



2018/19 Seasonal Influenza Vaccination–  
Enhanced Vaccination Subsidy Scheme (VSS)  
Outreach Vaccination

**How to Join Enhanced Vaccination Subsidy Scheme  
Outreach Vaccination and Procedures in Claiming  
Subsidy and Allowance**

July 2018



衛生署  
Department of Health

# How to Join Enhanced VSS Outreach Vaccination

- Return the completed “Request to Add Practice for Enhanced Outreach of Vaccination Subsidy Scheme (VSS)” form to the Vaccination Office by selecting a practice for submitting claims
- No additional supporting document is required if the bank account is the same as any of the existing practices joined VSS



# How to Join Enhanced VSS Outreach Vaccination



Download “Request to Add Practice for Enhanced Outreach of Vaccination Subsidy Scheme (VSS)” form  
([https://www.chp.gov.hk/files/pdf/add\\_practice\\_form\\_enhancedvss\\_outreach.pdf](https://www.chp.gov.hk/files/pdf/add_practice_form_enhancedvss_outreach.pdf))

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

## Request to Add Practice for Enhanced Outreach of Vaccination Subsidy Scheme (VSS)

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. :	
<input type="checkbox"/> I agree to have my name, practice name and address to be listed on the “List of Doctors Providing Vaccination at School Settings” on the Centre for Health Protection (CHP) website (Official Stamp)	
<b>Signature of Enrolled Doctor</b>	<b>Authorised signature For and on behalf of the Medical Organisation</b>
<b>Name in block letters</b>	<b>Name in block letters (Authorised Signatory)</b>
<b>Date:</b>	<b>Date:</b>

# How to Join Enhanced VSS Outreach Vaccination

- “List of Doctors Providing Enhanced VSS Outreach Vaccination at School-setting” is already uploaded to the Centre for Health Protection website
- The list will be weekly updated  
([https://www.chp.gov.hk/files/pdf/doctors\\_schools\\_eng.pdf](https://www.chp.gov.hk/files/pdf/doctors_schools_eng.pdf))
- Schools have been advised to use this list



# Before Vaccination

- Doctors are required to liaise with schools for the logistics of the outreaching vaccination
- Doctors need to inform the Vaccination Office **at least two weeks prior** to the vaccination activity by submitting the existing notification form with the following information:-
  - vaccination date and start time;
  - vaccination venue and
  - the estimated number of students
- The notification form can be downloaded from (<https://www.chp.gov.hk/files/pdf/notieng.pdf>)
- The Vaccination Office may conduct on-site inspection to ensure DH's requirements are fully met



# Procedures in Claiming Subsidy and Allowance

## Claiming Subsidy

Under Enhanced VSS Outreach Vaccination:-

- It **limited to students** who are Hong Kong residents of the primary schools/ kindergartens/ kindergarten-cum-child care centres/ child care centres where the vaccination is taken place
- Enhanced VSS Outreach Vaccination also covers students of **the primary section of special schools** who are Hong Kong residents and take vaccination at their schools
- Claim procedures are the same as claiming subsidy for other eligible groups under Vaccination Subsidy Scheme
- Same “Consent to Use Vaccination Subsidy” form

(Visit (<https://www.chp.gov.hk/files/pdf/noneldereng.pdf>) for information)



# Procedures in Claiming Subsidy and Allowance

## Claiming Subsidy

- Check vaccination record before providing vaccination
- Create eHealth (Subsidies) Accounts for those who have no validated eHealth (Subsidies) Accounts
- Select the scheme of Enhanced Vaccination Subsidy Scheme Outreach Vaccination in eHealth System (Subsidies) (scheme name to be confirmed)
- Input the student personal identity information and select the vaccine provided (i.e. TIV or QIV)



# Procedures in Claiming Subsidy and Allowance

## Claiming Subsidy

- Select the appropriate type of venue for providing the vaccination (i.e. primary school/ special school/ kindergarten/ kindergarten-cum-child care centre/ child care centre)
- Submit the claim
- Subsidy claims have to be submitted within 7 days from the day of vaccination





