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Colonial Secretary's Office, Perth, 5th September, 1906.

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HIS Excellency the Governor in Council has been pleased to approve the following revised Regulations for the Collection of Fees due by Patients in Government Hospitals.

F. D. NORTH,
Under Secretary.

MEDICAL DEPARTMENT.

COLLECTION OF HOSPITAL FEES.

REGULATIONS.

(Revised July, 1906.)

INTRODUCTORY.

The following Regulations are issued for the guidance of Medical Officers, Secretaries, Matrons, and other persons appointed by the Governor in Council to deal with the collection of Hospital fees, and who, by virtue of their appointment, become subject to the operation of "The Audit Act, 1904," and the Regulations thereunder.

The following clauses of the Medical Department Rules and Regulations, approved by the Governor in Council, 26th October, 1899 (C.S.O. 881/99), namely, Clauses 30, 31, 32, 33, 118, 123, 124, and 125, and Clause 142 (in so far as it relates to returns of fees received and outstanding), and the "Instructions in regard to collection of Hospital fees," dated 20th August, 1904, are hereby cancelled.

ADMISSION.

1. Every patient admitted into Hospital shall have his or her name entered in the Admission and Discharge Book, and in the Fees and Donations Ledger. The consecutive number given to the patient in the former of the above-named books is *also to be entered* in the latter, and the financial circumstances of a patient are not to be considered. (For full instructions with regard to the Fees and Donations Ledger; see Regulation 23.)

A patient shall not be required to sign any guarantee to pay, or other form, upon *admission* to hospital; the fact of his accepting treatment in the Government Institution sufficiently establishing his indebtedness. He should, however, as early as his state of health renders it advisable, be informed of the rate which will be charged during his stay in Hospital.

SCALE OF CHARGES.

2. The scale of charges for ordinary patients shall be exhibited on a painted board at the entrance to the Hospital.

This scale may be altered from time to time, but until further order it will continue to be six shillings per diem.

ADMISSION OF PRIVATE CASES INTO HOSPITAL.

3. In towns where there is no Private Hospital, cases may occasionally arise where it would be highly advantageous to persons of means to be treated in the District Hospital. In such a case there will be no objection (pro-

vided there are beds available) to the District Medical Officer entering into arrangements with the patient with a view to his being professionally treated as a private patient in the general wards; but such a case must be fully reported on, and a copy of the agreement entered into between the District Medical Officer and the patient, signed by the latter, must be forwarded to the Principal Medical Officer, by whom it will be kept as a record. *Vide* Circular No. 120, dated 14th January, 1905.

DISCHARGE FROM HOSPITAL.

4. Upon discharging a patient, it shall be decided by the District Medical Officer or Matron whether such patient is in indigent circumstances or not. This shall not be left to the patient; and no person who will, in the opinion of the Hospital Officials, be able to resume his or her occupation after convalescence ceases shall be allowed to sign an Indigent Declaration. The latter shall only be used in special cases referred to hereafter (Regulation 8.)

FORM "H" TO BE SIGNED.

5. All patients other than indigents shall be required to sign Form "H" (*vide* printed book of agreements). The Hospital Official concerned shall make due inquiry of the patient as to his circumstances, and shall decide the terms to be agreed upon. Form "H" shall then be filled in, the patient signing the "Collector's copy." The patient's copy shall be handed to the patient, as a reminder when instalments become due.

The Collector's copy shall be handed to the Collector at the earliest possible opportunity, and the fact recorded on the butt of the book, in the space provided.

In fixing the date of first instalment, due consideration must be given to the probable length of convalescent period, and the state of the labour market.

The attention of patients should be drawn to the footnote upon the triplicate handed to them.

CHANGE OF ADDRESS.

6. If a patient signs an agreement to pay by instalments, as his prospects will allow, and before an instalment becomes due he leaves the district, without either notifying the Collector or District Medical Officer, he *may* escape payment, but he will run the risk, if afterwards his whereabouts are discovered, of being treated without consideration; since he has, by changing his address without notification, sought to evade his debt.

