

# **2025/26 Vaccination Subsidy Scheme**

**Operational Procedures of the Vaccination Subsidy Scheme**  
**July 2025**

# 1. Subsidy and Co-payment

# Subsidy and Co-payment

- The Co-payment of IIV, LAIV and RIV will be displayed on website
- Private Doctor shall not charge Eligible Person a Co-payment **higher than** the amount that he has declared in enrollment
- 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

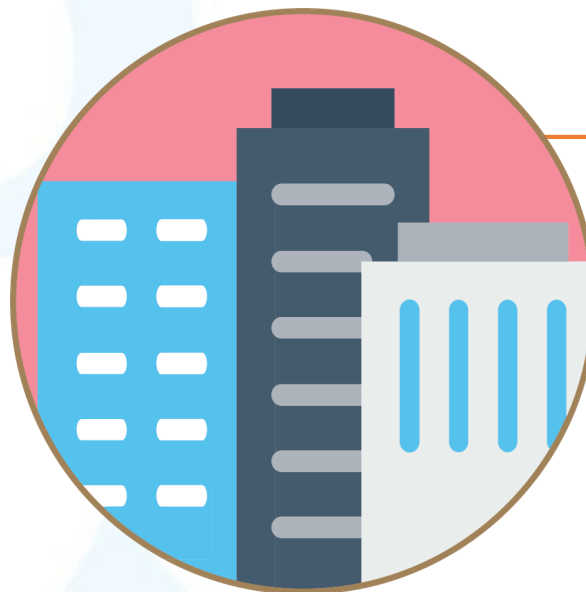
## 2. Workflow in Clinic Setting

# 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) check the symbol on the HKIC of the Scheme Participant before Vaccination

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

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

## Step 3: Check and verify vaccination history

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

## 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 and vaccination records in clinic for 7 years
- 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
- Check the symbol on the HKIC of the Scheme Participant(s) before Vaccination
- eHealth supports a range of identifying document

## Step 2: Obtain Consent

- Obtain consent from such Scheme Participant (or parent or guardian as appropriate)
- **One type of consent form** for all eligible groups
- For both clinic and outreach settings
- **eHealth registration is a prerequisite for all Scheme Participants aged 18 or above**
- For Scheme Participants below 18, opt-out approach should be adopted
  - Keep paper consent for minor

