

2026/27

Vaccination Subsidy Scheme

Operational Procedures of the Vaccination Subsidy Scheme

July 2026

1. Subsidy and Co-payment

Subsidy and Co-payment

- The Co-payment of each types of SIV and PV will be displayed at eHealth App / on website.
- Private Doctor shall not charge Eligible Person a Co-payment **higher than** the amount that he has declared
- Private Doctor shall **NOT** charge Scheme Participant for any amount other than the Co-payment for vaccination
- The VSS price poster showing Co-payment information shall be displayed at a conspicuous place at the clinic

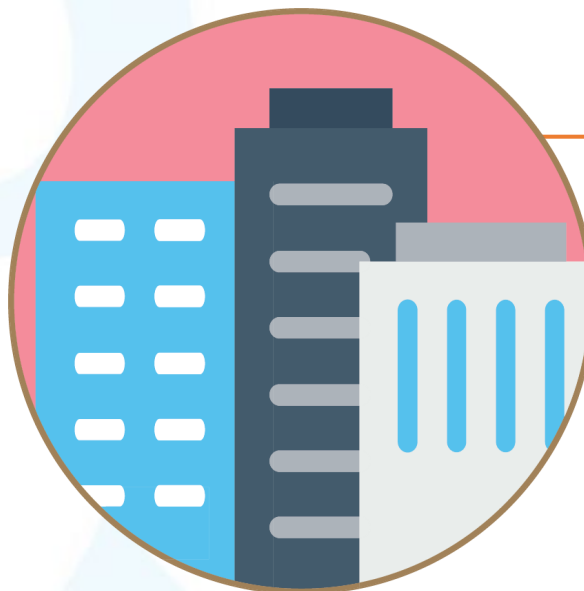
2. Workflow in Clinic Setting

Vaccination Subsidy Scheme

Clinic settings



Outreach settings



Examples:

Companies
DHC/DHE
Elderly Centres
NGOs
Owners' Corporations
Universities
Others



View of Workflow at Clinic Settings

Step 1: Request and check documentary proof of eligibility

- Scheme Participant to hold and present
 - (i) valid identity documents
 - (ii) documentary proof supporting Scheme Participant's eligibility (applicable to certain eligible groups)
- Doctor to
 - (i) log on IT Platform,
 - (ii) input and check the symbol on the HKIC of the Scheme Participant before Vaccination

Step 2: Obtain Consent from Scheme Participant (or parent/guardian)

- Scheme Participant or his parent or guardian to give consent via either
 - (i) e-Consent, via eHealth App/ inserting HKIC to card reader
 - (ii) completed and signed consent forms
- Doctor to
 - (i) search and retrieve the account of Scheme Participant in the IT Platform,
 - (ii) create account for Scheme Participant in the IT Platform,
 - (iii) input information required in IT Platform

Step 3: Check and verify vaccination history

- Doctor to view and verify Scheme Participant's vaccination history and vaccination record

Step 4: Perform clinical assessment

- Doctor to
 - (i) double check vaccination history, contraindications and precautions
 - (ii) assess conditions of the Scheme Participant

Step 5: Vaccination, documentation

- Doctor to
 - (i) provide vaccination
 - (ii) keep medical record
 - (iii) update immunization record of Scheme Participant

Step 6: Submit claim for reimbursement

- Doctor to
 - (i) confirm claim using PC/ notebook immediately
 - (ii) keep original consent form(if any), documentary proof of Eligibility and vaccination records in clinic
- System will send SMS to Scheme Participant, notifying them of co-payment amount charged

Step 1:

Request and Check Documentary Proof of Eligibility

- Request Scheme Participant (or his parent or the guardian if he is a minor or mentally incapacitated) to produce original Documentary Proof of Eligibility for verification
- Log on IT Platform
- Input and check the symbol on the HKIC of the Scheme Participant(s) before Vaccination
- IT Platform supports a range of identifying document

Step 2: Obtain Consent

- Obtain consent from such Scheme Participant (or parent or guardian as appropriate)
- **eHealth registration is a prerequisite for all Scheme Participants aged 18 or above**
- Before vaccination, doctors should display the “eConsent under the Vaccination Subsidy Scheme” Notice in clinic, explain to Scheme Participants, and obtain verbal consent to receive vaccine and collect personal data

Providing Consent

Three methods of giving consent:

