

# 兒童流感疫苗資助計劃

## Childhood Influenza Vaccination Subsidy Scheme

2015/16

### Doctors' Guide

Second Edition





Department of Health,  
Government of Hong Kong Special Administrative Region

January 2016 (Second Edition)

**Produced and published by**

Vaccination Office, Centre for Health Protection, Department of Health,  
Government of Hong Kong Special Administrative Region,  
2/F, 147C Argyle Street, Kowloon

Copies of this publication can be downloaded from the CHP website  
<http://www.chp.gov.hk>



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## Disclaimer

This Doctors' Guide to Childhood Influenza Vaccination Subsidy Scheme is provided as a living document for doctors' reference and input. We welcome doctors' questions, comments or feedback on this Guide so that we can improve on it. In due course we will also be adding more diagrams, pictorial illustrations, web links, and updates. **Therefore, the contents of the Guide will be updated continuously in the webpage <http://www.chp.gov.hk/>.**

If you have any comments or questions, please send them to the Vaccination Office of the Department of Health:-

Address: Vaccination Office  
Centre for Health Protection  
2/F, 147C Argyle Street  
Kowloon  
Fax: 2713 9576  
Email: [vacs@dh.gov.hk](mailto:vacs@dh.gov.hk)  
Telephone: 2125 2125

## Quick Guide to join CIVSS

### I. For New Enrollees

#### **Pre-enrolment**

- a) Place purchase orders with vaccine suppliers as soon as possible.
- b) Allocate sufficient storage space to maintain cold chain of seasonal influenza vaccine.
- c) Read the “Enrolment Information” at CHP website.

#### **Enrolment application**

- a) Click “Enrolment Information” button at CHP website for online or paper enrolment.
- b) Send the following documents by mail to Vaccination Office:-
  - (i) completed and signed Application Form;
  - (ii) completed and signed Authority for Payment to a Bank Form(s);
  - (iii) copy of Hong Kong Identity Card;
  - (iv) address proof of enrolling doctor and medical organisation;
  - (v) copy of Business Registration Certificate of medical organisation; and
  - (vi) bank account information for reimbursement (e.g. certified true copy of bank correspondence showing the bank name, bank account number, name of the account holder).

#### **Enrolment confirmation**

- (a) Receive confirmation of enrolment from Vaccination Office. Activate the “Service Provider Account” via eHealth System and set up Smart Card Reader.
- (b) Display CIVSS scheme logo at/near clinic entrance during the vaccination period.
- (c) Display CIVSS price poster with seasonal influenza vaccination fee schedule at clinic waiting area.
- (d) Make available copies of *Consent to Use Vaccination Subsidy* form for parents/guardians. Parents/guardians may bring along the signed online pre-filled form downloaded from web for your convenience of creating the eHealth account.

## II. For Enrolled doctors

1. Re-enrolment is not required for existing enrolled doctor. If there is any change of wish of participation or information related to clinical practice or pricing, please fill in and return the Change Form (see section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>).
2. Participation in CIVSS 2015/16
  - a) Receive information pack of CIVSS 2015/16.
  - b) Display CIVSS scheme logo at/near clinic entrance during the vaccination period.
  - c) Display CIVSS price poster with seasonal influenza vaccination fee schedule at clinic waiting area.
  - d) Make available copies of *Consent to Use Vaccination Subsidy* form for parents/guardians. Parents/guardians may bring along the signed online pre-filled form downloaded from web for your convenience of creating the eHealth account.
3. Vaccination period for CIVSS  
**Starts from 15 October 2015 until stocks of vaccines expire**
  - (a) Check child's identity document and confirm child's eligibility for receiving CIVSS subsidy.
  - (b) Type in the information required by the CIVSS module of the eHealth System. Search if eHealth account is available. If not, create an eHealth account for the child.  
Print out the *Consent to Use Vaccination Subsidy* form for parent to sign. (OR For parents/guardians who bring along a signed online pre-filled Consent to Use Vaccination Subsidy form, you only have to type in the "Pre-filled Consent No." on the form to retrieve the pre-filled information of the child. Check the pre-filled information against the child's identity document.)
  - (c) Check vaccination records and availability of subsidy in eHealth System before vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his/ her eHealth System account.
  - (d) Check vaccine contraindications and past vaccination records to ascertain the need and suitability for vaccination.
  - (e) Explain to parent/guardian the vaccine being administered, the possible side effects of vaccination and management.



- (f) Administer vaccination and fill in the vaccination card for parent's keeping.
- (g) Advise the child to return four weeks later for the second vaccine dose, if indicated.
- (h) Charge parent/guardian according to the displayed fee schedule.

4. Reimbursement (Starting from 15 October 2015)

- a) Claims should only be submitted for application of reimbursement after it is confirmed that both vaccination has been provided to the eligible children as well as *Consent to Use Vaccination Subsidy* form is duly signed and completed.
- b) Submission of claims onto the eHealth System immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Log on to the eHealth System, select the scheme "CIVSS" and input information required by System for online submission of claims. Claims have to be submitted **WITHIN SEVEN DAYS** after delivery of service for online processing for reimbursement.
- c) At the end of each month, the eHealth System will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHealth System, for reimbursement directly into the designated bank accounts within 30 days after the end of each month.
- d) An EHCP and his/her medical organisation shall keep proper and full record in relation to the vaccination service (including date of vaccination, the vaccine being administered, number of doses received by the child this season), information about the vaccine used (company, lot number, date of purchase, date of use), as well as the *Consent to Use Vaccination Subsidy* form and other supporting documents for a period of not less than seven years.

5. Post-payment checking

- a) The Vaccination Office will conduct routine post-payment checking; an EHCP shall provide the *Consent to Use Vaccination Subsidy* forms and full record in relation to the vaccination service if indicated for ascertainment.
- b) The Vaccination Office will contact randomly selected vaccine recipients to verify the information related to the vaccination service. (see Appendix B)



### **List of Acronyms**

ADR	Adverse Drug Reaction
CHP	Centre for Health Protection
CIVSS	Childhood Influenza Vaccination Subsidy Scheme
CSSA	Comprehensive Social Security Assistance
DH	Department of Health
EHCP	Enrolled Healthcare Providers
eHS	eHealth System
EVSS	Elderly Vaccination Subsidy Scheme
GBS	Guillain-Barré Syndrome
HA	Hospital Authority
HCVS	Health Care Voucher Scheme
HKID	Hong Kong Identity Card
ImmD	Immigration Department
IVSS	Influenza Vaccination Subsidy Scheme
QIV	Quadrivalent Influenza Vaccine
SCVPD	Scientific Committee on Vaccine Preventable Diseases
SPID	Service Provider Identity Number
TIV	Trivalent Influenza Vaccine

## 1. Introduction

### 1.1 What is Childhood Influenza Vaccination Subsidy Scheme?

The Childhood Influenza Vaccination Subsidy Scheme (CIVSS), previously known as Influenza Vaccination Subsidy Scheme (IVSS), provides incentive to facilitate Hong Kong children between the age of 6 months and less than 6 years to get seasonal influenza vaccination from private medical doctors enrolled in the scheme. In 2015/16, the Government will subsidise parents/guardians **HK\$ 160 per dose of seasonal influenza vaccine** given to children eligible (see Section 1.3) under CIVSS. The subsidy is reimbursed by the Department of Health (DH) to private doctors joining CIVSS.

The scientific basis of CIVSS comes from the Scientific Committee on Vaccine Preventable Diseases (SCVPD) under the Centre for Health Protection (CHP). In July 2015, SCVPD recommended children aged 6 months to under 6 years, to among other, to have priority for seasonal influenza vaccination. The SCVPD recommendation can be viewed at this link:

[http://www.chp.gov.hk/files/pdf/short\\_version\\_of\\_recommendations\\_on\\_seasonal\\_influenza\\_vaccination\\_for\\_the\\_2015\\_16\\_final.pdf](http://www.chp.gov.hk/files/pdf/short_version_of_recommendations_on_seasonal_influenza_vaccination_for_the_2015_16_final.pdf)

Private doctors can enroll in CIVSS at any time. However, subsidy for the seasonal influenza vaccination will only be available for eligible children from 15 October 2015 onwards when CIVSS 2015/16 starts. Parents/guardians are advised to bring their children for seasonal influenza vaccination as soon as the vaccines become available.

The DH has set up the Vaccination Office to administer the scheme. Contact details are as follows:-

Address: Vaccination Office  
Centre for Health Protection  
2/F, 147C Argyle Street, Kowloon

Fax: 2713 9576

Email: [vacs@dh.gov.hk](mailto:vacs@dh.gov.hk)

Telephone: 2125 2125

**Operating hours: 9:00 a.m. – 5:30 p.m., (including lunch hours)  
Monday through Friday (closed on Saturdays, Sundays and public holidays)**

## 1.2 What service providers can participate in CIVSS?

A doctor can join CIVSS if he/she:-

- a) is a registered medical practitioner within the meaning of the Medical Registration Ordinance (Cap 161);
- b) holds a valid annual practicing certificate; and
- c) works in the private medical sector (including university and non-government organisations).

To join CIVSS, a doctor is required to enroll in advance (see Section 2).

### 1.3 Who are eligible for subsidy under CIVSS?

A child is eligible for subsidy by CIVSS if he/she fulfils criteria **(a) AND (b)** listed as follows:-

- a) possesses Hong Kong Identity Card (HKID) or Hong Kong Birth Certificate or other travel documents proving Hong Kong resident status (please refer to Appendix A for assessment of Hong Kong resident status);  
**AND**
- b) meets either of the following conditions:-
  - (i) between the age of 6 months and less than 6 years on the day receiving the first dose of seasonal influenza vaccine; **OR**
  - (ii) 6 years old or above attending a pre-primary institution e.g. kindergarten, child care centre, kindergarten cum child care centre (documentation by student handbook/student card/pick up card (接送卡)/stamped *Pre-primary Institution Certification Form* (學前教育證明)).



Influenza Vaccination Subsidy Scheme (CIVSS)	
Department of Health	
<b>Pre-primary Institution Certification Form</b>	
This form is to be completed by the child's pre-primary institution (e.g. child care centre) to verify the child's pre-primary status.	
Name (Printed) (English)	NAME (Chinese)
Birth Certificate / HKID Number	DATE OF BIRTH
This is to confirm that the child named above is enrolled in:	
Name of pre-primary institution	Address of pre-primary institution
Certifier's Signature: _____	
Name: _____	Post: _____
Official stamp of the institution: _____	
Date: _____	

## 1.4 How to give seasonal influenza vaccination to young children under CIVSS?

Under CIVSS, children aged between 6 months and less than 6 years, who have received one or more doses of seasonal influenza vaccine in the past seasons, are recommended to receive one dose of influenza vaccine in 2015/16. For vaccine-naïve children aged below 6 years under CIVSS, two doses with an interval of 4 weeks are required and will be subsidised by the Government. Half the adult dose is recommended for children below 3 years\*.

Influenza occurs in Hong Kong throughout the year, but is more common in periods from January to March and from July to August. As the influenza vaccine composition is updated every year and the immunity built up in a vaccinated person in the prior season may become too low to provide protection in the next season, unless with known contraindication, all persons, including children are recommended to receive seasonal influenza vaccination every year.

### Vaccine Composition

The vaccine recommended by the SCVPD in 2015/16 contains the following:

- an A/California/7/2009 (H1N1)pdm09 -like virus
- an A/Switzerland/9715293/2013 (H3N2)-like virus
- a B/Phuket/3073/2013-like virus

If quadrivalent influenza vaccines is being used, it shall contain the above three viruses and a B/Brisbane/60/2008-like virus.

## **Vaccine Type**

Both trivalent and quadrivalent inactivated influenza vaccines are registered for use in Hong Kong. Trivalent influenza vaccine may potentially prevent majority of influenza burden in Hong Kong, while quadrivalent influenza vaccine may potentially offer additional protection against influenza B.

## **Vaccination precautions**

People who are allergic to a previous dose of inactivated seasonal influenza vaccine or other vaccine components (please refer to the insert of the vaccine) are not suitable to have the inactivated seasonal influenza vaccination. Individuals with mild egg allergy who are considering an influenza vaccination can be given inactivated seasonal influenza vaccine in primary care. Individuals with diagnosed or suspected severe egg allergy should be seen by an allergist/immunologist for evaluation of egg allergy and for administration of inactivated seasonal influenza vaccine if clinically indicated. Those with bleeding disorders or on anticoagulants may receive the vaccine by deep subcutaneous injection\*. If an individual suffers from fever on the day of vaccination, the vaccination should be deferred till recovery.

Seasonal influenza vaccination may be rarely followed by serious adverse events such as Guillain-Barré syndrome (GBS) (1 to 2 case per 1 million vaccinees), meningitis or encephalopathy (1 in 3 million doses distributed), and severe allergic reaction (anaphylaxis) (9 in 10 million doses distributed).

GBS is a polyneuritis which may follow about two weeks after viral infection, surgery or rarely after immunisation. It is characterised by progressive weakness of all limbs and areflexia. So far, no clear association has been found between GBS with seasonal influenza vaccine.

\*Note: All doctors are advised to read carefully the product information of the vaccine they have procured, noting especially the contra-indications, route of administration, dosage and expiry date.

