

智障人士疫苗資助計劃

Persons with Intellectual Disability Vaccination Subsidy Scheme

2015/16

Doctors' Guide

Third Edition

Department of Health,
Government of Hong Kong Special Administrative Region

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2/F, 147C Argyle Street, Kowloon

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<http://www.chp.gov.hk>

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Disclaimer

This Doctors' Guide to Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS) 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
Telephone: 2125 2125

Quick Guide to join PIDVSS

Enrolment

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. Follow the guidelines for proper vaccine storage and handling as set out in Section 3.3 of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation ([http://www.pco.gov.hk/english/resource/files/Module on Immunisation Children.pdf](http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf)).

Enrolment application

- a) If the same practice joining one of the existing subsidy schemes will join PIDVSS and there is no change in other information such as bank account, please send the completed and signed Enrolment Reply Slip (See Section 3.1) by fax to Vaccination Office.
- b) If there is change of other particulars, please send the completed Change Form (Section 3.4) by mail and signed Authority for Payment to a Bank Form, if necessary and other supporting document to the Vaccination Office.

Enrolment confirmation

- (a) Receive confirmation of enrolment from Vaccination Office.
- (b) Display PIDVSS price poster with seasonal influenza vaccination fee schedule at clinic waiting area.
- (c) Make available copies of *Consent to Use Vaccination Subsidy* form and information leaflets for parents/guardians.

Quick Guide to joining PIDVSS

II. Vaccination

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

- (a) Check eligible person's identity document, document to show he/she is a person with intellectual disability (PID) to confirm his/her eligibility for receiving PIDVSS subsidy. Keep a photocopy of the Registration Card for People of Disability or medical certificate showing the person is a PID /eligible for PIDVSS.
- (b) Type in the information required by the PIDVSS module of the eHealth System (Subsidies). Search if eHealth (Subsidies) Account is available. If not, create an eHealth (Subsidies) Account for the eligible person.
- (c) Check the parent/guardian has duly signed and completed the Consent to Use Vaccination Subsidy form.
- (d) Check vaccination records and availability of subsidy in eHealth System (Subsidies) before vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his eHealth System (Subsidies) account.
- (e) Check vaccine contraindications and past vaccination records to ascertain the need and suitability for vaccination.
- (f) Explain to parent/guardian the vaccine being administered, the possible side effects of vaccination and management. Administer vaccination and fill in the vaccination card for parent's/guardian's keeping.
- (g) Advise the parent/guardian to bring the eligible person to return four weeks later for the second vaccine dose, if required.
- (h) Charge parent/guardian according to the displayed fee schedule.

Reimbursement (Starting from 15 October 2015)

- a) Claim should only be submitted for application of reimbursement after it is confirmed that both vaccination has been provided to the eligible person as well as *Consent to Use Vaccination Subsidy* form is duly signed and completed.
- b) Submission of claim onto the eHealth System (Subsidies) immediately after the vaccination is provided to the eligible person is highly recommended for timely processing of claim. Log on to the eHealth System (Subsidies), select the scheme "PIDVSS" and input information required by System for online submission of claim. 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 (Subsidies) will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHealth System (Subsidies), for reimbursement directly into the designated bank accounts within 30 days after the end of each month.

Quick Guide to joining PIDVSS

- 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 eligible persons 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.

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' parent/guardian to verify the information related to the vaccination service. (see **Appendix A**)

List of Acronyms

List of Acronyms

ADR	Adverse Drug Reaction
CHP	Centre for Health Protection
DH	Department of Health
EC	Certificate of Exemption
EHCP	Enrolled Healthcare Providers
eHS(S)	eHealth System (Subsidies)
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
PID	Persons with Intellectual Disability
PIDVSS	Persons with Intellectual Disability Vaccination Subsidy Scheme
QIV	Quadrivalent Influenza Vaccine
TIV	Trivalent Influenza Vaccine

Introduction

1. Introduction

1.1 What is Persons with Intellectual Disability Vaccination Subsidy Scheme?

The Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS) provides incentive to facilitate intellectual disabled Hong Kong residents 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 eligible persons (see Section 1.3) under PIDVSS. The subsidy is reimbursed by the Department of Health (DH) to private doctors joining PIDVSS.

Private doctors can enrol in PIDVSS starting from 16 September 2015 and subsidy for the seasonal influenza vaccination will be available for eligible persons from 15 October 2015 onwards. Parents/guardians are advised to bring their eligible children/wards 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

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)**

Introduction

1.2 What service providers can participate in PIDVSS?

A doctor can join PIDVSS if he/she:-

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

To join PIDVSS, a doctor is required to enrol in advance (see Section 2.2).

Introduction

1.3 Who are eligible for subsidy under PIDVSS?

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

- a) holds valid identity/ travel documents proving Hong Kong resident status (please refer to **Appendix B** for sample of the identity/ travel documents);
AND
- b) meets either of the following conditions:-
 - (i) holds a valid Registration Card for People with Disabilities (with indication of intellectual disability*) issued by Labour and Welfare Bureau (Central Registry for Rehabilitation). Please refer to **Appendix C** for a sample of the Registration Card);
OR
 - (ii) holds a medical certificate certifying the person is a PID or the person is eligible for PIDVSS issued by a registered medical practitioner (may be issued by the enrolled doctor)

(You may wish to base on the medical history, clinical assessment and documents provided by the parents/guardians, taking reference to the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, 4th edition, 1994 (DSM-IV) or 5th edition (DSM-V) to certify the eligibility. Please refer to **Appendix D** for a sample of the medical certificate and **Appendix E** for DSM(IV) and DSM(V).)

*The term "mentally handicap" is also accepted

Introduction

1.4 How to give seasonal influenza vaccination under PIDVSS?

Under PIDVSS, persons with intellectual disability aged 9 or above are recommended to receive one dose of influenza vaccine in 2015/16. For eligible person aged between 6 months and less than 9 years, who have received one or more doses of seasonal influenza vaccine the past seasons, are recommended to receive one dose of influenza vaccine in 2015/16. For vaccine-naïve eligible person aged below 9 years, two doses with an interval of 4 weeks are required and will be subsidised by the Government.

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 are recommended to receive seasonal influenza vaccination every year.

Vaccine Composition

The vaccine recommended by the Scientific Committee on Vaccine Preventable Diseases (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 vaccine is being used, it shall contain the above three viruses and a B/Brisbane/60/2008-like virus.

Participating in PIDVSS

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, however, 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, storage and handling.

Participating in PIDVSS

2. Enrolment

2.1 Pre-enrolment

Doctors who are interested in joining PIDVSS 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 vaccines, and follow the guidelines for proper vaccine storage and handling as set out in Section 3.3 of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation (http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf). Please pay particular attention to the following points:
 - (i) strictly follow the vaccine manufacturers' recommendation on storage of individual vaccines
 - (ii) purpose-built vaccine refrigerators (PBVR) are the preferred means of storage for vaccines
 - (iii) cyclic defrost and bar refrigerators are not recommended because they produce wide fluctuations in the internal temperatures and regular internal heating
 - (iv) fill the lower drawers and the door with plastic water bottles or containers to maintain temperature stability if not using a PBVR
 - (v) each refrigerator storing vaccines should have a minimum/maximum thermometer and a temperature recording chart
 - (vi) check and record temperatures manually at least twice daily
- c) 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
- d) read 'Enrolment Information' at CHP website carefully.

Participating in PIDVSS


2.2 Enrolment application

Doctors who have already enrolled to CIVSS and/or EVSS and have no change in the practice address, bank account are only require to submit the completed Enrolment Reply Slip (Section 3.1) by fax to the Vaccination Office.