REFUSAL TO SIGN FORM "H."

Form "I" to be used.

7. Should a patient refuse to sign Form "H," his (or her) attention shall be drawn to the notice on the back of the form, and such patient shall be treated as one endeavouring to evade all payment whatever. In these cases Form "I" shall be filled in, showing the dates of admission and discharge, and rate charged; and this form shall be handed to the Collector at once, who shall then use all means in his power to secure payment. This will not apply to genuine indigents (*see* Regulation 4).

If terms of Form "H" disputed.

Should a patient refuse to sign, yet express willingness to do so if more lenient terms are made than those decided upon by the Doctor or Matron, the alteration of such terms can only be left to the discretion of those officials. If the terms asked for are plainly unreasonable, the patient must be treated as one "refusing to sign." (This paragraph does not give authority to any officer to alter the rate charged, but refers only to the instalments and dates of payments.)

It will thus be seen that all debts are in the hands of the Collector, either in the form of an "agreement to pay when able" or in the form of a "refusal to sign" such agreement.

Where patients, upon discharge, pay on the spot, it stands to reason there is nothing further to be done except to dispose of the money, as laid down in Regulation 21. And where a patient is decided to be indigent the only procedure necessary is the noting of the fact in the fees ledger (*vide* also Regulation 23).

INDIGENT CASES.

8. When a patient is, to the knowledge of the Medical Officer or other Hospital Official concerned, genuinely in indigent circumstances, and likely to remain so; or when the circumstances of a patient are of so precarious a nature that to make any charge at all would mean to inflict great hardship (such as the case of a widow, with small means, having to support a family), the indigent declaration may be produced, and signed in lieu of Form "H." (*See* Regulation 23.)

These declarations are to be numbered in consecutive order, commencing from the date when these Regulations come into force, and the number noted in the Fees Ledger.

Great care should be exercised in distinguishing between such cases as the above and those of persons only temporarily out of funds and work. No able-bodied man shall be permitted to sign the indigent form, and should he refuse to sign Form "H" he shall be dealt with as laid down in Regulation 7.

When a genuinely indigent case (such as that referred to above) is discharged from Hospital, the procedure to be adopted with regard to book entries is fully described in Regulation 23.

COLLECTOR'S DUTIES.

9. Upon receiving a Form "H" (agreement to pay when able) from the Hospital authorities, the Collector shall make such entries in his diary as he may think fit, in order that he may be aware when instalments become due.

He may also make what use he wishes of Form "D" (reminder that instalment is due), and of the printed form (calling for payment of whole sum) already in use before these Regulations were issued. Form "D" should be used without fail where a considerable period elapses between a patient's discharge from Hospital and the date that the first instalment becomes due; but its subsequent use in every case is left to the discretion of the Collector.

The latter will be assisted in knowing when it is advisable to issue Form "D" if the diary is made constant use of.

The Collector is to have access to such Hospital books for any information necessary to assist him in his duties. He is not, however, to take any share in the posting of such books, which is the duty of the Secretary or Matron, under the direction of the District Medical Officer.

(If, at the time of these Regulations being put into force, any Collector has in his possession or under his control any Hospital book referred to in these Regulations, he shall, upon receipt of these Regulations, immediately hand such book over to the Hospital authorities, and the book in question shall in future be kept by the latter, as described hereafter in these Regulations).

COLLECTOR'S DIARY.

10. The form of diary and the manner of using it are shown below:—

COLLECTOR'S DIARY.

[Specimen of beginning of book.]

Form "H" No.	Date.	Name.	Admission and Discharge Book No.	Address.	Amount owing.	Instalments due (dates).
41	1906 Feb. 21	Jones, J. ...	179	£ s. d. 2 10 0	March 31st, April 15th and 30th, May 15th and 31st. All 10s.
42	"	Harris, W.	4	4 18 0	At end of each month at £1.
43	"	Brown, N.	153	12 16 0	5s. per week, commencing from 1st of May.
44	"	Wilson, A.	149	2 0 0	Will pay 10s. a month, from 30th April.