**Please note that the key steps including online enrolment, enrolment confirmation, login process, voucher/subsidy claims, together with reimbursement with respect to the screens shown on eHealth System (eHS) are ESSENTIALLY the same for**

- a) Childhood Influenza Vaccination Subsidy Scheme (CIVSS);**
- b) Elderly Vaccination Subsidy Scheme (EVSS); and**
- c) Health Care Voucher Scheme (HCVS).**

**You may skip the relevant parts in the Doctors' Guide for CIVSS if you have already read through them in Doctors' Guide for EVSS or vice versa.**



## I. For New Enrollees

### 2. Participating in CIVSS

This section leads doctors through the five main steps for participating in CIVSS, namely pre-enrolment, enrolment application, enrolment confirmation, vaccination and reimbursement.

#### 2.1 Pre-enrolment

Doctors who are interested in joining CIVSS are encouraged to:-

- a) place purchase orders early to secure supplies of seasonal influenza vaccines with pharmaceutical manufacturers/suppliers. **Vaccine supplies are less reliable with late orders.**
- b) allocate sufficient storage space to maintain cold chain of seasonal influenza vaccine.

Update knowledge about seasonal influenza vaccine, including its benefits and possible side-effects. Visit this link for details:

[http://www.chp.gov.hk/files/pdf/short\\_version\\_of\\_recommendations\\_on\\_seasonal\\_influenza\\_vaccination\\_for\\_the\\_2015\\_16\\_final.pdf](http://www.chp.gov.hk/files/pdf/short_version_of_recommendations_on_seasonal_influenza_vaccination_for_the_2015_16_final.pdf)

- c) read “Enrolment Information” at CHP website carefully.

## 2.2 Enrolment application

**It takes up to 14 working days to process an enrolment application.** Doctors have to login the eHS for online or paper enrolment.

The application process requires the following information from a doctor:-

- a) personal particulars;
- b) Medical Council registration number;
- c) information about the medical organisation<sup>1</sup> for which the doctor is working, if any;
- d) information about the clinic(s) providing subsidised vaccination;
- e) fee schedule for seasonal influenza vaccination (a specific fee); and
- f) nominated bank account(s) for reimbursement.

<sup>1</sup> Medical Organisation here means:-

- (a) an organisation (whether incorporated or not) which employs or engages a doctor to provide medical services to any person;
- (b) an organisation (whether incorporated or not):-
  - (i) under whose name a doctor provides medical services to any person; and
  - (ii) of which the doctor is the sole proprietor, partner, shareholder, director or other officer.

The following documentary proofs will have to be sent to Vaccination Office by mail (preferably registered mail) with the completed and signed Application Form and Authority for Payment to a Bank Form(s) to complete the application process:-

- a) HKID (copy);
- b) address proof of the applicant and where applicable, medical organisation (e.g. copy of public utilities bill);
- c) business registration certificate of the medical organisation (copy); and
- d) bank account information (e.g. certified true and correct copy of bank correspondence to show the bank name, bank account number, name of the account holder) for reimbursement payment.

**It takes up to 14 working days to process an enrolment application after the duly completed Application Form and Authority for Payment to a Bank Form(s) together with all supporting documents have been received by Vaccination Office.**

Upon completion of processing, the doctor will receive from Vaccination Office:-

- a) (i) confirmation letter with Service Provider Identity Number (SPID) (existing HCVS service provider can use the same SPID to access the eHealth System upon confirmation of enrolment);  
(ii) authentication token (existing HCVS service provider or those who have joined PPI-ePR, no extra authentication token will be issued) for enrolled doctor to activate his/her provider account in the eHealth System. Please note that this token cannot be transferred to other parties for use; and  
(iii) a Smart Card Reader (see Section 2.6.8) to facilitate input of personal data of eligible vaccine recipients to eHealth System. Please follow the instruction notes attached to Smart Card Reader for installment. For technical assistance, please call the enquiry lines listed on the back of Smart Card Reader.
- b) a CIVSS scheme logo (see Section 2.3);
- c) a CIVSS price poster (see Section 2.3);
- d) Vaccination Cards (see Section 3.5); and
- e) *Consent to Use Vaccination Subsidy* forms.

The steps for online and paper enrolment are outlined in the flow charts in the next pages.

## 2.2.1 Flow chart of Electronic Application (Online Enrolment)



Visit the eHS website via CHP website (<http://www.chp.gov.hk>)



Type in the required information regarding personal and professional particulars, medical organisation and place of practice(s)



Type in the required information regarding the nominated bank account(s) for reimbursement (upon electronic submission of the enrolment application, an “enrolment reference number” would be provided)



Select the scheme(s) you would like to join and type in the respective service fee(s)



Print out the completed enrolment forms



Sign the “Application Form”

(Part V - “Execution”: to be signed by the applicant;  
and where applicable, the authorised signatory of the medical organisation)



Sign the “Authority for Payment to a Bank” form(s)

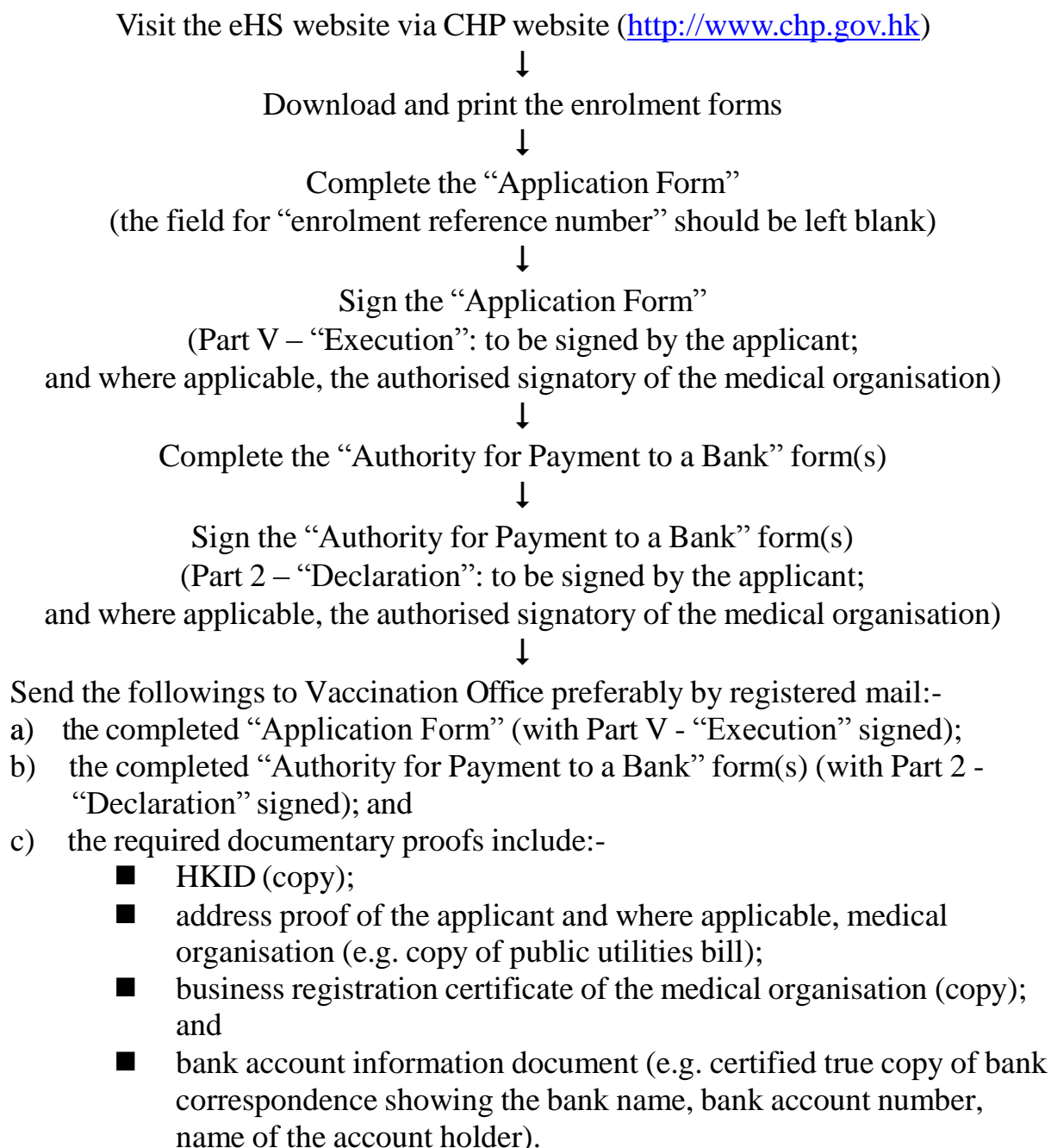
(Part 2 - “Declaration”: to be signed by the applicant;  
and where applicable, the authorised signatory of the medical organisation)



Send the following to Vaccination Office preferably by registered mail:-

- a) the completed “Application Form” (with Part V - “Execution” signed);
- b) the completed “Authority for Payment to a Bank” form(s) with (Part 2 - “Declaration” signed); and
- c) the required documentary proofs include:-
  - HKID (copy);
  - address proof of the applicant and where applicable, medical organisation (e.g. copy of public utilities bill);
  - business registration certificate of the medical organisation (copy); and
  - bank account information document (e.g. certified true copy of bank; correspondence showing the bank name, bank account number, name of the account holder).

## 2.2.2 Flow chart of Paper Enrolment





## **II. For Existing Enrolled Doctors**

### **2.2.3 Participating in CIVSS 2015/16**

Existing enrolled doctors will receive a letter from the DH about the coming scheme. Re-enrolment is NOT required. If there is any change of wish of participation or information related to clinical practice or pricing, please fill in and return the Change Form (see Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>).

## 2.3 Enrolment confirmation

Newly enrolled doctor will receive by mail from Vaccination Office (i) an enrolment confirmation letter with service provider ID and authentication token, (ii) Smart Card Reader\*, (iii) a CIVSS scheme logo, (iv) a CIVSS price poster, (v) Vaccination Cards, (vi) information sheets on CIVSS and seasonal influenza and (v) *Consent to Use Vaccination Subsidy* forms for CIVSS.

Other enrolled doctors will receive items (iii) – (v) of CIVSS 2015/16.

\*For clinics with more than one EHCP, one Smart Card Reader will be provided except there is any special need.

Please take the following steps:-

- for newly enrolled doctor, please activate your “Service Provider Account” via eHealth System (see Section 2.6.2) and set up the Smart Card Reader;
- display CIVSS scheme logo at/near clinic entrance. Only one logo to be displayed even if there is more than one enrolled doctor in the clinic; and



**CIVSS scheme logo**

- fill in the clinic charge on the CIVSS price poster and display the fee schedule at clinic waiting hall.



### CIVSS price poster

**兒童流感疫苗資助計劃**  
Childhood Influenza Vaccination Subsidy Scheme

接種當日年齡介乎六個月至未滿六歲的兒童  
Children between the age of 6 months and less than 6 years on the vaccination day

疫苗 Vaccine	本診所收費 Our Clinic Charge
季節性流感 Seasonal Influenza	須每年接種 Need vaccination every year
	已扣除政府資助 After deducting the Government subsidy
	\$160
	\$

\* 以肌肉注射滅活流感疫苗計算（有關接種其他流感疫苗的收費，請向醫生查詢）  
For inactivated influenza vaccine given intramuscularly (Please consult doctor about the charge for receiving other influenza vaccines)

所需文件：  
 • 子女的香港居民身份證明文件  
 • 已填妥的「使用疫苗資助同意書」（可於參與計劃的醫生診所索取或在「衛生防護中心」網站 [www.chp.gov.hk](http://www.chp.gov.hk) 下載表格）

Document required:  
 • Child's identity document showing Hong Kong resident status  
 • Completed 'Consent to Use Vaccination Subsidy' (The form is available at enrolled doctors' clinic or by downloading from CHP website [www.chp.gov.hk](http://www.chp.gov.hk))

查詢 Enquiry **2125 2125** [www.chp.gov.hk](http://www.chp.gov.hk)

衛生署  
Department of Health

For the sake of price transparency, enrolled doctors are required to display their fee schedules for seasonal influenza vaccination on the CIVSS price poster.

The CHP website will publicise enrolled doctors' names, clinic addresses, telephone numbers and seasonal influenza vaccination fee schedules. Only the service fee information for use of QIV will be displayed in the website.

A doctor who wants to raise the fees for seasonal influenza vaccination service has to inform Vaccination Office by fax (see Section 3.4) at least two working days in advance, so that the fee information on the CIVSS website can be updated in time.

A doctor who wants to reduce fees also has to inform Vaccination Office by fax, but the fee reduction may take immediate effect on the same day of informing Vaccination Office.

Please approach Vaccination Office for replacement of lost or damaged scheme logo or price poster. Vaccination Office will re-issue a replacement by mail.

Make available copies of *Consent to Use Vaccination Subsidy* form (Section 3.3) (you may download this form from CHP website at <http://www.chp.gov.hk> or you may contact Vaccination Office for hard copies) for parents/guardians at the clinic.

## 2.4 Vaccination period for CIVSS

The vaccination period under CIVSS starts from 15 October 2015 until stocks of vaccines expire.

Provided that a child has never received seasonal influenza vaccination before and the first dose is given below 6 years old, the Government will provide subsidy for the second dose even if the child will be aged over 6 years by then. Children who have received one or more doses of influenza vaccination in previous seasons will be entitled to subsidy for one dose in 2015/16. Parents/guardians will have to show the doctor the vaccination record/card for checking.

