

## **Part IV**

# **Student Vaccination List & Claiming of Injection Fees**

# Summary

Task	Timeline
➤ Provide <i>Excel</i> table of consented students ( <i>Consented Student List</i> ) to VO via designated email account	At least <b>4 weeks before</b> vaccination day
➤ First checking report generated on eHS(S) ➤ Rectify identity information of the students directly on eHS(S)	Within <b>1 week</b>
➤ Submit claims by batch upload (Subsidies will only be reimbursed to validated eHealth Account – others may need manual payment)	Within <b>7 days</b> of vaccination activity completion

# Before Vaccination

# Before Vaccination

1. Prepare ***Consented Student List*** by doctors
2. Submit ***Consented Student List*** to PMVD
3. Download and check the ***First Report***
  - a) Check vaccination records
  - b) Rectify invalid accounts
4. Check the ***Final Report***  
(3 calendar days before vaccination)

# Before Vaccination – Prepare Student List

## 1. Prepare *Consented Student List*

- Collect duly completed consent forms from schools  
[at least 6 weeks before vaccination date]
- Check the consent forms and clarify with parents on any queries found on the consent forms
- Compile information of the student lists in an excel table (specified excel format, see *sample 1*)

# Before Vaccination – Prepare Student List

Sample 1: Consent list in excel format

**SAMPLE**

	A	B	C	D	E	F	G	H
	Chinese name 中文姓名	English surname 英文姓氏	English given name 英文名字	Sex (M/F) 性別	Date of Birth (DD/MM/YYYY) 出生日期	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Date of Issue (DD/MM/YYYY) 簽發日期
1								
2	陳大文	CHAN	TAI MAN	M	11/02/2013	Birth Certificate - HK 香港出生證明書	A123456(7)	11/12/2014
3	李大文	LEE	TAI MAN	M	11/02/2013	Birth Certificate - HK 香港出生證明書	B123456(7)	11/12/2014
4	張大文	CHEUNG	TAI MAN	M	11/02/2013	HKID Card 香港身份證	C123456(7)	11/12/2014
5	黃大文	WONG	TAI MAN	M	11/02/2013	Adoption Certificate 領養證明書	D123456(7)	11/12/2014
6	何大文	HO	TAI MAN	M	11/02/2013	Document of Identity for Visa Purposes 香港簽証身份證明書	E123456(7)	11/12/2014
7						Permit to Remain in HKSAR (ID 2358) 香港居留許可證 (ID 2358)		
8						Non HK travel document 非香港發出的旅遊證件		
9						HK SAR Re-entry Permit 回港証		
						Two-way Permit 雙程証		

# Before Vaccination – Submit Student List

## 2. Submit *Consented Student List* to PMVD

- Send the student lists to PMVD through a designated e-mail account\* **at least four (4) weeks before vaccination**
  - ❖ The excel file must be **2013 or later version**
  - ❖ The file should be **password protected**
  - ❖ The password should be at **appropriate complexity**, e.g. including special character, upper and lower case alphabet and numbers
  - ❖ The excel file and password should be sent to PMVD **separately**

\* *E-mail address will be provided later*

# Before Vaccination – Download & Check the First Report

## 3. Download and check the First Report

- PMVD may take about 1 week to check the content of the excel files before uploading
- **First Report** : eHS(S) will generate the report **1 calendar day** after the upload of the student list by PMVD
- There will be notification in eHS(S) once the report is ready for downloading
- Enrolled doctors can **download the reports from eHS(S)**
  - ◆ Checking vaccination records
    - ◆ the report will show the 3 latest season influenza vaccination records (see sample 2)
  - ◆ Rectifying invalid accounts



# Before Vaccination – Download & Check First Report

Sample 2: First Report for SIV (each class 1 sheet)

**SAMPLE**

Section 1 - Class & contact information										Section 2 - Account information (generated by system)			Section 3 - Vaccination checking result (generated by system)				
Student Seq. No.	Class Name	Class No.	Chinese name	English surname	English Given name	Sex	Date of Birth	Doe type	Contact Number	Validated account no.	Temp account no.	Account status	Vaccination checking date	Only dose	1st dose	2nd dose	Last three valid vaccination records
4	2b	1	張大強	CHEUNG	Tai Keung	M	30/06/2010	RM	87654321	EHA000045678			2019/10/21	Y	N	N	
5	2b	2	李小明	LI	Siu Man	M	01/07/2010	HKIC	12345678	EHA000012456			2019/10/21	Y	N	N	2018/10/31 (1st dose)
6	2b	3	區加加	AU	Ka Ka	F	09/09/2010	Visa	98765432	EHA123012345			2019/10/21				2018/11/15 (1st dose) 2019/9/20 (Only dose)