(Specimen of middle of book.)

COLLECTOR'S DIARY.

MONTH OF MAY, 1906.

Day.	Notes.
1	
2	
3	Send notice to Brown, No. 43.
4	
5	
6	
7	No. 43 due. (N.B.—This was not paid. See page 121.)
8	
9	
10	
11	
12	
13	
14	See No. 43.
15	See No. 41.
16	

(Specimen of last part of book.)

COLLECTOR'S DIARY.
INSTALMENTS OVERDUE.

No. Form "H."	Name.	Amount still due.	Arrangements made.
54	Mills, Wm.	£ s. d. 4 10 0	New dates fixed—noted in diary
17	Smith, A.	7 0 0	Summons taken out
121	White, N.	0 15 0	Other instalments paid, left district; regard this as hopeless
43	Brown, N.	12 16 0	Out of work. Will begin instalments 1st June

Thus:—On receipt of Form "H" the patient's name is at once entered in the list at the beginning of book, with further information as detailed.

INSTRUCTIONS RE KEEPING DIARY.

11. The Form "H" numbers will be in consecutive order, as these forms are only filled in when a patient is discharged; and it is suggested that these numbers be used in the diary part of the book, as they are easily picked up.

Thus:—W. Harris, in the example above, undertakes to pay £1 at the end of each month. In the diary the Collector need only note—31st, *see* No. 42; when reference to the list at the beginning of book will furnish all information needed.

The Collector should take notice of the foot-note on all "patients' copies" of Form "H," and, when instalments are not paid, should transfer the name to the third part of the diary (at end), namely, "Instalments overdue." The number quoted here will be the Form "H" number (for convenient reference), and not the Hospital Book number.

IF INSTALMENTS NOT PAID WHEN DUE—
PROCEDURE.

12. Should an instalment not be paid upon the date arriving on which it becomes due (as per agreement entered into), it shall be left to the discretion of the Collector to take immediate legal proceedings; unless the debtor has already acted as laid down in the footnote to the copy of agreement handed to him upon discharge, in which case special consideration may be given.

In all ordinary cases, where the promise to pay is ignored, a summons shall be issued forthwith. Great importance attaches, therefore, to the foot-note referred to above, since if patients have failed to avail themselves of the leniency extended to them, and have neglected to furnish the Collector or District Medical Officer with reasons for non-payment with a view to new arrangements being made, they can have no one but themselves to blame if legal proceedings follow.

APPOINTMENT OF COLLECTORS.

13. Hospital Collectors will be appointed by the Governor in Council, upon their expressing their willingness to accept the position at the commission offered. They will continue to hold the position during the pleasure of the Governor, but the agreement may be terminated by one month's notice on either side.

FORMS, Etc., REQUIRED.

14. The following forms, etc., are required by Collectors and District Medical Officers, and will be issued from time to time on their requisition.

COLLECTORS:

- (a.) A copy of these Regulations.
- (b.) A numbered receipt book.
- (c.) A Collector's diary.
- (d.) Form D (Notices of instalments due).
- (e.) Book of Form E (Collector's returns).
- (f.) Treasury Form 10, for claiming commission.
- (g.) Printed forms calling for payment, to be signed by Collector.
- (h.) Treasury Form 27.

HOSPITALS:

- (a.) A copy of these Regulations.
- (b.) A copy of the Audit Act, 1904.
- (c.) A copy of Regulations respecting Public Moneys.
- (d.) A numbered receipt book.
- (e.) Treasury Forms 1, 2, 3, and 27.
- (f.) Form F (writing off bad debts).
- (g.) Form G and follow-on sheets (Annual return of outstanding debts).
- (h.) Form H (promise to pay when able).
- (i.) Form I (refusal to sign).
- (j.) Book of indigent Declarations.
- (k.) Monthly Financial Statement (Form L)

FORMS "A," "B," AND "C" TO BE
DISCONTINUED.