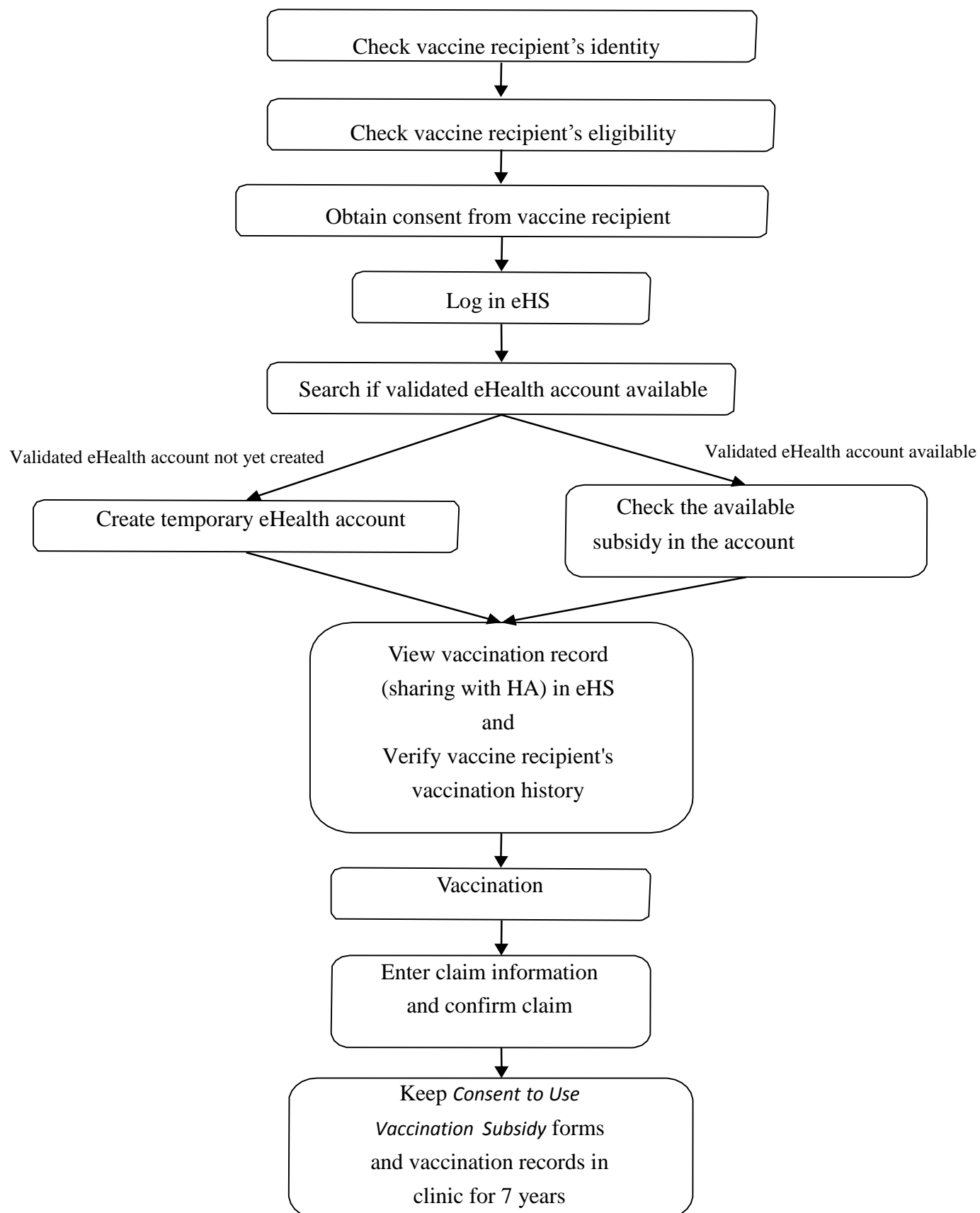
One “*Consent to Use Vaccination Subsidy*” form is required for each dose of seasonal influenza vaccine given. In other words, two *Consent to Use Vaccination Subsidy* forms are required for two doses of seasonal influenza vaccine given to the same child.

- a) Ensure the availability of resuscitation equipment and drugs necessary for the management of anaphylaxis.
- b) Make available copies of the *Consent to Use Vaccination Subsidy* form (Section 3.3) (downloadable from CHP website at <http://www.chp.gov.hk> or contact Vaccination Office for hard copies) for parents/legal guardians of eligible children to fill in at the clinic.
- c) Check child’s identity document and confirm child’s eligibility to receive CIVSS subsidy (see Section 1.3). If the child is not holding a HKID or a Hong Kong Birth Certificate (with their status of permanent resident indicated “Established”), please refer to Appendix A for assessing the child’s eligibility.
- d) If the child is 6 years old or above and is attending a pre-primary institution, the adult would have to show the child’s pre-school attendance proof if this is the first subsidy claim of this season. Collect from the adult a photocopy of the student handbook/student card/pick up card (接送卡) bearing the child’s name; or a stamped Pre-primary Institution Certification Form (學前教育證明).
- e) Login to the eHealth System and click to select the scheme of CIVSS.

- f) Input the information as required by the eHS to search for the child's eHealth account manually or using Smart Card Reader (for HKID only). If no eHealth account matching the child's particulars is found, create an eHealth account for the child. Please note that child's eHealth account may not be found if he/she is using a different identity document for subsequent vaccination. Enrolled doctors should therefore always cross check with the children's parent/guardian and the vaccination card. Print the *Consent to Use Vaccination Subsidy* form for the parent to sign.
- (**OR** For parents/guardians who bring along a signed online pre-filled *Consent to Use Vaccination Subsidy* form, you only have to type the "Pre-filled Consent No." on the form to retrieve the pre-filled information of the child. Check the pre-filled information against the child's identity document. Make sure the parents/guardians signed on the *Consent to Use Vaccination Subsidy* form. Search and complete required information in the eHS to create an eHealth account for the child as the above mentioned)
- g) Enrolled doctor should check the child's vaccination records in the eHS and vaccination history from his/her vaccination card. The doctor cannot make claim to vaccination subsidy if the child has already used up the subsidy.
- h) Decide if one/two dose(s) of vaccine is/are required.
- i) Check if there is any contraindication for seasonal influenza vaccine.
- j) Explain to the parent about the possible effects of vaccination and advise on management.
- k) Administer seasonal influenza vaccination.
- l) Keep vaccination record and fill in the vaccination card for parent's keeping.
- m) Advise the parent/guardian to bring the child back four weeks later for the second dose of vaccine if indicated.
- n) Charge the parent/guardian according to the displayed fee schedule.
- o) Submission of claims onto the eHS immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of service for online processing for reimbursement. Otherwise the input may be blocked by the system.



### Flow chart of vaccination





## 2.5 Reimbursement

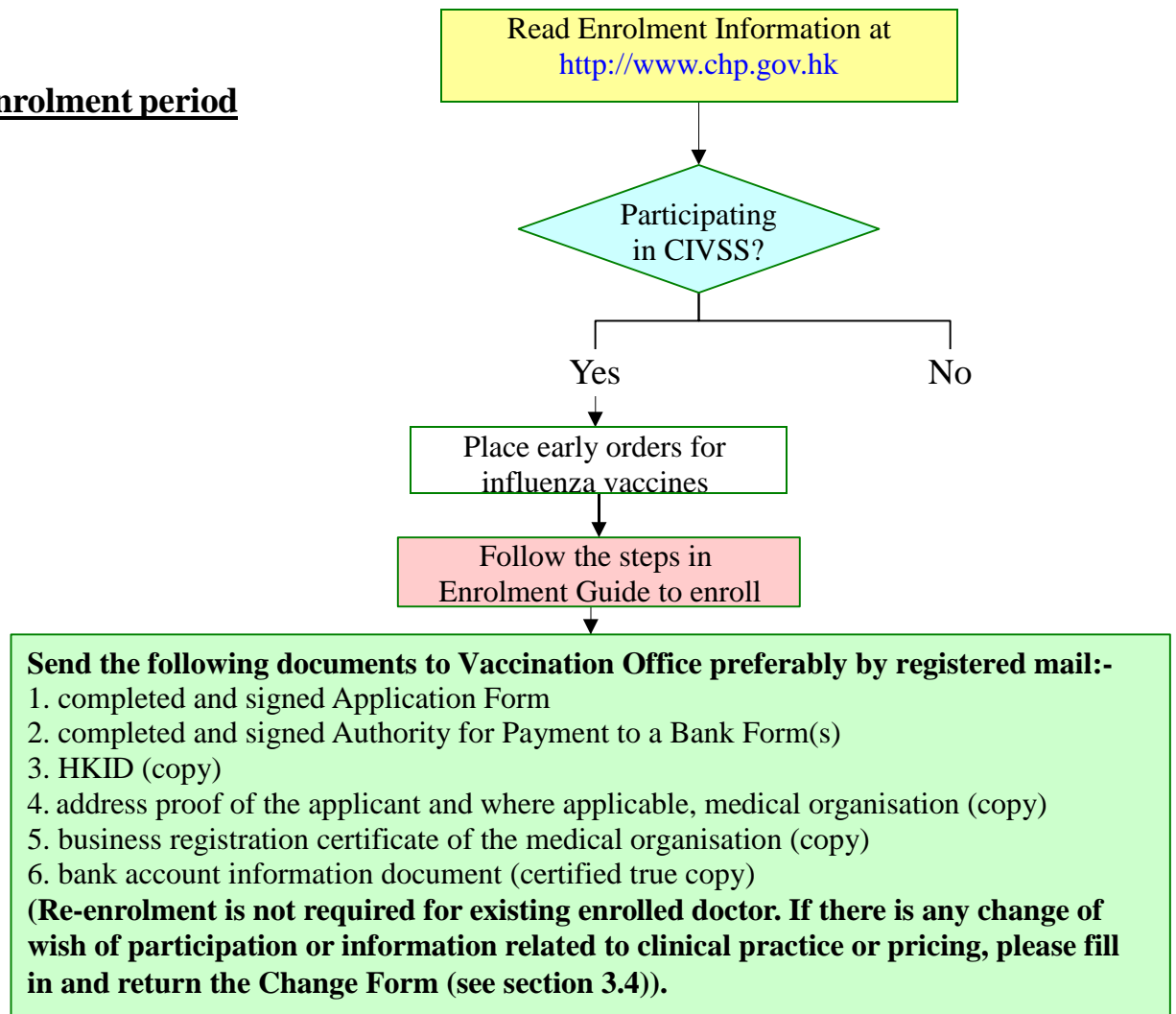
**Vaccination subsidies can be claimed using the eHS. The eHS will compile the information on the amount of reimbursement for vaccination subsidy payable to each participating provider each month.**

**Please note the following when making claims reimbursement:-**

- 1) Claims should only be submitted for application of reimbursement after it is confirmed that both vaccination has been provided to the eligible children as well as *Consent to Use Vaccination Subsidy* form is duly signed and completed.
- 2) Submission of claims onto the eHS immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Log on to the eHS, select the scheme “CIVSS” and input information required by System for online submission of claims. Claims have to be submitted WITHIN SEVEN DAYS after delivery of service for online processing for reimbursement. For example, vaccinations that are given on 31st December 2015 should be claimed for reimbursement on or before 6th January 2016.
- 3) At the end of each month, the eHS will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHS, for reimbursement directly into the designated bank accounts within 30 days after the end of each month.
- 4) An EHCP and his/her medical organisation shall keep proper and full record in relation to the vaccination service (including date of vaccination, number of doses received by the child this season), information about the vaccine used (company, lot number, date of purchase, date of use), as well as the *Consent to Use Vaccination Subsidy* form and other supporting documents for a period of not less than seven years.

## 2.5.1 Flow chart of key stages in joining CIVSS

### Pre-enrolment period



### Scheme logo display and pricing

1. Receive confirmation letter and email from DH
2. Activation of “Service Provider Account” via the eHealth System
3. Display CIVSS scheme logo and price poster at the clinic for clients’ reference

**Vaccination period**  
(starts from 15 October 2015 until stocks of vaccines expire)

1. Collect duly completed *Consent to Use Vaccination Subsidy* form, check for accuracy of information provided
2. Check/create eHealth account in the eHS
3. Deliver influenza vaccination to eligible children

### Reimbursement

1. Input and confirmation of *Consent to Use Vaccination Subsidy* form information in the eHS immediately after vaccination is highly recommended. Claims have to be submitted WITHIN 7 DAYS after the delivery of service.
2. Keep *Consent to Use Vaccination Subsidy* forms and vaccination records for 7 years.
3. Check monthly statement at the end of each month.
4. Electronic reimbursement will be done monthly.
5. Routine checking will be conducted by DH.

## 2.6 The eHealth System (eHS)

### 2.6.1 The database of enrolled doctors and vaccine recipients

The eHS will establish a database of enrolled doctors. It will also build up a database of individual eligible children who come forth to claim the vaccination subsidy through enrolled doctors. In order to facilitate enrolled doctors to get familiar with the various functions of the enhanced system, an online Easy Guide is now available through the service provider platform at <https://apps.hcv.gov.hk/en/index.htm>.

### 2.6.2 Activation of “Service Provider Account”

If enrolment application is successful, the EHCPs will receive a confirmation letter and an electronic mail providing a hyperlink to the website for activation of the “Service Provider Account” or access to the eHS (service provider platform). For those who already have an account, they can use the account for the newly enrolled scheme(s). For those who have not previously had a “Service Provider Account”, an authentication token will be sent with the confirmation letter. The EHCP should activate the account.

