

## Part III

# Student Vaccination List and Claiming of Injection Fees



# Claiming of Injection Fees

- Before Vaccination (1)
  - ◆ Register a practice for PPP Programme. Injection fees will be reimbursed to the designated bank account of this practice.
  - ◆ School will provide a list of consent students to VO (in the form of Excel) before the PPP Outreach Team collect the consent forms.



# Claiming of Injection Fees

## ◆ Add Practice Form

To: Director of Health  
(c/o Vaccination Office)  
Fax: 2713 9576

**Request to Add Practice for  
School Outreach Vaccination Pilot Programme**

Name of Enrolled Doctor :	
HKIC No. Or SPID :	
Name of Medical Organisation :	
<b>Practice details</b>	
<i>[N.B. No documentary proof is required for using existing practice and bank account. If a new bank account is nominated, please complete an "Authority for Payment to a Bank" and submit the required documentary proof.]</i>	
Practice name (in English) :	
(in Chinese) :	
Practice address (in English) :	
(in Chinese) :	
Practice tel. no. :	
(Official Stamp)	
Signature of Enrolled Doctor	Authorised signature For and on behalf of the Medical Organisation
Name in block letters	Name in block letters (Authorised Signatory)
Date: _____	Date: _____

# Claiming of Injection Fees

- **Before Vaccination (2)**

- ◆ VO will check the vaccination record and delete those already vaccinated
- ◆ VO will email the Student Vaccination List to PPP Outreach Team (3 weeks before vaccination)



# Claiming of Injection Fees

## • Sample of Student Vaccination List

學校名稱:		Carmel School		學校編號:		CW01		班別:		1A	
疫苗名稱:				注射日期							
	姓名 / Name	性別 Sex	DOB	Put a ✓ after registration 登記後請加P 號	Put a ✓ after vaccination 接種後請加P 號	May need 2nd dose 有可能要接種第二劑	Consent Form for 2nd dose issued 已派發接種第二劑 同意書	Remarks 備註			
1	陳樑 CHAN LEUNG	M	02/11/2011			Y					
2	陳小明 Chan Siu Ming	M	02/01/2012			N					
3	陳大明 Chan TAI MING	M	12/12/2011			Y					
4	陳鍾明 Chan CHONG MING	M	02/11/2011			Y					
5	陳明 CHAN MING	M	02/01/2012			Y					
6	鄭明 CHENG MING	M	12/12/2011			N					
7	張小明 CHEUNG Siu Ming	M	02/11/2011			N					



# Claiming of Injection Fees

- **Before Vaccination (3)**

- ◆ PPP Outreach Team to check the Consent Form to delete those not suitable for vaccination from the Student Vaccination List
- ◆ PPP Outreach Team work out a final figure and order vaccine
- ◆ VO will email the finalized Student Vaccination List shortly before the date of vaccination



# Claiming of Injection Fees

- **Before Vaccination (4)**

- ◆ VO will check the vaccination record again and issue the updated Student Vaccination List shortly before the date of vaccination



# Claiming of Injection Fees

- **On the day of vaccination**
  - ◆ Provide vaccination according to the finalized Student Vaccination List and the health check result
  - ◆ Delete those not fit for vaccination / absent from school from the finalized Student Vaccination List





# Claiming of Injection Fees

- **After vaccination (1)**
- **To VO via e-mail within 1 working day after the vaccination**
  - ◆ A list of students who have received vaccination
  - ◆ A list of students failed to receive vaccination



# Claiming of Injection Fees

## • Sample of List of Student Received Vaccination

學校名稱:		Carmel School		學校編號:		CW01		班別:		1A	
疫苗名稱:				注射日期		15.11.2018					
	姓名 / Name	性別 Sex	DOB	Put a ✓ after registration 登記後請加✓號	Put a ✓ after vaccination 接種後請加✓號	May need 2nd dose 有可能要接種第二劑	Consent Form for 2nd dose issued 已派發接種第二劑同意書	Remarks 備註			
1	陳樑 CHAN LEUNG	M	02/11/2011	✓	✓	Y	✓				
2	陳小明 Chan Siu Ming	M	02/01/2012	✓	✓	N					
4	陳鍾明 Chan CHONG MING	M	02/11/2011	✓	✓	Y	✓				
5	陳明 CHAN MING	M	02/01/2012	✓	✓	Y	✓				
6	鄭明 CHENG MING	M	12/12/2011	✓	✓	N					
7	張小明 CHEUNG Siu Ming	M	02/11/2011	✓	✓	N					



# Claiming of Injection Fees

## • Sample of List of Student Failed to Receive Vaccination

學校名稱:		Carmel School		學校編號:		CW01		班別:		1A	
疫苗名稱:				注射日期							
姓名 / Name	性別 Sex	DOB	Put a ✓ after registration 登記後請加P 號	Put a ✓ after vaccination 接種後請加P 號	May need 2nd dose	Consent Form for 2nd dose issued	Remarks				
					有可能要接種第二劑	已派發接種第二劑 同意書		備註			
3	陳大明 Chan TAI MING	M	12/12/2011		Y		Absent				
4	陳鍾明 Chan CHONG MING	M	02/11/2011		Y		Absent				
5	陳明 CHAN MING	M	02/01/2012	✓	Y		Not fit for vaccination				
6	鄭明 CHENG MING	M	12/12/2011	✓	N		Not fit for vaccination				
7	張小明 CHEUNG Siu Ming	M	02/11/2011	✓	N		Not fit for vaccination				

# Claiming of Injection Fees

- **After vaccination (2)**
  - ◆ VO will batch upload the inject fees claim to eHS(S)
  - ◆ Injection fees will be reimbursed to the designated bank account via autopay (similar to reimbursement of VSS subsidy claim)