15. It will be noticed that the old notices "A," "B," and "C" are not referred to. However, where no Collector is appointed, these forms may still be retained and put into use if, in the opinion of the Medical Officer, they are sufficient for the purposes desired. This paragraph applies principally to small North-West Hospitals, and to Casualty Wards in other parts of the State, where the number of patients treated is very small. In all other cases it will be the endeavour of the department to secure the services of a Collector.

DISPOSAL OF MONEYS BY COLLECTOR.

16. For all moneys received by the Collector he shall give a receipt on the prescribed form. These moneys shall either be paid into a Bank (a receipt being obtained on Treasury Form 27) or direct to the Hospital in cash. No moneys received by the Collector shall be retained by him for a longer period than one week; and sums of over one pound shall be got rid of at the earliest opportunity. Not less often than once a week the Collector shall hand to the Hospital authorities a statement on Form "E," showing what sums he has collected since the last statement was rendered; and cash or Bank receipts (Form 27) shall be produced for the amount shown. The District Medical Officer or Matron shall then furnish a receipt and initial the last butt of the Collector's receipt book; and at the same time note the numbers of receipts issued by Collector, in order to comply with Medical Department Circular No. 140 of 13/8/06—namely, to show such numbers on Treasury Form 2 subsequently. (A carbon copy of Form "E" is retained by the Collector in the book provided.)

IF NO MONEYS COLLECTED—PROCEDURE.

17. When no moneys are received by the Collector during a period of a month, he shall produce his receipt book to the District Medical Officer, or other Hospital authority, who shall initial it, noting the date.

COMMISSION ON SUMS COLLECTED.

18. Commission may be claimed, according to the terms of a Collector's appointment, upon all amounts paid, with the exception of payments made at the actual time of discharge; and the mere fact of an amount being paid at the Hospital instead of directly to the Collector shall not debar him from claiming his commission, when once the collection has been placed in his hands.

Method of Claiming.

It is suggested that the Collectors should claim their commission once in a month or six weeks. Some four or five "Forms E" will then have accumulated at the Hospital (namely, Collector's weekly returns of moneys handed over to the Hospital). A voucher should then be made out claiming "Commission on £ : : , as per Form 'E,' numbers —, —, and —, attached." The claim should then be checked with the forms, duly signed, and the whole forwarded to Head Office.

No deduction to be made.

No deduction for commission shall, upon any account, be made in handing over moneys to the Hospital authorities, or in paying in to a Bank.

COMMISSION ON MONEYS PAID AFTER COLLECTOR'S APPOINTMENT CEASES.

19. Should a Collector's term of office be brought to a conclusion by notice being given from the department (*vide* Regulation 13), and moneys subsequently be paid, in the collection of which he has assisted before the termination of his office, the said Collector will be allowed to claim commission on the same, provided he is able to furnish proof to the satisfaction of the Principal Medical Officer that the collection of the said debts had previously been placed in his hands, and that he has taken steps to secure the payment of the same.

MONEYS PAID AT HOSPITAL.

20. For all moneys received at the Hospital a receipt is to be given on the prescribed form.

When moneys are paid at the Hospital after being placed in the Collector's hands, he shall be so informed when claiming his commission, and a separate voucher, showing details of such amounts, shall be certified to and forwarded to Head Office.

DISPOSAL OF MONEY BY HOSPITAL AUTHORITIES.

21. All moneys received at the Hospital, whether from the Collector or from patients direct, shall be disposed of as follows:—

(a.) The details of payments (name of patient, dates of admission and discharge, rate charged, etc.) shall be shown on Treasury Form No. 2, which the District Medical Officer shall forward to Head Office as early as possible.

Where a Bank exists.

(b.) Wherever a Bank exists all moneys shall be paid into a Bank for transmission to Perth, to the credit of the Colonial Treasurer, Form 27 being used as the form of receipt. Form 27 must bear the Bank stamp and the signature of the Receiving Teller.

(c.) On the same day as moneys are paid into a Bank, Treasury Form 1 is to be completed by the District Medical Officer, and, with Forms 27 attached, is to be forwarded to the Colonial Treasurer, Perth.

