

# 香港中文大學 – 威爾斯親王醫院醫療中心

## CUHK – PWH Medical Centre

電話 Tel: 3505 1467

傳真 Fax: 3505 4688

### CUHK-PWH Medical Centre Private Patient Appointment Booking Form

#### 個人資料 Patient Particulars

(Please read the attached "Notice to Patient" before completing this form. Except with the consent of the individual concerned, the personal data collected in this form will be used by the Chinese University of Hong Kong and Hospital Authority for the purpose of processing CUHK-PWH Medical Centre private patient appointment booking and other directly related purposes only. Provision of your personal data is on voluntary basis. When you provide personal data to us, please make sure that such data is accurate and complete.) 在填寫本表格前，請先閱讀附頁的「病人通知書」。除獲有關個人的同意外，本表格收集的個人資料只可供香港中文大學及醫院管理局作為香港中文大學-威爾斯親王醫院醫療中心私家病人預約及其他與之直接有關的目的。你提供的個人資料是屬於自願性質。當你提供個人資料給我們時，請提供準確及完整的資料。)

請用正楷填寫本表格 Please completed the form in **BLOCK LETTERS**

(\* must be completed \*必須填寫)

\*病人姓名

\*Patient Name: \_\_\_\_\_ (英文 English)  
\_\_\_\_\_ (中文 Chinese)

身份證號碼/其他證明文件號碼

Hong Kong ID / Other Identity Document No.: \_\_\_\_\_

性別 男 / 女 出生日期

Sex: Male / Female Date of Birth: \_\_\_\_\_

\*香港電話號碼 傳真號碼

\*HK Tel No.: \_\_\_\_\_ Fax: \_\_\_\_\_

電子郵件地址(如適用)

E-mail Address (if applicable): \_\_\_\_\_

聯絡人(如適用)

Contact Person (if applicable): \_\_\_\_\_

預約科目及醫生姓名(如適用)

Specialty & Doctor's name (if applicable): \_\_\_\_\_

閣下要求約見醫生的日期/時段

Preference of consultation date / time: \_\_\_\_\_

轉介信附上: 是 / 否

Referral Letter attached: Yes / No

主要症狀及問題

Chief Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#### For Official Use:

Reference No.: \_\_\_\_\_

Faxed to \_\_\_\_\_ on \_\_\_\_\_ Appointment Date & Time: \_\_\_\_\_

# IMPORTANT NOTICE

## **NOTICE TO PATIENT**

***Please READ this notice before you provide any Personal Data to us.***

### **Collection of Personal Data for Healthcare Purposes etc.**

The Hospital Authority is a statutory body which manages public hospitals (“HA”), as well as entities (including subsidiaries) owned/controlled by it (“HA Entity”).

Our hospital is a public hospital managed by the Hospital Authority.

Our staff members may ask you to provide Personal Data (including health information) or obtain from HA/HA Entity/any appropriate third party your medical history/relevant information. Such information is for purposes relating to your healthcare/general related purposes (including, but not limited to, treatment, charges levied by HA/HA Entities on you, research and education).

### **Collection of Personal Data in Disaster Situations**

In addition, in situations involving disasters/accidents/incidents affecting more than one individual, a Help Desk may or may not be set up. If a Help Desk is established, it will be established by the HKSAR Government and may be staffed by government departments, such as Hong Kong Police, Social Welfare Department, Home Affairs Department and/or HA for the purposes relating to:

- HA’s/government’s operational requirements;
- rescue operation (including tracing of persons, responding to enquiries etc.);
- provision of all relevant services/assistance to persons involved in such situations; and
- any other directly related purposes and where permitted by law.

If a Help Desk is not established, these government departments and/or the HA may nevertheless have to deal with the above matters.

As a public hospital managed by the Hospital Authority, our hospital may be involved in such situations. As such, whether or not a Help Desk is established, our staff may collect Personal Data from persons who may be involved and are treated at/admitted to our hospital. We may also transfer such Personal Data to HA/HA Entity/appropriate government departments/carriers/third parties to deal with the above matters, for other directly related purposes and where permitted by law.

### **Provision/Disclosure of Personal Data**

When you provide Personal Data to us, please make sure that such data is accurate and complete. Failure to provide accurate/complete information may affect our ability to provide services for the healthcare purposes or in disaster situations mentioned above.

