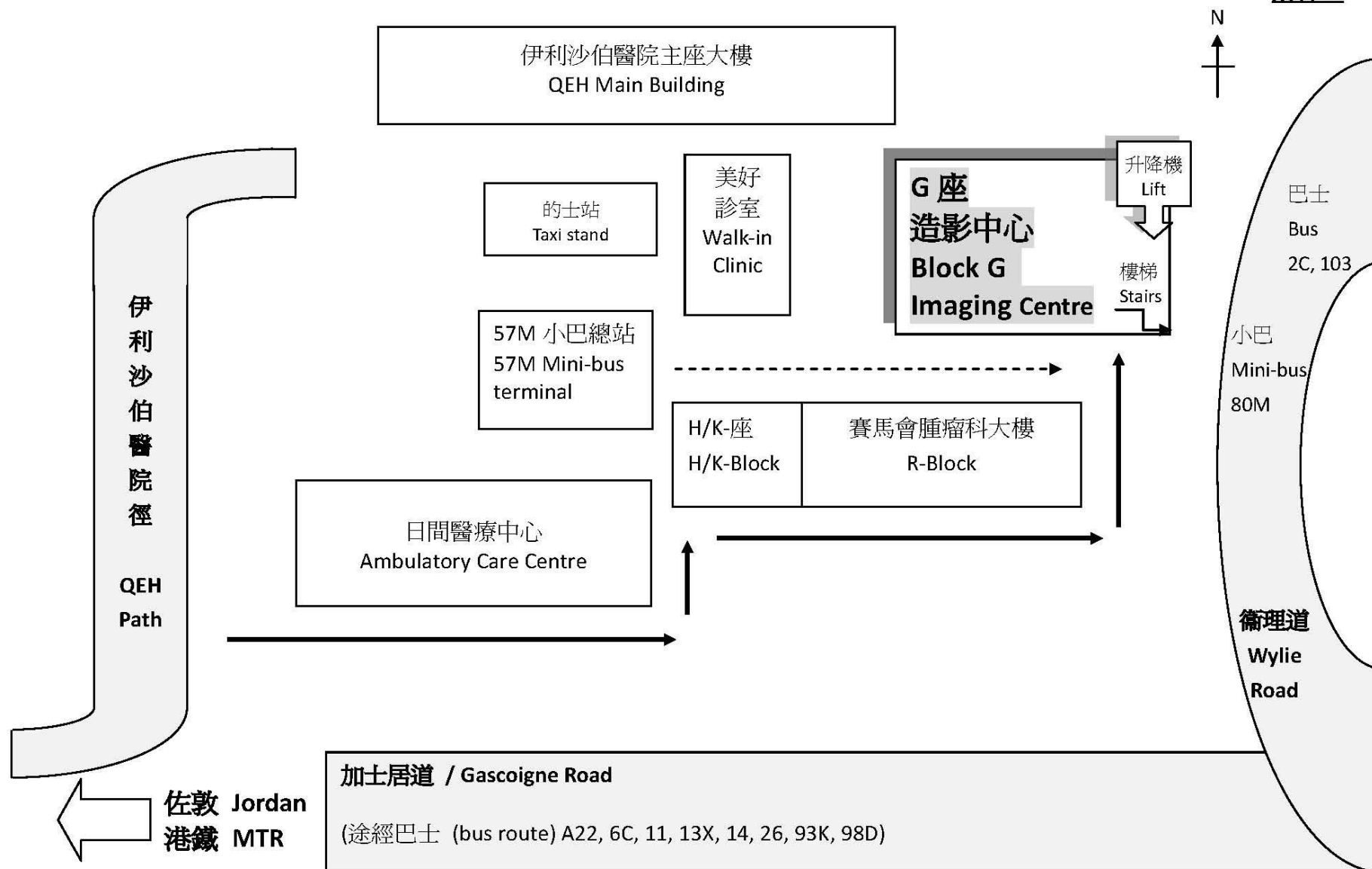
10. CSEPs are reminded that they should inform the Block G Imaging Centre at least two weeks before the date of their appointments if they are unable to attend. This will enable the vacated time slots to be re-allocated to other CSEPs in need.

Reimbursement of medical expenses on imaging services

11. CSEPs are reminded that all imaging services (including CT, MRI, ultrasound and others) which are available in HA are **not** reimbursable under prevailing reimbursement policy. All applications for reimbursement of medical expenses for procurement of such services will be rejected.

G 座造影中心位置圖 / Block G Imaging Centre Location Map

Annex A
附件 A



路線 1
Route 1

路線 2
Route 2

**Request for Appointment of Computed Tomography (CT),
Magnetic Resonance Imaging (MRI) and Ultrasound Services
at the Block G Imaging Centre and Authorisation Letter**

To: Block G Imaging Centre (*by fax: 3506 5725*)

(*Should this transmission be interrupted or misdirected, please advise the sender immediately.*)

I am eligible for civil service medical benefits and have booked an appointment for CT/ MRI/ ultrasound services at _____ (*Name of Hospital Authority (HA) hospital*). I wish to check whether an earlier appointment could be scheduled for me to receive the above imaging services at the Block G Imaging Centre at Queen Elizabeth Hospital. Details of my scheduled appointment for imaging services at the above said HA hospital are as follows:

Date of appointment: _____

Time of appointment: _____

I hereby authorise the Block G Imaging Centre to look up my records in the Medical and Dental Benefits Eligibility Checking System and Clinical Management System as appropriate.

Signature

Patient's Full Name (in block letters)

Daytime Contact Telephone No.

Hong Kong Identity Card No.

Date of Birth (if applicable)

Date

Correspondence Address: _____

Remarks:

1. Please fax the **original appointment slip** together with this request form.
2. If your address recorded in HA system is found to be different from the correspondence address given above, the Imaging Centre would contact you and advise you to update your address at the nearest HA hospital/clinic, to ensure correct delivery of the new appointment slip.
3. The information provided will be used for processing the request for an appointment of CT/MRI/ ultrasound service at the Block G Imaging Centre. Data subjects may request for access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the Block G Imaging Centre.

**Procedures for Booking Computed Tomography,
Magnetic Resonance Imaging and Ultrasound Services
for Civil Service Eligible Persons (CSEPs)**

