

Residential Care Home Vaccination Programme (RVP) 2019/20

Procedures of Records Checking and Claims Submission – eHealth System (Subsidies) [eHS(S)] Enhancements

October 2019



衛生署
Department of Health

Enhancement in eHS(S) system

- VMOs can submit the names of consented individuals and claims **by batch** using an Excel table format. VO will upload to eHS(S).
- eHS(S) can generate reports with **the latest valid vaccination records** of SIV, 23vPPV, PCV13 & MMR, and create new temporary eHealth Account (Subsidies).
- VMOs can **directly check and rectify** the identity information of recipients on the eHS(S).

Brief Workflow

1. Before Vaccination

- i. Submit consent list
- ii. Download First Report to check vaccination records
- iii. Rectify invalid accounts for recipients
- iv. Confirm batches
- v. Check Final Report and other documents

2. After Vaccination

- i. Submit claims and receive injection fees

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Before Vaccination

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Before Vaccination – Submit Consent List

Preparation of consent list by VMOs

- To **collect duly completed consent forms** from RCHs/DIs for checking before vaccination
- To **compile** information of the consented clients in an **excel table (encrypted with password)**
 - specified excel file template can be downloaded at:
<https://www.chp.gov.hk/en/features/23543.html>

Before Vaccination – Submit Consent List

Consent list in excel format

	A	B
1	Service Provider ID	-- Please input here --
2	Service Provider Name	-- Please input here --
3		
4	Name of Medical Organisation	-- Please input here --
5		
6	Scheme	RVP
7		
8	RCH Code	-- Please input here --
9	RCH Name	-- Please input here --
10		
11		
12		
13		
14		
15		
16		

SAMPLE

**Enter Information
*** in English*****

Select

Before Vaccination – Submit Consent List

Consent list in excel format

Ref No. 參考編號 [Mandatory/必須]	Chinese Name 中文姓名	English Surname 英文姓氏 [Mandatory/必須]	English Given Name 英文名字 [Mandatory/必須]	Sex (M/F) 性別 [Mandatory/必須]	Date of Birth (DD/MM/YYYY,00/MM/YYYY,00/00/YYYY) 出生日期 [Mandatory/必須]	Document Type 身份證明文件類型 [Mandatory/必須] (Pull down menu for selection)	Document Number 身份證明文件號碼 [Mandatory/必須]	Date of Issue (DD/MM/YYYY) 簽發日期 (HKIC, DOCI, EC, REPMT) [Mandatory/必須]	Permit to retain until (DD/MM/YYYY) 批准逗留至 (ID235B)	Passport No. 護照號碼 (VISA)	Serial No. 編號 (EC)	Reference No. 參考編號 (EC)
1 e.g 1-20		Sample	Sample	M	DD/MM/YYYY	Birth Certificate - HK 香港出生證明書	Sample	Sample				
2 e.g 床號		Sample	Sample	F	00/00/YYYY	Exemption Certificate 豁免登記領取身	Sample	Sample			Sample	Sample
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												

Content: Resident HCW PID

Select 'Resident' / 'HCW' / 'PID'

Before Vaccination – Submit Consent List

Consent list in excel format

- **Send the consent list** to DH back office through a designated e-mail account **at least 15 working days before vaccination**
 - ❖ The file should be **password protected**
 - ❖ E-mail address: rvp@dh.gov.hk

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Before Vaccination – Download & Check First Report

Vaccination records checking in eHS(S)

Split into batches by:-

1. Residents / HCWs / PID
2. SIV / 23vPPV / PCV13 / MMR

Vaccination File Management

File Type: ☒ Pre-Check ☐ Vaccination File

Scheme: Residential Care Home Vaccination Programme Select

Vaccination File ID:

School / RCH Code:

Status: Pending Rectify Account, Assign Date and Mark Client Vaccination Select


Search






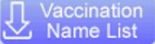







For records checking of all recipients

Before Vaccination – Download & Check First Report


Vaccination records checking in eHS(S)

- eHS(S) will generate the **first reports** with the **latest** valid SIVs, 23vPPV, PCV13 & MMR **vaccination records**

 Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULLNESS	2019-10-08 	  	Pending Pre-Check Generation	 
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 	   	Pending Pre-Check Generation	 

Page 1 of 1 (2 items)



Before Vaccination – Download & Check First Report

Vaccination records checking in eHS(S)

Download Latest Report

Report Type	Vaccination check report
Report Name	eHS(S)VF001-NH0535-VaccCheckReport-RVP-20190925.xlsx
Set Password	<input type="password"/>

File download password tips

1. Contains at least 3 of the following 4 character groups.
 - English uppercase characters (A through Z)
 - English lower case characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 8 - 15 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

[Close](#) [Download](#)

Before Vaccination – Download & Check First Report

Vaccination records checking in eHS(S)

- eHS(S) will generate **First Report** & **Vaccination Name List**

	A	B	C	D	E	F	G	H	I	J	K
	Section 1 - Class/Category & account information									J	Section 2
1											Validated
2											eHS(A) ID
3	Client Seq. No.	Category Name	Ref. No.	Chinese name	English surname	English Given name	Sex	Date of Birth	Doc type		
4	1	Resider	1	傅*輝	FU	P. F.	M	1932/02/05	HKIC		EHA5090:
5	2	Resider	2	畢*珍	BUT	W. C.	M	14/07/20	HKIC		EHA5089:
6	SAMPLE										

SAMPLE

	A	B	C	D	E	F	G
	Section 1 - Class/Category & account information						
1							
2							
3	Client Seq. No.	Category Name	Ref. No.	Chinese name	English surname	English Given name	
4	1	Resident		1 傅炳輝	FU	PING FAI	
5	2	Resident		2 畢惠珍	BUT	WAI CHUN	
6							
7							
8							
9							

SAMPLE

Before Vaccination – Download & Check First Report

Vaccination records checking in eHS(S)