To activate the “Service Provider Account”, an EHCP should:-

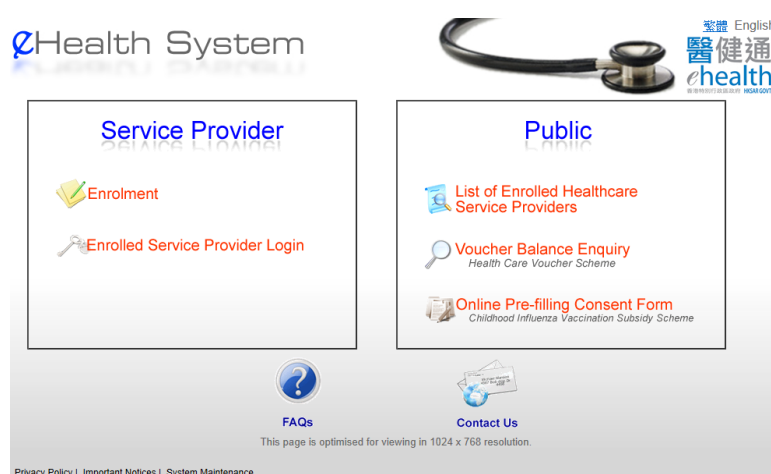
- a) check the electronic mail;
- b) click on the hyperlink provided in the electronic mail for accessing the designated webpage; and
- c) enter the following information into the data field of the webpage:-
  - (i) SPID (shown on the confirmation letter);
  - (ii) token passcode (shown on the authentication token); and
  - (iii) new password for accessing the “Service Provider Account” in the future.

Activation of the account should be done **within 21 days** from the date of issuance of the confirmation letter.



### 2.6.3 System Login

Enrolled doctor can access the eHS for operation at <https://apps.hcv.gov.hk/en/index.htm> and select “Service Provider Login”. Type in his/her SPID, password and token passcode to complete login process.



If the password or token passcode are not correct after 5 attempts, the account will be locked and no further attempt is allowed. EHCP will have to contact Vaccination Office for unlocking the account (see Section 2.6.17)

#### **2.6.4 Creating “Data Entry Account”**

For each EHCP, a “Service Provider Account” will be created. The enrolled doctor can log on the eHS with his/her SPID, password and the authentication token.

To facilitate administrative work for claim processing and reimbursement accounting, the enrolled doctor can create “Data Entry Account” for delegating the data management work to data entry clerks.

The enrolled doctor can assign user ID and password to “Data Entry Account” created under his/her “Service Provider Account”. The data entry clerks will be able to log on to the eHS using his/her assigned user ID and corresponding password. Authentication token is not required for accessing “Data Entry Account”.

The “Data Entry Account” will allow certain data management work (such as search/retrieve vaccine recipients’ eHealth accounts, create eHealth accounts, and register transaction information) but with limited authority. The transactions registered through the “Data Entry Account” need to be confirmed by the enrolled doctor, before they can be passed for processing reimbursement. The enrolled doctor should log on the eHS (using his/her SPID and authentication token) for checking and confirming the eHealth accounts being created and claim information entered through the “Data Entry Account”.

The eHealth system also allows EHCP to suspend, to lock or to unlock the created Data Entry Account by clicking the “Data Entry Account Maintenance”.

### 2.6.5 Creating eHealth accounts for vaccination recipients

To create an eHealth account for vaccine recipient, the doctor is required to:-

- collect the *Consent to Use Vaccination Subsidy* form from the parent/guardian (it is essential that all *Consent to Use Vaccination Subsidy* forms are duly completed);
- check the HKID/birth certificate/other identity documents of the child who comes for subsidised vaccination;
- explain to the eligible child's parent/guardian the need and purpose for the collection of personal data, including its subsequent use;
- search in eHS to see if the eligible child's eHealth account already exists;
- if no existing eHealth account is found in the eHS, input required information of the eligible child into the eHS to create an eHealth account; and
- upon submission of the information to the eHS, a "temporary" eHealth account will be created for the eligible child.

The eHealth account can be retrieved only if the child is using the same identity document throughout the process of creation of record and the subsequent claiming of subsidy. Enrolled doctor should therefore always cross check the vaccination history with the child's parent, legal guardian or their representatives.

The screenshot shows a web interface for a doctor named LEE, KA WING. The page is titled 'Claim' and has a sidebar with 'Home', 'Inbox', and 'Logout' links. The main content area shows a progress bar with steps: 1. Search account, 2. Enter Details, 3. Complete Claim. Under 'Enter Details', there are sub-steps: 1a. Get Consent, 1b. Enter Details (current), and 1c. Complete Creation. The 'Enter Details' section includes a dropdown for 'Current Practice' set to 'LEE KA WING CLINIC (ST) (2)'. Below this, a message says 'Please enter the account information shown on Hong Kong Birth Certificate (Established)'. The form fields are: 'Registration No.' with a masked input 'A800000000'; 'Date of Birth' with a date picker set to '14-03-2004'; 'Name in English' with 'CHAN' in the first box and 'MEI MB' in the second box; and 'Gender' with radio buttons for 'Female' (selected) and 'Male'. There are 'Cancel' and 'Next' buttons at the bottom. An 'Input Tips: Surname, Given name' note is visible next to the name fields.

## 2.6.6 Online pre-filling Consent to Use Vaccination Subsidy form

In order to facilitate the data input process for enrolled doctors, a function of the eHealth System, “Online Pre-filling *Consent to Use Vaccination Subsidy Form*”, is available.

Parents/guardians can download and complete the “*Consent to Use Vaccination Subsidy Form*” on the eHS before bringing their child to receive vaccination. Alternatively, parents/guardians can enter the required identity information of the child directly into the system through the new “Online Pre-filling *Consent to Use Vaccination Subsidy Form*” function. Upon completion of the online form, parents/guardians have to print the form out and sign on it. A “Pre-filled Consent No.” will then be generated by the eHS.

With the completed online form, enrolled doctor or clinic staff only needs to fill in the “Pre-filled Consent No.” and click “GO” on the System to proceed vaccination service for the child.

LEE KA WING  
Home Inbox Logout

**Claim**

>>> 1. Search account 2. Enter Details 3. Complete Claim

Search Account

Practice LEE KA WING CLINIC (ST) (2)

Scheme Childhood Influenza Vaccination Subsidy Scheme

Pre-filled Consent No. PXXXXX-1034-9 GO

Document Type

兒童流感疫苗資助計劃  
使用須知

預填同意書號碼：P09928-1034-5

註：必須清楚填寫此表格方為有效。  
每一次疫苗注射均需重新填寫此表格。

(由家長或合法監護人填寫)

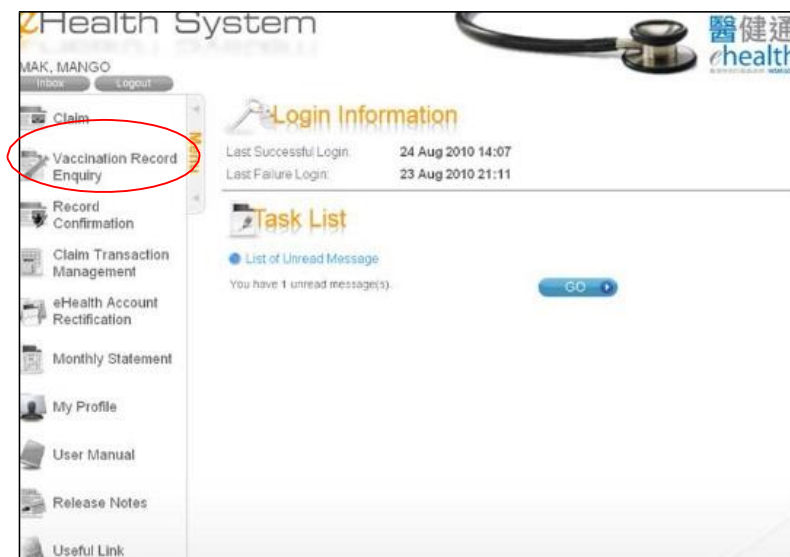
本人同意在兒童流感疫苗資助計劃下，使用以

The information input by parents/guardians previously will be retrieved in the eHS. Doctor/clinic staff should cross-check information against the child’s identity document type and information. If affirmative, eHealth account creation/subsidy claim can proceed. Modifying information will be allowed for creating account.

## 2.6.7 Viewing electronic vaccination record of eligible child

Enrolled doctor should check the child's electronic vaccination record in the eHS before providing vaccination to avoid over-vaccinating the child.

Electronic vaccination record showed vaccine recipient's vaccination history from both eHS and Hospital Authority's database. The electronic vaccination record can be retrieved through Vaccination Record Enquiry or can be viewed after logging into vaccine recipient's eHealth account.

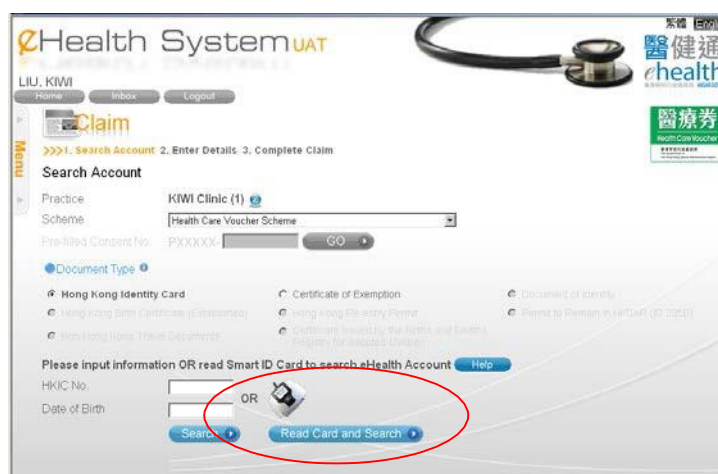


## 2.6.8 Smart Card Reader

Smart Card Reader can be used as an input measure of vaccine recipient's information into the eHS.



Enrolled doctor should explain to the parent/guardian about the purpose of personal data collection and obtain consent to read his/her child's personal data stored in the chip embodied in the Hong Kong Smart Identity Card. The parent/guardian should insert the Hong Kong Smart Identity Card into the reader him/herself for the system to read his/her child's personal data.



## 2.6.9 Claiming vaccination subsidy

Having created an eHealth account, the eligible child can use the subsidy for one or two doses in a season if indicated during the vaccination period through any enrolled doctor.

a) Login the eHS and select the claim function;



b) if there are more than one enrolled practices, select practice to proceed;





- c) search if validated eHealth account of the child is available, if not, create a temporary recipient eHealth account by entering his/her details as required by the system. The enrolled doctor is required to check the HKID/birth certificate /other valid identity documents of the child to ensure eligibility;

- d) if a validate eHealth account is found, verify the details and then confirm the account;  
e) view eligible child's vaccination records in the eHS and ascertain availability of subsidy in the eHS for the eligible child to receive the vaccination;  
f) verify the eligible child's past vaccination history and vaccination record, and decide whether the eligible child is clinically indicated for the vaccination;  
g) provide the vaccination promptly if subsidy for the vaccination is available for the eligible child and the eligible child is clinically indicated for the vaccination;  
h) enter claim information such as the dose number of seasonal influenza vaccine to be administered (Submission of claims in the eHS immediately after vaccination is highly recommended. Claims have to be submitted online WITHIN SEVEN DAYS after delivery of service);

- i) print out the *Consent to Use Vaccination Subsidy* form and ask the eligible child's parent/guardian to sign if *Consent to Use Vaccination Subsidy* form has not yet been collected;



- j) mark the system-generated “Transaction Number” on the signed *Consent to Use Vaccination Subsidy* form; and
- k) fill in the vaccination card for the child.

Post-payment check and future inspection will be randomly arranged. Hence, it is necessary to keep proper documentation, including

- i) properly keep the signed Consent to Use Vaccination Subsidy forms and vaccination record; and
- ii) maintain a master list or a register on those clients receiving vaccinations and using vaccination subsidies.

The eHealth account can be retrieved only if the child is using the same identity document throughout the process of record creation and the subsequent claiming of subsidy of the child. The enrolled doctor has to cross check the electronic vaccination record in the eHS and with the child's parent, legal guardian or their representatives, to prevent the child from over-vaccinating. Claim of more than two doses of vaccine will not be allowed in the eHS.

**eHealth System - Claim - Windows Internet Explorer**

**eHealth System**

MAK, WISDOM  
Home Inbox Logout

**Claim**

1. Search Account >>> 2. Enter Details 3. Complete Claim

**Enter Details**

Account Information Vaccination Record

Document Type: Hong Kong Identity Card  
Name: CHEUNG, LEMON  
HKIC No.: J111XXX(X)  
Date of Birth / Gender: 30-05-2008 / Male  
Date of Issue: 01-01-09

Claim Information

Practice: WISDOM Clinic (1)  
Scheme: Childhood Influenza Vaccination Subsidy Scheme  
Service Date: 6/10/2014

Subsidy	Dose	Amount	Remarks
CSIV 2014/15	N/A	\$160	Vaccine Cost: \$110, Injection Cost: \$50
Total Amount		\$160	

Cancel Claim

Privacy Policy | Important Notices | System Maintenance

https://vm-ehs-webser/HCSRP/EHSClaim/EHSClaimV1.aspx?PageKey=9ca5f8ef-29ed-4985-bd55-2d1b603f34bf

## 2.6.10 Confirming the transaction record

If the claim is entered by the enrolled doctor's delegates using "Data Entry Account", the enrolled doctor is required to log on to the eHS at the end of each day's session using his/her SPID, password and authentication token to review and confirm the transaction records registered by his/her delegates. Upon confirmation by the enrolled doctor, the information entered through the "Data Entry Account" will be submitted to the eHS. Confirmation procedure is not required if transaction claim is made using Enrolled Service Provider's account.

