



Memo for Paying Advance Deposit - Maternity Bookings

(Revised on 1 Sep 2011. Subject to change without prior notice.)

	HK Residents / Non-Mainland China Foreigners	Non-HK Residents (Mainland China)
Deadline for Deposit Payment	Before 20 week gestation and within 14 working days from Antenatal Booking Number is issued.	Before 20 week gestation and within 14 working days from Antenatal Booking Number is issued.
	Maternity booking will lapse if Deposit is not paid within the above specified period.	
Deposit Amount	HK\$10,000 (Admission deposit for non-HK residents is HK\$55,000. Expectant mother will be required to pay the balance of HK\$45,000 on admission.)	HK\$55,000 Please pay by bank draft, EPS, China UnionPay or credit card. Cardholder must pay in person if China UnionPay or credit card is used.
Address & Office Hour	The Cashier, G/F, Block A Monday to Sunday 2:00pm – 10:00pm	The Cashier, Mrs Au Shue Hung Medical Centre, LG1/F, Block D Monday to Friday 2:00pm – 3:00pm (Except public holidays)
Procedure	i) Document required : <ul style="list-style-type: none"> ◆ Doctor's letter bearing the Antenatal Booking Number (non-transferable) and Expected Date of Confinement (EDC) ◆ Completed Maternity Booking Registration Form ◆ Copy of valid identity document of the expectant mother : <ul style="list-style-type: none"> HK Resident – HK Identity Card Non-HK Resident – Passport or Exit-Entry Permit for Traveling to and from Hong Kong and Macau 	
	ii) Pay in person or by representative	ii) Expectant mother must complete the first antenatal check-up and blood tests in Hong Kong, iii) Expectant mother must come in person and present the "Notification for Issuing Certificate of Maternity Booking" to pay Deposit and collect the "Certificate of Maternity Booking". iv) If the husband is a HK resident, he should come with the wife, present the original marriage document and his HK Identity Card.
Cancel Booking	i) Advance deposit is not refundable. The only exceptions are : <ul style="list-style-type: none"> ◆ For abortion or fetus with major congenital abnormalities certified before 20 weeks gestation by the attending obstetrician with supporting document, application for refund must be submitted within 3 months from the date of abortion or delivery with evidencing document. Full refund will be arranged. ◆ Any other special occasions will have to be approved by the senior hospital management. HK\$3,000 will be charged by the Hospital and HK\$7,000 will be refunded. ii) Refund will only released to the expectant mother or the authorized person bearing her authorized letter. Applicant must present copy of the identity document of the expectant mother, original deposit receipt, identity document of the authorized person (if applicable).	
	i) Application for cancellation of the antenatal booking and the "Confirmation Certificate on Delivery Booking" must be raised at least 2 weeks before the date of confinement. Please apply with <ul style="list-style-type: none"> ◆ The doctor's letter ◆ Original deposit receipt ◆ Original "Confirmation Certificate on Delivery Booking" ◆ Copy of the expectant mother's identity document submitted when applied for the maternity booking ◆ Identity document of the authorized person (if applicable) ii) HK\$15,000 will be charged by the Hospital. HK\$40,000 will be refunded only to the expectant mother or the authorized person bearing her authorization letter. iii) For delivery outside our Hospital before 38 weeks gestation, application for refund must be made within 3 months after delivery with evidencing document.	
Refund, if applicable, will only be reimbursed back to the same credit card/ China Union Pay Card account if the deposit has been made by a credit card/ China Union Pay Card.		
Remarks	i) Deposit will be deducted from the maternity hospital bill (based on the class of Standard Ward). Expectant mother who selects higher bed class would be required to pay additional deposit on admission. As availability of the higher class bed cannot be guaranteed, no advance reservation of higher class bed can be made. ii) Booking of Operation Theatre for elective caesarean delivery is on first come first served basis, independent of and separate from maternity booking. iii) Additional deposit HK\$30,000 will be required on admission for preterm delivery (<34 weeks gestation).	
	iv) Original receipt of Deposit is required on admission.	iv) Original "Confirmation Certificate on Delivery Booking" and original receipt of advance deposit are required on admission. v) Handling fee required for re-issue of "Certificate of Maternity Booking" and original receipt of Deposit.



香港浸信會醫院
Hong Kong Baptist Hospital

地址 Address: 香港九龍窩打老道 222 號 222 Waterloo Road, Kln, HK.
產科部 Maternity Department 電話 Tel No: 2339 8418
傳真 Fax No:2337 8701