- eHS(S) will generate the **First Report** with the **latest** valid SIVs, 23vPPV, PCV13 & MMR **vaccination records**

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Section 2 - Account matching result									Section 3 - Vaccination checking result (generated by system)					
2	Validated Account found			Temp Account created			Matching result		To be injected (Y/N)	SIV					
3	eHS(A) ID	With same doc. no.	Fields difference	Temp account no.	Status	ImmD validation date				Vaccination checking date	Only dose	1st dose	2nd dose	Available to inject	
4		N		C19A03-117-7			Pending ImmD validation		Y	2019-10-28	Y	No	No		Y
5	EHA511239706	Y					Validated account found		Y	2019-10-28	Y	No	No		Y
6		N		C19A03-118-8			Pending ImmD validation		Y	2019-10-28	Y	No	No		Y
7															
8															
9															
10															
11															
12															
13															
14															

New temporary eH(S)A

New temporary eH(S)A

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Before Vaccination – Rectify Invalid Account Information


Rectification of account information in eHS(S)


- Personal information which failed Immigration Department validation being shown in First Report:













	K	L	M	N	O	P	Q		S	T	U	V	W	X	Y
1		Section 2 - Account matching result									Section 3 - Vaccination checking result (generated by s				
2		Validated Account found			Temp Account created			Matching result	To be injected (Y/N)						
3		eHS(A) ID	With same doc. no.	Fields difference	Temp account no.	Status	ImmD validation date				Vaccination checking date	Only dose	1st dose	2nd dose	Availabl e to inject
4		EHA511372048	Y					Validated account found	Y		2019/09/20	No	Y	Y	Y
5		EHA511372051	Y					Validated account found	Y		2019/09/20	No	Y	Y	Y
6		EHA511372012	Y					Validated account found	Y		2019/09/20	No	Y	Y	Y
7		EHA511372036	Y					Validated account found	Y		2019/09/20	No	Y	Y	Y
8		EHA511372063	Y					Validated account found	Y		2019/09/20	No	Y	Y	Y
9			N		C19920-65-5			Not for ImmD Validatio Incorrect format/Missing	Y		2019/09/20	No	Y	Y	No

Before Vaccination – Rectify Invalid Account Information


Rectification of account information on eHS(S)

Menu

Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULNESS	2019-10-08 	  	Pending Pre-Check Generation	 
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 	  	Pending Pre-Check Generation	 

Page 1 of 1 (2 items)

Back

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Vaccination File Management

Menu

- Vaccination File**
 - Pre-check File ID
 - Scheme
 - RCH Code
 - RCH Name
 - Practice
 - Status
 - No. of Client
 - Account Summary
- Client Information**
 - Category

VF20190925-013
Residential Care Home Vaccination Programme
NH0535
KWONG YUM CARE HOME
PAU LOI YAU Clinic (1)
Pending Pre-Check Generation
6

Account Type	No. of Records
Validated Account	6
Tempoary Account	0
Without Account	0

Category

--- Please select ---
Resident
HCW

Select

Back

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Menu

Vaccination File Management

- Vaccination File
 - Pre-check File ID: VF20190923-012
 - Scheme: Residential Care Home Vaccination Programme
 - RCH Code: DAC017
 - RCH Name: MENTAL HEALTH ASSOCIATION OF HONG KONG TSUEN WAN DAY ACTIVITY CENTRE
 - Practice: PAU LOI YAU Clinic (1)
 - Status: Pending Pre-Check Generation
 - No. of Client: 6
 - Account Summary

Account Type	No. of Records
Validated Account	5
Tempoary Account	1
Without Account	0
- Client Information

Category: HCW

Seq. No.	Client No.	Action	Doc Type Identify Doc No.	Contact No.	Name	Sex	DOB	Other Fields	Account ID / Reference No.	Status	Account Validation Result	Field Difference
4	1	[Edit]	HKIC 676711(3)		KUNG, FAI (龔輝)	F	05 Jun 1969	• Date of Issue: 01 Jan 2010	EHA511372137	Active		No
5	2	[Edit]	HKIC K378871(7)		WONG, TAI MAN	M	05 Dec 1983	• Date of Issue: 01 Jan 2010	EHA511372149	Active		No
6	3	[Edit]	HKIC R965820(2)		CHEUNG, CHAU ON (張秋安)	M	08 Oct 1985	• Date of Issue: 01 Jan 2010	C19923-135-2	Invalid		No

Page 1 of 1 (3 items)

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Vaccination File Management

Menu

- Vaccination File
 - Pre-check File ID
 - Scheme
 - RCH Code
 - RCH Name
 - Practice
 - Status
 - No. of Client
 - Account Summary
- Client Information
 - Category

Rectify eHealth (Subsidies) Account Information

Client Information

Category: HCW
Seq. No.: 6
Contact No.:

Rectify eHealth (Subsidies) Account Information

Reference No.: C19923-135-2
Document Type: Hong Kong Identity Card
HKIC No.: R965820(2)
Date of Birth: 08-10-1985
Name in English: CHEUNG (Surname), CHAU ON (Given name)
Chinese Commercial Code: 1728 4428 1344 Chinese Name: 張秋安
Gender: ☐ Female ☒ Male
Date of Issue: 01-01-10
Status: Invalid

Cancel Save

Seq. No.	Client No.	Action	Doc. No.	Doc. Name	Date of Issue
4	1	[Edit]	HKIC F6767		
5	2	[Edit]	HKIC K3788		
6	3	[Edit]	HKIC R965820(2)	(張秋安)	01 Jan 2010

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

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Menu

Vaccination File Management

- Vaccination File

Pre-check File ID
Scheme
RCH Code
RCH Name
Practice
Status
No. of Client
Account Summary