Records/transactions voided by the enrolled doctor will not be submitted to the eHS.



All records/transactions claimed/voided can be reviewed at the "Claim Transaction Management" in the enrolled "Service Provider account".

### **2.6.11 Voiding claims**

The enrolled doctor can void a subsidy claim through the “Claim Transaction Management” function in the eHS within 24 hours of making the claims. The concerned transaction record would be selected and marked as “voided”. Doctor has to input the void reason and click “confirm”. The eHS will generate a “Void Transaction Number” for the voided claim.

### **2.6.12 Validation of temporary eHealth account information**

The personal data entered will be validated through matching with database kept by the Immigration Department (ImmD). The input data will be validated at day’s end. If the personal data cannot be validated with the database of the ImmD (e.g. the HKID does not exist or the date of birth does not match with the HKID number), the eHS will notify the respective doctor to check and rectify the information accordingly. Amended information upon resubmission will be validated with the database of the ImmD again.

### **2.6.13 Rectification of temporary eHealth account information that failed validation**

Upon receiving notification about failed validation of the “temporary” eHealth account, doctors are required to rectify the information in the eHS as soon as possible. Unless the eHealth account information has been rectified and the “temporary” account is converted to a validated eHealth account, the claims for the subsidy will not be processed and the claim cannot be reimbursed.

In case of prolonged failure to rectify the temporary eHealth account information, the temporary eHealth account may be deleted by the eHS and the claim related to the account in question may be voided.

## 2.6.14 Reimbursement

Reimbursement of the subsidy claims would be performed on a monthly basis.

At the end of each month, the eHS will generate payment files based on the transaction claims logged by the eHS for processing reimbursement. The eHS will generate notification message to the enrolled doctor (to the “Message Inbox” which will be accessible through logging on the eHS).

Enrolled doctor can access the eHS for their monthly statements which contain details of the amount of reimbursement to them for CIVSS.



Monthly Statement

Monthly Statement Summary

Practice: LEE WAH WING (LWPC)

Statement: As of 31 Aug 2015

Statement Date: 31 Aug 2015

eHealth System	
Monthly Statement as of 31 Aug 2015	
Practice Branch No.	00007000
Practice Branch Name	LEE WAH WING
Practice No.	1
Range of Practice	LEE WAH WING CLINIC
Sub-Practice No.	000000000000000000
Sub-Practice Name	LEE WAH WING
Reimbursement Summary (CIVSS)	
No. of transactions	2
No. of transactions	2
Total (CIVSS)	150
Reimbursement Summary (CIVSS)	
No. of transactions	3
No. of transactions	3
Total (CIVSS)	240
Reimbursement Summary (CIVSS)	
No. of transactions	1
No. of transactions	1
No. of transactions	1
No. of transactions	1
Total (CIVSS)	270
Reimbursement Summary (CIVSS)	
No. of transactions	2
No. of transactions	2
Total (CIVSS)	100
Reimbursement Summary (CIVSS)	
No. of transactions	1
No. of transactions	1
Total (CIVSS)	50
Total Amount (CIVSS)	510

The reimbursement will be paid directly into the accounts designated by the doctors.

To effect payment, enrolled doctors are required to ensure that they have rectified information of temporary eHealth account that has failed validation with the database of ImmD. They are also required to check the transaction records and confirm the entries that have been entered by their delegates using “Data Entry Account”.

To avoid delay in the process of reimbursement, enrolled doctors are highly recommended to make claims immediately after the vaccination is provided to the eligible children for timely processing of claims. Enrolled doctors are required to log in the eHS for online submission of claims under the scheme “CIVSS”. Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of vaccination service (both days inclusive) for online processing for reimbursement.

### **2.6.15 Authentication token**

If the enrolled doctor loses or damages the authentication token, he/she should approach Vaccination Office for replacement. Administrative fee is required for replacement of lost/damaged authentication token.

After the identity of the enrolled doctor has been confirmed, the Vaccination office will suspend the old authentication token. A new token will be issue to the doctor by registered mail after the payment of administrative fee is settled.

Please note that authentication token should not be transferred to other parties for use.

### **2.6.16 Forgetting password**

If the enrolled doctor forgets his/her password, he/she should click “Forgot Password” in the login page and enter the SPID, registered email address (which he/she has provided during application for enrolment to the scheme) together with the token passcode into the eHS.

After validation, an email will be sent automatically by the eHS and a hyperlink will be provided to the website for doctor to reset the new password.

### **2.6.17 Locked account**

An account will be locked after five repeated and unsuccessful attempts of logging on the eHS. If the enrolled doctor’s account is locked, please contact the Vaccination Office during office hours.

If the data entry account is locked, the enrolled doctor can log on the “Service Provider Account”, enter “My Profile”, then choose the specific data entry account and unlock it.



## 2.6.18 Accessing and editing personal information

The enrolled doctor can access and retrieve the particulars of himself/herself, his/her place of practice and bank information from the eHS by logging on the system (using the authentication token) and choose “My Profile” function. Under this function, enrolled doctor can click the “System Information” tab to view and then “Edit” to change/select his/her own username, default web interface language, printing option and web password.

## 2.6.19 Printing option

For the printing option, enrolled doctor is advised to choose “Not to print” if pre-printed forms are already available in clinic. Even with this mode chosen, ad hoc printing in each individual case for claim will be allowed by the eHS.

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | **System Information** | Data Entry Ac

**Login Information**

Service Provider ID: 00007498

Username: TESTER1

Token Serial No.: 16486415616

**System Settings**

Default Web Interface Language: English

**Printing Option**

Please choose this option for printing the consent form for each transaction.

<input checked="" type="radio"/> Not to print	If you choose this option, you need "pre-printed forms" which can be downloaded from the "Download Area".
<input type="radio"/> Print the "full version"	
<input type="radio"/> Print the "condensed version"	If you choose this option, you need to show the consent to transfer personal data to the recipients before obtaining their consent for use of subsidy/vouchers. The forms for the respective schemes can be downloaded from the "Download Area".

**Password Settings**

☐ Change Web Password

☐ Activate IVRS Password

[Edit](#)

## 2.7 Amendment of particulars

Inform DH of any change of information provided (e.g. bank information, address, fee schedule) by furnishing a Change Form (see Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>).

For change of address and fee schedule, send Change Form **by fax** to DH. Notification of change of fee should be made at least two working days beforehand so that the related information on CIVSS website may be amended in time.

For change of the registered medical organisation, fax Change Form to DH to remove his/her practice(s) under ex-medical organisation from the scheme. Then send new Application Form and Authority for Payment to a Bank (downloadable from CHP website at <http://www.chp.gov.hk>) and the supporting documentary proof for re-enrolment with the new medical organisation (registered mail recommended).

For change of bank account information, send Change Form **by mail** to DH together with a new Authority for Payment to a Bank (downloadable from CHP website at <http://www.chp.gov.hk>) and the supporting documentary proof.

Acknowledgement will be given by Vaccination Office.

## 2.8 De-enrolment

An enrolled doctor has the right to leave the scheme at any time. In that case, he/she is required to furnish a Change Form (Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>) and fax to Vaccination Office. Upon receiving the notification, Vaccination Office will contact the doctor for confirmation and make arrangements for return of the logo and price poster.

Once a doctor has de-enrolled, he/she should remove the scheme logo from the clinic and cannot claim reimbursement for any seasonal influenza vaccination service given afterwards. However, outstanding claims pending reimbursement will still be processed.

The de-enrolled doctor should return any scheme equipment including security tool and Smart Card Reader provided by the Government for the purpose of the CIVSS. His/her name, clinic addresses and telephone numbers will be removed from the enrolled doctor directory on CHP website.

If an EHCP plans to cease practice, he/she shall inform in writing to the Vaccination Office at least one month before the practice ends and return any scheme equipment.

## 2.9 De-listing

DH may de-list an enrolled doctor if:-

- a) he/she ceases to be so registered;
- b) he/she is being suspended from practicing as such registered medical practitioner;
- c) the Government is of the reasonable opinion that he/she has failed to provide medical services in a professional manner or is otherwise guilty of professional misconduct or malpractice; or
- d) the Government considers that he/she has failed to comply with the provisions in the agreement or direction given by the Government.

The Vaccination Office will inform the doctor on the delisting, make arrangement with the doctor for return of any Scheme Equipment including the security tool and Smart Card Reader provided by the Government for the purpose of the CIVSS, and remove his/her name, clinic addresses and telephone numbers from the enrolled doctor directory on CHP website.

Once a doctor has been de-listed, he/she should remove the logo from the clinic and cannot claim reimbursement for any seasonal influenza vaccination service given afterwards. However, outstanding claims pending reimbursement will still be processed.

## 2.10 Monitoring and inspection

Vaccination Office will conduct random payment checks to detect possible abuse of the scheme. For monitoring purpose, enrolled doctors are required to retain the vaccination records and the *Consent to Use Vaccination Subsidy* forms for at least seven years. Be prepared for calls from Vaccination Office and provide relevant documents as required by Vaccination Office for the checking. Medical records may need to be provided for verification of information. Doctors will be required to refund the subsidy reimbursed should an irregularity detected and failed to be clarified. Randomly selected vaccine recipients will be contacted for verification purpose.

No clinical audit will be performed by Vaccination Office.

## 2.11 Data security and privacy

Enrolled doctors should be careful in handling personal data of clients. Keep the signed *Consent to Use Vaccination Subsidy* forms and photocopies of documents collected from eligible children in locked cabinet and limit the number of persons who can access the personal data to protect it against indiscriminate or unauthorized access, processing and use.

## 2.12 Code of practice

**It is the prime responsibility of all doctors and healthcare providers to ensure safety and quality of the vaccination service delivered to clients. All enrolled doctors should follow the Code of Practice issued by the Medical Council of Hong Kong as the standard for locally registered medical practitioners to provide quality health care.** All registered medical practitioners are earnestly advised to read through the Code of Professional Conduct issued by The Medical Council of Hong Kong (<http://www.mchk.org.hk/code.htm>). Please observe in particular the following sections to acquaint themselves thoroughly with its contents, thereby avoiding the danger of inadvertently transgressing accepted codes of professional ethical behaviour which may lead to disciplinary action by the Medical Council:-

- a) Part II D12 “Fees”;
- b) part II E21 “Covering or improper delegation of medical duties to non-qualified persons”; and
- c) part II G26 “Untrue or misleading certificates and similar documents”.

## 2.13 Reporting vaccine adverse reaction

Adverse drug reaction (ADR) reporting is important for vaccine safety surveillance and programme monitoring. Health care professionals are therefore encouraged to report suspected serious or unexpected ADR.

Serious ADR is defined as an adverse reaction which:-

- a) is fatal;
- b) is life-threatening;
- c) results in or prolongs hospitalisation;
- d) causes persistent incapacity or disability; or
- e) causes birth defects.

Please refer to the website of the Pharmacovigilance Unit of Drug Office, the Department of Health for Reporting an Adverse Drug Reaction Guidance notes and ADR report form.

([http://www.drugoffice.gov.hk/eps/do/en/healthcare\\_providers/adr\\_reporting/adr\\_report\\_form.html](http://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/adr_report_form.html))

### 3. Forms and Documents

#### 3.1 Enrolment documents

The following transaction documents are downloadable from CHP website at [http://www.chp.gov.hk/en/view\\_content/18002.html](http://www.chp.gov.hk/en/view_content/18002.html) :-

- (a) the Application Form;
- (b) the Authority for Payment to a Bank form; and
- (c) the Definition, Terms and Conditions of Agreement and Schedule.

#### 3.2 Other forms and documents

The following documents are also downloadable from CHP website:-

- (a) *Consent To Use Vaccination Subsidy* form;
- (b) Change Form; and
- (c) Request for Vaccination Record Cards and *Consent to Use Vaccination Subsidy* form.