(N.B.—In filling in Form 1, the "Head of Revenue" may be defined as "Medical" and the sub-head as "Treatment of Patients in Hospital." The "Details of remittance" will in such cases be "Bank receipt.")

Where no Bank exists.

(d.) In places where no Bank exists, provided there is a Treasury Office, the amount shall be paid to the Treasury Cashier. At the same time as such a payment is made, Treasury Form 2 shall be forwarded to the Principal Medical Officer for his information.

Where there is neither Bank nor Treasury Cashier.

(e.) Where there is neither a Bank nor a Treasury Office, the moneys received shall be forwarded per first mail to the Principal Medical Officer, accompanied by Treasury Forms Nos. 1 and 2. The money may be either sent in cash or by P.O. Order. In the latter case, the deduction for the cost of the order shall be shown on Form 2.

Receiver's Account.

(f.) In accordance with Treasury Regulation No. 11, a Receiver's Account, as per Form No. 3, shall be returned every month to the Accountant of the Department by the District Medical Officer, as receiver of public moneys.

RE KEEPING OF CASH BOOK.

22. (a.) Cash Book.

The form of Cash Book [to be kept by the Secretary or Matron] already in use in Government Hospitals, though not in strict accordance with the form laid down by the Treasury Regulations, has been, for reasons of economy, approved by the Treasury. (*Vide* C.S.O. 3401/05.)

All moneys received, from whatever source, at the Hospital shall be entered in the Cash Book, together with names, numbers, and other details. The total column may be used for remittances to Treasury; and the column headed "Signature of Treasury Receiving Officer" for the name of the Bank through which the money has been remitted.

.....HOSPITAL.

Date of Receipt.	Particulars.	Amount.	Total.	Signature of Treasury Receiving Officer.	Date.	Ledger Folio No.	Receipt Book No.	Remarks.
1906. Jan. 9 ...	R. Smith, 21/10/05 to 4/11/05, 14 days at 3s.	£ s. d. 2 2 0	£ s. d. 2 2 0	W.A. Bank ...	10/1/06	53	0326	Maintenance fees.
Jan. 11 ...	J. Jones, 1/1/06 to 4/1/06, 4 days at 3s., on account	0 5 0	0328	Maintenance fees.
Jan. 12 ...	Mr. T. Thomas, donation	5 5 0	5 10 0	W.A. Bank ...	12/1/06	63	0327	For purchase of books.

FEES AND DONATIONS LEDGER.

(To be kept by Secretary or Matron.)

23. (a.) As already stated in Clause 1 of these Regulations, the name of every patient is to be entered in the fees and donations ledger upon admission, and the consecutive numbers given to the patients in the admission book will also be entered in the fees ledger. (It will thus be easy, no matter how long a patient remains in Hospital, for an Audit officer to check amounts from one book to the other, since the numbers will be in rotation.)

(b.) Upon the discharge of a patient, he shall be debited with the amount of the fees owing, and credited with any money he may pay then and there. Full details as to dates and rate charged shall be shown. The cash book folio No. shall also be shown. If decided to be indigent (*vide* Regulation 8) the word "indigent" shall be written below his name in red ink, and the number of the Declaration signed shall be noted.

Writing off in Ledger.

(c.) When authority is obtained for writing off a debt, the whole space shall be ruled through with a diagonal line in red ink, and "written off" (with the number of the authority) noted along it.

(d.) Before the last day of each month, this return (*vide* Appendix) shall be completed and sent to Head Office. It embraces the period between the 26th day of the month preceding and the 25th day of the current month, and thus agrees with the Receiver's Account, Treasury Form 3. In the month of June, it will cover the intervening days between the 26th June and 1st of July.

The "Creditor" side of this return is merely the total shown on Form 3. The "Debtor" side, on the other hand, will require some care in considering, since it forms the sum total of the entries made against patients during the interval specified above. With intelligent reference to the fees ledger, the butts of Form "H," and the receipt book, no difficulty should be met with in furnishing accurate information. The spaces marked "A" and "B" are all with which the Hospital authorities are concerned.

