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| **Report for Application for Hospital Licence under Private Healthcare Facilities Ordinance (Cap. 633)**  PHF 110 (2/2025) |

Please print your hospital name here

**Introduction**

The Private Healthcare Facilities Ordinance (Cap. 633) (hereafter referred as “the Ordinance”) provides for the regulation of private healthcare facilities, namely hospitals, day procedure centres, clinics and health services establishments. Pursuant to section 10(1) of the Ordinance, a person who intends to operate a private healthcare facility is required to obtain a licence under the Ordinance.

A completed “Report for Application for Hospital Licence” (hereafter referred as “the Report”) together with a completed application form and other required supporting documents shall be submitted to the Department of Health (“DH”) **at least 9 months before** the intended date of commencement of operation of the hospital.

*Points to note in completing the Report and submission of required documents*

1. Please complete **ALL** chapters in Part A (i.e. Chapters A1-A11) and Part C (i.e. Chapters C1-C5).
2. Please complete the chapters in Part B for clinical services provided by your hospital.
3. Where same clinical services are provided in separate locations, please use separate form for each location of the service if the scope of service, operating hours or the name are different.
4. Where a proposed service involving 2 or more disciplines, relevant chapters in Part B should be completed in conjunction (e.g. “preparation of radiopharmaceuticals” involving both aseptic preparation and nuclear medicine, Chapter B4 and B12 should be completed in conjunction with each other).
5. Please indicate the number of forms submitted for each chapter in Part B at the table of contents.
6. When supplementary information is provided in form of appendix for a specific question in a particular chapter, the specific question number and chapter should be used as the title of the appendix (e.g. Item 6(a) of Chapter B3 → “Appendix B3.6a”).
7. Where amendments or updates have been made to the previously submitted report, there shall be a covering letter stating the application **reference number** and the revised parts/sections
8. For the calculation of manpower, “establishment” means the number of functional posts required to be filled on the basis of the number of hospital beds in operation in the hospital. If “part time” staff is employed, please provide the number of full time equivalent (e.g. 1 person x 0.5 + 1 person x 0.33 = 0.83).
9. All training records/plans and written policies and procedures mentioned in the Report should be available onsite for inspection but do not need to submit with the Report.

**Important Notice: Under section 93 of the Private Healthcare Facilities Ordinance (“the Ordinance”) (Cap. 633), any person who furnishes in this application any statement or information that is false or misleading in a material particular may commit an offence.**

**Personal Information Collection Statement**

**Purpose of Collection**

1. The Department of Health (DH) collects personal data during the course of processing your application made under the Ordinance. The personal data provided will also be used by DH for the following purposes:-
2. facilitating the implementation of the Ordinance;
3. establishing and maintaining a register under section 107 of the Ordinance for public inspection;
4. preparing statistics for the purpose of implementing the Ordinance without showing any personal data; and
5. facilitating communication among the government and yourself.
6. If you fail to provide the required information or the submitted information fails to clearly indicate that the private healthcare facility fulfils the requirements for the application concerned, DH may be unable to process the application.

**Classes of Transferees**

1. The personal data you provided are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties in the form and for the purposes mentioned in item 1 above, if required.

**Access to Personal Data**

1. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided under item 1. A fee may be imposed for complying with such a data access request.

**Enquiries**

1. Enquiries concerning personal data provided, including the making of a request for access to and/or corrections of the personal data, should be addressed to:

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| Senior Executive Officer (Private Healthcare Facilities) |
| Office for Regulation of Private Healthcare Facilities |
| Department of Health |
| Room 402, 4/F |
| 14 Taikoo Wan Road |
| TaiKoo Shing, Hong Kong |
| (Enquiry Telephone Number： 3107 8451) |

**Part A - General**

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| Chapter A1 | Organisation and Administration |
| Chapter A2 | Human Resources Management |
| Chapter A3 | Information Management |
| Chapter A4 | Medical Advisory Committee |
| Chapter A5 | Quality Management System |
| Chapter A6 | Risk Management |
| Chapter A7 | Complaints Management |
| Chapter A8 | Clinical Research |
| Chapter A9 | Facility Management |
| Chapter A10 | Healthcare Engineering Systems |
| Chapter A11 | Infection Control |

**Part B – Clinical Services**

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|  |  | No of form submitted |
| Chapter B1 | Service Delivery & Care Process |  |
| Chapter B2 | Accident and Emergency Services |  |
| Chapter B3 | Allied Health Services |  |
| Chapter B4 | Aseptic Preparation Service |  |
| Chapter B5 | Cardiac Catheterisation Service |  |
| Chapter B6 | Chemotherapy Service |  |
| Chapter B7 | Chinese Medicine Service |  |
| Chapter B8 | Dental Service |  |
| Chapter B9 | Endoscopy and Day Surgery Services |  |
| Chapter B10 | Haemodialysis Service |  |
| Chapter B11 | Intensive Care Service / High Dependency Service |  |
| Chapter B12 | Nuclear Medicine Service |  |
| Chapter B13 | Obstetrics and Nursery Services |  |
| Chapter B14 | Operating Theatre Service |  |
| Chapter B15 | Outpatient Service |  |
| Chapter B16 | Pathology Service |  |
| Chapter B17 | Pharmacy Service |  |
| Chapter B18 | Radiology Service |  |
| Chapter B19 | Radiotherapy Service |  |
| Chapter B20 | Sterile Supplies Service |  |
| Chapter B21 | Associated Premises |  |
| Chapter B22 | Other Services Not Listed |  |

**Part C – Supporting Services**

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| Chapter C1 | Housekeeping Service |
| Chapter C2 | Catering Service |
| Chapter C3 | Linen and Laundry Services |
| Chapter C4 | Clinical and Chemical Waste Management |
| Chapter C5 | Handling of Dead Body and Mortuary Service |