

THE UNIVERSITY OF HONG KONG

Rm 206, 2/F
Academic Building
3 Sassoon Road
Pokfulam, Hong Kong

香 港



大 學

Tel: (852) 3917 6881
E-mail: uhssr@hku.hk

UNIVERSITY HEALTH SERVICE @ SASSOON ROAD

Application for Medical Record[^] or Medical Report[#]

申請醫療記錄[^] / 醫療報告表格[#]

Please read the Personal Information Collection Statement (PICS) before you provide any personal information to the University Health Service. 在您向香港大學醫療保健處提供任何個人資料前，請先閱讀個人資料收集聲明。

<https://www.uhs.hku.hk/> → About Us → Personal Information Collection Statement

The form can be completed either in English or Chinese. Please read the notes on page 2 before completion. 這份表格可用英文或中文填寫，填寫前請細閱第二頁的備註。

Part I 甲部

Applicant's Particulars 申請人個人資料 (* Please circle the appropriate 請圈上適當者)

Surname: 姓氏 :		* Mr / Mrs / Miss / Ms / Dr / Prof / Other: * 先生 / 太太 / 小姐 / 女士 / 博士 / 教授 / 其他 :	
Given Names: 名字 :		* Student / Staff No.: * 學生 / 職員編號 :	
Post: 職位 :		Department: 部門 :	
Tel: 電話 :		Email: 電郵 :	
Address: 通訊地址 :			

Part II 乙部

Nature of this Request 申請性質

(Please put ✓ in the appropriate box 請在適當方格內填上「✓」號)

[^] A medical record is an archive of a patient's health information, e.g., consultation notes.

醫療記錄是病人健康資訊的檔案，例如診症記錄。

[#] A medical report is a specific, summarised document prepared for a particular purpose.

醫療報告是一份為特定目的而準備的具體且摘要的文件。

To request a copy of the following medical record 索取有關以下醫療記錄之複本

To request a medical report 索取醫療報告

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Details of Record / Report Requested: (Please be as specific as possible to facilitate the search. Use a separate sheet if necessary.) 所需記錄/報告的詳情: (為使搜尋資料更方便快捷, 請盡量具體說明。如有需要請附加紙張說明。)

Signature of the Applicant 申請人簽署

Date 日期

Notes:

1. Medical records and reports are the property of UHS. Copies of medical records are available at a charge reflecting the cost of processing this request. A processing fee applies for requests for medical reports. The UHS will inform you of any charges in advance.
2. You should provide a copy of your Student / Staff ID Card or HKID / Passport for verification. You may also be required to provide additional information to help us meet your request. The University may not be able to process your application if you do not provide sufficient information.
3. Any requests made on the behalf of the Data Subject should be submitted with a written authorisation and a copy of the Data Subject's Student / Staff ID Card or HKID Card / Passport.
4. Your request will be dealt with no later than 40 days after receipt. Please note that applicants must make all necessary payments before the data is sent out. If payment is not received within 40 days after the submission of application, the application will be automatically rejected without further notice.

備註:

1. 醫療記錄及醫療報告是醫療保健處的財產。如欲索取醫療記錄副本, 本處會按照複印紀錄所需的成本收取費用。申請醫療報告則需要支付相關處理費用。醫療保健處會預先告知閣下所需繳付的費用。
2. 閣下需要提供學生證 / 職員證或身份證 / 護照的副本以供核實。閣下或需提供更多資料以協助大學回應有關申請。如果沒有提供足夠資料, 大學可能無法處理閣下的申請。
3. 如閣下需要他人代為申請, 請提交已簽名的授權信及閣下的學生證 / 職員證或香港身份證 / 護照副本。
4. 醫療保健處會在收到表格後的 40 天內處理閣下申請。請注意: 申請人必須先付所有相關費用。如在收到表格 40 天內仍未收到付款, 申請將自動被撤銷而不另作通知。

Office Use Only

Supporting documentation checked by _____ on _____

Collected on _____ Record released / corrected* on _____

Search Fee \$ _____ Xerox Fee \$ _____ Total HK\$ _____

Processed by:

Name: _____

Signature: _____

Date: _____