VF20190925-013
Residential Care Home Vaccination Programme
NH0535
KWONG YUM CARE HOME
PAU LOI YAU Clinic (1)
Pending Pre-Check Generation
6

Account Type	No. of Records
Validated Account	5
Tempoary Account	1
Without Account	0

Client Information

Category HCW

Seq. No.	Client No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	Account ID / Reference No.	Status	Account Validation Result	Field Difference
4	1	[Edit]	HKIC F676711(3)		KUNG, FAI (龔輝)	F	05 Jun 1969	• Date of Issue: 01 Jan 2010	EHA511372137	Active		No
5	2	[Edit]	HKIC K378871(7)		WONG, TAI MAN	M	05 Dec 1983	• Date of Issue: 01 Jan 2010	EHA511372149	Active		No
6	3	[Edit]	HKIC R965820(2)	24563324	CHEUNG, CHAU ON (張秋安)	M	08 Oct 1986	• Date of Issue: 01 Jan 2010	C19923-135-2	Pending Validation		No

Page 1 of 1 (0 items)

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to submit **vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity


(10) **Create Claims**
in bulk
- by SP/Data entry













(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only


Before Vaccination – Submit Vaccination Date in eHS(S)

Submit Vaccination Date in eHS(S)

 **Vaccination File Management**

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULNESS	2019-10-08 	  	Pending Pre-Check Generation	 
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 	  	Pending Pre-Check Generation	 

Page 1 of 1 (2 items)



Before Vaccination – Submit Vaccination Date in eHS(S)

Submit Vaccination Date in eHS(S)

Vaccination File Management

Validation Fail
"Final Report Generation Date" should be at least 1 day(s) before "Vaccination Date" [020901-E-00007] ←

Vaccination File

Pre-check File ID: VF20191003-014
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Practice: PAU LOI YAU Clinic (1)

Subsidy	Only/1st Dose	2nd Dose
QIV		
Vaccination Date	29-10-2019	
Final Report Generation Date	30-10-2019	
23vPPV		
Vaccination Date		
Final Report Generation Date		
PCV13		
Vaccination Date		
Final Report Generation Date		

Back Save

By default, the **Final Report** will be generated **3 calendar days** before vaccination day

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch

+
VMO to submit **vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**

- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

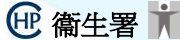
(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Submit Vaccine Order to DH

Order Forms

● RCHE

訂單編號	送針日期	 衛生署 2019/20 年度院舍防疫注射計劃 疫苗申請表格 (安老院舍)	附錄丁
			訂針
由本署職員填寫			

備註：1. 由於訂購疫苗及安排運送需時，請於接種日期前最少 **10 個工作天** 填妥本表格並傳真至本署（傳真號碼：2713 6916）。到診註冊醫生如於傳真本表格後三個工作天內仍未收到本署的訂單確認通知，請致電 **2125 2158** 與本署職員聯絡。
 2. 到診註冊醫生有責任於申請疫苗前，確認院友／職員是否符合資格免費接種季節性流感／肺炎球菌疫苗。
 3. 到診註冊醫生需聯絡院舍安排負責人員接收疫苗，並預早確認院舍有合適的雪櫃貯存疫苗。

甲部 院舍資料

安老院舍名稱：			
院舍編號：	院友總人數：	職員總人數：	

乙部 已同意接種疫苗的人數

已同意接種季節性流感疫苗的人數：	院友	職員	合共

已同意接種肺炎球菌疫苗的人數	院友	
13 價肺炎球菌結合疫苗：		
23 價肺炎球菌多醣疫苗：		

備註：1. 如從未接種任何肺炎球菌疫苗的院友，應先接種 13 價肺炎球菌結合疫苗。
 2. 已接種 13 價肺炎球菌結合疫苗的院友，應於接種後一年接種 23 價肺炎球菌多醣疫苗。
 3. 已接種 23 價肺炎球菌多醣疫苗的院友，應於接種後一年接種 13 價肺炎球菌結合疫苗。
 4. 如已接種 23 價肺炎球菌多醣疫苗及 13 價肺炎球菌結合疫苗，於院舍防疫注射計劃下，則無需再安排接種肺炎球菌疫苗。

丙部 訂單及送貨資料

申請疫苗數目：	季節性流感疫苗	需訂 _____ 針	
疫苗資源寶貴， 請珍惜，勿浪費。	肺炎球菌疫苗	13 價肺炎球菌結合疫苗	23 價肺炎球菌多醣疫苗
		需訂 _____ 針	需訂 _____ 針
	*庫存疫苗數目： (即過往年度剩餘未過期的肺炎球菌疫苗)	已有 _____ 針	已有 _____ 針
接種疫苗的日期：	_____ 年 _____ 月 _____ 日 (時間：上午／下午／全日)		
送貨地址： (請用中文填寫及註明送針樓層)	請先與院舍／宿舍確定接種日期，本署會聯絡院舍／宿舍確認送針日期。 疫苗派送時間為當日上午十時至下午一時(上午)或下午二時至五時(下午)。		
負責接收疫苗的院舍職員姓名：	接收疫苗聯絡電話：		



丁部 到診註冊醫生 (VMO) 資料

VMO 姓名：	VMO 註冊編號：	M _____
VMO 聯絡電話：	VMO 傳真號碼：	_____ VMO 簽署：_____

Submit Vaccine Order to DH

Order Forms

● RCHD / RCCC

訂單編號	送針日期	 衛生署  2019/20 年度院舍防疫注射計劃 疫苗申請表格 (殘疾人士院舍及留宿幼兒中心)		附錄丁	
由本署職員填寫				訂針	

備註：1. 由於訂購疫苗及安排運送需時，請於接種日期前最少 **10 個工作天** 填妥本表格並傳真至本署（傳真號碼：2713 6916）。到診註冊醫生如於傳真本表格後三
 個工作天內仍未收到本署的訂單確認通知，請致電 **2125 2553** 與本署職員聯絡。
 2. 到診註冊醫生有責任於申請疫苗前，確認院友／宿生／職員是否符合資格免費接種季節性流感／肺炎球菌／麻疹、流行性腮腺炎及德國混合疫苗。
 3. 到診註冊醫生需聯絡院舍／宿舍／中心安排負責人員接收疫苗；並預早確認院舍／宿舍／中心有合適的雪櫃貯存疫苗。

