

門診保險索償須知

1. 請於登記時出示有效的醫療保險卡或證書。
2. 如需自行辦理保險索償事宜，請確認已取得所需資料或文件。所需資料或文件視乎個案或受保條款而定，詳情請向閣下的保險公司查詢。

一般自行申請門診保險索償所需文件（謹供參考）

- 已填妥的門診保險索償申請表，並附醫生姓名、簽名和印章
- 門診收據正本，上面註明診治日期、病人姓名、病症名稱和分項收費。
- 如索償專科診症、物理治療、診斷影像、心肺檢驗或化驗，須醫生轉介信。

Notice for Patients - Out-patient Insurance Claim

1. Please present your valid medical insurance card or certificate upon registration.
2. If you need to file an outpatient insurance claim yourself, please ensure the required information or documents have been obtained which are contingent on individual case or terms and conditions of your insurance policy. For details, please contact your own insurance company.

Documents Generally Required for Insurance Claim Submission (For your reference only)

- Completion of insurance claim form showing your doctor's name, signature and stamp.
- Original medical receipts showing treatment date, patient's name, diagnosis and the breakdown of charges.
- A referral letter from your doctor, if you are making a claim for specialist consultation, physiotherapy, diagnostic imaging, cardiopulmonary testing or laboratory tests.