2.3 Enrolment confirmation

Enrolled doctor will receive by mail from Vaccination Office (i) an enrolment confirmation letter, (ii) a PIDVSS price poster, (iii) Vaccination Cards, (iv) information leaflets on PIDVSS and seasonal influenza and (v) *Consent to Use Vaccination Subsidy* forms for PIDVSS.

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



The poster features a blue and yellow design with a syringe icon. The title is '智障人士疫苗資助計劃' (Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS)). It includes a table of vaccine charges and a list of required documents.

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

* 以肌肉注射滅活疫苗計算 (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:

- 香港居民身份證明文件; 和
- 「殘疾人士登記證」(註明智障)或醫生證明書(證明該人士為智障人士或符合「2015/16 智障人士疫苗資助計劃」的資助資格)

Document required:

- Identity document showing Hong Kong resident status; and
- Registration Card for People with Disabilities (with indication of intellectual disability) or medical certificate (certify the person is a person with intellectual disability or eligible for PIDVSS 2015/16)

查詢 Enquiry 2125 2125 www.chp.gov.hk

衛生署
Department of Health

Participating in PIDVSS

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

Participating in PIDVSS

2.4 Vaccination period for PIDVSS

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

Provided that the eligible person aged below 9 who has never received seasonal influenza vaccination before and the first dose is given below 9 years old, the Government will provide subsidy for the second dose even if the eligible person will be aged over 9 years by then. Eligible person aged above 9 or 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 eligible person.

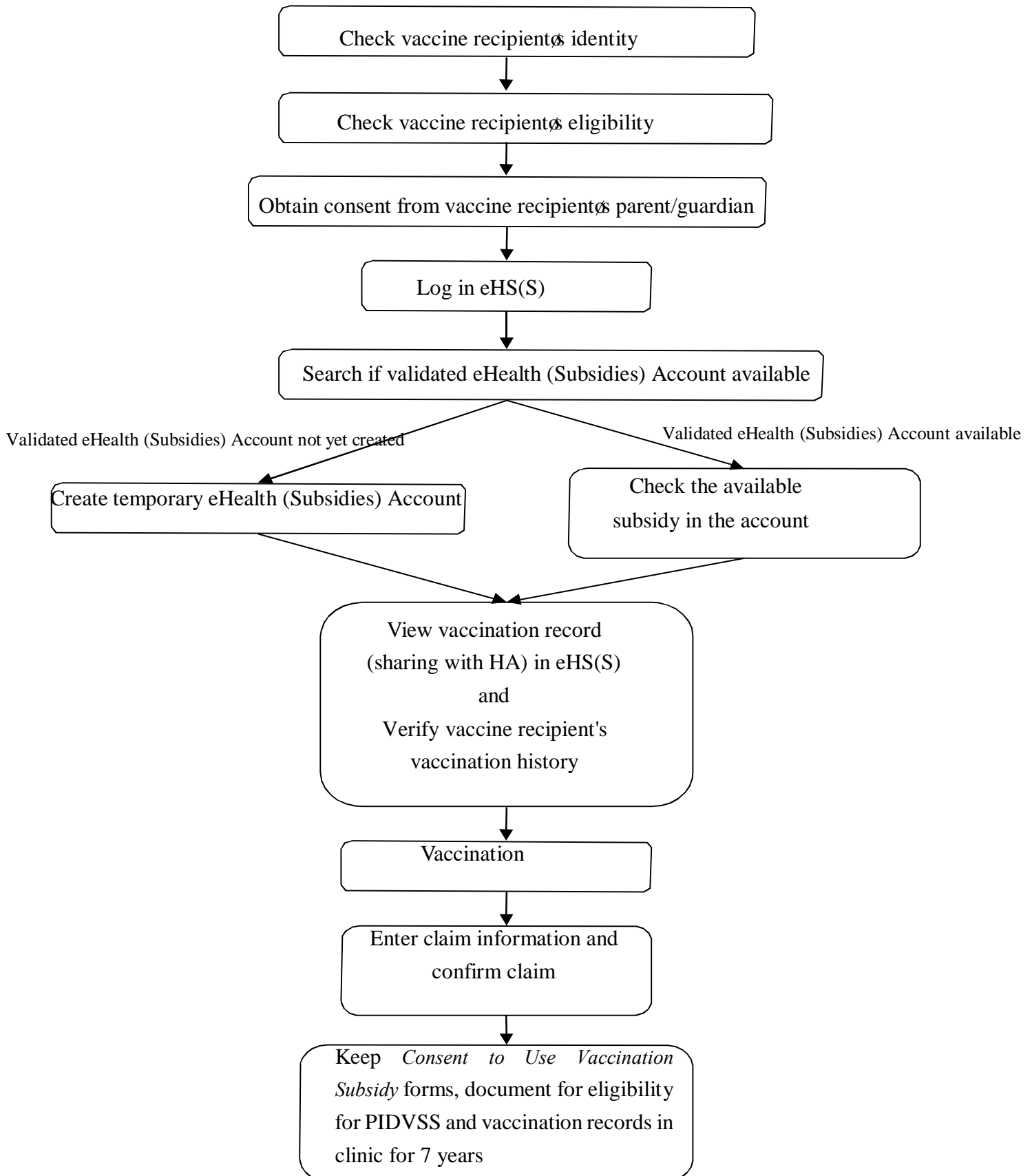
- a) Ensure the availability of resuscitation equipment and drugs necessary for the management of anaphylaxis.
- b) Make available copies of the *Consent to Use Vaccination Subsidy* form (Section 3.3) (downloadable from CHP website at <http://www.chp.gov.hk> or contact Vaccination Office for hard copies) for parents/legal guardians of eligible persons to fill in at the clinic.
- c) Check vaccine recipient's identity document and confirm his/her eligibility to receive PIDVSS subsidy (see Appendix A for different kinds of identity document). Keep a copy of the Registration Card for People of Disability or medical certificate showing the person is a PID /eligible for PIDVSS.
- d) Login to the eHealth System (Subsidies) and click to select the scheme of PIDVSS.

Participating in PIDVSS

- e) Input the information as required by the eHS(S) to search for the vaccine recipient's eHealth (Subsidies) Account manually or using Smart Card Reader (for HKID only). If no eHealth (Subsidies) Account matching the vaccine recipient's particulars is found, create an eHealth (Subsidies) Account for the vaccine recipient. Please note that vaccine recipient's eHealth (Subsidies) 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 vaccine recipient's parent/guardian and the vaccination card. Print the *Consent to Use Vaccination Subsidy* form for the parent/guardian to sign.
- f) Enrolled doctor should check the vaccine recipient's vaccination records in the eHS(S) and vaccination history from his/her vaccination card. The doctor cannot make claim to vaccination subsidy if the vaccine recipient has already used up the subsidy.
- g) Decide if one/two dose(s) of vaccine is/are required.
- h) Check if there is any contraindication for seasonal influenza vaccine.
- i) Explain to the parent/guardian about the possible effects of vaccination and advise on management.
- j) Administer seasonal influenza vaccination.
- k) Keep vaccination record and fill in the vaccination card for parent/guardian's keeping.
- l) Advise the parent/guardian to bring the vaccine recipient back four weeks later for the second dose of vaccine if indicated.
- m) Charge the parent/guardian according to the displayed fee schedule.
- n) Submission of claims onto the eHS(S) immediately after the vaccination is provided to the eligible vaccine recipient 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.

Participating in PIDVSS

Flow chart of vaccination



Participating in PIDVSS

2.5 Reimbursement

Vaccination subsidies can be claimed using the eHS(S). The eHS(S) 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 vaccine recipient as well as *Consent to Use Vaccination Subsidy* form is duly signed and completed.
- 2) Submission of claims onto the eHS(S) immediately after the vaccination is provided to the eligible vaccine recipient is highly recommended for timely processing of claims. Log on to the eHS(S), select the scheme öPIDVSSö 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(S) will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHS(S), 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 eligible person 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.

Participating in PIDVSS

Please note that the key steps of using the eHealth System (Subsidies) (2.6), the procedures for amendment of particulars, de-enrolment, de-listing, monitoring and inspection, data security and privacy, code of practice and reporting vaccine adverse reaction (2.7-2.13) are ESSENTIALLY the same for

- a) Childhood Influenza Vaccination Subsidy Scheme (CIVSS);**
- b) Elderly Vaccination Subsidy Scheme (EVSS);**
- c) Health Care Voucher Scheme (HCVS); and**
- d) Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS)**

You may skip these parts in this Doctors' Guide if you have already read through them in the Doctors' Guide for other Schemes.

Participating in PIDVSS

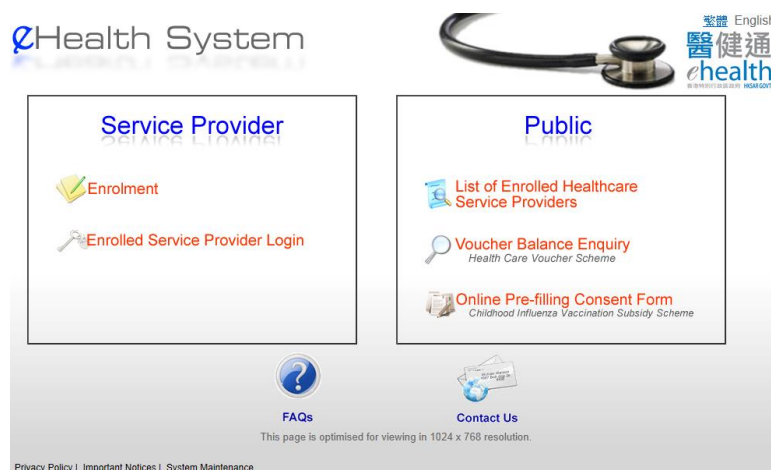
2.6 The eHealth System (Subsidies) [eHS(S)]

2.6.1 The database of enrolled doctors and vaccine recipients

The eHS(S) will establish a database of enrolled doctors. It will also build up a database of individual eligible person 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 System Login

Enrolled doctor can access the eHS(S) 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.



Participating in PIDVSS

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)

2.6.3 Creating “Data Entry Account”

For each EHCP, a “Service Provider Account” will be created. The enrolled doctor can log on the eHS(S) 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(S) 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 (Subsidies) Accounts, create eHealth (Subsidies) 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(S) (using his/her SPID and authentication token) for checking and confirming the eHealth (Subsidies) Accounts being created and claim information entered through the “Data Entry Account”.

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

Participating in PIDVSS

2.6.4 Creating eHealth (Subsidies) Accounts for vaccination recipients

To create an eHealth (Subsidies) Account for vaccine recipient, the doctor is required to:-

- a) 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);
- b) check the identity documents of the eligible person who comes for subsidised vaccination;
- c) explain to the eligible person's parent/guardian the need and purpose for the collection of personal data, including its subsequent use;
- d) search in eHS(S) to see if the eligible person's eHealth (Subsidies) Account already exists;
- e) if no existing eHealth (Subsidies) Account is found in the eHS(S), input required information of the eligible person into the eHS(S) to create an eHealth (Subsidies) Account; and
- f) upon submission of the information to the eHS(S), a temporary eHealth (Subsidies) Account will be created for the eligible person.

The eHealth (Subsidies) Account can be retrieved only if the eligible person 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 eligible person's parent, legal guardian or their representatives.

LEE, KA WING

Home Inbox Logout

Claim

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

1a. Get Consent >>> 1b. Enter Details 1c. Complete Creation

Enter Details

Current Practice LEE KA WING CLINIC (ST) (2)

Please enter the account information shown on Hong Kong Birth Certificate (Established). [Help](#)

Registration No. A666666(6)

Date of Birth 04-03-2004

Name in English CHAN, MEI MEI Input Tips: Surname, Given name

Gender Female Male

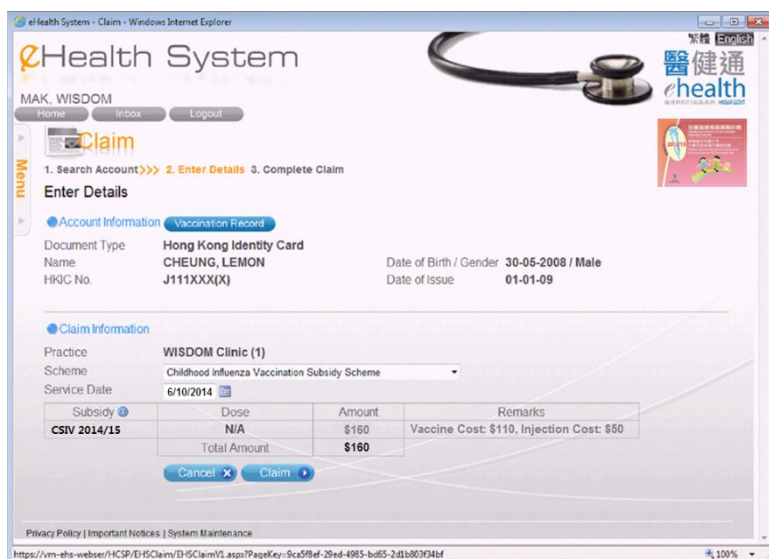
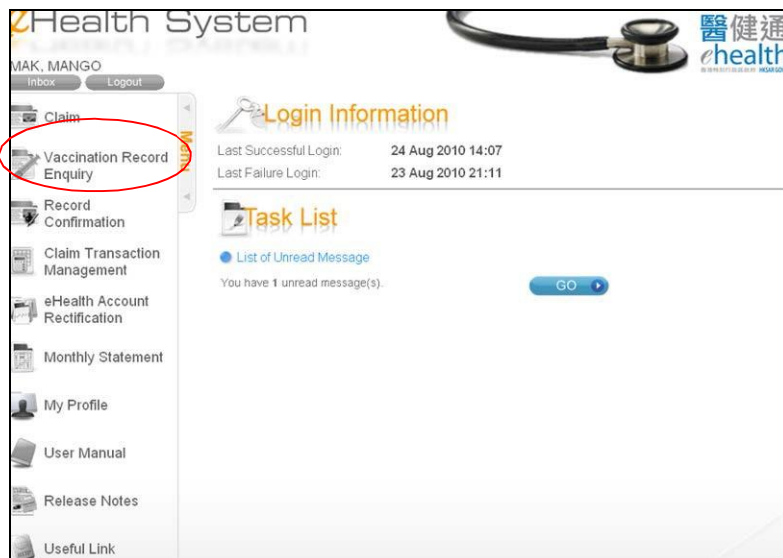
[Cancel](#) [Next](#)

Participating in PIDVSS

2.6.5 Viewing electronic vaccination record of eligible person

Enrolled doctor should check the eligible person's electronic vaccination record in the eHS(S) before providing vaccination to avoid over-vaccinating the eligible person.

Electronic vaccination record showed vaccine recipient's vaccination history from both eHS(S) 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 (Subsidies) Account.



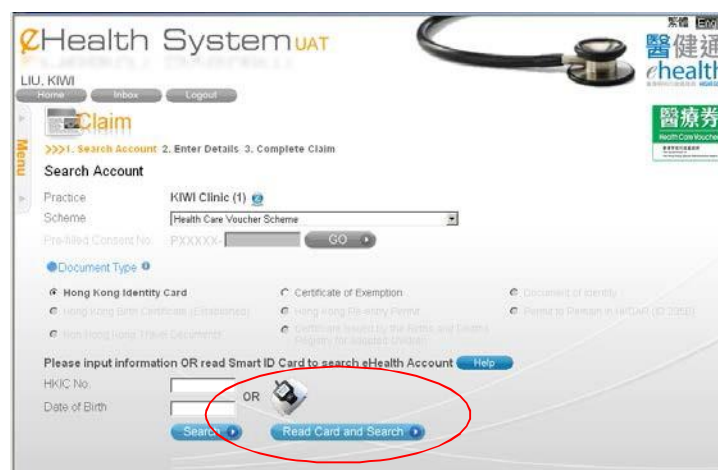
Participating in PIDVSS

2.6.6 Smart Card Reader

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



Enrolled doctor should explain to the parent/guardian about the purpose of personal data collection and obtain consent to read his/her eligible person'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/ward's personal data.

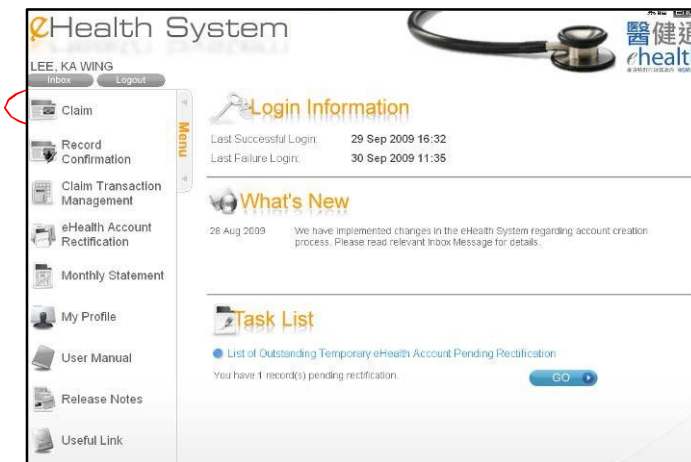


Participating in PIDVSS

2.6.7 Claiming vaccination subsidy

Having created an eHealth (Subsidies) Account, the eligible person 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(S) and select the claim function;



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



- c) search if validated eHealth (Subsidies) Account of the eligible person is available, if not, create a temporary recipient eHealth (Subsidies) Account by entering his/her details as required by the system. The enrolled doctor is required to check the identity documents of the eligible person to ensure eligibility;

Participating in PIDVSS

- d) if a validate eHealth (Subsidies) Account is found, verify the details and then confirm the account;
- e) view eligible persons vaccination records in the eHS(S) and ascertain availability of subsidy in the eHS(S) for the eligible person to receive the vaccination;
- f) verify the eligible persons past vaccination history and vaccination record, and decide whether the eligible person is clinically indicated for the vaccination;
- g) provide the vaccination promptly if subsidy for the vaccination is available for the eligible person and the eligible person 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(S) immediately after vaccination is highly recommended. Claims have to be submitted online WITHIN SEVEN DAYS after delivery of service);

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

- i) print out the *Consent to Use Vaccination Subsidy* form and ask the eligible persons 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 eligible person.

Participating in PIDVSS

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 form, vaccination records with a copy of the Registration Card for People with Disabilities or a medicate certificate certifying the person is a PID or eligible for PIDVSS 2015/16. (Please refer to Appendix B for the samples); and
- ii) maintain a master list or a register on those clients receiving vaccinations and using vaccination subsidies.

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



The screenshot shows the 'eHealth System - Claim' interface in a Windows Internet Explorer browser. The user is logged in as 'MAK, WISDOM'. The main heading is 'Claim' with a progress bar showing '1. Search Account >>> 2. Enter Details 3. Complete Claim'. The 'Enter Details' section is active, with 'Account Information' selected. The account details are as follows:

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

Below this, the 'Claim Information' section is visible:

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

A table shows the claim details:

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

At the bottom of the form, there are 'Cancel' and 'Claim' buttons. The footer includes 'Privacy Policy | Important Notices | System Maintenance' and a URL: 'https://vm-ehs-webser/HCSF/EHSClaim/EHSClaimV1.aspx?PageKey=9ca5f8ef-29ed-4985-b065-2d1b603f34bf'.

Participating in PIDVSS

2.6.8 Confirming the transaction record

If the claim is entered by the enrolled doctor's delegates using the Data Entry Account, the enrolled doctor is required to log on to the eHS(S) 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(S). 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(S).

The screenshot displays the 'Record Confirmation' page in the eHealth System. The user is logged in as 'MAK, MANGO'. The page title is 'Record Confirmation'. Below the title, there are navigation buttons for 'Home', 'Inbox', and 'Logout'. The main content area shows a 'Claim Record' section with the following filters:

- Cut-off Date: 06 Sep 2010
- Practice: Any
- Data Entry Account: Any
- Scheme: Any

The table below lists the transaction records:

	<input checked="" type="checkbox"/>	Transaction No.	Transaction Time	Scheme	Document Type	Identity Document No.	Name	No. of Units Redeemed	Total Amount (\$)	Other Information	N
1	<input checked="" type="checkbox"/>	TC10906-90-7	06 Sep 2010 15:44	CIVSS	HKBC	F274XXX(X)	FUNG, TAI MAN	1	80	Details	MAI
2	<input checked="" type="checkbox"/>	TC10906-91-9	06 Sep 2010 15:44	CIVSS	HKBC	C870XXX(X)	PANG, MAY MAY	1	80	Details	MAI
3	<input checked="" type="checkbox"/>	TE10906-22-6	06 Sep 2010 15:45	EVSS	HKIC	A942XXX(X)	CHEUNG, MING	2	320	Details	MAI

Page 1 of 1 (3 items)

Buttons: [Back](#) [Confirm Selected](#)

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

Participating in PIDVSS

2.6.9 Voiding claims

The enrolled doctor can void a subsidy claim through the 'Claim Transaction Management' function in the eHS(S) 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(S) will generate a 'Void Transaction Number' for the voided claim.

2.6.10 Validation of temporary eHealth (Subsidies) 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(S) 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.

2.6.11 Rectification of temporary eHealth account information that failed validation

Upon receiving notification about failed validation of the 'temporary eHealth (Subsidies) Account', doctors are required to rectify the information in the eHS(S) as soon as possible. Unless the eHealth (Subsidies) Account information has been rectified and the 'temporary account' is converted to a validated eHealth (Subsidies) 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 (Subsidies) Account information, the temporary eHealth (Subsidies) Account may be deleted by the eHS(S) and the claim related to the account in question may be voided.

Participating in PIDVSS

2.6.13 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.

2.6.14 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(S).

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

2.6.15 Locked account

An account will be locked after five repeated and unsuccessful attempts of logging on the eHS(S). 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.

Participating in PIDVSS

2.6.16 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(S) 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.

2.7 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 PIDVSS 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.

Participating in PIDVSS

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 price poster.

Once a doctor has de-enrolled, he/she should remove the price poster 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 PIDVSS. 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.

Participating in PIDVSS

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 PIDVSS, 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 price poster 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 person 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.

Participating in PIDVSS

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 behavior which may lead to disciplinary action by the Medical Council.

- a) Part II D12 öFeesö;
- b) part II E21 öCovering or improper delegation of medical duties to non-qualified personsö; and
- c) part II G26 öUntrue or misleading certificates and similar documentsö.

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

Forms and Documents

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 :-

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

For those who have already enrolled to other Vaccination Subsidy Schemes, they are only required to fax back the completed Enrolment Reply Slip.

To: Vaccination Office (Please complete and return by fax 2713 9576)	
Enrolment to Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS)	
Name of EHCP:	Service Provider Identity No. (SPID):
Service Fees Information (please use additional sheet if you have more than 2 practices)	
(1) Name and Address of the Practice : _____	
Service fee to be charged for the vaccination service after deducting the Government subsidy: TIV \$ _____ QIV @ \$ _____	
(2) Name and Address of the Practice : _____	
TIV \$ _____ QIV @ \$ _____	
* Only one service fees will be displayed at the Online Service Directory.	
(Please put a "✓" inside the box below if appropriate)	
<input type="checkbox"/> I am interested in providing outreaching vaccination service at non-clinic setting.	
(Official Stamp)	
Signature of EHCP	Authorized signature For and on behalf of the Medical Organization
Name of EHCP in block letters	Name in block letters: (Authorized Signatory)
DEH_eH5020a (09/15)	Date: _____ 1

Forms and Documents

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.

Forms and Documents

3.3 Consent to Use Vaccination Subsidy Form

Consent to Use Vaccination Subsidy Persons with Intellectual Disability Vaccination Subsidy Scheme Department of Health			
Transaction No.:		SI Vaccine Used:	
ID		TIV <input type="checkbox"/>	QIV <input type="checkbox"/>
(For Doctor's Use)			
<p>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.</p>			
(To be completed by parent/guardian) *Delete as appropriate			
I consent to use Government subsidy for my child/ward* to receive seasonal influenza vaccination under the Persons with Intellectual Disability 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 confirm my child/ward* is an intellectual disabled person and is using the following document to confirm his/her disability:			
<input type="checkbox"/> Registration Card for People with Disabilities <input type="checkbox"/> Medical Certificate			
Applicable only to vaccine recipient under the age of 9. I declare my child/my ward* (Put a tick a box as appropriate):			
<input type="checkbox"/> has already received seasonal influenza vaccination in previous season and my child/my ward* is receiving the first and only dose of seasonal influenza vaccine in this vaccination season.			
<input type="checkbox"/> has never received 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 <input type="checkbox"/> the second dose of seasonal influenza vaccine in this vaccination season.			
The personal particulars of my child/ward* (as stated on the identity document). Those aged 11 or above can only select Hong Kong Identity Card and Certificate of Exemption			
Name	(English)	(Chinese)	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	dd mm yyyy
Identity document (Please select an identity document and tick a box as appropriate and fill in the information required)			
<input type="checkbox"/> Hong Kong Identity Card No.	()	Date of Issue	dd mm yy
<input type="checkbox"/> Hong Kong Birth Certificate Registration No.	()		
<input type="checkbox"/> Serial No. of the Certificate of Exemption			
<input type="checkbox"/> Reference No.			
<input type="checkbox"/> HKID No. shown on the Certificate	()	Date of Issue	dd mm yy
<input type="checkbox"/> Hong Kong Re-entry Permit No.		Date of Issue	dd mm yyyy
<input type="checkbox"/> Document of Identity – Document No.		Date of Issue	dd mm yyyy
<input type="checkbox"/> Permit to Remain in HKSAR (ID 235B)- Birth Entry No.	()	Permitted to remain until	dd mm yyyy
<input type="checkbox"/> Non-Hong Kong Travel Document No.			
<input type="checkbox"/> Visa / Reference No.	()		
<input type="checkbox"/> Certificate issued by the Births Registry for adopted children – No. of Entry	/		

DH_PIDVSS(10/15)

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

Forms and Documents

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 SI* \$ _____ EVSS SI* \$ _____

23+PPV \$ _____

SI and 23+PPV* \$ _____

PIDVSS* \$ _____

* The service fee information for use of QIV is for non-directory of the CHP website.
 † The service fee for seasonal influenza vaccination is _____

(D) CHANGE in bank details of currently enrolled "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 - Children's Infection Vaccination Subsidy Scheme
 EVSS - Elderly Inclusion Subsidy Scheme PCD - Primary Care Doctors
 QIV - Quadrivalent Influenza Vaccine PIDVSS - Person with Intellectual 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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Forms and Documents

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		
AND TETANUS TOXOID 破傷風及白喉疫苗	FIRST DOSE 第一次			
	SECOND DOSE 第二次			
	THIRD DOSE 第三次			
INFLUENZA VACCINE 流行性感冒疫苗(針)	REMARKS 附註 (including adverse effects 包括副作用及反應)			
	DOCTOR / CLINIC 醫生 / 診所			
	DATE 日期			
	OTHERS 其他 TYPES OF VACCINE 疫苗種類			

Interior

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DEPARTMENT OF HEALTH
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府衛生署
VACCINATION RECORD
疫苗接種記錄

Name 姓名 王小明

Date of Birth 出生日期 19/2/2006 Sex 性別 M

Parent's/Guardian's Name
父母/監護人姓名 方淑儀

This record should be presented on receiving subsequent vaccination. Please keep all the vaccination records properly because they may be required later as documentation of the vaccine received.

下次接種疫苗時應帶此記錄。請妥善保存所有疫苗接種記錄，因為日後可能需要此記錄作為疫苗接種的證明文件。

重要文件，請永久保存
Please retain this vaccination record indefinitely.

Cover

PIDVSS in Non-clinic Setting

4 PIDVSS 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 person under PIDVSS in non-clinic settings (e.g. Integrated Vocational Training Centre). Please refer to other sections of this guide for general requirements and logistics under PIDVSS.

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 Department of Health 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). Staff of DH may randomly perform on site inspection of the services provided.
- c) Check the promotion materials on the activity, if any, to ensure the information regarding the Medical Organisation providing vaccination service and information about the vaccine and vaccine arrangement 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. Follow the guidelines for proper vaccine storage and handling as set out in Section 3.3 of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation (http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf). Breach in the cold chain will render the vaccines ineffective.

PIDVSS in Non-clinic Setting

- e) Ensure the vaccine and all the equipment including emergency kits are sufficient and not expired.
- f) Ensure that personnel involved in vaccinating elders 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 vaccine recipients 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. 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)
- 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.

PIDVSS in Non-clinic Setting

- 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 subjected 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' parents/guardians/carers with essential information on the vaccines and the vaccination subsidy schemes to ensure that they understand the aims

PIDVSS in Non-clinic Setting

and possible side-effects of vaccination and their child/ward's eligibility for vaccination subsidy. Related information is available on the CHP website (www.chp.gov.hk).

- b) Ensure vaccine recipients' parents/guardians/carers understand that participation in the Government's vaccination subsidy schemes is voluntary. Sufficient time should be allowed for them to consider if their child/ward should join the subsidy schemes or refuse to accept Government subsidy.
- c) Inform vaccine recipients' parents/guardians that the DH may contact them 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 vaccines:-

- 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 an eligible person to receive vaccination should submit a Consent to Use Vaccination Subsidy form duly completed and signed by the eligible person's parent/guardian;
- b) check the eligible person's identity document against Consent to Use Vaccination Subsidy form and confirm eligible person's eligibility to receive PIDVSS subsidy. Please refer to Appendices A and B respectively for the identity documents accepted for HK resident status and Registration Card for People of Disability or Medical Certificate. Keep a copy of the document on eligibility. Vaccination given to ineligible person will not be reimbursed;
- c) doctor has the responsibility to ascertain the availability of subsidy in the eHS(S) for the eligible person and verify the eligible person's past vaccination history and vaccination record in the eHS(S) before providing vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his/her eHealth (Subsidies) Account;

PIDVSS in Non-clinic Setting

- d) collect the *Consent to Use Vaccination Subsidy* form and ensure that it is duly completed and signed;
- e) 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 in order to be given the vaccination;
- f) **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 (Subsidies) 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 (Subsidies) Account has a duty to ensure that vaccination has indeed been provided before submitting a claim;
- g) 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 person for timely processing of claims. It is required to log in the eHS(S) for online submission of claims under the scheme 'PIDVSS'. Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of vaccination service (both days inclusive) for online processing for reimbursement;
- h) all vaccinations given should be clearly documented on a vaccination record and vaccination card should be issued to parent/ guardian of the vaccine recipient; and
- i) all vaccinations given to each vaccine recipient 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

PIDVSS in Non-clinic Setting

action by the Medical Council (Please refer to part II E21 öCovering or improper delegation of medical duties to non-qualified personsö 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 eligible person.
- 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 eligible person 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.