### 3.3 Consent to Use Vaccination Subsidy Form

<b>Consent to Use Vaccination Subsidy</b> <b>Childhood Influenza Vaccination Subsidy Scheme</b> <b>Department of Health</b>				Transaction No.: _____		SI Vaccine Used TIV <input type="checkbox"/> QIV <input type="checkbox"/>	
(For Doctor's Use)							
Note: Please complete this form in BLOCK letters using black or blue pen and use a new form each time you use the vaccination subsidy. Please read the information sheet about the Subsidy Scheme and the seasonal influenza vaccine before you sign this form.							
<b>(To be completed by parent or legal guardian) *Delete as appropriate</b>							
I consent to use Government subsidy for my child/ward* to receive seasonal influenza vaccination under the Childhood Influenza Vaccination Subsidy Scheme with details as follow:							
Name of Doctor				Date of Vaccination		/ / 20 (dd/mm/yyyy)	
Place of Vaccination				(please specify the name of the venue where the vaccination is provided)			
I declare my child/my ward* (Put a ✓ where appropriate):							
<input type="checkbox"/> has <b>already received</b> seasonal influenza vaccination in previous season and my child/my ward* is receiving the first and <b>only dose</b> of seasonal influenza vaccine in this vaccination season.							
has <b>never received</b> seasonal influenza vaccination at any place before and can use subsidies for 2 doses of seasonal influenza vaccine in this vaccination season. My child/my ward* is receiving							
<input type="checkbox"/> the first dose of seasonal influenza vaccine in this vaccination season.							
<input type="checkbox"/> the second dose of seasonal influenza vaccine in this vaccination season.							
(Note: A child is eligible for vaccination subsidy if the child is either (i) between the age of 6 months and less than 6 years on the day of vaccination; or (ii) aged 6 years or above on the date of vaccination but is still attending a kindergarten/child care centre in Hong Kong or received the first dose of seasonal influenza vaccine below the age of 6 in this vaccination season. For (ii), please provide copy of documentary proof to the service provider for verification of the eligibility.)							
<b>The personal particulars of my child/ward* (as stated on the identity document)</b>							
Name		(English)			(Chinese)		
Sex		<input type="checkbox"/> Male <input type="checkbox"/> Female			Date of Birth		
					<div style="display: flex; justify-content: space-around;"> <div>dd</div> <div>mm</div> <div>yyyy</div> </div>		
<b>Identity document (Please select an identity document and tick a box as appropriate and fill in the information required)</b>							
<input type="checkbox"/> Hong Kong Birth Certificate Registration No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> ( )					
<input type="checkbox"/> Hong Kong Identity Card No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> ( )			Date of Issue		<div style="display: flex; justify-content: space-around;"> <div>dd</div> <div>mm</div> <div>yy</div> </div>
<input type="checkbox"/> Hong Kong Re-entry Permit No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>			Date of Issue		<div style="display: flex; justify-content: space-around;"> <div>dd</div> <div>mm</div> <div>yyyy</div> </div>
<input type="checkbox"/> Document of Identity – Document No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>			Date of Issue		<div style="display: flex; justify-content: space-around;"> <div>dd</div> <div>mm</div> <div>yyyy</div> </div>
<input type="checkbox"/> Permit to Remain in HKSAR (ID 235B) – Birth Entry No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> ( )			Permitted to remain until		<div style="display: flex; justify-content: space-around;"> <div>dd</div> <div>mm</div> <div>yyyy</div> </div>
<input type="checkbox"/> Non-Hong Kong Travel Document No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>					
<input type="checkbox"/> Visa / Reference No.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> ( )					
<input type="checkbox"/> Certificate issued by the Births Registry for adopted children – No. of Entry		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> / <div style="border: 1px solid black; width: 100px; height: 20px;"></div>					

This form also serves as consent for the attending doctor and the medical organisation to provide the personal data of the child to the Government for the purpose of CIVSS.

## 3.4 Change Form

(a) **ADD** practice under EHCP's enrolment  
[N.B. If a new bank account is nominated, please complete an "Authority for Payment to a Bank" and submit the required documentary proof.]

☐ Practice name (in English): \_\_\_\_\_  
(in Chinese): \_\_\_\_\_

☐ Practice address (in English): \_\_\_\_\_  
(in Chinese): \_\_\_\_\_

☐ Practice tel. no.: \_\_\_\_\_

Scheme(s)/Programme to which this new practice relates (only applicable to EHCP who has already enrolled in the respective scheme(s)/programme):  
☐ HCVS ☐ CIVSS ☐ EVSS ☐ PCD ☐ RVP ☐ PIDVSS  
 Type of practice selected for display on the PCD (For Service Provider enrolled in PCD only):  
☐ Non-governmental Organization ☐ Private ☐ University

(ii) **UPDATE** service fee (exclusive of Government subsidy)

☐ CIVSS\* \$ \_\_\_\_\_ TIV\* \$ \_\_\_\_\_ QIV\* \$ \_\_\_\_\_  
☐ EVSS \$ \_\_\_\_\_ ST\* \$ \_\_\_\_\_ EVSS \$ \_\_\_\_\_ ST\* \$ \_\_\_\_\_  
 23+PPV \$ \_\_\_\_\_  
 ST and 23+PPV\* \$ \_\_\_\_\_

☐ PIDVSS\* \$ \_\_\_\_\_

\* The service fee information for use of TIV is for non-directors of the CHD website.  
 \* The service fee information for use of QIV will be displayed on the CHD website.  
 \* The service fee for seasonal influenza vaccination is \$100.

(d) **CHANGE** in bank details of currently enrolled EHCP (Authority for Payment to a Bank)

(e) **WITHDRAWAL** from:

☐ HCVS ☐ CIVSS ☐ EVSS ☐ PCD

Reasons for withdrawal (Optional): \_\_\_\_\_

(f) **OTHERS:** \_\_\_\_\_

Signature of Enrolled Health Care Provider: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Date: \_\_\_\_\_

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To: Director of Health  
(c/o Health Care Voucher Unit)  
Fax: 3582 4115

**Request to Change Particulars  
Enrolled Health Care Provider (EHCP) using the eHealth System**

(Read "Notes for Attention" before completing this change request form)

Legend: HCVS - Health Care Voucher Scheme CIVSS - Childhood Influenza Vaccination Subsidy Scheme  
 EVSS - Elderly Vaccination Subsidy Scheme PCD - Primary Care Doctors  
 QIV - Quadrivalent Influenza Vaccine PIDVSS - Patients with Non-acute Disability Vaccination Subsidy Scheme  
 TIV - Trivalent Influenza Vaccine RVP - Residential Care Home Vaccination Programme  
 23+PPV - 23-valent pneumococcal polysaccharide vaccine

**Present Particulars of EHCP**

Name of EHCP: \_\_\_\_\_ (HKIC No. \_\_\_\_\_)  
 Name of Medical Organization: \_\_\_\_\_

**CHANGE REQUESTS TO BE MADE (please put a ☐ in the box below as appropriate)**

(A) **Personal particulars of EHCP:**

☐ Correspondence address (in English): \_\_\_\_\_  
 (in Chinese): \_\_\_\_\_

☐ Contact e-mail address: \_\_\_\_\_

☐ Daytime contact tel. no.: \_\_\_\_\_

☐ Fax no.: \_\_\_\_\_

(B) **Particulars of Medical Organization:**

☐ Correspondence address (in English): \_\_\_\_\_  
 (in Chinese): \_\_\_\_\_

☐ Contact e-mail address: \_\_\_\_\_

☐ Daytime contact tel. no.: \_\_\_\_\_

☐ Fax no.: \_\_\_\_\_

(C) **Practice details and service fees:**

(i) **REMOVE** practice from EHCP's enrolment

☐ Practice name (in English): \_\_\_\_\_  
 (in Chinese): \_\_\_\_\_

☐ Practice address (in English): \_\_\_\_\_  
 (in Chinese): \_\_\_\_\_

Reasons for removal (Optional): \_\_\_\_\_

Scheme(s)/Programme to which this removed practice relates:  
☐ HCVS ☐ CIVSS ☐ EVSS ☐ PCD ☐ RVP ☐ PIDVSS

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### 3.5 Vaccination Card

"TYPE OF VACCINE" 疫苗種類		"DATE" 日期	"DOCTOR / CLINIC" 醫生 / 診所	"REMARKS" 附註 (including adverse effects 包括副作用及反應)
HEPATITIS B VACCINE 乙型肝炎疫苗	FIRST DOSE 第一次			
	SECOND DOSE 第二次			
	THIRD DOSE 第三次			
PNEUMOCOCCAL VACCINE 肺炎球菌疫苗	PCV7	FIRST DOSE 第一次		
		SECOND DOSE 第二次		
		THIRD DOSE 第三次		
	13v PPV	BOOSTER 加強劑		
		FIRST DOSE 第一次		
ANTI-TETANUS TONSOD 破傷風及白喉疫苗	FIRST DOSE 第一次			
	SECOND DOSE 第二次			
	THIRD DOSE 第三次			
<div style="text-align: center;"> <p><b>Back</b></p> </div>				

<p>DEPARTMENT OF HEALTH THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION 香港特別行政區政府衛生署</p> <p><b>VACCINATION RECORD</b> 疫苗接種記錄</p>				
<p>Name 姓名 <u>王小明</u></p>				
<p>Date of Birth 出生日期 <u>19/12/2006</u> Sex 性別 <u>M</u></p>				
<p>Parent's/Guardian's Name 父母/監護人姓名 <u>方淑儀</u></p>				
<p><i>This record should be presented at receiving subsequent vaccination. Please keep all the vaccination records properly because they may be required later as documentation of the vaccine received.</i></p> <p>下次接種疫苗時請帶同此記錄。請妥善保存所有疫苗接種記錄卡，因為這些記錄日後可能作為接種疫苗紀錄的證明。</p>				
<p style="text-align: center;">重要文件，請永久保存 Please retain this vaccination record indefinitely</p>				

## 4. CIVSS in Non-clinic Settings

As vaccination is invasive in nature, community groups, personnel and healthcare professionals should give due consideration to safety and liability issues when organising vaccination service in non-clinic settings. Staff of DH may randomly perform on site inspection of the services provided. Organisers should stay clear of associating with any improper financial transactions. It is the prime responsibility of the doctors/healthcare providers to ensure the safety and quality of vaccination service delivered to clients at non-clinic setting. The following notes aim to highlight areas that doctors should consider or note when offering vaccination services to eligible children under CIVSS in non-clinic settings (e.g. kindergarten or child care centre). Please refer to the other sessions in this guide for the general requirement and logistics under CIVSS.

### 4.1 Preparation

- a) Ensure you have enrolled and received confirmation of enrolment before providing subsidised service.
- b) Once confirmed the plan, submit the completed Out-reaching Activities Pre-activity Notification form to the DH at least two weeks prior to the vaccination activity. The form can be downloaded from the CHP website ([http://www.chp.gov.hk/en/view\\_content/18449.html](http://www.chp.gov.hk/en/view_content/18449.html)). Staff of DH may randomly perform on site inspection of the services provided.
- c) Check the promotion materials, if any, to ensure the information regarding the Medical Organisation providing vaccination service; vaccine information and contraindication is correct.
- d) Have sufficient vaccine storage space in clinic, and equipment for vaccine transport and maintenance of cold chain with regular checking by a thermometer during transport and administration of vaccines. Breach in the cold chain will render the vaccines ineffective.
- e) Ensure the vaccine and all the equipment including emergency kits are sufficient and not expired.

- f) Ensure that personnel involved in vaccinating children are qualified/trained to perform vaccination duties. Written protocol and training material must be kept for inspection. Personnel involved should also be trained in emergency management of severe immediate reactions and equipped to do so. Qualification such as Basic Life Support is preferred. Qualified personnel should standby for emergency management and give timely intervention as indicated. Training should be kept up to date and under regular review.
- g) Make sure there is adequate briefing to all personnel including the logistic of the vaccination activities on that day, infection control practice and safety concerns before the vaccination activity starts.
- h) Give advice on choice of vaccination venue. Find out if the venue's Terms of Use have any restrictions for such types of activities. The venue should be well ventilated, adequately lighted and clean, and allow vaccinated children to stay for a short while under observation.
- i) Sharps and wastes (e.g. needles, blood-stained cotton wool balls or alcohol swabs) must be properly handled and disposed of. Get prepared for the handling of sharps and wastes, to comply with the requirements set by the Environmental Protection Department.  
([http://www.epd.gov.hk/epd/clinicalwaste/file/doc06\\_tc.pdf](http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_tc.pdf) )
- j) Inform DH using Change Form should there be a change in service fee (see Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>). Make the vaccination service fee transparent to parents/guardians before providing service.

## 4.2 Safety and legal issues

- a) According to the Pharmacy and Poisons Ordinance (Cap.138), vaccines should be prescribed by doctors.
- b) It is the prime responsibility of all doctors to ensure safety and quality of the vaccination service provided to recipients. Having an on-site registered medical doctors are preferred to ensure the safety and quality of the service.

- c) All doctors should observe the Code of Professional Conduct issued by the Medical Council of Hong Kong as the standard to provide quality health care. Doctors who fail to comply with the aforementioned may be subject to administrative sanctions.
- d) Sufficient numbers of qualified/trained healthcare personnel to provide service and support must be present.
- e) The recipient's suitability for vaccination should be assessed by health care professionals before vaccination.
- f) For safety reason, vaccination should be administered by qualified health care professionals or by trained personnel under their personal supervision.
- g) Vaccination may cause untoward reactions. Some recipients may even develop allergic reactions to the vaccine(s). Failure to give timely intervention may result in serious consequences.
- h) Relevant staff should read carefully the terms of services provided by the private doctor, and understand the organiser's liability.

### **4.3 Venue consideration**

- a) Find out if the venue's Terms of Use have any restrictions for such types of activities.
- b) The vaccination venue should be well lit and ventilated. A designated place for vaccinated recipients to stay and remain under observation should be provided.
- c) The vaccination venue should have enough space in preparation for any emergency treatment or resuscitation.

#### 4.4 Provide adequate information

- a) Provide vaccine recipients and/or their parents/guardians/carers with essential information on the vaccines and the vaccination subsidy schemes to ensure that they understand the aims and possible side-effects of vaccination and their eligibility for vaccination subsidy. Related information is available on the CHP website ([www.chp.gov.hk](http://www.chp.gov.hk)).
- b) Ensure vaccine recipients and/or their parents/guardians/carers understand that participation in the Government's vaccination subsidy schemes is voluntary. Sufficient time should be allowed for the recipients to consider if they should join the subsidy schemes or refuse to accept Government subsidy.
- c) Inform vaccine recipients that the DH may contact vaccine recipients for information verification.

