寶血醫院（明愛）
Precious Blood Hospital (Caritas)

醫療記錄部 - 各項文件收費表

Medical Record Department - List of charges for Hospital Documents

2026 年 11 月 1 日生效

Effective from 1 November 2026

#	項目 Items	收費 Charges (HK$)
1.	**補領或向院方申請發給証明信：** **Re-Issuance or Application for Certification issued by the Hospital :**	
	a) 出生証明信 (出生時間/日期) 及死亡時間 Birth Certification (Time / Date of Birth)	$500
	b) 分娩記錄証明信 Maternity Record Certification	$500
	c) 補領嬰兒出生免疫注射記錄(針咭) Re-issuance Newborn Immunization Record	$300
2.	**申請醫生報告或醫療記錄複本 (出院/就診後)：** **Application for Medical Report / Duplicate of Medical Records (After Discharge/Consultation)**	
	a) 醫生報告及文件處理費 Medical Report and Medical Report Processing Fee	(醫生定價) + Up (TBC by doctor) + $300
	b) 住院保險賠償表格及文件處理費 Fill out Inpatient Insurance Claim Form and Medical Report Processing Fee	(醫生定價)+ Up (TBC by doctor) + $300
	c) 於就診日後申請由本院填寫門診保險賠償表格及文件處理費 Application for Outpatient Insurance Claim Form fill out after the consultation day and Medical Report Processing Fee	(醫生定價)+ Up (TBC by doctor) + $300
	d) 醫療記錄複本及文件處理費 Duplicate of Medical Records and Medical Report Processing Fee	首 10 頁 First 10 pages: $10/頁 page +˙其後每頁 Per each additional page: $5/頁 page + $300
	e) 特快處理加急行政費 Priority Service Fee *僅限申請加急醫療紀錄複本 Priority Duplicate of Medical Records Application Only	$600 (需時 3 個工作天) (within 3 working days)
3.	**影印賬單複本：** **Duplicate of Bills :**	
	a) 住院/門診賬單複本 Inpatient Bills / Outpatient Bills	• 首 10 頁 First 10 pages $10/頁 Per page • 其後每頁 Per each additional page $5/頁 Per page
	b) 住院賬單複本 (蓋印 “Certified True Copy”) Inpatient Bills with “Certified True Copy” stamp	$300
	c) 門診賬單複本 (蓋印 “Certified True Copy”) Outpatient Bills with “Certified True Copy” stamp	$100
4.	**申請逾期未取報告 (出院後)** **Application for behind time to collect report by patients (After Discharge)**	$300

備註 Remarks：

1) 如對以上資料有任何查詢，請致電醫療記錄部，電話(852) 3971 4406。
For any enquiry, please call Medical Record Department (852) 3971 4406.

2) 收費及內容如有更改，恕不另行通知。
Charges and information are subject to change without prior notice.