

E.L.C.H.K. Hung Hom Lutheran Primary School

Our Ref.: 2022N12

Date: 2nd Sept 2022

Notice of students using Accident and Emergency Department Service

Dear Parents/ Guardians,

New fees and charges of Accident and Emergency Department (AED) of public hospital services provided by Hospital Authority are effective as of 18 June 2017. The treatment fee per attendance is \$180. If students are sick or injured at school, we will transfer the students to AED for treatment after seeking the parents' approval and the treatment fee should be paid by the parents. If the school cannot reach the parents immediately while the student's situation is severe, we will immediately phone for an ambulance to transfer the student to AED, the fee should still be paid by parents.

To let parents understand more about the AED service, a leaflet of briefing of AED service is attached. If parents have any financial difficulty, you can make use of the waiving mechanism by asking the social worker of the hospital to apply for medical fee waiving arrangement. Please complete the following reply slip on or before 5th September, 2022. For enquiries, please contact Miss Ip Wai Wing at 2712 1543.

*Remarks: If there are changes of your contact, please inform the class teacher to allow the school to update the information, thank you for your attention.



Yours faithfully,
Miss. W. Y. Yick
Headmistress

✂

Reply Slip

Our Ref: 2022N12

Dear Headmistress Yick,

I acknowledge receipt of the school notice 2022N12.

I have read the notice of fee for students using Accident and Emergency Department service. I agree with the school's arrangement on the issue of transferring the sick or injured student to hospital for treatment and understand that parents should be responsible for all charges.

Parent's signature: _____

Name of student: _____

Class: _____ ()

Date: _____

My emergency contact number(s) are as follows

1. _____ (Relationship: _____)

2. _____ (Relationship: _____)



醫院管理局
HOSPITAL
AUTHORITY

Briefing of Accident and Emergency Department Service

Accident and Emergency Department (AED) is set up for handling emergent cases, providing 24 hours emergent treatment and injury treatment service.

I. What are emergent cases?

Emergent cases refer to the some patients who may be injured, seriously disabled or even dead if they do not receive immediate treatment. E.g.

-Head injury with unconsciousness or vomit	-Coma
-Sudden and serious chest or abdominal pain	-Dislocation or bone injury
-Drug overdose or poison	-Suffocation or breathing discomfort
-Massive or non-stop wound bleeding	-Burn

(The above are some examples, not all cases are covered)

Time is the key of deciding life and death during resuscitation. As the function of AED is handling emergent cases, non-emergent patients are triaged to need to wait for longer time.

II. Registration and triage

1. Walk in cases can go to the registration with ID card, birth certificate or other identification documents.
2. Go to "Nurse Triage Station" with AED medical record to have initial check-up and nursing management.
3. Nurses in triage station will assess patients' condition and triage the cases for priority. Priority is not decided according to the registration time, this ensure critical cases receive treatment as soon as possible.
4. Stable cases will wait at the lobby for medical staff's call to receive treatment.
5. Patients can ready the past medical record, follow-up card, doctor's referral letter, laboratory report and medicine (if prepare) for reference. If patients are allergic to any medicine, you must inform the doctor.

III. Fee

To ensure AED's function is treating critical cases, public hospitals started collecting fee of AED service (entitled person: \$180, non-entitled person: \$1230). This control usage frequency of AED as non-emergent cases will consider other medical service. People received CSSA will be uncharged. Patients can pay after registered, if patients cannot pay immediately, AED staff will provide a payment notice allow patients pay later. Patient who cannot pay the fee due to financial difficulty, social worker of the hospital will assist the patient to apply fee waiving.

IV. Application for fee waiving

Patients who wish to apply AED fee waiving can meet the hospital social worker with documents that prove the financial situation during office hour.

V. Information of other health service organisations

If patients wish to know other health service organizations, please inquire our AED staff.