聖保祿醫院
St. Paul's Hospital

Application for Change of Payment Account

Name of Physician: (IN FULL NAME)	**Physician Code:**
Email Address:	**Contact Number:**

IMPORTANT: To facilitate the logistics set up for your doctor fee/ allied health payment, please fill in the following information. Please allow ***15 business days on average upon all necessary documents are received*** to activate such change.

Notes of Doctor Fee / Allied Health Payment Arrangement

St. Paul's Hospital accepts Cash, electronic payments as available by Hospital (except cheque) made by patients on settlement of hospital bills, including doctors' fees, upon discharge.

Service charge is applied on doctor/ allied health fees collected on your behalf with electronic payments.

Payment will be made to your designated payee in semi-monthly (doctor fee) / monthly (allied health professional fees).

Please also examine your doctor fee/ allied health payment statement immediately and refer any queries on statement within **60 days** to our Finance Department. Retain all statements for tax purpose.

SECTION A: Doctor Fee Auto Payment Arrangement *(For Doctor Only)*

Part 1 - Select Bank Account:

☐ Personal, HKID Card No.:

☐ Company (*please provide BR copy*), Business Registration No.:

Part 2 - Complete the Bank Information:

Bank Name	Bank Code	Branch Code	Bank Account Number	Country
				Hong Kong

Name of Account Holder:

SECTION B: Allied Health Cheque Payment Arrangement *(For Allied Health Physician Only)*

Part 1 - Select Bank Account:

☐ Personal, HKID Card No.:

☐ Company (*please provide BR copy*), Business Registration No.:

Part 2 - Complete the Cheque Payee Name:

Please ensure the following documents are enclosed with this application:

☐ Copy of BR Certificate (for *Company Bank Account*) ☐ First page of bank account statement	**Signature** _____ **Physician's Signature**	 _____ **Date**

Please return the completed form with relevant supporting documents by:	**Office Use Only:**	
1) Fax: 2837 5241 or email: vmo@stpaul.org.hk 2) Post: 2 Eastern Hospital Road, Causeway Bay, Hong Kong (Attn: Medical Superintendent's Office)	Doc verified by:	
	Updated by:	
	Verified by:	