#### 4.5 Ensure proper documentation

It is the responsibility of enrolled doctors to ensure that the following documents are checked or collected before administering seasonal influenza vaccine:-

- a) vaccine recipients or their parents/guardians acting on their behalf must complete legibly a *Consent to Use Vaccination Subsidy* form that permits the doctor to provide vaccine recipients' personal data to the Government, Hospital Authority or other relevant healthcare personnel for processing of reimbursement claims. Any adult accompanying a child to receive vaccination should submit a *Consent to Use Vaccination Subsidy* form duly completed and signed by the child's parent/guardian;
- b) check the child's identity document against *Consent to Use Vaccination Subsidy* form and confirm child's eligibility to receive CIVSS subsidy. If the child is not holding a HKID or a HK Birth Certificate (with their status of permanent resident indicated "Established"), the child should have a valid travel document showing his/her Hong Kong resident status. Please refer to Appendix A for assessing the child's eligibility. You may consider making arrangements with school for collecting the child's identity document. Vaccination given to ineligible child will not be reimbursed;

- c) if the child is 6 years old or above, the parent would have to show the child's pre-school attendance proof. Collect from the adult a photocopy of the student handbook/student card/pick up card bearing the child's name or a stamped Pre-primary Institution Certification Form (學前教育證明);
- d) doctor has the responsibility to ascertain the availability of subsidy in the eHS for the eligible child and verify the eligible child's past vaccination history and vaccination record in the eHS before providing vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his/her eHealth account;
- e) collect the *Consent to Use Vaccination Subsidy* form and ensure that it is duly completed and signed;
- f) vaccination should be given to recipient as soon as the *Consent to Use Vaccination Subsidy* form is duly signed and completed. The doctor has the responsibility to ensure recipient has duly signed and completed *Consent to Use Vaccination Subsidy* form before the administration of vaccine. (Please refer to Section 4.6 for the points to note before administration of the vaccine);
- g) **claims should only be made after vaccination has been given.** The organizer should have a system in place to record clearly if a recipient named in the *Consent to Use Vaccination Subsidy* form has actually received the vaccination on the scheduled day. The doctor who makes a claim for reimbursement has a duty to ensure that the date of vaccination is clearly and accurately marked on the recipient's vaccination record/card, clinical notes/*Consent to Use Vaccination Subsidy* form, and eHealth account. Since the signing of a *Consent to Use Vaccination Subsidy* form does not equate receiving vaccination, the doctor who accesses the recipient's eHealth account has a duty to ensure that vaccination has indeed been provided before submitting a claim;
- h) to avoid delay in the process of reimbursement, enrolled doctors are highly recommended to make claims immediately after the vaccination is provided to the eligible children for timely processing of claims. It is required to log in the eHS for online submission of claims under the scheme "CIVSS". Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of vaccination service (both days inclusive) for online processing for reimbursement;



- i) all vaccinations given should be clearly documented on a vaccination record and vaccination card should be issued to the vaccine recipient's parents or guardians; and
- j) all vaccinations given should be clearly documented with the name of vaccine, lot number and expiry date, name of person who administered the injection and doctor responsible on a vaccination record which should be kept in a database for record traceability.

#### **4.6 Administration of seasonal influenza vaccination**

Vaccination administration is a medical procedure that carries risks. Health care professionals have personal responsibility for the duties delegated to other persons. Improper delegation of medical duties to non-qualified persons transgresses accepted codes of professional ethical behaviour which may lead to disciplinary action by the Medical Council (Please refer to part II E21 "Covering or improper delegation of medical duties to non-qualified persons" of the Code of Professional Conduct).

- a) Health care professionals should obtain vaccination history and screen if there are any contraindications or precautions to the vaccines that are to be administered.
- b) For the safety of vaccine recipients, vaccination should be administered by qualified health care professionals or by trained personnel under personal supervision. As basic requirement, 3 checks (check when taking out the vaccine from the storage; check before preparing the vaccine; check before administering the vaccine) and 5 rights (right person; right drug; right dose; right time; right route) for vaccine administration should be properly followed.
- c) Make sure there is sufficient number of qualified/trained health care personnel to administer vaccinations and to provide immediate medical treatment to vaccinated children.
- d) Observe infection control and ensure that all sharps and medical wastes are properly handled and disposed. Infection control practice must be complied by all personnel. Hand hygiene protocol must be strictly followed before and after

administering vaccination to an elder. Clean hands with liquid soap and water when visibly soiled or likely contaminated with body fluid. When hands are not visibly soiled, clean them with 70-80% alcohol-based handrub is also effective. If surgical gloves are used, they should be changed before each injection. Rub hands with soap or alcohol-based handrub should be done for at least 20 seconds each time. Wearing surgical gloves cannot replace the proper hand hygiene. Use a new alcohol swab or sterile gauze for compression of injection site for better infection control.

- e) Keep vaccinated children under observation in the vicinity of the place of vaccination for at least 15 minutes to ensure that they do not experience an immediate adverse event.



## 4.7 Post-vaccination

- a) Ensure proper disposal of expired and wasted vaccines and keep record of documentation of such disposal including the date of disposal, quantity, lot number and receipt of disposed vaccines by appropriate agency.
- b) Keep the *Consent to Use Vaccination Subsidy* forms and documents (Pre-primary Institution Certification forms (學前教育證明) and photocopies of student handbook/student card/pick up card) collected from eligible children in locked cabinet and limit the number of persons who can access the personal data to protect it against indiscriminate or unauthorized access, processing and use.
- c) Retain the documentary proofs for attending pre-primary institutions, if any, relevant vaccination records and *Consent to Use Vaccination Subsidy forms* for at least seven years.
- d) Staff of the DH may contact the vaccine recipients and /or their parents/guardians to enquire about the information related to vaccination subsidy schemes. (See Appendix B)

*The above notes are by no means exhaustive. Please refer to CHP website for more information regarding the use of the subsidy schemes. You are required to follow all necessary steps in using the schemes, failing which reimbursement may not be effected.*

## Reference

1. Pharmacovigilance Unit of Drug Office, the Department of Health  
[http://www.drugoffice.gov.hk/eps/do/en/healthcare\\_providers/adr\\_reporting/adr\\_report\\_form.html](http://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/adr_report_form.html)
2. Centre for Health Protection website <http://www.chp.gov.hk>
3. Code of Professional Conduct, the Medical Council of Hong Kong  
<http://www.mchk.org.hk/code.htm>
4. Department of Health website <http://www.dh.gov.hk>  
Scientific Committee on Vaccine Preventable Diseases Recommendations on Seasonal Influenza Vaccination for the 2015/16 Season  
[http://www.chp.gov.hk/files/pdf/short\\_version\\_of\\_recommendations\\_on\\_seasonal\\_influenza\\_vaccination\\_for\\_the\\_2015\\_16\\_final.pdf](http://www.chp.gov.hk/files/pdf/short_version_of_recommendations_on_seasonal_influenza_vaccination_for_the_2015_16_final.pdf)

## Appendix A. Assessment of Eligible Person (EP) status of children for CIVSS

- |   |                    |
|---|--------------------|
| <b>a) Hong Kong Birth Certificate (Established)</b>   | <b>Appendix A1</b> |
| <b>b) Hong Kong Identity Card issued to a person under the age of 11</b>  | <b>Appendix A2</b> |
| <b>c) Hong Kong SAR Re-entry Permit (回港證)</b>   | <b>Appendix A3</b> |
| <b>d) Document of Identity for Visa Purposes bearing one of the following endorsements on the observations page:</b>  | <b>Appendix A4</b> |
| <ul style="list-style-type: none"> <li>(i) The bearer has the right to return to the Hong Kong Special Administrative Region during the validity of this document;</li> <li>(ii) The bearer has the right to return to the Hong Kong Special Administrative Region provided that the limit of stay in the Region imposed upon the bearer (as endorsed on this document) has not expired; or</li> <li>(iii) The bearer has the right of abode in and the right to return to Hong Kong Special Administrative Region.</li> </ul>  |                    |
| <b>e) ID 235B showing the holder is:</b>  | <b>Appendix A5</b> |
| <ul style="list-style-type: none"> <li>(i) Of no condition of stay imposed; or</li> <li>(ii) Permitted to remain until specific date.</li> </ul>  |                    |
| <b>f) Non-Hong Kong issued travel documents bearing:</b>  | <b>Appendix A6</b> |
| <ul style="list-style-type: none"> <li>(i) Endorsement showing that the holder has the right to land in Hong Kong;</li> <li>(ii) Endorsement showing the holder was permitted to land;</li> <li>(iii) Endorsement showing “Previous conditions of stay are hereby cancelled”;</li> <li>(iv) Endorsement showing that holder’s eligibility for Hong Kong permanent identity card verified;</li> <li>(v) “Certificate of Entitlement to the right of abode in the Hong Kong SAR”;</li> <li>(vi) Endorsement showing unconditional stay in HKSAR granted;</li> <li>(vii) Endorsement showing the holder is “Permitted to remain until (date)” or “Permission to remain extended until (date)”, and the limit of stay has not expired; or</li> <li>(viii) Endorsement showing “Permission to remain until (date)” as a dependant under the Quality Migrant Admission Scheme.</li> </ul> |                    |
| <b>g) Certificate issued by the Births Registry for Adopted Children (with their status of permanent resident indicated “Established”)</b>  | <b>Appendix A7</b> |

(with status of permanent resident indicated as "Established")

**Issued on or after 28.4.2008**

**新 鴻 生 死 登 記 處**  
**BIRTHS AND DEATHS REGISTRY, HONG KONG**

香港註冊死生登記處再填此表以登記死生事項—登記處註冊處備有  
CERTIFIED COPY OF AN ENTRY IN A REGISTER OF BIRTHS  
KEPT IN TERMS OF THE BIRTHS AND DEATHS REGISTRATION ORDINANCE

101	姓名 (Name)	ELIZABETH
102	出生日期及地點 (When and where born)	一九零九年一月一日 TIANJIN 1909 伊利沙伯醫院 QUEEN ELIZABETH HOSPITAL
103	姓氏 (Surname)	喬希 SAN CHIN
104	性別 (Sex)	女 FEMALE
105	父親姓名 (Name of father)	許國強 HIA ILIN YUN
106	母親姓名及職業 (Name, occupation and status of mother)	陳中祿 TUNG CHUNG LOO
107	家庭地址 (Address of place of birth and locality of residence)	香港 (中國) MUMBAI HONG KONG CHINA 彌敦道 141 號 A 座 HAPPY GARDEN, 5 HAPPIY STREET KOWLOON
108	出生日期 (Date of birth)	一九零九年一月五日 1 JANUARY 1909
109	註冊官員 (Signature of Registrar)	麥嘉年 (李國章) MAGNAN (LEE GUO CHANG) 香港登記處 DISTRICT REGISTREAR
110	備註 (Remarks or other particulars of birth)	*****
111	此證明書係根據死生登記條例第 1 條所填 (This certificate is filled in accordance with Section 1 of the Births and Deaths Registration Ordinance)	確定 (人確係活的) 華比銀行對面 123 號 ESTABLISHED (Unquestioned that of Schedule 1 to the said Ordinance)

此證明書係根據死生登記條例第 1 條所填—一九零九年一月五日  
This certificate is filled in accordance with Section 1 of the Births and Deaths Registration Ordinance—5<sup>th</sup> Jan of 1909

Se  
香港登記處  
HONG KONG  
BIRTHS AND DEATHS  
(a division of the civil service)

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## Appendix A2

### (b) Samples of Hong Kong Identity Card issued to a person under the age of 11

#### Issued in Hong Kong



Date of Issue

Identity Card No.

(正面 Front)

#### Issued Overseas



Date of Issue

Identity Card No.



(背面 Back)



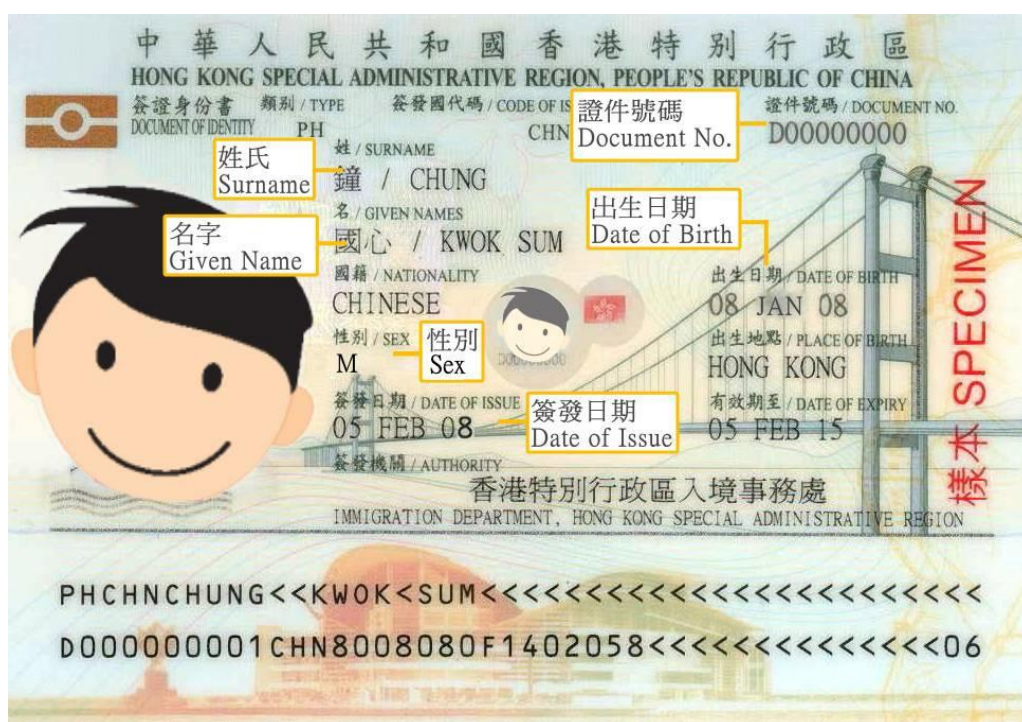
**(c) Samples of Hong Kong SAR Re-entry Permit**

[illegible][illegible]

**Remarks:-**

- The format of Hong Kong SAR Re-entry Permit's document number is RM1234567 (Multiple Re-entry Permit) or RS1234567 (Single Re-entry Permit). The prefixes "RM" and "RS" are followed by 7 numbers.

