



Maj 01 01 2024

**1. Purpose of the admission statement: enabling choices to be made in full knowledge of the facts by providing information on the financial consequences of the admission**

Hospitalisation always leads to costs. As a patient some of the choices you make have a significant impact on the overall cost of your stay in hospital. You make these choices in this admission statement. It is therefore very important that before completing and signing this statement you carefully read the explanatory document you received along with it. If you have any questions about your hospitalisation, please contact **Admissions at 02 764 15 51**. If you have already received the invoice by that time, please contact the Patient Contact Service at **02 764 15 70** instead.

**2. Choice of room**

The possibility of choosing my doctor is not restricted in any way by the type of room I choose.

I would like to be admitted and treated:

**Without fee supplements and without room supplements in a shared room (standard = two beds)**

**In a private room**  
 with a room supplement of 199 /day + any accompanying person's charges  
 I understand that if I stay in a private room the treating doctors may invoice a **fee supplement of up to 300%** on top of the legal rate for medical services.

**3. Admission of a child accompanied by a parent**

I would like my child, who I am accompanying, to be admitted and treated at the legal rate, **without room supplement or fee supplement. I understand that we will be assigned to a two-bed room or a shared room.**

I have requested that my child, who I am accompanying, be admitted and treated in a **private room (without room supplement)**. I understand that if my child stays in a **private room** the treating doctors may invoice a **fee supplement of up to 300%** on top of the legal rate for medical services.

The **costs of my stay as an accompanying parent (including bed, meals and drinks)** will be **payable by me** at the rate stated in the list of prices of standard goods and services.

**4. Advance payment**

I pay ..... euros in advance for my stay.

This signed admission statement is a valid receipt for the advance payment. The advance payment will be deducted from the total amount of the patient's final invoice.

**5. Invoicing conditions**

**All hospital charges will be invoiced by the hospital. Never make a direct payment to the doctor!**  
 The invoicing conditions: the payment method, payment term, consequences of missing a payment deadline and related matters are printed overleaf. Every patient is entitled to receive information on the financial consequences of hospitalisation and the type of room chosen. Every patient is entitled to receive information from the doctor in question about the fees that will be payable for the scheduled medical treatment.

I have received, as an appendix to this statement, an explanatory document stating the room and fee supplements. It includes the list of prices of goods and services offered by the hospital. I understand that not all costs can be anticipated.

Done in duplicate in Woluwe-Saint-Lambert on ..... for an admission beginning on ..... at ..... am/pm.

On behalf of patient or patient's representative Signature:  first name, surname of the representative where applicable:	On behalf of the hospital   First name, surname, capacity
---	--

## ADDITIONAL INFORMATION AND GENERAL CONDITIONS, AS RECEIVED AND ACCEPTED BY THE PATIENT

1. You confirm that the administrative information relating to you as provided by you during your stay is correct. If any information changes during or after the hospital stay, you must provide the new information (health insurer, insurance, address) to the admission service immediately (admission-saintluc@uclouvain.be). You will be charged €6.25 if Cliniques Universitaires Saint-Luc is required to take action to find correct information. Cliniques Universitaires Saint-Luc cannot accept any liability or obligation to rectify information.
2. Patients residing out of European Union, Lichtenstein, Iceland, Switzerland or Norway and part of the employees of the embassies of these countries are informed that certain information, particularly financial information, included in the admission documents don't apply to them are asked to contact the International Patients Unit for more information (02 764.16.93).
3. Besides the admission statement, you acknowledge receipt of the explanatory form, the price list, the internal regulations, an information brochure and all administrative information relevant to your stay.
4. Pursuant to article 17 novies of the Belgian Hospital Law, you acknowledge receipt of general information regarding the nature of legal relations between the hospital and the health professionals who work at the hospital
5. You have access to a locker at central admissions for the storage of small objects only. Cliniques Universitaires Saint-Luc is unable to accept any liability in the event of loss or theft of personal possessions and valuables not placed in this locker. Money can be paid into a Cliniques Universitaires Saint-Luc account. Amounts greater than EUR 50 will be paid back by bank transfer.
6. The charges and fees incurred during the stay are immediately due and payable. These charges and fees will be invoiced minus any advance payments. All sums invoiced are payable to the account of Cliniques Universitaires Saint-Luc (debts payable at the address of the creditor). The invoices are payable to the account with the reference stated on the attached transfer slip.
7. If you find it difficult to pay the invoices of Cliniques Universitaires Saint-Luc in good time for any reason you can contact the Patient Contact Service at **02 764 11 71**, which is exclusively authorised to grant terms and extensions.
8. If no payment is made within 15 days of the date of sending of the invoice Cliniques Universitaires Saint-Luc reserves the right to demand additional fixed compensation of €20.00. This will be due automatically and without prior notice. Interest calculated at the legal rate will also be added to the original amount from the date of the notice. Any invoice that remains unpaid after at least one reminder has been sent may be recovered through the courts.  
It is up to you to settle the invoice and to send it to the body concerned for reimbursement, unless Cliniques Universitaires Saint-Luc accepts to do so. The courts of Brussels are exclusively competent to handle any disputes.
9. Direct payments by insurers are made in accordance with the legal or contractual stipulations prevailing when the services are provided.
- 10 You have been notified of the procedure applied at Cliniques Universitaires Saint-Luc to determine the end of the hospital stay:
  - The doctor decides that you no longer require care from Cliniques Universitaires Saint Luc.
  - One or more solutions related to the post-hospitalisation period are established in consultation between the doctors, nursing staff and the social service. You are notified verbally by the doctor and the social assistant of your discharge date and where you will be transferred to after your hospital stay.
  - If you refuse the discharge, without giving reasons, you will be notified in writing of your discharge and you will be transferred out of the hospital at your own expense.
  - If you refuse the discharge, giving reasons, these reasons will be assessed by the doctors, nursing staff and the social service. If the end of the hospital stay is confirmed, they will decide together how best to do this while protecting your rights. This decision will be presented to the management committee for approval before you are notified of the decision to end the hospital stay and how this is to be done.
  - The costs of the transfer are payable by you.
  - You accept your obligation to pay any costs related to the end of your hospital stay, as well as any transfer to a care institution for necessary aftercare or to you home.
  - You accept that any penalties imposed by prevailing laws and regulations as a consequence of leaving the hospital for invalid reasons are payable in full by you.
- 11 Cliniques Universitaires Saint-Luc, Valida, Centre neurologique William Lennox and Sanatia share medical files through the network of coordinated care institutions to ensure high-grade treatment and continuity of patient care.  
Cliniques Universitaires Saint-Luc also belongs to the Reseau Sante Bruxellois network for the sharing of medical data between care providers of patients residing in Belgium. At the time of your admission, we asked you if you agree to register to this network and we encoded your answer. You can check, modify or precise your choice at any moment (registration, choice of care providers) at the portal [www.reseausantebruxellois.be](http://www.reseausantebruxellois.be) or come to the Consultation desk.