



**KK Women's and
Children's Hospital**
SingHealth

**HEALTH INFORMATION MANAGEMENT SERVICES
MEDICAL REPORTS UNIT
100 BUKIT TIMAH ROAD
SINGAPORE 229899
TEL: (65) 63941209 (Mon-Fri 8.30am to 5pm)**

CONSENT FOR RELEASE OF MEDICAL INFORMATION

NOTE:

1

Identification Documents required

a) Patient 21 years and above	<ul style="list-style-type: none"> ▪ Patient's NRIC (front & reverse) ▪ Valid passport or identification document issued by Singapore authorities (for non-residents)
b) Patient below 21 years old	<ul style="list-style-type: none"> ▪ Patient's Birth Certificate ▪ 1 Parent's NRIC (front & reverse) ▪ Valid passport or identification document issued by Singapore authorities (for non-residents)
c) Other supporting documents if applicable (insurance form, court documents etc)	

- All the fields in the consent form are mandatory and sign by the patient OR parent/legal guardian for patients below 21 years old.
- Incomplete form or non-payment will result in processing delays.
- Release of medical information is subject to final approval by the Hospital.
- Please email to "Insurance.GenEnquiry@kkh.com.sg" upon completion of this consent form together with the identification documents &/ or others supporting documents.

(A) PARTICULARS OF PATIENT

Name (As in NRIC/Birth Certificate): _____ NRIC / BC / Hospital Registration No: _____

Visit/ Admission in KKH (DDMMYYYY): _____ (E.g. Admission Date, Outpatient Visit, Day Surgery, etc.)

Clinical Department/ Specialty: _____ (E.g. Ward, Clinic Name, Doctor's Name, Medical Condition, etc.)

(B) PATIENT AUTHORISATION

I, _____ NRIC No: _____ hereby authorise
KK WOMEN'S & CHILDREN'S HOSPITAL Pte Ltd to furnish and release the requested medical information and/or report(s).

Patient is: ☐ Myself ☐ My Child

Name: _____

*Mailing Address: _____ Postal Code: _____

Mobile No: _____ Payment instruction will be sent via SMS within 2 working days from date of receipt of application.

Email Address: _____

***Completed Medical Report will be sent to the Mailing Address by Registered Post.**

Please tick the report(s) requested:

- | | | |
|--|---|---|
| <input type="checkbox"/> Ordinary Medical Report (S\$140.40)
(Completion of Insurance Form) | <input type="checkbox"/> Specialist Medical Report (S\$291.60)
(Include prognosis) | <input type="checkbox"/> Laboratory Results/ Investigation Reports
(S\$12.00 per report) |
| <input type="checkbox"/> Day Surgery Authorisation Form (S\$12.00) | <input type="checkbox"/> Inpatient Discharge Summary (S\$12.00) | <input type="checkbox"/> Referral Letter (S\$12.00) |
| <input type="checkbox"/> Ordinary Medical report (Psychiatric) (S\$262.43) | <input type="checkbox"/> Specialist Medical report (Psychiatric) (S\$484.49) | <input type="checkbox"/> Others (Please specify) _____ |

Please tick purpose(s) of the report(s):

☐ Continuity of Care ☐ Insurance ☐ Second Opinion ☐ Legal Proceedings ☐ Others (Please specify) _____

I undertake to pay the specified charges for the application of medical information. Should I cancel the application once it has been processed, there will be no refund of payment.

Rates are in SGD and apply to Singapore Citizens and Permanent Residents only.

Rates are correct at point of printing and subject to changes without prior notice.

I declare the information given above is accurate and true to the best of my knowledge. I understand that I may be liable for prosecution for making a false declaration.

Signature of Patient/ Parent (if patient is below 21 years old) _____

_____ Date




FOR OFFICIAL USE

Received By (Staff Name & Signature) : _____

Date: _____

MR Reference Number : _____




1) How do I apply for a medical report/ record ?

For Individual with SingPass	Steps	Access to HealthHub / HealthBuddy
Online Submission (Via HealthHub or HealthBuddy)	<p>Login to HealthHub or HealthBuddy App with SingPass.</p> <p>HealthHub Link: https://www.healthhub.sg/HealthServices HealthBuddy Link: https://www.singhealth.com.sg/patient-care/patient-visitor-info/health-buddy-app</p> <p># Parent may also create his/ her child's profile in HealthHub.</p> <p>Select the Type of Medical Report/ Duplicate Copies Medical Records.</p> <p>System will direct to Online Payment.</p>	 HealthHub  HealthBuddy
For Individuals without SingPass	Steps	Consent Form
Hard-Copy Form Submission (Via Email)	<p>Email the following mandatory documents to "Insurance.GenEnquiry@kkh.com.sg"</p> <p>Mandatory Documents to submit together with the application: -</p> <ul style="list-style-type: none"> Complete the attached "Consent for Release of Medical Information Form" Insurance Form to be fill by Doctor/ Hospital (if applicable) <p><u>For Patient 21 years and above</u></p> <ul style="list-style-type: none"> Copy of Patient's NRIC (front & reverse) Copy of valid passport or identity document issued by Singapore authorities (for non-residents) <p><u>For Patient below 21 years old</u></p> <ul style="list-style-type: none"> Copy of Patient's Birth Certificate Copy of 1 Parent's NRIC (front & reverse) Copy of valid Passport or Identity Document issued by Singapore authorities (for non-residents) <p>Payment instruction will be sent via SMS within 2 working days upon receipt all the above mandatory documents. # Delay is expected for any incomplete submission.</p>	 Consent For Release Of Medical Informatic

2) When can I receive my medical report/ record ?

Description	Service Standards (After Payment Is Made)
Medical Report/ Completion of Insurance Form/ Doctor's Memo	4 to 6 weeks
Duplicate Copies of Medical Records Laboratory Test Results / Investigation Reports / Inpatient Discharge Summary / Day Surgery Admission Authorisation Form / Echocardiogram Report / Health Booklet	1 to 2 weeks
<p>However, your request may take longer to complete if:</p> <ul style="list-style-type: none"> Patient has upcoming / frequent clinic appointments Patient has been admitted to the ward Patient has multiple reports requested from several clinical departments Doctor is away on leave <p># Completed medical report/ record will be sent via registered mail to the mailing address given in the Consent Form.</p>	

3) I wish to enquire for more details, how can I reach out to KKH Medical Reports Unit ?

Description	Scan QR Code to Submit Your Enquiry
Enquiry on Medical Report Status (To check on the application status after successful registration/ all mandatory documents had submitted)	
Completion of Insurance Form & General Enquiry (To enquire application of completion of insurance form and any others enquiry related to medical report application/ process)	
KKHelpBot (Online Chat)	
Medical Reports Unit Contact (Due to high call volume, we apologize that call(s) may not be attended promptly. We strongly encourage to submit enquiry via QR code indicated above)	Tel 6394 1209 (Mon-Fri 8.30am to 5pm, excluding Public Holidays)