(d) **Samples of Document of Identity for Visa Purposes bearing endorsement showing holder is permitted to remain in Hong Kong**



- The format of the Document of Identity's document number is either D12345678 (normal size), DJ1234567 or DA1234567 (jumbo size). The prefix of "D" is followed by 8 numbers and the prefixes "DA" and "DJ" are followed by 7 numbers.

Appendix A5

(e)(i) Samples of ID235B showing no condition of stay imposed

The image shows a sample of the ID235B form, which is a 'Permit to Remain in the Hong Kong Special Administrative Region'. The form is divided into two main sections: 'Personal particulars' and 'Conditions of stay'. The 'Personal particulars' section includes fields for the child's name, gender, date and place of birth, birth entry number, and names of parents. The 'Conditions of stay' section includes a statement of the holder's right to remain in the region and a list of conditions. The form is marked 'SAMPLE' and 'No. A010006'. Yellow boxes highlight specific fields: '姓名 Name' (Name), '性別 Gender' (Gender), '出生日期 Date of Birth' (Date of Birth), and '出生登記編號 Birth Entry No.' (Birth Entry No.).

**Remarks:-**



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)

**Remarks**

- ID235B is an A5 size document.



## Appendix A5

(e)(ii) **Sample of ID 235B showing the holder is permitted to remain in Hong Kong until a specific date or permitted to remain extended until a specific date**

The image shows a sample of ID 235B, a document from the Immigration Department of the Hong Kong Special Administrative Region. The document is titled 'No. A 000000' and 'SAMPLE'. It contains fields for 'Name of holder', 'Date of birth', 'Date of issue', 'Date of expiry', 'Name of mother', and 'Address in Hong Kong'. A blue oval highlights the 'Date of expiry' field, which is labeled 'Birth Entry No.' in a callout box. Below the main form, there is a section titled 'The holder, whose particulars appear above, is entitled to remain in the Hong Kong Special Administrative Region on the following condition:-'. A red oval highlights the date '5 MAR 2008' in this section, with a callout box stating 'The holder is permitted to remain until a specific date.'

## Remarks:-



(Authenticating stamp on or after 23 January 2008)



(Authenticating stamp before 23 January 2008)

## Appendix A6

### (f)(i) Samples of Endorsement showing “The holder of this travel document has the right to land in Hong Kong. (Section 2AAA, Immigration Ordinance, Cap.115, Laws of Hong Kong.)”

The holder of this travel document has the  
right to land in Hong Kong.  
(Section 2AAA, Immigration Ordinance,  
Cap.115, Laws of Hong Kong.)  
本旅行證件持有人有香港入境權。  
(香港法例第 115 章，入境條例第 2AAA 條。)

Visa/Reference No

香港入境事務處  
IMMIGRATION HONG KONG (B 188108)  
ACC9-1000001-99(9)  
CEN-P  
本旅行證件持有人有香港入境權。  
(香港法例第115章，入境條例第2AAA條。)  
The holder of this travel document has  
the right to land in Hong Kong.  
(Section 2AAA, Immigration Ordinance,  
Cap. 115, Laws of Hong Kong.)  
SPECIMEN  
已繳費 Fee Paid HK\$145.00 04-01-1999

### (f)(ii) Sample of Endorsement showing “the holder arrived Hong Kong on (date) and was permitted to land”

The holder arrived Hong Kong on (date) and was permitted to land  
持證人在 年 月 日抵達香港並獲准無條件入境

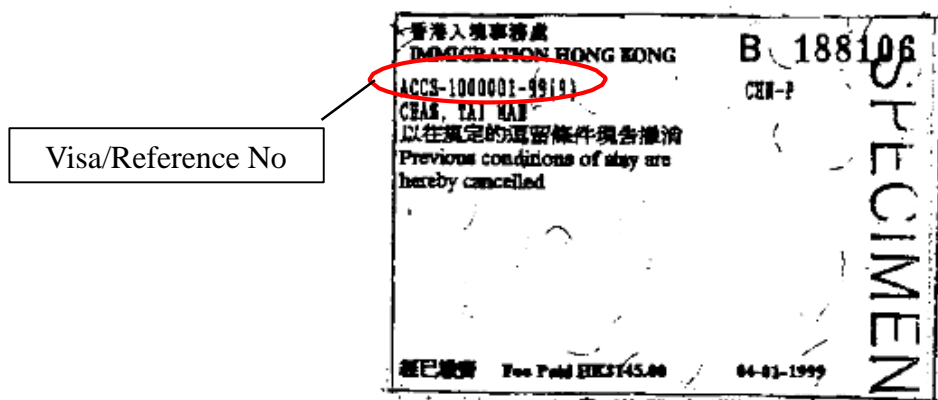
Visa/Reference No

香港入境事務處  
IMMIGRATION HONG KONG (B 188997)  
ACC9-1000003-99(C)  
CEN-P  
持證人在 30-12-98 抵達香港  
並獲准無條件入境  
The holder arrived Hong Kong on  
30-12-98  
and was permitted to land  
SPECIMEN  
免收費 No Fee 04-01-1999

## Appendix A6

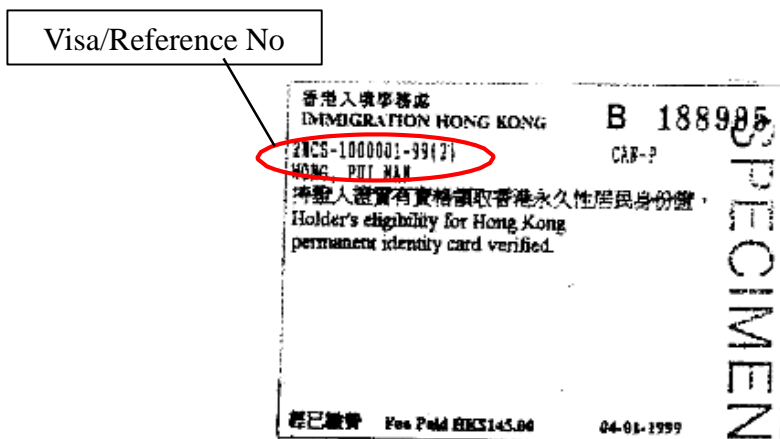
### (f)(iii) Sample of Endorsement showing “Previous conditions of stay are hereby cancelled”

Previous condition of stay are hereby cancelled  
以往規定的逗留條件現告撤消



### (f)(iv) Sample of Endorsement showing “Holder’s eligibility for Hong Kong permanent identity card verified”

Holder’s eligibility for Hong Kong permanent identity card verified.  
持證人證實有資格領取香港永久性居民身份證。



**(f)(v) Sample of Endorsement of “Certificate of Entitlement to the right of abode in Hong Kong SAR”**

Visa/Reference No. [REDACTED]

檔案編號 00000 [REDACTED] 證明書編號 [REDACTED]

Ref. No. EUCR-0000 [REDACTED]-10 (●) Serial No. A 212 [REDACTED]

**香港特別行政區居留權證明書**  
**Certificate of Entitlement to the Right of Abode**  
**in the Hong Kong Special Administrative Region**

本證明書持有人在香港特別行政區的居留權已確立。  
本證明書必須附貼於本證明書持有人的有效旅行證件上，方為有效。  
The holder's Right of Abode in the Hong Kong Special Administrative Region has been established. This certificate is valid only if it has been affixed onto a valid travel document issued to the holder of this certificate.

姓名 [REDACTED]  
Name [REDACTED]

出生日期 [REDACTED]  
Date of Birth [REDACTED]

香港特別行政區  
入境事務處處長  
Director of Immigration  
Hong Kong  
Special Administrative Region

性別 [REDACTED]  
Sex [REDACTED]

發出日期 [REDACTED]  
Date of Issue [REDACTED]

(入境規則) (第 115 章、附屬法例) 表格 ID 550  
Immigration Regulations (Cap. 115 sub. leg.) Form ID 550

**SPECIMEN**  
**様本**

## **Appendix A6**

### **(f)(vi) Samples of Endorsement on the child's valid travel document showing "unconditional stay in HKSAR had been granted"**

"Unconditional stay in HKSAR had been granted" can be identified by a Hong Kong landing stamp on a person's valid travel document showing that he/she is permitted to stay with no condition attached (獲准無條件在香港居留) (i.e. an arrival stamp without any condition attached on top of the landing endorsement).

### **Landing Endorsement**



**(for person arrived in Hong Kong  
before 23 January 2008)**



**(for person arrived in Hong Kong  
on or after 23 January 2008)**

## Appendix A6

(f)(vii) Samples of Endorsement showing “Permitted to remain until (date)” and “Permitted to remain extended until (date)” – the date showing the stay in Hong Kong to be still valid at the time the child receiving influenza vaccination provided by private doctors under CIVSS

### Endorsement

### Landing Stamp

(i) Permitted to remain until (date)  
批准逗留至 年 月 日

Visa/Reference No



and



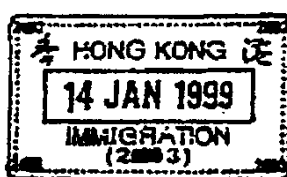
(ii) Permission to remain extended until (date)  
批准逗留期限延至 年 月 日

Visa/Reference No

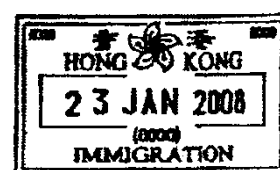


### Remarks:-

- The Immigration Officer's authenticating stamp has been changed since 23 January 2008, a sample of the old and the new authenticating stamp is illustrated below:



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)

Appendix A6

(f)(viii) Samples of Endorsement showing “Permitted to remain extended until (date)” as a dependant under the Quality Migrant Admission Scheme

Quality Migrant Admission Scheme (Dependant)

Permission to remain extended until (date).

優秀人才入境計劃 (受養人)

獲准逗留期限延至 年 月 日

香港入境事務處  
IMMIGRATION HONG KONG Q 956492  
QMR-1000003-06(A)  
CHAN, TAI HAT  
優秀人才入境計劃 (受養人)  
Quality Migrant Admission Scheme (Dependant)  
獲准逗留期限延至 01-05-09  
Permission to remain  
extended until 01-05-09

or

香港入境事務處  
IMMIGRATION HONG KONG D 593514  
QMR-0000029-06(A)  
陳太文  
優秀人才入境計劃 (受養人)  
獲准逗留期限延至 03-05-08  
TWP-T

經已繳費 費用 \$400.00 25-04-2007

經已繳費 費用 \$400.00 25-04-2007



## Appendix A7

### (g) Samples of Certificate issued by the Births Registry for Adopted Children (With their status of permanent resident indicated “Established”)

#### Issued before 25 January 2006

香港特別行政區政府 生計登記處  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
BIRTHS AND DEATHS REGISTRY

香港特別行政區政府生計登記處一號已註冊登記證  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE USUAL REGISTER OFFICE

Specimen

序號 Serial No.	子女姓名 Surname and Name of child	子女性別 Sex of child	子女出生日期及地點 Date and country of birth of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child
1	李國華 LEE GUO WA	男 Male	1985年1月1日 1 JAN 1985	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG

No. of Entry

Status

#### Issued on or after 25 January 2006

香港特別行政區政府 生計登記處  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
BIRTHS AND DEATHS REGISTRY

香港特別行政區政府生計登記處一號已註冊登記證  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE USUAL REGISTER OFFICE

序號 Serial No.	子女姓名 Surname and Name of child	子女性別 Sex of child	子女出生日期及地點 Date and country of birth of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child	子女居住地址 Address of child
(1)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(2)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(3)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(4)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(5)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(6)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(7)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG
(8)	李國華 LEE GUO WA	男 Male	14 FEBRUARY 2009 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG	香港 HONG KONG

No. of Entry

Status



## Appendix B. Post-payment checking

### Post-payment checking

EHCP contacted by DH for arrangement of post-payment check

Letter for confirmation of arrangement will be faxed to EHCP

### On the day of Post-payment checking

*Consent to Use Vaccination Subsidy* forms for selected transactions will be collected for checking

Receipt will be provided for *Consent to Use Vaccination Subsidy* forms collected by VO

Information on *Consent to Use Vaccination Subsidy* forms will be cross-checked with information on eHS records (Medical records may need to be provided for verification of information)

Clients will be randomly selected for ascertainment of claim by DH

*Consent to Use Vaccination Subsidy* forms will be returned to EHCP