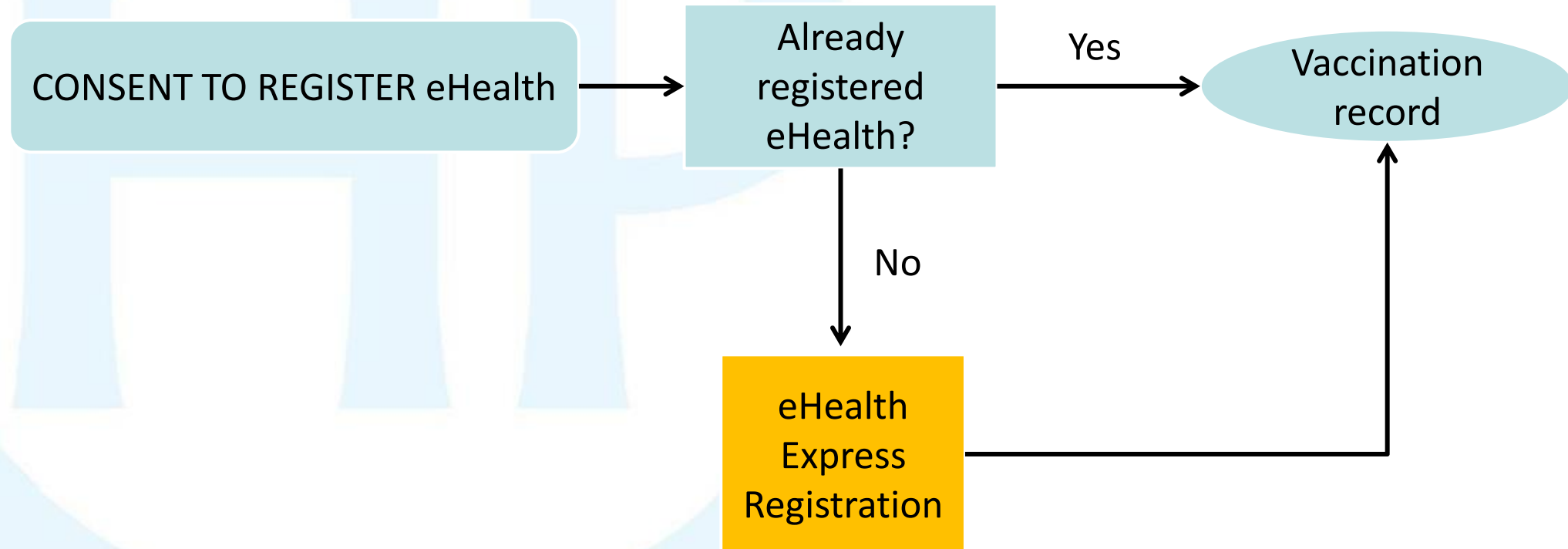
Via eHealth APP

Inserting HKIC
to card reader

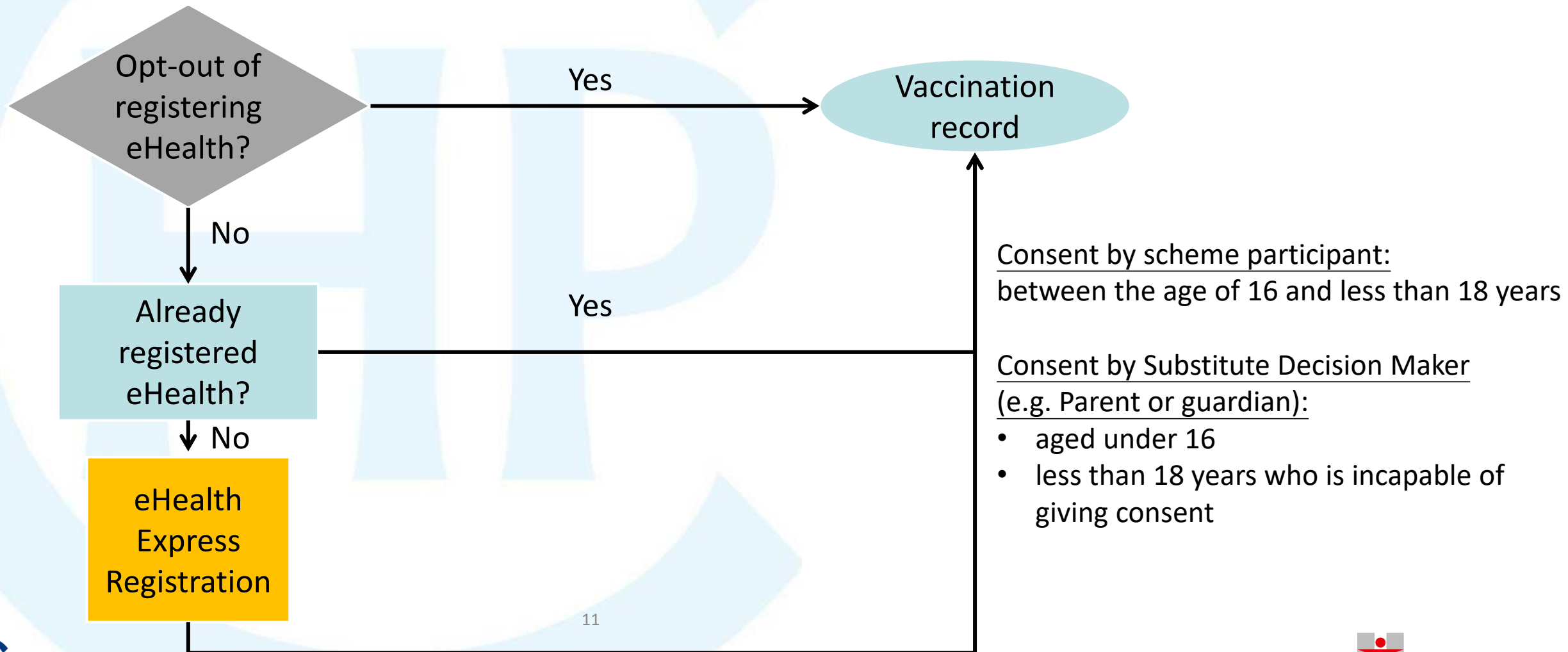
Paper Consent
Form

eHealth registration

(Prerequisite for Scheme Participants aged 18 or above)



eHealth registration (For Scheme Participants below 18 years)



Step 3:

Check and Verify Vaccination History

- View and verify such Scheme Participant's vaccination history and vaccination record in IT Platform

Step 4 and 5: Perform Clinical Assessment, Vaccination and Documentation

- Double check vaccination history, contraindications and precautions
- Assess conditions of the Scheme Participants
- Keep medical record and update immunization record of Scheme Participants after providing vaccination
- Keep a copy of Scheme Participant's Documentary Proof of Eligibility (except for documentary proof for Hong Kong resident status)

Step 6: Submit Claims

- Private Doctors should submit claims through IT Platform **only after vaccination has actually been given**
- Should make claims **immediately** after the vaccination (in any case within 7 days. Vaccination day is regarded as day 1)
 - It is **undesirable** for scheme participants to receive the SMS on co-payment on other days
- Keep record of relevant records
 - Please refer to Doctors' Guide for guidelines on Documentation (<https://www.chp.gov.hk/en/features/45838.html>)
- If the claim is entered by the doctor's delegates using "Data Entry Account", the doctor is required to login to IT Platform and confirm the transaction records entered by his/her delegates

