



Application for Business Partner Account

*Separate BP [Business Partner] code will be provided to facilitate Doctor fee/ Allied health payment.

Name of Physician: (IN FULL NAME)	Physician Code:
Email Address:	Contact Number:

IMPORTANT: To facilitate the logistics set up for your doctor fee/ allied health payment, please fill in the following information. Please allow **15 business days on average upon all necessary documents are received** to activate such change.

Notes of Doctor Fee / Allied Health Payment Arrangement

St. Paul's Hospital accepts Cash, EPS and Credit cards payment (except cheque) made by patients on settlement of hospital bills, including doctors' fees, upon discharge.

Hence, service charges calculated at the specified rates charged by the respective Card Centres / EPS will be automatically deducted proportionately from the doctor/ allied health fees collected on your behalf during our semi-monthly doctor fee reimbursement/ monthly allied health payment process. Details will be shown on your statement.

Please also examine your doctor fee/ allied health payment statement immediately and refer any queries on statement within **60 days** to our Finance Department. Retain all statements for tax purpose.

Request for New Business Partner Account

Name of New Business Partner: (Photocopy of Business Registration Certificate must be provided.)

Business Registration Number:

Effective Date:

Mailing Address:

Bank Information of Business Partner

Bank Code:

Branch Code:

Bank Account Number:

Name of Account Holder:

For Inactivation of Existing Business Partner

Effective Date:

Name of Business Partner: (for inactivation)

BP Code:

Please ensure the following document is enclosed with this application:

Photocopy of Business Registration Certificate

Signature

Physician's Signature

Date

Please return the completed form with necessary supporting documents by:

- 1) Fax: 2837 5241 or email: vmo@stpaul.org.hk
- 2) Post: 2 Eastern Hospital Road, Causeway Bay, Hong Kong (Attn: Medical Superintendent's Office)

Office Use Only:

Assigned BP code:

Updated by:

Verified by: