



Doctor Enrolment and Vaccine Ordering Arrangement

July 2025

Overview on VSS Doctor Enrolment Workflow for 2025/26

Pre-requisite Requirements

- Doctor to ensure the fulfilment of the following requirements before enrolment:
- A registered medical practitioner
 - Holds a valid annual practicing certificate
 - Works in private medical sector
 - Enrolled in PCD
 - **Joined eHRSS**
 - Have a Purpose-Built Vaccine Refrigerator

Step 1 Online Enrolment

- Doctor to submit application **through eHRSS**
 - Read and agree the T&Cs

Step 2 Submit Supporting Documents

Doctor - **Already Enrolled** in Previous VSS

- **Supporting documents are NOT required** if no updates on previous information provided

Doctor - **New Enrolment** to VSS

- Submit following forms/supporting documents to Programme Office **VIA EMAIL** (vssdoctor@healthbureau.gov.hk):
 1. Duly signed and completed Authority for Payment to a Bank
 2. Certified true copy of the bank correspondence (e.g. bank statement within 6months) showing the bank name, bank account number and name of the account holder
 3. Certified true copy of Business Registration Certificate (applicable for corporate bank account)
 4. Record of the Vaccine Storage Refrigerator

Step 4 Confirmation of Enrolment

- PO to confirm the enrolment **on eHRSS** and to issue the confirmation letter to enrolled doctor **via email**
- Enrolled doctor's information will be uploaded to website automatically
- Programme materials will be sent to enrolled doctor (e.g. price poster, scheme logo and leaflet)

Step 3 Vetting of Enrolment

- PO to vet doctor's enrolment information upon receiving doctor's application and supporting documents

Ordering Arrangement for VSS Doctors to Draw SIV(IIV) from Government Contract (1/2)

1. Specified VSS FDs

- **Joined both VSS and CDCC Pilot Scheme** in the period specified by the Government

2. Opt to Draw SIV(IIV) from Government Contract

- During VSS enrolment through eHRSS, doctors must indicate the option for **each service location** and **set co-payment of SIV(IIV) for all eligible persons as \$0** accordingly
- The option is only available for **service location that provides CDCC services** and **allow doctors to indicate on the ordering platform until 31 Aug 2025**

Ordering Arrangement for VSS Doctors to Draw SIV(IIV) from Government Contract (2/2)

3. Vaccine Allocation

- i. Initial quantity for “Specified VSS FDs”
 - **100 doses** will be **reserved for each indicated service location**
 - **Valid for 4 weeks from the launch date** of 2025/26 season (viz. place order within 4 weeks)
 - **Pre-ordering** is available on the ordering platform **2 weeks before the launch date** of 2025/26 season
- ii. Re-ordering according to the following conditions
 - Based on **individual doctor’s submitted vaccination records for eligible persons** at each indicated **service location**
 - Re-order up to 50 doses for every 50 records submitted on the ordering platform
 - **On a first come first served** basis until stocks last

4. Other Logistics Details

- **Real time status of vaccine stock** will be displayed on the ordering platform
- **Order requested by individual doctor** is **service location-based** and limited to **once per day**
- Each order request requires a **minimum order of 30 doses** and made in **multiple of 10 doses**
- **Suppliers shall deal with “Specified VSS FDs”** for delivery logistics and payment arrangement directly