Last vaccination  
record will be shown  
in the report

# Before Vaccination – Download & Check First Report

## Sample 2: First Report for SIV (each class 1 sheet)

**SAMPLE**

Records that failed in validation  
will be highlighted in the report

Section 1 - Class & contact information										Account information (generated by system)			Section 3 - Vaccination checking result (generated by system)				
Student Seq. No.	Class Name	Class No.	Chinese name	English surname	English Given name	Sex	Date of Birth	Doc type	Contact Number	Valida no.	Temp account no.	Account status	Vaccination checking date	Only dose	1st dose	2nd dose	Last three valid vaccination records
1	1a	1	CHOW	SI SI	M	10/12/2013	HKBC		96038218/ 12345678		C18A21-1164-7	Invalid	2019/10/21	N	Y	Y	
2	1a	2	何光	HO	Kwong	M	11/06/2013	HKBC	22334455	EHA110012345			2019/10/21	N	Y	Y	
3	1a	3	陳小明	CHAN	Siu Ming	M	09/11/2013	HKBC	88888888	EHA001234567			2019/10/21	Y	N	N	2018/12/05 (1st dose) 2019/01/28 (2nd dose)
3	1a	4	王清	WONG	Ching	F	04/09/2013	HKBC	11223344	EHA000123457			2019/10/21	N	N	N	2018/11/05 (1st dose) 2018/12/18 (2nd dose) 2019/9/28 (Only dose)

# Before Vaccination – Rectify Invalid Account Information

## Rectify Invalid Account in eHS(S)

- Personal information which failed Immigration Department validation will be highlighted
- Doctors can click into the entries on eHS(S) and rectify the accounts (see sample 3)
- Subsidy will only be paid for vaccinations provided to student with a validated eHealth Account (Subsidies)

*\* However, there are some accounts cannot be validated, e.g. students only have two-way permits or Recognizance, Form 8, doctors will need to submit copy of the document to PMVD for manual payment.*

# Before Vaccination – Rectify Invalid Account Information

## Sample 3: Rectification of account information on eHS(S)

### Rectify information

#### • Vaccination File

Vaccination File ID **SF20190416-001**  
 Scheme **PPP for Primary Schools**  
 School Code **HKE44**  
 School Name **SKH St. Michael's Primary School**  
 Practice **KUNG CHUNG KONG – Branch 2 Clinic (2)**  
 Vaccination Date **11 May 2019**  
 Vaccination Report Generation Date **02 May 2019**  
 Dose to inject **Only/1st Dose**  
 Status **Pending Final Report Generation**  
 No. of Class **1**  
 No. of Student **4**

**SAMPLE**

#### • Class and Student Information

Class Name

Seq. No.	Class No.		Doc Type Doc No.	Contact No.	Chinese Name	English Surname	English Name	Sex	DOB	DOI	Other fields	Confirm not to inject	Account ID / Reference No.	Temp Account Status	Account validation result
1	1	<a href="#">[Edit]</a>	HKBC E8508468	91112233		SZE	WAI CHUEN	F	01 Jan 2015			No	C19415-105-1	Validation Failed	ImmD validation fail
2	2	<a href="#">[Edit]</a>	HKIC GB1348468	23568978		YI	KAMYAU	M	28 Jun 2012			No	N/A		Create account failed, an account with the same 'HKIC No.' of doc. type 'EC' is found
3	3	<a href="#">[Edit]</a>	EC D5128154	23568978		CHOW	SING SING	M	11 Feb 2012		Serial No. 800113 Reference RCIX-1923250-07(0)	No	EHA510 985442		Validated
4	4	<a href="#">[Edit]</a>	Two way permit P7407355	23568978		LEUNG	KA YAN	F	08 Mar 2010			No	C13A22-491214-4	Pending BO Validation	Doc. types not for ImmD validation

[Back](#)

# Before Vaccination – Rectify Invalid Account Information

## Sample 3: Rectification of account information on eHS(S)

醫健通 (資助)