Annual Return of debts outstanding.

(e.) As soon as possible after the 30th June in each year, a detailed list (as per Form "G") of arrears is to be compiled and sent to the Head Office.

Bringing forward of names annually in ledger.

At the same time, these amounts are to be brought forward in the Fees Ledger and a note made therein that all previous entries have been either written off or brought forward.

FEES AND DONATIONS LEDGER.

Dr.	No. 171.—Name: T. Robinson.		No. 172.—Name: A. Smith.		No. 173.—Name: M. O. Jones.	
	3s.	£ s. d.	3s.	£ s. d.	3s.	£ s. d.
1905. June 2	2/6/05 to 15/6/05	2 2 0	...	2 2 0	...	2 2 0
	On account, by cheque ... By cash ...	22 29
June 3	3/6/05 to 25/6/05	3 9 0	...	3 9 0	...	3 9 0
	Written off. C.S.O., 443/06.		
June 3	Indigent patient Declaration No. 97		

BAD DEBTS TO BE WRITTEN OFF FROM TIME TO TIME.

24. From time to time, during the year, recommendations shall be made by the District Medical Officer for writing off hopeless debts, Form "F" (in duplicate) being employed. After the necessary approval has been obtained, the original form will be sent back to be filed at the Hospital, and for necessary noting in the Fees Ledger; the duplicate being retained in the Head Office. The original will thus be available if called for by an Audit officer at any subsequent inspection of the Hospital books.

MEMBERS OF W.A. RAILWAY HOSPITAL FUND.

25. When patients are members of the W.A. Railway Hospital Fund they shall not be asked to sign Form "H," but information *re* their cases shall be forwarded to Head Office as soon as they are discharged.

For this purpose the now obsolete "Notice A" (which all hospitals are possessed of) may be used for convenience.

MEMBERS OF POLICE FORCE.

26. Members of the Police Force shall not be charged the usual fee for treatment and maintenance, but (by authority of C.S.O. 881/99) the charge shall be 75 per cent. of that made for other patients.

SURGICAL OPERATIONS UPON INDIGENTS.

27. Where surgical operations are necessary, and a patient is decided to be indigent, no question of "charge" will arise.

SURGICAL OPERATIONS UPON PAYING PATIENTS.

28. Where surgical operations are necessary, and the patient is one who will, in the ordinary course of events, be required to pay for his Hospital treatment, an operation fee may be charged by the District Medical Officer apart altogether from the Government charge. A private arrangement shall, if possible, be made in such cases between the District Medical Officer and the patient, before the operation is performed. Such operation fee shall, however, be considered as secondary to the Hospital maintenance charge, and, until the latter is settled in full, all instalments, whether paid to the District Medical Officer or to the Collector, shall be considered as defraying the primary charge, namely, the cost of maintenance in Hospital, and shall therefore be paid into revenue.

DISTRICT MEDICAL OFFICER RESPONSIBLE FOR CARRYING OUT INSTRUCTIONS.

29. For the carrying out of all the above instructions the District Medical Officer shall be responsible. Where a paid Secretary is appointed, however, the latter shall fulfil the duties assigned to the District Medical Officer in these Regulations; this does not, however, apply to Regulations 3 and 28.

OBSOLETE FORMS.

30. The use of the undermentioned forms will be discontinued, namely:—

Notice Forms "A," "B," and "C," as in Appendix of Medical Department Rules and Regulations, C.S.O. 881/99, except as provided in the final paragraph of Clause 15 of these instructions and in Clause 25.

Statement of Amounts Outstanding.

Statement of Amounts Received.

Agreement and Guarantee to pay Hospital Fees, as per page 37, Medical Department Rules and Regulations, C.S.O. 881/99.

APPENDIX.

Form D.

Hospital Fees.
Form D.

.....HOSPITAL.
NOTICE OF INSTALMENT DUE.

To Mr....., 190 .