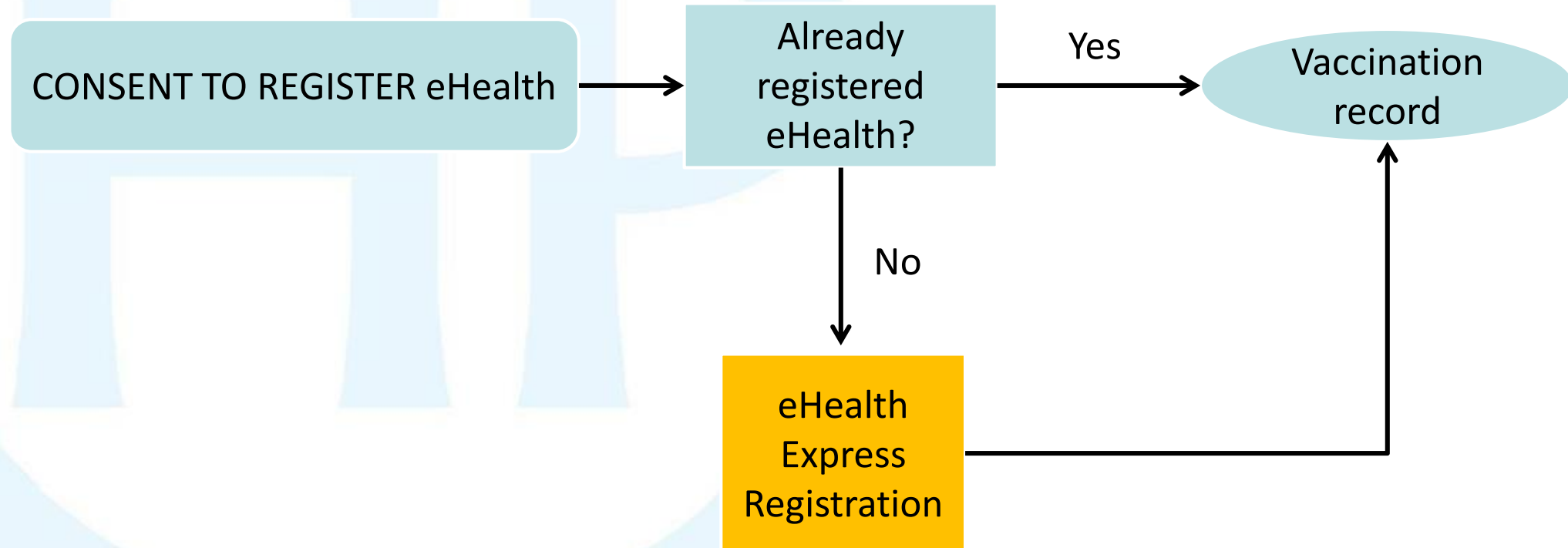


# eConsent

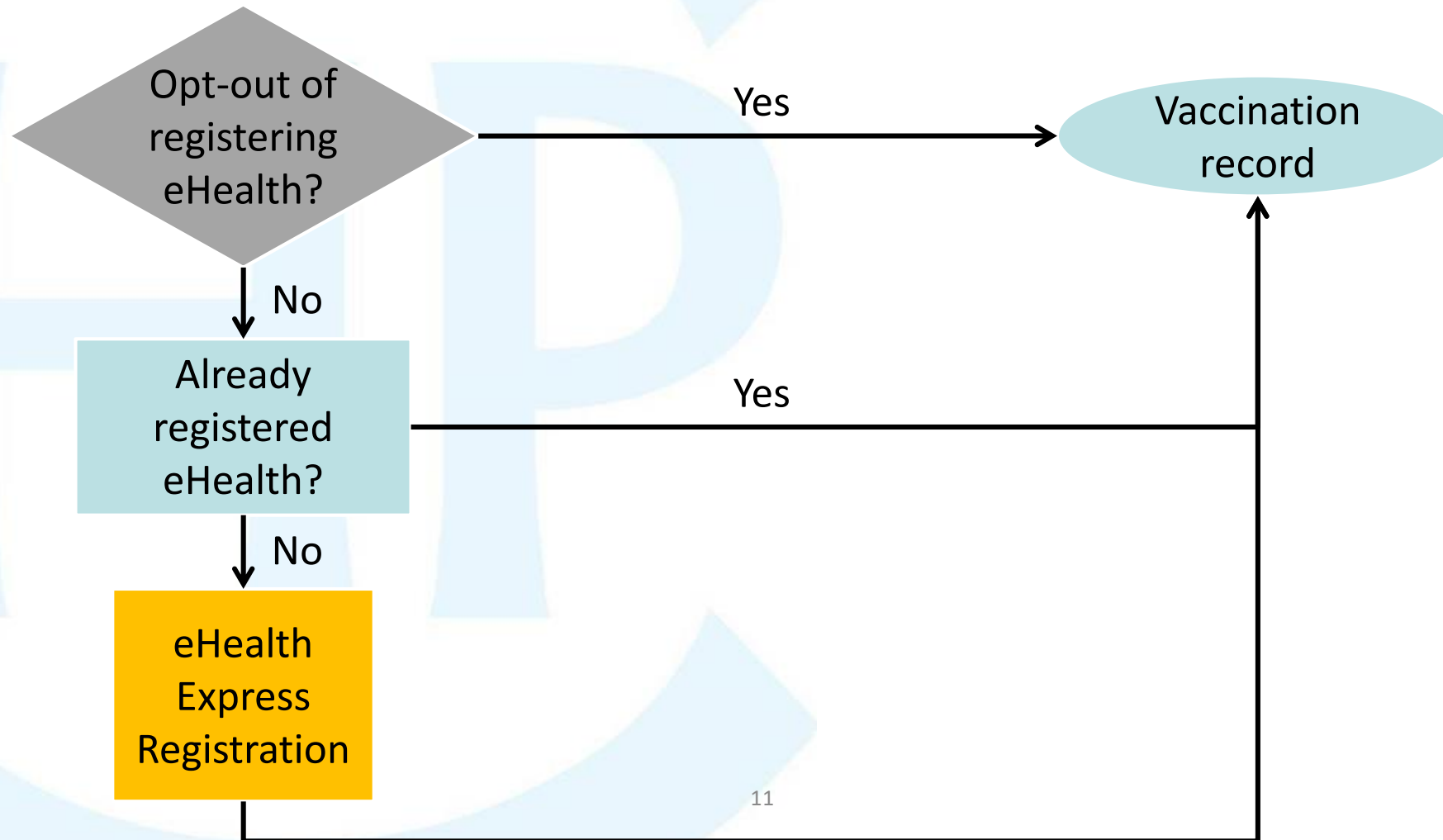
- Adult Scheme Participants inserting the HKIC into the smart card reader for capture of the card face data into the IT Platform
- To avoid data input error, doctors should as far as possible use smart card reader for Scheme Participants presenting Hong Kong Identity Card (HKIC)
- **eConsent NOT** applicable to persons below 18 years and people with intellectual disabilities
- 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

# eHealth registration

## (Prerequisite for Scheme Participants aged 18 or above)



# eHealth registration (For Scheme Participants below 18 years)



# eHealth registration (For Scheme Participants below 18 years)

- eHealth Registration can be completed in any of the following scenarios:
  - Consent by scheme participant between the age of 16 and less than 18 years
  - Consent by Substitute Decision Maker (e.g. Parent or guardian) of scheme participant aged under 16
  - Consent by Substitute Decision Maker (e.g. Parent or guardian) of scheme participant less than 18 years who is incapable of giving consent

# Step 3:

## Check and Verify Vaccination History

- Verify such Scheme Participant's vaccination history and vaccination record in the 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 for **at least 7 years**