You should note that your Personal Data collected in the above circumstances may be made available to:

- appropriate persons in HA/HA Entity;
- doctors/healthcare providers/other relevant persons outside HA/HA Entity;
- visitors/staff/students/trainees from hospitals/healthcare or educational institutions (local or overseas) whose presence at HA/HA Entity facilities are authorised;
- appropriate HA/HA Entity/government departments/carriers/third parties in disaster situations;
- appropriate government departments/agencies/authorities etc. when disclosure is required or permitted by law, is necessary in the public interest.

In addition to the above, we will only use, disclose or transfer the Personal Data you provide to us:

- for those purposes relating to your healthcare/HA’s handling of disaster situations or directly related purposes; or
- where permitted by law.

We will obtain your consent before using your Personal Data for any other purposes.

### **Data Access/Correction Requests**

If you wish to access/correct your Personal Data held by HA/HA Entity, you may do so under Personal Data (Privacy) Ordinance. Please contact the relevant data controller during office hours at:

Address: Medical Records Office, 2/F, Day Treatment Block and Children Wards, Prince of Wales Hospital, 30-32 Ngan Shing Street, Shatin, N.T.

Tel.: (852) 3505 2416

Fax.: (852) 3505 4528

# 重要通告

## 病人通知書

在向本院提供任何個人資料之前，請先**閱讀**本通知書。

### 為健康護理等目的收集個人資料

醫院管理局（「醫管局」）是一法定機構，負責管理公立醫院及其全資擁有／管轄的機構（包括附屬公司）（「醫管局附屬機構」）。

本院是一間由醫院管理局管理的公立醫院。

我們的員工可能會請你提供你的個人資料（包括健康狀況），或向醫管局／醫管局附屬機構／任何適當的第三者收集你的醫療紀錄／有關資料，作為有關你的健康護理／一般有關目的（包括但不限於治療、醫管局／醫管局附屬機構向你收取的費用、研究和教育）之用。

### 在發生災難事件的情況下收集個人資料

此外，如果發生災難事件／意外／事故而影響超過一人，香港特區政府可能會設立一個跨部門援助站，由政府部門例如警方、社會福利署、民政事務總署及／或醫管局員工等當值，目的是為：

- 醫管局／政府的運作需要；
- 拯救行動（包括追尋遇事人士下落、答覆查詢等）；
- 向有需要人士提供有關服務／協助；
- 任何其他直接有關目的及在法律容許的情況下。

如果在發生災難事件／意外／事故後沒有設立跨部門援助站，上述政府部門及／或醫管局仍可能需要處理上述事宜。

作為醫院管理局的公立醫院，本院亦可能會參與上述工作。因此，無論有否設立跨部門援助站，我們的員工都可能會向在本院接受治療或留醫的遇事人士收集個人資料。我們亦可能會把該等個人資料轉交給醫管局／醫管局附屬機構／適當的政府部門／運輸機構／第三者，用作處理上述事宜、直接有關目的，及在法律容許的情況下轉交。

### 提供／透露個人資料

當你提供個人資料給我們時，請提供準確及完整的資料。否則會影響我們為你提供的健康護理服務或我們處理災難事件的能力。

並請注意，你在上述情況下被收集的個人資料可能會被我們交予：

- 醫管局／醫管局附屬機構內的適當人士；
- 醫管局／醫管局附屬機構以外的醫生、健康護理人員或其他有關人士；
- 經醫管局／醫管局附屬機構批准在其設施觀察／學習的本地或海外醫院／健康護理機構／教育機構的訪客、職員、學生、受訓員；
- 適當的機構如醫管局／醫管局附屬機構／政府部門／運輸機構／第三者，作為處理災難事件之用；
- 在法例所規定／容許下向適當的政府部門／辦事處／管理機構等透露個人資料，或在因為公眾利益需要的情況下透露。

除了上文所述以外，本院只會在下列情況下把你向本院提供的個人資料使用、透露或轉移：

- 作為你的健康護理之目的或醫管局處理災難事件或其他直接有關連的目的；或
- 在法律容許的情況下。

本院將會在得到你的同意後，才使用你的個人資料作為其他目的。

### 查閱／改正資料要求

如果你希望根據《個人資料（私隱）條例》要求查閱／改正醫管局／醫管局附屬機構持有的你的個人資料，請在辦公時間內與有關的資料控制員聯絡：

地址：新界沙田銀城街三十至三十二號威爾斯親王醫院日間診療大樓暨兒童病房二樓醫療紀錄處

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