

Health Care Advisory

This advisory is for the information of **ALL** patients who are hospitalized at Hong Kong Adventist Hospital. **Please read it carefully BEFORE selecting your hospital room.**

Room Category: In Hong Kong, most hospitals vary their *charges according to Room Category. For VIP or Private Room, the rate may not be cover by most insurance companies.*

Room Rates: The daily room charge includes nursing care but not the meals. The room rate also excludes all other charges such as physician fees, medication fees, diagnostic tests, laboratory, Operating Theater charges and other ancillary services. For general unit (commences upon registration), a full-day rate is charged for the first or less than 24 hours. After the first 24 hours, if the subsequent stay is less than 12 hours, a half-day rate will be charged otherwise a full-day rate will be applied. For new admission or each transfer to Intensive Care Unit, the above rules will apply. If Isolation is necessary, an isolation charge will apply.

No allowance is given for leave from hospital taken at your convenience.

Insurance: For the purpose of claiming medical insurance, it is the patient's responsibility to know and decide in which room category he/she is entitled to stay according to the coverage of the policy purchased. Patients are advised to check with their insurance company before selecting the room category.

Ancillary Charges: All ancillary charges such as drugs, laboratory tests, x-ray, procedures etc will be vary according to the room category. Surcharges will be added to the regular charges if the hospital services are provided during the weekend, public holidays, non-office hours or non-scheduled time. Please refer to our Fee Schedule for details. Hospital office hour is from 08:30a.m to 5:00pm from Monday to Friday and 08:30 am to 12:00 noon for Sunday.

Physician Fees: Apart from the General Practitioner from our hospital, our hospital does not regulate physician fees which may vary from one doctor to another – usually according to the room category. For your best interest, you are advised to discuss the expected costs with your doctor before admission.

Changing Your Room: If you want to change room/bed, you have to make the arrangement with nurses and check all necessary charges and room rate with Admission Office. Room rate is subject to the highest room category on the day of change. Most insurance companies do not cover the bed movement charge. We will try our every effort to accommodate your request depending on the availability of rooms at the time. All bed assignments are subject to availability at the time of admission and the hospital reserves the right to make changes of room/bed for patients as needed.

Advance Payment: Advance payment is required upon admission and it may be paid in cash, EPS, bankdraft, Union Card or credit card.

Settlement of Hospital Accounts: Interim Bills are issued every 7 days or if the outstanding balance reaches HK\$100,000 which is payable within 2 working days upon bills received. All hospital accounts must be settled before discharge and a 2% surcharge per month will be made on all accounts not settled within 30 days. **Kindly note that at least an hour is needed to process billing, discharge medicine and other documentation.**

Valuables or Large Sum of Money: We strongly advise you not to bring along valuables or large sum of money to the hospital. In case you are unable to leave valuables at home, you can put them into the safe provided by the hospital. **The hospital is not liable for loss or damage to personal items of unusual or any value.**

If you have any questions regarding your hospital bills, please feel free to ask the Admission Office staff. A Fee Schedule is also available for your reference.

- **I have read this Health Care Advisory. I understand and accept that the hospital services will be charge according to my choice of room category. My room choice is (tick one):**

VIP ()	Private ()	Semi-Private ()	Standard ()
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Signature of Patient /Responsible Party : _____ Patient's Detail: Patient Label

Name of Patient / Responsible Party : _____ Relationship: _____ Date: _____

住院需知

此住院需知乃為所有入住香港港安醫院人士的重要資料，請於選擇房間類別前細心閱讀本需知。

房間類別：本港大部份私家醫院的所有住院收費會根據病人入住房間類別而收費。部份保險公司則不包括貴賓房及頭等房間的費用。

房間收費：房租只包括護士服務，膳食是不包括在內。至於其它項目費用如：醫生、藥物、放射診斷、化驗、手術室及內外科用品等將會另行收取。如入住一般病房不足一日（以註冊入院時間為準），房租以整日計算。住院多於二十四小時，其後不足十二小時者，房租以半日計算，否則將以整日計算。每次入住深切治療室，房租計算模式跟入住一般病房相同。若需入住隔離病房，本院將收取隔離病房房租。

若於住院期間請假暫離醫院，房間租金仍需計算。

醫療保險：請先向保險公司查詢保障範圍及等級以便選擇入住房間類別。

輔助費用：所有輔助費用如藥物、放射診斷、化驗及手術室亦將按照所住之病房類別收取。如在星期六、公眾假期、非辦公時間或非預約時間內使用本院服務，本院將收取額外費用。詳情請參考本院之價目表。本院的辦公時間為星期一至星期五，上午八時三十分至下午五時及星期日上午八時三十分至中午十二時。

醫生費：除附屬於本院之普通科醫生外，本院並無制定私家醫生的收費規條。而醫生的收費一般以所住之類別計算，故請在入院前先向主診醫生查詢有關的費用。

更換房間：閣下如欲轉換房間類別或病床可通知當值護士，並向出入院登記處查詢有關費用。轉房當日將以較高房租計算。部份保險公司則不包括有關費用。我們將盡力安排以達至閣下的要求，但仍需視乎情況而定。此外，本院亦有權在必要時調遷病人床位或房間。

按金：入院時必須預繳按金。按金可以現金、易辦事、銀行本票、銀聯或信用卡支付。

付款及結賬：中期住院費用每七天結賬一次或若費用超出港幣十萬時亦須繳交所有費用。請於收取中期賬單後兩個工作日內結賬。一切費用須於出院前清付。如超過三十天仍未清付，本院將每月額外收取百分之二的費用。由於出院時主診醫生需要填寫病歷記錄、藥房調配出院藥物及需時處理住院單據等文件，大部份出院程序約需一小時方可完成。

貴重物品及大量現金：懇請閣下盡量將貴重物品或大量現金留在家中。如有必要，請將貴重物品或現金存放在本院提供之保險箱內。本院恕不負責任何遺失或損毀之責任。

閣下如有任何疑問或需要參考本院之價目表，請向出入院登記處查詢。

本人已清楚閱讀以上需住院需知。本人明白並接受住院收費將根據本人所選擇的房間類別而計算。本人選擇房間類別為(請選其一)：

貴賓 ()	頭等 ()	二等 ()	三等 ()
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病人/ 負責人之簽署：_____ 病人資料： Patient Label

病人/ 負責人之姓名：_____ 關係：_____ 日期：_____