PIDVSS in Non-clinic Setting

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 photocopies of the documentary proofs (Registration Card for People of Intellectual Disability or Medical Certificate) collected from eligible personsø parents/guardians 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 relevant vaccination records and *Consent to Use Vaccination Subsidy* forms and photocopies of the documentary proofs for at least seven years.
- d) Staff of the DH may contact the vaccine recipientsø parents/guardians to enquire about the information related to vaccination subsidy schemes. (See Appendix C)

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

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
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

Appendix

Appendix A

Appendix A: Post-payment Check

**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



Information on *Consent to Use Vaccination
Subsidy* forms will be cross-checked with
information on eHS(S) 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

Appendix

Appendix B

Appendix B: Hong Kong Resident Status

- | | |
|---|--------------------|
| a) Hong Kong Birth Certificate (Established) | Appendix B1 |
| b) Hong Kong Identity Card | Appendix B2 |
| c) Hong Kong SAR Re-entry Permit (回港證) | Appendix B3 |
| d) Document of Identity for Visa Purposes bearing one of the following endorsements on the observations page: | Appendix B4 |
| (i) The bearer has the right to return to the Hong Kong Special Administrative Region during the validity of this document; | |
| (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 | |
| (iii) The bearer has the right of abode in and the right to return to Hong Kong Special Administrative Region. | |
| e) ID 235B showing the holder is: | Appendix B5 |
| (i) Of no condition of stay imposed; or | |
| (ii) Permitted to remain until specific date. | |
| f) Non-Hong Kong issued travel documents bearing: | Appendix B6 |
| (i) Endorsement showing that the holder has the right to land in Hong Kong; | |
| (ii) Endorsement showing the holder was permitted to land; | |
| (iii) Endorsement showing “Previous conditions of stay are hereby cancelled”; | |
| (iv) Endorsement showing that holder’s eligibility for Hong Kong permanent identity card verified; | |
| (v) “Certificate of Entitlement to the right of abode in the Hong Kong SAR”; | |
| (vi) Endorsement showing unconditional stay in HKSAR granted; | |
| (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 | |
| (viii) Endorsement showing “Permission to remain until (date)” as a dependant under the Quality Migrant Admission Scheme. | |
| g) Certificate issued by the Births Registry for Adopted Children | Appendix B7 |
| h) Certificate of Exemption | Appendix B8 |

Appendix

Appendix B1

a) Samples of Hong Kong Birth Certificate (Established)

(with status of permanent resident indicated as “Established”)

Issued between 1.7.1997 and 27.4.2008

Issued on or after 28.4.2008

Registration No. 註冊號碼	SLEMS67
Date of birth 出生日期	5 JANUARY 2005 QUEEN ELIZABETH HOSPITAL
Name of parent 父母姓名	SANCHUN 新尊
Sex 性別	FEMALE 女
Place of birth 出生地點	HQ, TUN YUN 灣仔
Medical institution and name of doctor 醫院及醫生姓名	HONG ZONG CHU 鍾中興
Name and address of place of residence 住址	SECRET BUNGALOW (C1) METER, FLAT A, 57, HAPPY GARDEN, HAPPY STREET 筲箕灣
Date of issue 發出日期	5 JANUARY 2005
Signature of parent 父母簽名	(SIGNED: SANCHUN) HENDRY BANGSIAN
Status 永久居民身份	ESTABLISHED

Registration No. 註冊號碼	SLEMS67
Date of birth 出生日期	5 JANUARY 2005 QUEEN ELIZABETH HOSPITAL
Name of parent 父母姓名	SANCHUN 新尊
Sex 性別	FEMALE 女
Place of birth 出生地點	HQ, TUN YUN 灣仔
Medical institution and name of doctor 醫院及醫生姓名	HONG ZONG CHU 鍾中興
Name and address of place of residence 住址	SECRET BUNGALOW (C1) METER, FLAT A, 57, HAPPY GARDEN, HAPPY STREET 筲箕灣
Date of issue 發出日期	5 JANUARY 2005
Signature of parent 父母簽名	(SIGNED: SANCHUN) HENDRY BANGSIAN
Status 永久居民身份	ESTABLISHED

Remarks:-

- For births registered in Hong Kong between 1 July 1997 and 27 April 2008, item 11 of the Hong Kong Birth Certificate will specify whether the Hong Kong permanent resident status is “Established/Not Established”.
- For births registered in Hong Kong **on or after 28 April 2008**, item 11 of the Hong Kong Birth Certificate will specify whether the Hong Kong permanent resident status is established under paragraph 2(a), paragraph 2(e) or paragraph 5(3) of Schedule 1 to the Immigration Ordinance, Cap. 115, Laws of Hong Kong.
- The letter "S" is used as the prefix of the registration number for births registered from April 2005 to present.

Appendix

Appendix B2

b) Samples of Hong Kong Identity Card

Issued in Hong Kong

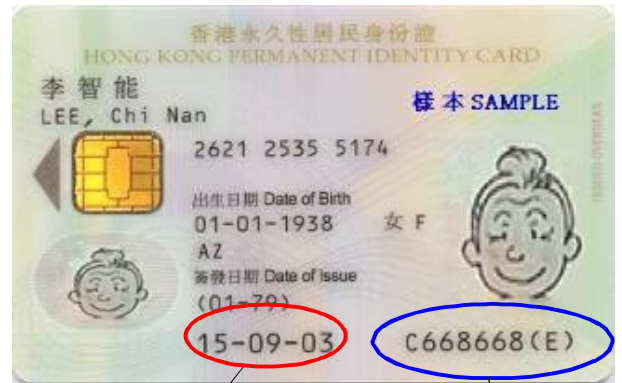


Date of Issue

Identity Card No.

(正面 Front)

Issued Overseas



Date of Issue

Identity Card No.



(背面 Back)

Appendix

Appendix B5

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

香港特別行政區政府
入境事務處
IMMIGRATION DEPARTMENT
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

No. A010006
正本—白色
ORIGINAL—WHITE PAPER
副本—黃色
DUPLICATE—YELLOW PAPER

編號 CSBB- [REDACTED] -02 (B)
Reference: 香港特別行政區居留許可證
Permit to Remain in the Hong Kong Special Administrative Region

姓名 Name
Name of child [REDACTED]
性別 Gender
Sex 女 FEMALE
出生日期 Date of Birth
Date and place of birth 二零零八年七月四日 香港 JULY 2008 HONG KONG
出生登記編號 Birth entry number 22249214
父親姓名 Name of father [REDACTED]
母親姓名 Name of mother [REDACTED]
居住地址 Address in Hong Kong [REDACTED] TAIKOOTER
PATH, MID-LEVELS, HONG KONG

本證的持有者(其詳情如上)獲准在香港居留。
The holder, whose particulars appear above, is permitted to remain in the
Hong Kong Special Administrative Region on the following conditions:—
N.E.

31 JUL 2008
IMMIGRATION
入境事務處
Immigration Officer's
authorising stamp

Remarks:-



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)

Remarks

- ID235B is an A5 size document.