Sir,
Madam,

I beg to remind you that, in accordance with the agreement signed by you at the.....Hospital, on....., the sum of £..... becomes due on the..... 19....., on account of your debt for treatment and maintenance in the above Institution.

I must therefore call upon you to pay the said amount either to me or to the Hospital Authorities on the date named. Failure to comply with this request will render you liable to immediate proceedings in the Local Court.

I have the honour to be,
(Sir), (Madam),
Your obedient servant,
....., Collector.

N.B.—The patient having already been furnished with a copy of the agreement entered into, it is in no way incumbent upon the Collector to issue this notice, which is reserved for special cases only.

Form E1.

Hospital Fees.
Form E.
No.....

For period....., 19 , to....., 19 .

COLLECTOR'S RETURN.

.....HOSPITAL.

Name.	No. in Admission and Discharge Book.	Amounts collected and paid to Hospital.	No. of receipt.	Balance still due.	Remarks.

I certify that the above are the whole of the amounts collected by me for the period....., 19 , to....., 19 .

.....
Collector.

I certify that the above amounts have been paid, after being placed in the hands of the Hospital Collector, and that the latter is entitled to commission on the same.

D.M.O. or Matron.....

N.B.—Commission claimed (date).....

Form E2.

No.....

For period....., 19 , to....., 19 .

[DUPLICATE.]

COLLECTOR'S RETURN.

Name.	No. in Admission and Discharge Book.	Amounts collected and paid to Hospital.	No. of receipt.	Balance still due.	Remarks.

Moneys handed in at Hospital, together with original.....

Date....., 19 .

Commission claimed..... Date....., 19 .

Form F.

Hospital Fees.

Form F.

.....HOSPITAL.

LIST OF BAD DEBTS FOR WRITING OFF.

No. in Admission and Discharge Book.	Name.	Present Address.	Date of Discharge.	Amount still due.	Reasons for writing off.

I recommend that the above debts be written off for the reasons given above.

D.M.O.....

Date....., 19 .

I recommend that the names shown on the above return as amended be written off.

P.M.O.....

Date....., 19 .

Approved.....

Date....., 19 .

Form G1.

Hospital Fees.
Form G.

Date....., 19 .

.....HOSPITAL.

ANNUAL STATEMENT OF FEES OUTSTANDING.

(To include all debts not written off by authority from commencement.)

No. in Admission and Discharge Book.	Name.	Address.	Date of last payment.	Fees Ledger folio.	Amount still due.	Remarks of District Medical Officer.
Carried forward ...						

Form G. 2.

Hospital Fees.

Form G 2.

Date....., 19 .

(follow on sheet).

.....HOSPITAL.

No. in Admission and Discharge Book.	Name.	Address.	Date of last payment.	Fees Ledger Folio.	Amount still due.	Remarks of District Medical Officer.
Brought forward						
Carried forward ...						

FORM H.

Hospital Fees, Form H. No. 516.

Hospital Fees: Form H.

STATEMENT.

(Collector's Copy.)

No. 516.

Hospital Fees: Form H.

STATEMENT.

(Copy to be handed to Patient.)

No. 516.

STATEMENT.

Statement made by.....

Number in Admission and Discharge

Book.....

Address.....

Folio in Fees Ledger.....

Amount }days, at } £ : :
due }per diem. }

Copy handed to Collector.

Date....., 19 .

Initials of D.M.O., }
Secretary, or }
Matron }

I.....(Number.....in the.....

Hospital Books), do solemnly and sincerely declare that I am unable at present to pay $\frac{\text{the whole}}{\text{any part}}$ of the fees due for my treatment and maintenance in the above Hospital, which amount altogether to £ : : as shown below :—

Admitted....., 19... }
Discharged....., 19... }days, at.....per diem, £ : :

I admit the obligation, and agree to pay at the rate of.....peruntil my debt shall be fully discharged, and I agree to make the first payment on or before the.....day of....., 19 ; the subsequent payments to be made every....., reckoning from this date. And I further agree to notify the Hospital Authorities or Collector in the event of my leaving district before the debt be paid in full.

