

# Admission Note







律敦治及鄧肇堅醫院  
Ruttonjee & Tang Shiu Kin Hospitals



266 Queen's Road East, Wanchai, Hong Kong

## Location of Wards and Departments

Ruttonjee Hospital (RH) Hospital Main Building						
	Block A		Block B		Block C	
10/F	Acute Integrated Medical Wards					
9/F	Orthopaedic & Traumatology Ward		Special Accommodation Ward			
8/F	Surgical Wards				Geriatric Ward	
7/F	Acute Integrated Medical Wards				Palliative Care Centre	
6/F	Respiratory Medical Ward		Day Activity Suite		Special Purpose Ward	
	Sleep Study Centre		Electro-medical Diagnostic Unit			
5/F	Special Purpose Ward		Respiratory Medical Ward		Dietetic Dept.	
					Health Resources Centre	
					Podiatry Dept.	
					Prosthetic-Orthotic Dept.	
4/F	Infirmary Ward		Geriatric Wards		Speech Therapy Dept.	
					Occupational Therapy Dept.	
					Physiotherapy Dept.	
				(Cardiac & Pulmonary Rehabilitation)		
3/F	Geriatric Rehabilitation & Extended Care Ward				Physiotherapy Dept.	
2/F					Geriatric Day Hospital	
1/F	Cardiac Diagnostic Lab.		Operating Theatre	Dept. of Radiology (X-ray)	Combined Endoscopy Unit	Cardiac & Intensive Care Unit
G	 Rehabilitation Garden		Pharmacy	A&E Dept. / Emergency Medicine Ward	Enquiry & Admission	\$ Shroff Specialist Out-patient Dept.
LG1	Medical Social Work Dept.		Medical Records Dept.	 Hospital Canteen	Pathology Dept.	
LG2	Magnetic Resonance Imaging Suite					
LG3		Wan Chai Rd. 	24-hour Convenience Store		Rehab Shop	
Tang Shiu Kin Hospital Community Ambulatory Care Centre (TSKHCACC)						
6/F	General Administration					
5/F	Occupational Therapy Dept.			Dental Clinic		
4/F	Physiotherapy Dept.					
3/F	A&E Training Centre			Patient Support Call Centre		
2/F	HA Staff Clinic		Family Medicine Training Centre		Community Nursing Service	Chinese Medicine Clinic
1/F	Community Rehabilitation Day Centre		Child Development Centre		Alzheimer's Disease Centre	
G	Holistic Healthcare Centre					
LG	A&E Training Centre Simulation Suite		Violet Peel General Out-patient		Family Medicine Specialist Clinic	Pharmacy
SLG	Oi Kwan Road Entrance					

RH/A/AR/040(b) R13

## General Regulations

- To facilitate the hospital to register the patient accurately, please present documents bearing the patient's address during registration e.g. electricity or telephone bill. A&E patients who are unable to provide address proof during registration can provide it later.
- Patients may be admitted to mixed gender wards as appropriate.
- Please observe and follow infection control measures promulgated by the hospital.
- If patients object to disclose the information about their hospitalization and ward/ bed number to any person, please inform our ward staff, or staff members of the Admission Office on G/F, Hospital Main Building, Ruttonjee Hospital. Under our current system, if you object to disclosure, both the fact of your hospitalization and your ward/ bed number will not be disclosed. Regrettably, we cannot permit selection of non-disclosure items at this stage.
- Patients are advised not to bring any valuable to the hospital. During hospitalization, patients must take care of their personal property and belongings. The hospital is not liable for any loss or damage to such personal property.
- Electricity is supplied to the hospital for service needs, including use of medical equipment. Patients and visitors should not connect their electrical devices such as mobile phone, laptop and charger to any socket outlet in the premises without prior approval to avoid disruption to power supply system and life-supporting equipment.
- The following acts are prohibited in the hospital:
  - selling or hiring any refreshment, commodity or article without the permission of the hospital
  - smoking or making use of a naked light
  - making any noise which is a source of annoyance to other patients
  - gambling inside the hospital compound
- According to the provisions of the Prevention of Bribery Ordinance, hospital staff should not solicit or accept any advantage offered from the members of the public.
- Patients are advised not to leave the hospital compound unless the consent of clinical staff is obtained.

## Pharmacy Service Hours

	RH (G/F)	TSKHCACC (LG)
Mon – Fri :	9:00 am – 11:00 pm	9:00 am – 1:00 pm 2:00 pm – 5:00 pm 6:00 pm – 10:00 pm
Sat & Sun :	9:00 am – 1:00 pm 2:00 pm – 6:00 pm 7:00 pm – 11:00 pm	9:00 am – 1:00 pm
Public Holidays :	9:00 am – 1:00 pm 2:00 pm – 6:00 pm 7:00 pm – 11:00 pm	9:00 am – 1:00 pm 2:00 pm – 5:00 pm (Except Saturday)

## Meal Time

Breakfast: 7:00 am      Lunch: 11:30 am      Dinner: 6:00 pm  
(To avoid wastage, please inform ward staff if self-prepared meal is arranged.)

## Payment

Our hospital in-patient fees can be settled upon discharge at hospital Shroff (office hours) or Accident and Emergency Registration Counter (non-office hours). For settlement of bill, please refer to the payment instruction at the back of the bill. For any enquiry, please contact our Shroff Office on G/F or call 2291 1096.

## Hospital Facilities

- Hospital Canteen / Convenience Store / Vending Machines  
Hospital Canteen: LG1, Hospital Main Bldg  
24-hour Convenience Store: LG3, Hospital Main Bldg  
Vending Machines: LG1 and LG3, Hospital Main Bldg
- Rehabilitation Garden  
G/F, near Pharmacy
- Automatic Teller Machine (ATM)  
Entrance of LG3, Hospital Main Bldg

## Other Patient Services

- Medical Records / Data Access  
If patients need to view or request for a copy of medical records / data access, please approach our Medical Records Dept located at LG1, Hospital Main Bldg.
- Non Emergency Ambulance Transport Services (NEATS)  
Please contact staff at respective ward.
- Social Welfare Services  
Please contact Medical Social Work Dept located at LG1, Hospital Main Bldg. Tel: 2291 1065 / 1052, Fax: 2836 6706
- 24-hour Enquiry Hotline
- Please call 2291 2222 for interactive voice response system

## Personal Data (Privacy) Ordinance

Details please refer to the "Notice to Patient" posted at the Admission Counter.

## Feedback

Should you have any enquiry, feedback or appreciation, please call 2575 1375 or fill in the service suggestion form and drop in the suggestion boxes in the Hospital or email to [rtskh\\_enquiry@ha.org.hk](mailto:rtskh_enquiry@ha.org.hk) or mail or contact our Patient Relations Officer on 1/F, Administration Bldg, Ruttonjee Hospital.