貝仁術 主頁 收件匣 登出

更正醫健通(資助)戶口

更正醫健通(資助)戶口資料

參考編號	C13817-470198-1
身份證明文件	香港身份證
香港身份證號碼	BI707306(1)
出生日期	01-01-2012
英文名稱	KWOK, AH SHING (姓氏) (名)
中文電碼	6753 0068 0524 [ ] [ ] [ ] 中文姓名
性別	郭亞勝 <input checked="" type="radio"/> 女性 <input type="radio"/> 男性
簽發日期	17-03-07
開設方法	手動輸入

- For amendment of document type / number, doctors need to submit documentary proof to PMVD for updating
- For other fields (i.e. **name, date of birth, date of issue of identity document**), doctors can **directly rectify** on eHS(S)

# Before Vaccination – Ordering Vaccines

## 4. Ordering Vaccines

**Primary School  
Outreach ONLY**

- Based on **First Report**
- Use the *Vaccine Ordering and Unused Vaccine Collection Form*
- Fax to PMVD at least two weeks before vaccination date

# Before Vaccination – Check Final Report and Other Documents

## 4. Check the Final report

- The **final reports** will be **automatically** generated from eHS(S) **3 calendar days** before vaccination day
- Doctors can download the report for checking
  - format similar to the First Report
- Compare the final report with the first report for any discrepancies

# After Vaccination



# After Vaccination – Confirm Claims and Receive Injection Fees/ Subsidies

- A claim screen in eHS(S) will only be enabled on or after the vaccination day (see sample 4)
- Enrolled Doctor confirms the claims for injection fees/ subsidies on eHS(S) by batch within 7 days after vaccination
- Injection Fees/ subsidies will be reimbursed to the designated bank account via autopay

# After Vaccination – Confirm Claims and Receive Injection Fees

## Sample 4: Claim Screen on eHS(S)

**SAMPLE**

### ● Vaccination File

Vaccination File ID SF20190416-001  
 Scheme PPP for Primary Schools  
 School Code HKE44  
 School Name SKH St. Michael's Primary School  
 Practice KUNG CHUNG KONG – Branch 2 Clinic (2)  
 Vaccination Date 11 May 2019  
 Vaccination Report Generation Date 02 May 2019  
 Dose to inject Only/1st Dose  
 Last Rectified By DE001 (16 Apr 2019 11:32)  
 Status Pending Vaccination Claim  
 No. of Class 1  
 No. of Student 4

[\[Edit Vaccination File Info\]](#)

### ● Class and Student Information

Class Name

Seq. No.	Class No.	Contact No.	Doc Type / Doc No.	Chinese Name	English Surname	English Given Name	Sex	DOB	Account ID / Reference No.	Confirmed not to inject	Actual injected (SIV) <input type="checkbox"/> Mark all "Y"
1	1	91112233	HKBC / E6508468		SZE	WAI CHUE N	F	01 Jan 2015	C19415-105-1	No	<input type="radio"/> Y <input type="radio"/> N
2	2	23568978	HKIC / GB1348468		YI	KAMY AU	M	28 Jun 2012	C19416-108-2	No	<input type="radio"/> Y <input type="radio"/> N
3	3	23568978	HKBC / D5128154		CHOW	SING SING	M	11 Feb 2012	EHA510985442	Yes	<input type="radio"/> Y <input type="radio"/> N
4	4	23568978	HKBC / P7407355		LEUNG	KA YAN	F	08 Mar 2010	C13A22-491214-4	No	<input type="radio"/> Y <input type="radio"/> N

# Before Vaccination (for 2<sup>nd</sup> Dose)

# Before Vaccination – Procedures for 2<sup>nd</sup> Dose

- Similar to 1<sup>st</sup> dose, the eHS(S) will automatically generate the final report for 2<sup>nd</sup> dose
  - 3 calendar days before vaccination day
- Doctors can download the report from eHS(S)
  - *Same excel format as the 1<sup>st</sup> dose*
- Compare the final report with records of 1<sup>st</sup> dose vaccination and consent forms collected for any discrepancies

# Post-Payment Check

- Similar to VSS, PMVD will conduct post-payment check
- Consent forms might be collected
  - Doctors need to keep the consent forms for 7 years

# Contact Us

項目管理及疫苗計劃科

**Programme Management and Vaccination Division**

電話 : 2125 2128  
Phone

傳真 : 2320 8505  
Fax

電郵 : pilotsiv@dh.gov.hk  
Email

地址 : 九龍亞皆老街147C號衛生防護中心四樓  
Address : 4/F, Centre for Health Protection, 147C Argyle Street, Kowloon

網站 : <https://www.chp.gov.hk/en/features/17980.html>  
Website

**Thank You**