Signature.....

Date....., 19 .

Declared before me at.....,day

of....., 19 .

Payments must be made either to the Hospital Collector or at the Hospital itself. Upon any payment being made a printed receipt must be obtained from the Collector or Hospital Official receiving the money.

I.....(Number.....in the.....

Hospital Books), do solemnly and sincerely declare that I am unable at present to pay $\frac{\text{the whole}}{\text{any part}}$ of the fees due for my treatment and maintenance in the above Hospital, which amount altogether to £ : : as shown below :—

Admitted....., 19... }
Discharged....., 19... }days, at.....per diem, £ : :

I admit the obligation, and agree to pay at the rate of.....peruntil my debt shall be fully discharged, and I agree to make the first payment on or before the.....day of....., 19 ; the subsequent payments to be made every....., reckoning from this date. And I further agree to notify the Collector or Hospital Authorities in the event of my leaving the district before the debt be paid in full.

Signature.....

Date....., 19 .

Declared before me at.....,day

of....., 19 .

Payments may be made either to the Hospital Collector or at the Hospital itself. Upon any payment being made a printed receipt must be obtained from the Collector or Hospital Official who receives the money.

If, through any unforeseen circumstances arising, an ex-patient is likely to be unable to pay upon the date that an instalment becomes due, the D.M.O. or Collector must be communicated with at least three clear days before the said date; when, if the reason given for non-payment is considered sufficient, new arrangements may be made.

ATTENTION IS CALLED TO THE BACK OF THIS FORM.

[Back of Form H.]

NOTICE.

Indigent declarations are not permitted in the case of any person who will be able to work at a future date.

A refusal to sign this form, which is specially designed to allow easy and reasonable means of discharging a debt, will in no way release patients from their indebtedness; and will be regarded as an attempt to repudiate a debt altogether.

In such cases other measures to secure payment will be adopted, and the patient will render himself liable to legal proceedings.

Should a patient, owing money to the Hospital for his treatment, leave the district without notifying either the District Medical Officer or the Collector, he will run the risk, if afterwards his whereabouts are discovered, of being treated without consideration; since he has, by changing his address without notification, sought to evade his debt altogether.

Form I.

Hospital Fees. Form I. No.....

REFUSAL TO SIGN.

To the Hospital Collector.

WHEREAS.....has refused to promise payment of Hospital Fees after accepting treatment in the..... Government Hospital, I have to request that you will use all means in your power to enforce payment of the same.

Admitted....., 19
Discharged....., 19
.....days at.....per diem, £ : :
....., 19

No. in Admission and Discharge Book..... District Medical Officer.

Hospital Fees. Form I. No.....

REFUSAL TO SIGN.

Name.....

No. in Admission Book.....

Admitted.....

Discharged.....

.....days at.....per diem, £ : :
.....

Handed to Hospital Collector....., 19
..... District Medical Officer.

Form J.

No.....

DECLARATION.

I,....., of..... do solemnly and sincerely declare that I am unable to pay for my treatment or maintenance while in the..... Hospital, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the 18th year of the reign of Her late Majesty, No. 12, entitled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Signature.....

Declared before me at.....this..... day of....., 19

Admittance Book No.....

Form K.

WESTERN AUSTRALIA.

M....., 19

Sir, Madam,

I am directed to collect from you the sum of £ : : , due for treatment in the Government Hospital, from....., 19 , to....., 19days at.....per diem = £ : :

I am further directed to sue for the recovery of the same in the event of payment being unduly deferred. A remittance of the above amount as early as possible is therefore requested.

I have the honour to be,

Sir, Madam, Your obedient servant,

Collector,Hospital.

[Hospital Fees, Form L.]

MONTHLY FINANCIAL STATEMENT.

Month of....., 19 . Hospital.

Table with columns Dr. and Cr. and rows for Total of amounts charged against patients, Total of fees received during above period, and TO BE FILLED IN AT HEAD OFFICE.

The Hospitals are only concerned with information required in spaces "A" and "B."