3. VSS Outreach Vaccination Activities

Organisers

Organisers: Other Institutions and Community Groups

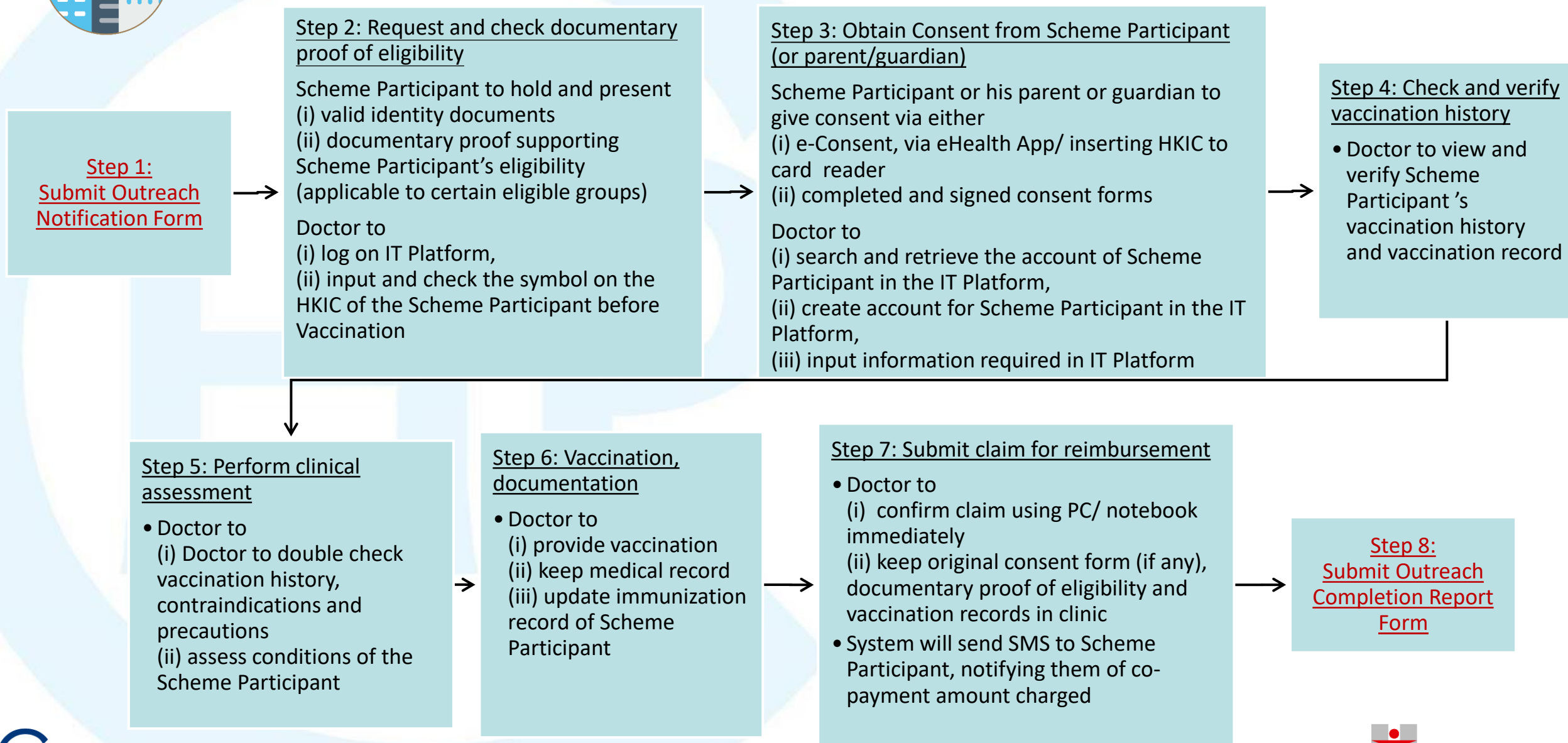


Including

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Others



View of Workflow at Outreach Settings



Step 1:

Submit Outreach Notification Form

- Should be submitted at least 7 working days before the vaccination activity
- Upon receiving the Outreach Notification Form submitted by the Private Doctor, the Government may request the Private Doctor to submit an **Outreach Implementation Plan** together with the information as required by the Government.



View of Workflow at Outreach Settings

Step 1: Submit Outreach Notification Form

Step 2: Request and check documentary proof of eligibility

Scheme Participant to hold and present
(i) valid identity documents
(ii) documentary proof supporting Scheme Participant's eligibility (applicable to certain eligible groups)

Doctor to
(i) log on IT Platform,
(ii) input and check the symbol on the HKIC of the Scheme Participant before Vaccination

Step 3: Obtain Consent from Scheme Participant (or parent/guardian)

Scheme Participant or his parent or guardian to give consent via either
(i) e-Consent, via eHealth App/ inserting HKIC to card reader
(ii) completed and signed consent forms

Doctor to
(i) search and retrieve account of Scheme Participant in the IT Platform,
(ii) create account for Scheme Participant in the IT Platform,
(iii) input information required in IT Platform

Step 4: Check and verify vaccination history

- Doctor to view and verify Scheme Participant's vaccination history and vaccination record

Steps 2-7 Same as clinic settings

Step 5: Perform clinical assessment

- Doctor to
(i) Doctor to double check vaccination history, contraindications and precautions
(ii) assess conditions of the Scheme Participant

Step 6: Vaccination, documentation

- Doctor to
(i) provide vaccination
(ii) keep medical record
(iii) update immunization record of Scheme Participant

Step 7: Submit claim for reimbursement

- Doctor to
(i) confirm claim using PC/ notebook immediately
(ii) keep original consent form (if any), documentary proof of eligibility and vaccination records in clinic
- System will send SMS to Scheme Participant, notifying them of co-payment amount charged

Step 8: Submit Outreach Completion Report Form

Step 8: Submit Outreach Completion Report Form

- Should be submitted **within 7 working days** after the vaccination activity

VSS Outreach Vaccination Activities

- Claim submission similar to routine VSS: **No batch upload**
- Private Doctor should **equip computers** for outreach activities
- Private Doctor should use **card reader to collect eConsent and make claims**
- Private Doctor should handle claim submission **on site** to ensure that scheme participants can receive the SMS message immediately
- List of Private Doctor providing outreach service under this scheme will be displayed on website

VSS Outreach Vaccination Activities

- The use of logos of DH, CHP and VSS without prior permission of the Government is **prohibited**
- Private Doctor, organisers and participants should stay clear of associating with any **improper** financial (or advantage) transactions
- Staff of the Government might conduct on-site inspections with prior notification
- Environmental Protection Department (EPD) might conduct surprise on-site inspections to ensure the compliance with the Waste Disposal (Clinical Waste) (General) Regulation
- The Government shall have no obligation to pay the Private Doctor any Government Subsidy for the Vaccinations if the Private Doctor fails to comply with such notification requirement/ reporting requirement/ unable to amend or execute the Outreach Implementation Plan as directed by the Government

Private Doctors can contact us at
Tel: 2125 2299
vssdoctor@healthbureau.gov.hk

Thank you!