甲部 院舍／宿舍／留宿幼兒中心資料

院舍／宿舍／中心名稱：	院舍／宿舍／中心編號：		
院友／宿生人數：	9 歲以下人數	9-64 歲人數	65 歲或以上人數
	_____	_____	_____
職員總人數：	_____		

乙部 已同意接種疫苗的人數

已同意接種 季節性流感疫苗 的人數：	院友／宿生人數		職員	合共
	只需注射一劑人數	需要注射兩劑人數*		
_____	_____	_____	_____	_____

*只適用於 9 歲以下及從未接受流感疫苗接種的小童

已同意接種肺炎球菌疫苗的人數	1954 年或以前出生	1955 年出生 (須於 2020 年才可接種)	同意接種總人數
13 價肺炎球菌多醣疫苗：	_____	_____	_____
23 價肺炎球菌多醣疫苗：	_____	_____	_____

備註：1. 肺炎球菌疫苗只適用於 65 歲或以上的院友／宿生。
 2. 如從未接種任何肺炎球菌疫苗的院友／宿生，應先接種 13 價肺炎球菌結合疫苗。
 3. 已接種 13 價肺炎球菌結合疫苗的院友／宿生，應於接種後一年接種 23 價肺炎球菌多醣疫苗。
 4. 已接種 23 價肺炎球菌多醣疫苗的院友／宿生，應於接種後一年接種 13 價肺炎球菌結合疫苗。
 5. 如已接種 23 價肺炎球菌多醣疫苗及 13 價肺炎球菌結合疫苗，於院舍防疫注射計劃下，則無需再安排接種肺炎球菌疫苗。

已同意接種麻疹、流行性腮腺炎及德國麻疹混合疫苗 (MMR 疫苗) 的職員人數： _____

丙部 訂單及送貨資料

申請疫苗數目：	季節性流感疫苗	需訂 _____ 針	
	MMR 疫苗	需訂 _____ 針	
	肺炎球菌疫苗	13 價肺炎球菌結合疫苗	23 價肺炎球菌多醣疫苗
		需訂 _____ 針	需訂 _____ 針
疫苗資源寶貴，請珍惜，勿浪費。	*庫存疫苗數目： (即過往年度剩餘未過期的肺炎球菌疫苗)	已有 _____ 針	已有 _____ 針

接種疫苗的日期：_____ 年 _____ 月 _____ 日 (時間：上午／下午／全日)
 請先與院舍／宿舍確定接種日期，本署會聯絡院舍／宿舍確認送針日期。
 疫苗派送時間為當日上午十時至下午一時(上午)或下午二時至五時(下午)。

送貨地址：_____
 (請用中文填寫及註明送針樓層)

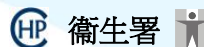
負責接收疫苗的院舍職員姓名：_____ 接收疫苗聯絡電話：_____

丁部 到診註冊醫生 (VMO) 資料

VMO 姓名：	VMO 註冊編號： M _____
VMO 聯絡電話：_____	VMO 傳真號碼：_____ VMO 簽署：_____

Submit Vaccine Order to DH

訂單編號	送針日期
由本署職員填寫	



為智障人士(非住院舍)提供流感疫苗 2019/20
於院舍防疫注射計劃下的接種安排
疫苗申請表格

P 4
訂針

Order Forms

PID

備註：1. 由於訂購疫苗及安排運送需時，請於接種日期前最少 **10 個工作天** 填妥本表格並傳真至本署（傳真號碼：2713 6916）。到診註冊醫生如於傳真本表格後三
個工作天內仍未收到本署的訂單確認通知，請致電 2125 2553 與本署職員聯絡。
2. 到診註冊醫生有責任於申請疫苗前，確認服務使用者是否符合資格免費接種季節性流感疫苗。
3. 到診註冊醫生需聯絡學校／服務機構安排負責人員接收疫苗；並預早確認學校／服務機構有合適的雪櫃貯存疫苗。

甲部 學校／服務機構資料

學校／服務機構名稱：			學校／服務機構編號：	
服務使用者人數： (智障人士)	9 歲或以上人數	_____	總人數	_____
	9 歲以下人數	_____		

SAMPLE

乙部 已同意接種疫苗的人數

已同意接種 季節性流感疫苗 的人數：	服務使用者人數		同意接種總人數 _____
	只需注射一劑人數	需要注射兩劑人數*	
	_____	_____	

*只適用於 9 歲以下及從未接受流感疫苗接種的小童

丙部 訂單及送貨資料

申請疫苗數目：	季節性流感疫苗	需訂 _____ 針
接種疫苗的日期：_____ 年 _____ 月 _____ 日（時間：上午／下午／全日） 請先與院舍／宿舍確定接種日期，本署會聯絡院舍／宿舍確認送針日期。 疫苗派送時間為當日上午十時至下午一時(上午)或下午二時至五時(下午)。		
送貨地址： (請用中文填寫及註明送針樓層) _____		
負責接收疫苗的院舍職員姓名：		接收疫苗聯絡電話：

丁部 到診註冊醫生 (VMO) 資料

VMO 姓名：	_____	VMO 註冊編號：	M _____
VMO 聯絡電話：	_____	VMO 傳真號碼：	_____
		VMO 簽署：	_____

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry



(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULLNESS	2019-10-08 	Rectify Assign Date Mark Vaccination	Pending Pre-Check Generation	First Report Vaccination Name List
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 	Rectify Assign Date Mark Vaccination	Pending Pre-Check Generation	First Report Vaccination Name List