### **3. VSS Outreach Vaccination Activities**



# Organisers

Organisers: Other Institutions and Community Groups

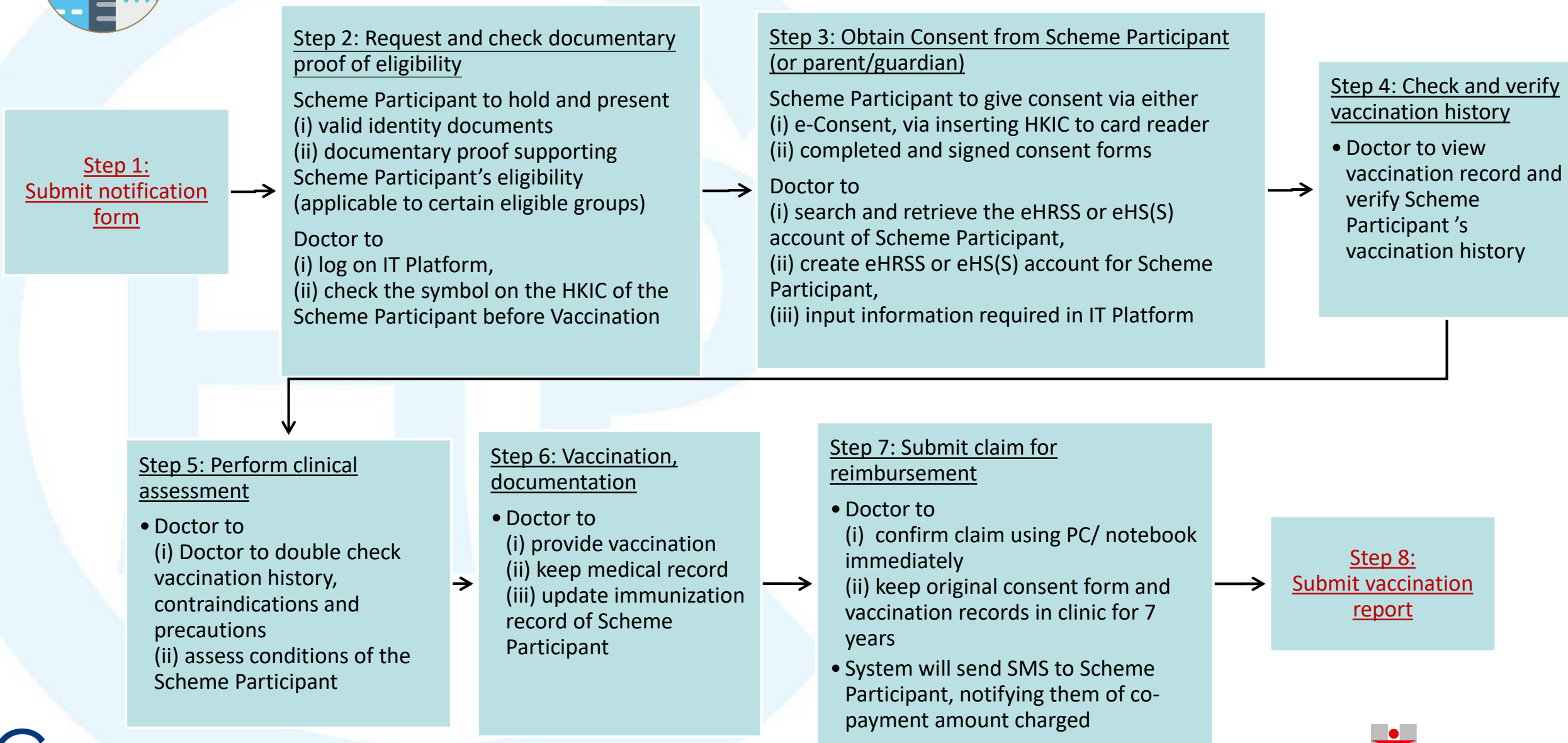


Including

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



# View of Workflow at Outreach Settings



# Step 1: Submit Notification Form

- Should be submitted at least 7 days before the vaccination activity



# View of Workflow at Outreach Settings

## Step 1: Submit notification form

### Step 2: Request and check documentary proof of eligibility

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Scheme Participant to give consent via either  
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Doctor to  
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### Step 4: Check and verify vaccination history

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

*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  
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### Step 7: Submit claim for reimbursement

- Doctor to  
(i) confirm claim using PC/ notebook immediately  
(ii) keep original consent form and vaccination records in clinic for 7 years
- System will send SMS to Scheme Participant, notifying them of co-payment amount charged

## Step 8: Submit vaccination report

## Step 8: Submit Vaccination Report

- Should be submitted **within 7 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

## 4. Common Problems in Making claims



# Common Problems

- Incorrect dose order for children who require two doses of SIV
- Incorrect input of identity document type and/or number
- Incorrect Scheme Participant's name
- Missing signature/Signature on the wrong field of the consent form
- Private doctors shall not claim subsidy for themselves/ their children/ wards
- Making claims to incorrect programme
- Forget to complete document in relation to “requiring constant attendance”

**Private Doctors can contact us at**  
**Tel: 2125 2299**  
**[vssdoctor@healthbureau.gov.hk](mailto:vssdoctor@healthbureau.gov.hk)**

**Thank you!**