Appendix

Appendix B5

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

香港特別行政區政府
入境事務處
IMMIGRATION DEPARTMENT
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

No. A 000000

FORM ID 235B
SAMPLE

姓名
Surname

香港特別行政區政府
Permitted to Remain in The Hong Kong Special Administrative Region

姓名
Name of holder

性別
Sex

出生日期及地點
Date and place of birth

出生登記號碼
Birth entry number

父母姓名
Name of father

母親姓名
Name of mother

住址
Address in Hong Kong

Hong Kong

本表格持有人(或持牌人士)獲准在香港逗留。
The holder, (where applicable) holder, is permitted to remain in the
香港特別行政區。
Hong Kong Special Administrative Region on the following conditions:-

Permitted to remain
- 5 MAR 2008

HONG KONG GOV
- 5 MAR 2008
IMMIGRATION
HONG KONG GOV
IMMIGRATION

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)

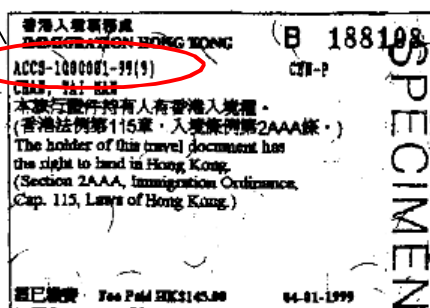
Appendix

Appendix B6

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。)

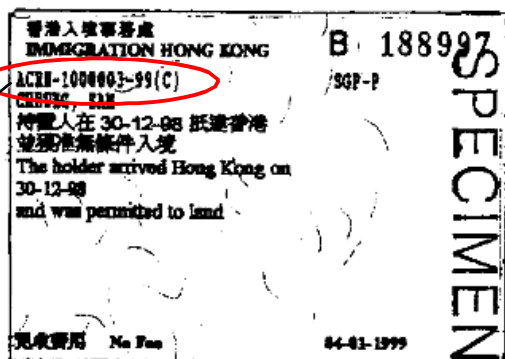
Visa/Reference No



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

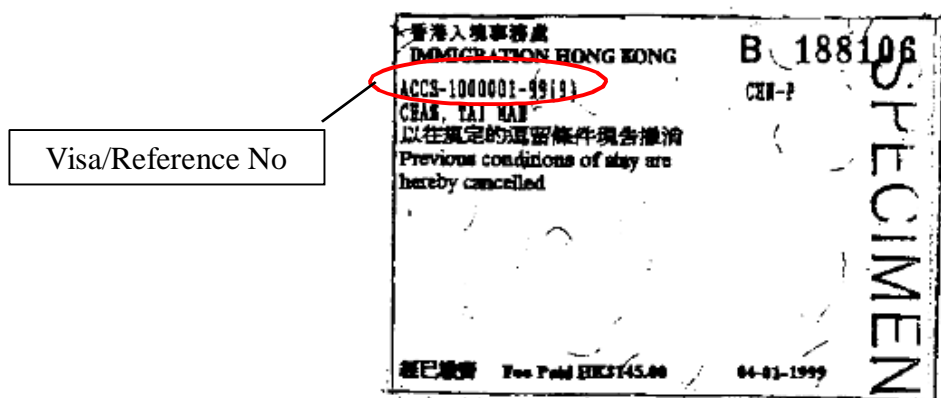


Appendix

Appendix B6

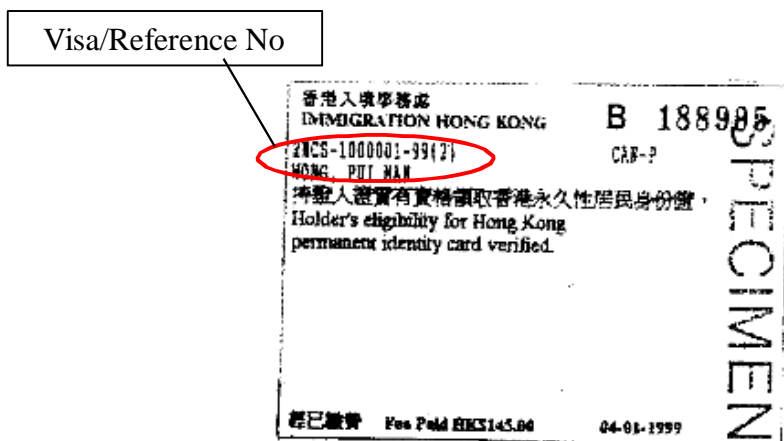
f(iii) Sample of Endorsement showing “Previous conditions of stay are hereby cancelled”

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。



Appendix

Appendix B6

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

Visa/Reference No

ID850 ID850

檔案編號 00000 [redacted] 證明書編號
Ref. No. EUCE-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] 性別 [redacted]
Date of Birth Sex

香港特別行政區 發出日期
入境事務處處長 Date of Issue
Director of Immigration [redacted]

Hong Kong Immigration Regulations (Cap. 115 sub. leg.) Form ID 850
Special Administrative Region

SPECIMEN
樣本

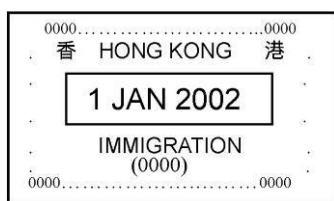
Appendix

Appendix B6

f(vi) Samples of Endorsement on the eligible person’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

Appendix B6

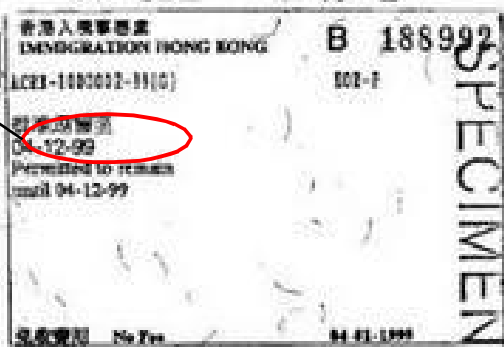
f(vii) Samples of Endorsement showing “Permitted to remain until (date)” and “Permitted to remain extended until (date)” – the date showing the stay in Hong Kong to be still valid at the time the eligible person receiving influenza vaccination provided by private doctors under IVPPID

Endorsement

Landing Stamp

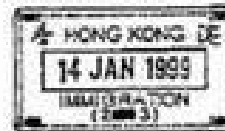
(i) Permitted to remain until (date)
 批准逗留至 年 月 日

Visa/Reference No



批准逗留至
 Permitted to remain until

and



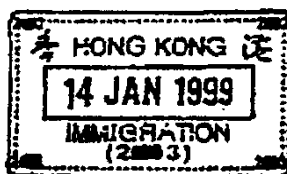
(ii) Permission to remain extended until (date)
 獲准逗留期限延長至 年 月 日

Visa/Reference No

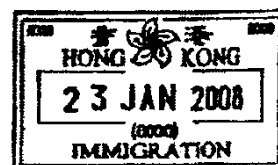


Remarks:-

- 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

Appendix B6

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(D) USA-P
CHAN, TAI NAI
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) TWP-T
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

經已繳費 港幣 150.00元正 03-03-2007

經已繳費 港幣 150.00元正 03-03-2007

g) Samples of Certificate issued by the Births Registry for Adopted Eligible person
 (With their status of permanent resident indicated "Established")

Issued before 25 January 2006

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

香港特別行政區政府登記處 一般登記處的核證副本
 CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE GENERAL REGISTER OFFICE
 THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

No. A 001001

SPECIMEN

序號 No. of entry	子女出生日期及國家 (包括下列資料) Date and country of birth of child (See footnote)	子女姓名 Surname and name of child	子女性別 Sex of child	領養人姓名、地址及職業 Surname and name, address and occupation of adopter or adopters	領養日期及法院 Date of adoption order and description of Court by which made	登記日期 Date of entry	登記官簽署 Signature of officer deputized by Registrar	永久居民身份 Status of permanent resident of the Hong Kong Special Administrative Region (See 11)

此證明是根據《出生及死亡條例》(第176章)第11條發出的。凡屬永久居民身份，須由領養人提供有關領養的證明文件，以證明其符合《基本法》第24條第2款所規定的條件。此證明副本只供領養人參考，如欲證明其永久居民身份，須向入境事務處申請。

This certificate is issued in accordance with the Ordinance (Chapter 176) section 11. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the entries if they are included in the Adoption Order and that the status of permanent resident of the Hong Kong Special Administrative Region shall be entered in column 9 if it is included in the Adoption Order. This certificate is issued for the reference of the adopter only. If you wish to prove your permanent resident status, you should apply to the Immigration Department.

