

What is a valid medical receipt?

It should include the following information:

- Full name of patient
- Date of consultation
- Diagnosis
- Breakdown of charges
- Official stamp of service provider or signature of doctor

Sample:

日期 DATE	注釋 CODE	項目 PARTICULARS	金額 AMOUNT HK\$	比對差額 BALANCE HK\$
ABC Hospital ABC building, DEF Road, Sha Tin, Hong Kong Tel. 電話 : 21234567 Fax 圖文傳真 : 22345678 No. 123456789 留 醫 賬 單 STATEMENT OF ACCOUNT				
姓名 Name		Chan Tai Man		醫院號數 Hospital No.
房 號 Room No.	1234	按 金 Deposit	4,000.00	日期 Date
			01 Dec 2017	Page 1 頁
08/10/17		BALANCE B/F 上期結餘		0.00
		LABORATORY TEST(A) 化驗費 (A)	8000.00	
		ROOM 房租	1000.00	
		NURSING PROC. & MAT. 護理程序及材料收費	500.00	9500.00
09/10/17		MEDICINE 藥費	400.00	
		M R I 磁力共振掃描	10000.00	
		TOTAL HOSPITAL CHARGES 醫院收費總計		19,900.00
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09/10/17		FEEES TO BE COLLECTED ON BEHALF OF DOCTOR/PRIVATE NURSE 代醫生或私家護士所收取之費用		
		Dr. ABC *	3,500.00	
09/10/17		Dr. ABC *	1,500.00	(ATTENDANCE)
		TOTAL FEES DUE TO DOCTOR/PRIVATE NURSE 應付醫生或私家護士之總收費		5,000.00
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		GRAND TOTAL 總計		24,900.00
08/10/17		LESS DEPOSIT RECEIVED 減已收按金		4,000.00-
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要 錄 — 1. 賬款每五日結算一次，賬單收到後請即清付（深切治療部三天一次），逾期加收月息百分之一。 2. 結存如有剩餘，出院時憑收據退回。 3. 賬單如有查詢，請聯絡會計部，電話：21234567，所有來函請寫上留醫號碼。 4. 交貨時請連同賬單附頁一併出示，本院將另發收據。			E. & O. E 入院日期 Date Admitted 01 Dec 2017 21:00 出院日期 Date Discharged 05 Dec 2017 21:00	
N.B. 1. Accounts, due on presentation, are rendered once every 5 days. (3 days for I.C.U.)				