Page 1 of 1 (2 items)

[Back](#)

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

Vaccination File

Pre-check File ID: VF20190925-013
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Practice: PAU LOI YAU Clinic (1)
Status: Pending Pre-Check Generation
No. of Client: 6
Account Summary:

Account Type	No. of Records
Validated Account	6
Temporary Account	0
Without Account	0

Client Information

Category: --- Please select ---
Resident
HCW

Select

Back

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

● Vaccination File

Pre-check File ID: VF20191003-014

Scheme: Residential Care Home Vaccination Programme

RCH Code: NH0535

RCH Name: KWONG YUM CARE HOME

Practice: PAU L OLYAH Clinic (1)

Category: HCW QIV

Subsidy: Only/1st Dose 2nd Dose

Dose to Inject: 28 Oct 2019 N/A

Vaccination Date: 24 Oct 2019 N/A

Final Report Generation Date: 3

No. of Client: 3

Seq. No.	Doc Type Identity Doc No.	Name	Sex	Status	Available For Injection					Mark to be Injected ■ Yes ■ No
					Check Date	Only Dose	1st Dose	2nd Dose	Remarks	
4	HKIC F676711(3)	KUNG, FAI (龔輝)	F	Pending Validation	03 Oct 2019	Yes	No	No		<input type="radio"/> Y <input type="radio"/> N
5	HKIC K378871(7)	WONG, TAI MAN	M	Pending Validation	03 Oct 2019	Yes	No	No		<input type="radio"/> Y <input type="radio"/> N
6	HKIC R965820(2)	CHEUNG, CHAU ON (張秋安)	M	Pending Validation	03 Oct 2019	Yes	No	No		<input type="radio"/> Y <input type="radio"/> N

Page 1 of 1 (3 items)

[Back](#) [Save Current Page](#) [Summary](#)

Privacy Policy | Important Notices | System Maintenance

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Menu

Vaccination File Management

● Vaccination File

Pre-check File ID: VF20191003-014

Scheme: Residential Care Home Vaccination Programme

RCH Code: NH0535

RCH Name: KWONG YUM CARE HOME

Practice: PAU LOI YAU Clinic (1)

Category:

Subsidy:

Dose to Inject: Only/1st Dose 2nd Dose

Vaccination Date: 28 Oct 2019 N/A

Final Report Generation Date: 24 Oct 2019 N/A

No. of Client: 3

Saved Successfully

Seq. No.	Doc. Type Identity Doc No.	Name	Sex	Status	Available For Injection					Mark to be Injected <input type="checkbox"/> Yes <input type="checkbox"/> No
					Check Date	Only Dose	1st Dose	2nd Dose	Remarks	
4	HKIC F676711(3)	KUNG, FAI (龔輝)	F	Pending Validation	03 Oct 2019	Yes	No	No		<input checked="" type="radio"/> Y <input type="radio"/> N
5	HKIC K378871(7)	WONG, TAI MAN	M	Pending Validation	03 Oct 2019	Yes	No	No		<input checked="" type="radio"/> Y <input type="radio"/> N
6	HKIC R965820(2)	CHEUNG, CHAU ON (張秋安)	M	Pending Validation	03 Oct 2019	Yes	No	No		<input checked="" type="radio"/> Y <input type="radio"/> N

Page 1 of 1 (3 items)



[Back](#)
[Save Current Page](#)
[Summary](#)

[Privacy Policy](#) | [Important Notices](#) | [System Maintenance](#)

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULLNESS	2019-10-08 	Rectify Assign Date Mark Vaccination	Pending Pre-Check Generation	First Report Vaccination Name List
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 	Rectify Assign Date Mark Vaccination Confirm Batch	Pending Pre-Check Generation	First Report Vaccination Name List


Page 1 of 1 (2 items)

[Back](#)

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Menu

 **Vaccination File Management**

Vaccination File

Pre-check File ID

Scheme

RCH Code

RCH Name

Practice

Status

No. of Client

No. of Client not inject

VF20190925-013

Residential Care Home Vaccination Programme

NH0535

KWONG YUM CARE HOME

PAU LOI YAU Clinic (1)

Pending Pre-Check Generation

6

0

Subsidy	Category	Dose to Inject	Vaccination Report Generation Date	Vaccination Date	No. of Client	Mark Inject - Yes	Mark Inject - No	Match
QIV	HCW	1st Dose	28 Oct 2019	29 Oct 2019	3	3	0	Yes
QIV	RESIDENT	1st Dose	28 Oct 2019	29 Oct 2019	3	3	0	Yes

Back

Confirm

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

Menu

● Vaccination File

Pre-check File ID VF20190925-013
Scheme Residential Care Home Vaccination Programme
RCH Code NH0535
RCH Name KWONG YUM CARE HOME
Practice PAU LOI YAU Clinic (1)
Status Pending Pre-Check Generation
No. of Client 6
No. of Client not inject 0

Subsidy	Category	Dose to Inject
QIV	HCW	1st Dose
QIV	RESIDENT	1st Dose

Confirmation

Do you confirm to proceed?

Confirm **Cancel**

Back Confirm

Vaccination File Management

Menu









✓ Batch of Vaccination File is created.