# Procedures in Claiming Subsidy and Allowance (screen capture for illustration only)

eHealth System (Subsidies) - Claim - Internet Explorer

WONG, TAI KWOK SAU

Home Inbox Logout

01/12/2016 12:29:35

**Claim**

1. Search eHealth (Subsidies) Account>>> 2. Enter Details 3. Complete Claim

**Enter Details**

Account Information Vaccination Record

Document Type **Hong Kong Identity Card**

Name **TAI, MING KIT (戴銘杰)** Date of Birth / Gender **20-01-1983 / Female**

HKIC No. **BB245XXX(X)** Date of Issue **08-06-06**

Claim Information

Practice **WONG TAI KWOK SAU Clinic (1)**

Scheme **Vaccination Subsidy Scheme  
(Provide vaccination services at non-clinic setting)**

Service Date **01-12-2016**

Category

Pregnant Women

Persons with Intellectual Disability

Persons receiving Disability Allowance

Type of Documentary Proof  Approval Letter for Disability Allowance

Place of Vaccination

Subsidy ⓘ

QIV-DA 2016/17

TIV-DA 2016/17

Please select ---

- Community Centre
- District Council / LegCo Member's Office
- Elderly Centre
- Kindergarten / Childcare Centre
- PID Institution
- Primary School
- Owners' Corporation / Mutual Aid Committee
- Others

Cancel Claim

Privacy Policy | Important Notices | System Maintenance

100%



Select the type of vaccine

Select the appropriate type of venue



# Procedures in Claiming Subsidy and Allowance

## Claiming Subsidy

- Keep a copy of the student handbook/ student card for children aged 12 years old or above but attending a primary school/ primary section of special school in Hong Kong
- Reminder: put down the name of the primary school/ special school kindergarten/ kindergarten-cum-child care centre/ child care centre under “Place of Vaccination” on the “Consent to Vaccination Subsidy” form

**FOR PERSONS AGED BELOW 65 YEARS**

**Consent to Use Vaccination Subsidy  
Vaccination Subsidy Scheme  
Department of Health**

eHS(S) Transaction No. (For Doctor's Use)

Note: Please complete this form in BLOCK letters using black or blue pen. **Use a new form each time you use the vaccination subsidy.**

Please read the information sheet about the Vaccination Subsidy Scheme and the concerned vaccine before you sign this form.

Put a “✓” in the most appropriate box and \* delete as appropriate.

\*\*\*\*\*

I consent to use the Government subsidy for myself / my child / my ward to receive Seasonal Influenza Vaccination under the Vaccination Subsidy Scheme with details as follows:-

Name of Doctor		Date of Vaccination	
Place of Vaccination (Name of Venue)			
<b>Types of Vaccination</b> (Put a “✓” in the most appropriate box)			
Seasonal Influenza Vaccination	<b>For ALL persons aged 9 or above; or children under the age of 9 but have received Seasonal Influenza Vaccination in previous seasons:</b> <input type="checkbox"/> The only dose of Seasonal Influenza Vaccination this season		
<input type="checkbox"/> <u>Quadrivalent</u>	<b>For children under the age of 9 but have NEVER had Seasonal Influenza Vaccination in previous seasons (vaccine naïve children):</b> <input type="checkbox"/> The first dose of Seasonal Influenza Vaccination this season		
<input type="checkbox"/> Trivalent	<input type="checkbox"/> The second dose of Seasonal Influenza Vaccination this season		

# Procedures in Claiming Subsidy and Allowance

## Claiming Allowance

- Participating doctor has to arrange licensed clinical waste collector to collect the clinical waste after the outreaching vaccination
- A **HK\$800 allowance** is provided to the participating doctor for clinical waste disposal per enhanced VSS outreach vaccination activity
- Example: A primary school has 900 students who have consented for vaccination at school. The vaccination is taken place in 2 days. The participating doctor is entitled to **HK\$1,600** (2×HK\$800) clinical waste disposal allowance



# Procedures in Claiming Subsidy and Allowance

## Claiming Allowance

- Provide a self-certified true copy either one of the followings:-
  - the duly completed and signed trip ticket/ receipt from the licensed clinical waste collector to collect the clinical waste from the venue; or
  - the duly completed and signed trip ticket/ receipt if the clinical waste is directly disposed to the Waste Treatment Centre at Tsing Yi by the participating doctor/ healthcare professionals

(Doctors need to ask Environmental Protection Department (EPD) for the blank trip ticket beforehand if they wished to deliver the clinical waste by themselves)

- The allowance will be reimbursed in the form of cheque





**Thank you**

