

香港特別行政區政府
衛生署
私營醫療機構規管辦公室

香港太古城
太古灣道 14 號 4 樓 402 室



THE GOVERNMENT OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION
DEPARTMENT OF HEALTH
OFFICE FOR REGULATION OF
PRIVATE HEALTHCARE FACILITIES
RM 402, 4/F, 14 TAIKOO WAN ROAD,
TAIKOO SHING, HONG KONG

本署檔號 Our Ref.: (1) in DH/ORPHF/18/25/22 Pt.2

來函檔號 Your Ref.:

電話 Tel.: (852) 3107 8451

圖文傳真 Fax: (852) 2126 7515

By post

16 March 2020

Dear Doctor/Dentist,

**Reminder – Application for Day Procedure Centre Licence under
the Private Healthcare Facilities Ordinance**

Further to our letter dated 3 January 2020 on the captioned subject, we would like to remind you that the application for Day Procedure Centre Licence under the Private Healthcare Facilities Ordinance (“the Ordinance”) has begun on 2 January 2020. If operators of Day Procedure Centres (“DPCs”) which were in operation on 30 November 2018 would like to apply for a provisional licence, the operator should submit the application on or before 30 April 2020. As a transitional arrangement, DPCs issued with provisional licences may continue to operate under the Ordinance until the application for full licence is approved, withdrawn or rejected, or the Secretary for Food and Health appoints by notice published in the Gazette the date on which the transitional arrangement expires.

The application involves the submission of an application form, relevant documents and payment. Please note that **if the operator would like to be issued with a provisional licence and continue to operate your DPC during the transitional period, the application form is required to be submitted on or before 30 April 2020.** Having regard to the latest unexpected public health situation that results in possible disruption of operation of healthcare facilities, relevant documents that are required for the application may follow after the submission of the application form should the applicant have practical difficulties in providing such documents.

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The Ordinance, passed in November 2018, provides for a new regulatory regime for private healthcare facilities. Under the Ordinance, all premises where registered medical practitioners and/or dentists practise, including (1) hospitals, (2) DPCs, and (3) clinics, are required to obtain either a licence or a letter of exemption from the Department of Health.

DPCs are ambulatory facilities that are used, or intended to be used, for carrying out scheduled medical procedures (as stipulated in Column 2 of Schedule 3 to the Ordinance) on patients without lodging. For details, please refer the below QR code. **All DPCs are required to be licensed and there are no exemption arrangements for DPCs.** A person operating a DPC without a licence is liable to a fine and imprisonment.

You may apply for a DPC licence through our online platform. Details of licence application procedures can be accessed through the below QR codes or at our website www.orphf.gov.hk. The launch of application for clinic licences and letters of exemption for small practice clinics will be announced in due course. For enquiry, please contact us at 3107 8451.

Yours faithfully,



(Dr Jeff LEE)
for Director of Health



For licence application



For information on scheduled
medical procedures
(column 2 of Schedule 3 to the
Ordinance)

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