Return

Before Vaccination – Confirm Batch in eHS(S)

Confirm batch in eHS(S)

Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20191008-009	[DH0001] HOME OF LOVING FAITHFULLNESS	2019-10-08 	  	Pending Pre- Check Generation	 
VF20191003-014	[NH0535] KWONG YUM CARE HOME	2019-10-03 		Completed	

Page 1 of 1 (2 items)

 Back

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SPonly

(12) Reimbursement
for **validated** account
only

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Home Inbox Logout

Menu

- Claim
- Vaccination Record Enquiry
- Vaccination File Management**
- Record Confirmation
- Claim Transaction Management

Vaccination File Management

☐ Pre-Check ☒ Vaccination File

Scheme: Residential Care Home Vaccination Programme ▼

Vaccination File ID:

School / RCH Code:


Vaccination Date: To






Status: Pending Rectification ▼

Search


Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

 **Vaccination File Management**

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 		2019-10-28 	2019-10-29 		Pending Upload Vaccination Claim	

Page 1 of 1 (1 items)

 Back

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Vaccination File Management

Menu

- Vaccination File**
- Pre-check File ID
- Scheme
- RCH Code
- RCH Name
- Practice
- Status
- No. of Client
- Account Summary

VF20190925-013
Residential Care Home Vaccination Programme
NH0535
KWONG YUM CARE HOME
PAU LOI YAU Clinic (1)
Pending Pre-Check Generation
6

Account Type	No. of Records
Validated Account	6
Temporary Account	0
Without Account	0

Client Information

Category

--- Please select ---
Resident
HCW

Select

Back

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Menu

Vaccination File Management

- Vaccination File
- Pre-check File ID
- Scheme
- RCH Code
- RCH Name
- Practice
- Status
- No. of Client
- Account Summary

VF20190923-012

Residential Care Home Vaccination Programme

DAC017

MENTAL HEALTH ASSOCIATION OF HONG KONG TSUEN WAN DAY ACTIVITY CENTRE

PAU LOI YAU Clinic (1)

Pending Pre-Check Generation

6

Account Type	No. of Records
Validated Account	5
Tempoary Account	1
Without Account	0

Client Information

Category: HCW

Seq. No.	Client No.	Action	Doc Type Identify Doc No.	Contact No.	Name	Sex	DOB	Other Fields	Account ID / Reference No.	Status	Account Validation Result	Field Difference
4	1	[Edit]	HKIC 676711(3)		KUNG, FAI (龔輝)	F	05 Jun 1969	• Date of Issue: 01 Jan 2010	EHA511372137	Active		No
5	2	[Edit]	HKIC K378871(7)		WONG, TAI MAN	M	05 Dec 1983	• Date of Issue: 01 Jan 2010	EHA511372149	Active		No
6	3	[Edit]	HKIC R965820(2)		CHEUNG, CHAU ON (張秋安)	M	08 Oct 1985	• Date of Issue: 01 Jan 2010	C19923-135-2	Invalid		No

Page 1 of 1 (3 items)

Before Vaccination – Rectify Invalid Account Information

Rectification of account information on eHS(S)

Scheme
Residential Care Home Vaccination Programme
RCH Code
BH0990
RCH Name
CARITAS EVERGREEN HOME
Service Provider ID
90017250
Service Provider Name
KUNG, CHUNG KONG
Practice
KUNG CHUNG KONG - Branch 2 Clinic (2)
Subsidy

Vaccination Date
Final Report Generation Date
Status
No. of Category
No. of Client
Account Summary

Client Information
Category

Seq. No.	Ref. No.	Action	Doc. Identity
1	1	[Edit]	HKIC C12846
2	2	[Edit]	HKIC FC2868
3	4	[Edit]	EC V12882
4	6	[Edit]	HKIC Q613124(3)
5	7	[Edit]	HKBC W440657(8)
6	8	[Edit]	ID235B ID122005

Rectify eHealth (Subsidies) Account Information

Client Information

Category: Resident
Ref. No.: 6
Chinese Name (Upload): 李小雯
Contact No.: 93945567
To be injected: ☒

Rectify eHealth (Subsidies) Account Information [Help](#)

Reference No.: C19A02-302-1
Document Type: Hong Kong Identity Card
HKIC No.: Q613124(3)
Date of Birth: 15-08-1951
Name in English: LEE, SIU MAN (Surname) (Given name)
Chinese Commercial Code: 2621 1420 7186 Chinese Name
Chinese Name: 李小雯
Gender: ☒ Female ☐ Male
Date of Issue:
Status: Not for ImmD Validation

[Cancel](#) [Save](#)

Account Validation Result	Field Difference
	No
	No
Incorrect format/Missing Information	No
Incorrect format/Missing Information	No
Pending Validation	No
Pending Manual Validation	No

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity


(10) **Create Claims**
in bulk
- by SP/Data entry







(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only


Before Vaccination – Download Final Report & 'Onsite Vaccination' List

Download Final Report & 'Onsite Vaccination' List

 **Vaccination File Management**

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 		2019-10-24 	2019-10-28 		Pending Upload Vaccination Claim	 Final Report  Onsite Vaccination

Page 1 of 1 (1 items)

 Back

Before Vaccination – Download Final Report & 'Onsite Vaccination' List

Menu

Vaccination File Management

Vaccination File

Vaccination File ID

Scheme

RCH Code

RCH Name

Service Provider ID

Service Provider Name

Practice

Subsidy

Vaccination Date

Vaccination Report Generation Date

Status

No. of Category

No. of Client

Account Summary

VF20190925-015

Residential Care Home Vaccination Programme

NH0535

KWONG YUM CARE HOME

90000130

PAU, LOI YAU

PAU LOI YAU Clinic (1)

QIV 2019/20

Only/1st Dose

2nd Dose

29 Oct 2019

N/A

28 Oct 2019

N/A

Pending Upload Vaccination Claim

2

6

Account Type	No. of Records
Validated Account	6
Tempoary Account	0
Without Account	0

Client Information

Category

Resident


Seq. No.	Ref. No.	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to Inject	Account ID / Reference No.	Status	Account Validation Result	Field Difference
1	1	HKIC N556583(7)	91122233	FU, SIU MING (傅小明)	M	05 Feb 1931	• Date of Issue: 01 Jan 2011	No	EHA511372125	Active		No
2	2	HKIC CP049029(6)	91123233	CHEUNG, KIN YUEN (張建源)	M	17 Jul 1942	• Date of Issue: 14 Feb 2007	No	EHA511239706	Active		No
3	3	HKIC V483625(1)	92262833	WONG, HING CHIU (黃興超)	M	15 Dec 1945	• Date of Issue: 01 Jan 2012	No	EHA511372202	Active		No