此證明是根據《出生及死亡條例》(第176章)第11條發出的。凡屬永久居民身份，須由領養人提供有關領養的證明文件，以證明其符合《基本法》第24條第2款所規定的條件。此證明副本只供領養人參考，如欲證明其永久居民身份，須向入境事務處申請。

This certificate is issued in accordance with the Ordinance (Chapter 176) section 11. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the entries if they are included in the Adoption Order and that the status of permanent resident of the Hong Kong Special Administrative Region shall be entered in column 9 if it is included in the Adoption Order. This certificate is issued for the reference of the adopter only. If you wish to prove your permanent resident status, you should apply to the Immigration Department.

Issued on or after 25 January 2006

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

香港特別行政區政府登記處 一般登記處的核證副本
 CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE GENERAL REGISTER OFFICE
 THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

	記項編號 No. of entry	A123456/12345
(1)	子女出生日期及國家 (包括下列資料) Date and country of birth of child (See footnote)	14 FEBRUARY 2009 HONG KONG
(2)	子女姓名 Surname and name of child	常快樂 SHEUNG FALLOK
(3)	子女性別 Sex of child	MALE
(4)	領養人或各領養人的姓名、地址及職業 Surname and name, address and occupation of adopter or adopters	常健康 SHEUNG KIN HONG ROOM 888, WEALTHY HOUSE, WEALTHY ESTATE, YUEN LONG, NEW TERRITORIES FARMER
(5)	領養令日期及作出該令的法院名稱 Date of adoption order and description of Court which made the order	14 FEBRUARY 2009 THE DISTRICT COURT OF HONG KONG SPECIAL ADMINISTRATIVE REGION
(6)	登記日期 Date of entry	15 FEBRUARY 2009
(7)	登記官所委任的核實此項的人員的簽署 Signature of officer deputized by Registrar to attest the entry	ZONG, DAK LEE
(8)	永久居民身份 Status of permanent resident of the Hong Kong Special Administrative Region (See 11) (Established/Not established)	ESTABLISHED

此證明是根據《出生及死亡條例》(第176章)第11條發出的。凡屬永久居民身份，須由領養人提供有關領養的證明文件，以證明其符合《基本法》第24條第2款所規定的條件。此證明副本只供領養人參考，如欲證明其永久居民身份，須向入境事務處申請。



This certificate is issued in accordance with the Ordinance (Chapter 176) section 11. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the entries if they are included in the Adoption Order and that the status of permanent resident of the Hong Kong Special Administrative Region shall be entered in column 9 if it is included in the Adoption Order. This certificate is issued for the reference of the adopter only. If you wish to prove your permanent resident status, you should apply to the Immigration Department.

此證明是根據《出生及死亡條例》(第176章)第11條發出的。凡屬永久居民身份，須由領養人提供有關領養的證明文件，以證明其符合《基本法》第24條第2款所規定的條件。此證明副本只供領養人參考，如欲證明其永久居民身份，須向入境事務處申請。

This certificate is issued in accordance with the Ordinance (Chapter 176) section 11. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the entries if they are included in the Adoption Order and that the status of permanent resident of the Hong Kong Special Administrative Region shall be entered in column 9 if it is included in the Adoption Order. This certificate is issued for the reference of the adopter only. If you wish to prove your permanent resident status, you should apply to the Immigration Department.

ZONG DAK LEE
 副生死登記官
 Deputy Registrar of Births and Deaths

h) Certificate of Exemption within the meaning of the Immigration Ordinance (Cap. 115)

<p>入境事務處 IMMIGRATION DEPARTMENT 人事登記處 REGISTRATION OF PERSONS OFFICE 香港灣仔告士打道七號 7 GLOUCESTER ROAD, WAN CHAI, HONG KONG 豁免登記證明書 CERTIFICATE OF EXEMPTION</p>		<p>編號 Serial No. 000000 檔案編號 Reference: RCIX-000000-00(0) 日期 Date: 16 August 2011</p>
<p>*Mr. MCANX ()</p>		<p>先生* 女士 小童</p>
	<p>根據人事登記規例第二十五條規定獲准豁免登記。 is exempted from the requirement to register under regulation 25 of the Registration of Persons Regulations.</p>	
	<p>-SAMPLE-</p>	
<p>* Delete where inappropriate ROP 60 (5/2003)</p>	<p>人事登記處處長 () 代行 for Commissioner of Registration</p>	

Appendix C: PID Status

Sample of Registration Card for People with Disabilities (Intellectual Disability*)



*The term "mentally handicap" 弱智 in the type of disability is also accepted

Appendix D: Medication Certificate**Sample of Medical Certificate**

Persons with Intellectual Disability Vaccination Subsidy Scheme (PIDVSS) [↵] 智障人士疫苗資助計劃 [↵] Medical Certificate [↵] 醫生證明書 [↵]	
↵	
This is to certify the person named below is a Person with Intellectual Disability for the purpose of claiming vaccination subsidy under PIDVSS 2015/16. [↵]	
↵	
茲證明下列人士是符合 [2015/16 智障人士疫苗資助計劃] 接受資助資格的智障人士 [↵]	
↵	
Name:	_____ (English) (英文) [↵]
↵	
姓名	_____ (Chinese) (中文) [↵]
↵	
Date of Birth:	_____/_____/_____ (DD/MM/YYYY) [↵]
出生日期	(日日/月月/年年年年) [↵]
Identity Document No.:	_____ [↵]
身分證明文件	(the first four digit) (首 4 個數字) [↵]
↵	
↵	
Signature of attending doctor: _____ [↵]	
醫生簽署 [↵]	
↵	
Name of attending doctor: _____ [↵]	
醫生姓名 [↵]	
↵	
Date :	_____ [↵]
日期	[↵]

(The above is a sample for reference only. Other forms of medical document issued by registered medical practitioner certifying the person is a PID or eligible for PIDVSS will also be accepted in this Scheme.)

Link: http://www.chp.gov.hk/files/pdf/medical_certificate_bilingual.pdf

Appendix E: Diagnostic Criteria

i) American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, 4th edition, 1994 (DSM-IV)

Definition of Intellectual Disability:

- (a) significantly sub-average intellectual functioning: an intelligence quotient (IQ) of approximately 70 or below on an individually administered IQ test (for infants, a clinical judgement of significantly sub-average intellectual functioning);
- (b) concurrent deficits or impairments in present adaptive functioning (i.e., the person's effectiveness in meeting the standards expected for his/her age by his/her cultural group) in at least two of the following skill areas: communication, self-care, home living, social/interpersonal skills, use of community resources, self-direction, functional academic skills, work, leisure, health and safety; and
- (c) onset before the age of 18.

ii) **American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, 5th edition (DSM-V)**

Intellectual disability (intellectual developmental disorder) is a disorder with onset during the developmental period that includes both intellectual and adaptive functioning deficits in conceptual, social, and practical domains. The following three criteria must be met:

- (a) Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgment, academic learning, and learning from experience, confirmed by both clinical assessment and individualized, standardized intelligence testing.
- (b) Deficits in adaptive functioning that result in failure to meet developmental and socio-cultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such as communication, social participation, and independent living, across multiple environments, such as home, school, work, and community.
- (c) Onset of intellectual and adaptive deficits during the developmental period.

<http://www.dsm5.org/Documents/Intellectual%20Disability%20Fact%20Sheet.pdf>