Page 1 of 1 (3 items)







Back

Before Vaccination – Download Final Report & 'Onsite Vaccination' List


Download Final Report & 'Onsite Vaccination' List

 **Vaccination File Management**

Menu

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 		2019-10-24 	2019-10-28 		Pending Upload Vaccination Claim	 

Page 1 of 1 (1 items)

 Back

Before Vaccination – Download Final Report & 'Onsite Vaccination' List

Download Latest Report

Report Type	Vaccination check report
Report Name	eHS(S)VF001-NH0535-VaccCheckReport-RVP-20190925.xlsx
Set Password	<input type="password"/>

File download password tips

1. Contains at least 3 of the following 4 character groups.
 - English uppercase characters (A through Z)
 - English lower case characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 8 - 15 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

[Close](#) [Download](#)

Before Vaccination – Download Final Report & 'Onsite Vaccination' List

Final Report (Bring to the vaccination activity)

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1		Section 2 - Account matching result									Section 3 - Vaccination checking result (generated by s				
2		Validated Account found			Temp Account created			Matching result	Confirm not to inject (Y/N)						
3		eHS(A) ID	With same doc. no.	Fields difference	Temp account no.	Status	ImmD validation date				Vaccination checking date	Only dose	1st dose	2nd dose	Available to inject
4		EHA511372048	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
5		EHA511372051	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
6		EHA511372012	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
7		EHA511372036	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
8								Validated account found	N		2019/09/20	No	Y	Y	Y
9					C19920-65-5	Not for ImmD Validation	Incorrect format/Missing		N		2019/09/20	No	Y	Y	No

SAMPLE

'Onsite Vaccination' List (Bring to the vaccination activity)

	G	H	I	J	K	M	N	O
1					Section 2 - Vaccination decision		Section 3: Vaccination record (to be filled by service provider)	
2	Sex	Date of Birth	Doc type	Contact Number	Vaccine to inject	Reject Reason	Actual injected (Y/N)	
3	M	1931-02-05	HKIC	91122233	RQIV			
4	M	1942-07-17	HKIC	91123233	RQIV			
5		1945-12-15	HKIC	92262833	RQIV			

SAMPLE

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

After Vaccination

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity


(10) **Create Claims**
in bulk
- by SP/Data entry





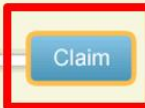


(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only


Within 7 days after Vaccination– Submit Claims

Input Claims

 **Vaccination File Management**

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 			2019-10-28 		Pending Upload Vaccination Claim	 

Page 1 of 1 (1 items)

 Back

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Vaccination File

Vaccination File ID: VF20190925-015
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Service Provider ID: 90000130
Service Provider Name: PAU, LOI YAU
Practice: PAU LOI YAU Clinic (1)
Subsidy: QIV 2019/20

Vaccination Date: 29 Oct 2019
Vaccination Report Generation Date: 28 Oct 2019

Status: Pending Upload Vaccination Claim
No. of Category: 2
No. of Client: 6

Account Type	No. of Records
Validated Account	6
Tempoary Account	0
Without Account	0

Client Information

Category: --- Please select ---

Select

Back Save Current Page Summary

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Vaccination File

Vaccination File ID: VF20190925-015
 Scheme: Residential Care Home Vaccination Programme
 RCH Code: NH0535
 RCH Name: KWONG YUM CARE HOME
 Service Provider ID: 90000130
 Service Provider Name: PAU, LOI YAU
 Practice: PAU LOI YAU Clinic (1)
 Subsidy: QIV 2019/20
 Only/1st Dose: 2nd Dose
 Vaccination Date: 29 Oct 2019 N/A
 Vaccination Report Generation Date: 28 Oct 2019 N/A
 Status: Pending Upload Vaccination Claim
 No. of Category: 2
 No. of Client: 6
 Account Summary:

Account Type	No. of Records
Validated Account	6
Tempoary Account	0
Without Account	0

Client Information

Category: Resident

Seq. No.	Ref. No.	Doc.Type Identity Doc.No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to Inject	Actual Injected <input type="checkbox"/> Yes <input type="checkbox"/> No	Account ID / Reference No.
1	1	HKIC N556583(7)	91122233	FU, SIU MING (傅小明)	M	05 Feb 1931	• Date of Issue: 01 Jan 2011	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372125
2	2	HKIC CP049029(6)	91123233	CHEUNG, KIN YUEN (張達源)	M	17 Jul 1942	• Date of Issue: 14 Feb 2007	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511239706
3	3	HKIC V483625(1)	92262833	WONG, HING CHIU (黃興超)	M	15 Dec 1945	• Date of Issue: 01 Jan 2012	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372202

Page 1 of 1 (3 items)

[Back](#)
[Save Current Page](#)
[Summary](#)

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Vaccination File

Vaccination File ID: VF20190925-015
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Service Provider ID: 90000130
Service Provider Name: PAU, LOI YAU
Practice: PAU LOI YAU Clinic (1)
Subsidy: QIV 2019/20

Vaccination Date: 29 Oct 2019
Vaccination Report Generation Date: 28 Oct 2019

Status: Pending Upload Vaccination Claim

No. of Category: 2
No. of Client: 6

Account Summary

Confirmation

Once confirmed to save, the "Vaccination Date" will be locked. If changes, the record of "Actual Injected" need to input again. Do you confirm to proceed?

Confirm **Cancel**

Without Account: 0

Client Information

Category: Resident

Seq.	Ref.	Doc Type								Confirm not to

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Vaccination File

Vaccination File ID: VF20190925-015
 Scheme: Residential Care Home Vaccination Programme
 RCH Code: NH0535
 RCH Name: KWONG YUM CARE HOME
 Service Provider ID: 90000130
 Service Provider Name: PAU, LOI YAU
 Practice: PAU LOI YAU Clinic (1)
 Subsidy: QIV 2019/20
 Vaccination Date: 29 Oct 2019
 Vaccination Report Generation Date: 28 Oct 2019
 Status: **Claim (Pending SP Confirmation)**
 No. of Category: 2
 No. of Client: 6
 Account Summary:

Account Type	No. of Records
Validated Account	6
Temporary Account	0
Without Account	0

Client Information

Category: Resident (Done)

Seq. No.	Ref. No.	Doc. Type Identity Doc. No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to Inject	Actual Injected Yes No	Account ID / Reference No.
1	1	HKIC N556583(7)	91122233	FU, SIU MING (傅小明)	M	05 Feb 1931	• Date of Issue: 01 Jan 2011	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372125
2	2	HKIC CP049029(6)	91123233	CHEUNG, KIN YUEN (張建源)	M	17 Jul 1942	• Date of Issue: 14 Feb 2007	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511239706
3	3	HKIC V483625(1)	92262833	WONG, HING CHIU (黃興超)	M	15 Dec 1945	• Date of Issue: 01 Jan 2012	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372202

Page 1 of 1 (3 items)

Back Save Current Page Summary

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Menu

- Vaccination File
- Vaccination File ID
- Scheme
- RCH Code
- RCH Name
- Service Provider ID
- Service Provider Name
- Practice
- Subsidy
- Vaccination Date
- Vaccination Report Generation Date
- Status
- No. of Category
- No. of Client
- Account Summary

VF20190925-015
Residential Care Home Vaccination Programme
NH0535
KWONG YUM CARE HOME
90000130
PAU, LOI YAU
PAU LOI YAU Clinic (1)
QIV 2019/20
Only/1st Dose 2nd Dose
29 Oct 2019 N/A
28 Oct 2019 N/A
Claim (Pending SP Confirmation)
2
6

Account Type	No. of Records
Validated Account	6
Temporary Account	0
Without Account	0

Client Information

Category

--- Please select ---
 Resident (Done)
 HCW (Done)

Seq. No.	Ref. No.	Doc. Type Identity Doc. No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to inject	Actual Injected ■ Yes ■ No	Account ID / Reference No.
4	1	HKIC F676711(3)		KUNG, FAI (龔輝)	F	05 Jun 1969	• Date of Issue: 01 Jan 2010	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372137
5	2	HKIC K378871(7)		WONG, TAI MAN	M	05 Dec 1983	• Date of Issue: 01 Jan 2010	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372149
6	3	HKIC R965820(2)	24563324	CHEUNG, CHAU ON (張秋安)	M	08 Oct 1986	• Date of Issue: 01 Jan 2010	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511372214

Page 1 of 1 (3 items)

Back Save Current Page Summary

Within 7 days after Vaccination– Submit Claims

Input Claims

Vaccination File Management

Menu

- Vaccination File**
 - Vaccination File ID: VF20190925-015
 - Scheme: Residential Care Home Vaccination Programme
 - RCH Code: NH0535
 - RCH Name: KWONG YUM CARE HOME
 - Service Provider ID: 90000130
 - Service Provider Name: PAU, LOI YAU
 - Practice: PAU LOI YAU Clinic (1)
 - Subsidy: QIV 2019/20
- Client Information**
 - Vaccination Date: 29 Oct 2019
 - Vaccination Report Generation Date: 28 Oct 2019
 - Status: Claim (Pending SP Confirmation)
 - No. of Category: 2
 - No. of Client: 6
 - No. of Client (Injected): 6
 - Account Summary:

Account Type	No. of Records
Validated Account	6
Tempoary Account	0
Without Account	0


Category:

[Back](#) [Save Current Page](#) [Summary](#)

Within 7 days after Vaccination– Submit Claims

Input Claims

Menu



Vaccination File Management

- Vaccination File**

Vaccination File ID: VF20190925-015

Scheme: Residential Care Home Vaccination Programme

RCH Code: NH0535

RCH Name: KWONG YUM CARE HOME

Service Provider ID: 90000130

Service Provider Name: PAU, LOI YAU

Practice: PAU LOI YAU Clinic (1)

Subsidy: QIV 2019/20

Vaccination Date: 29 Oct 2019

Vaccination Report Generation Date: 28 Oct 2019


Status: Claim (Pending SP Confirmation)

No. of Class: 2

No. of Student: 6

No. of Client (Injected): 6

Category	No. of Client	Actual Injected - Yes	Actual Injected - No	Match
Resident	3	3	0	Yes
HCW	3	3	0	Yes
Total	6	6	0	Yes



Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity


(10) **Create Claims**
in bulk
- by SP/Data entry







(11) **Confirm
Claims in bulk**
- by SP only

(12) Reimbursement
for **validated** account
only


Within 7 days after Vaccination– Submit Claims

Confirm Claims

 Vaccination File Management


Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 		2019-10-24 	2019-10-28 	<div>Inputting</div> <div>Confirm</div>	Claim (Pending SP Confirmation)	<div> Final Report</div> <div> Onsite Vaccination</div>

Page 1 of 1 (1 items)

 Back

Within 7 days after Vaccination– Submit Claims

Confirm Claims

 **Vaccination File Management**

Menu

- Vaccination File**

Vaccination File ID: VF20190925-015
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Service Provider ID: 90000130
Service Provider Name: PAU, LOI YAU
Practice: PAU LOI YAU Clinic (1)
Subsidy: QIV 2019/20

Vaccination Date: 29 Oct 2019 2nd Dose: N/A
Vaccination Report Generation Date: 28 Oct 2019 N/A
Status: Claim (Pending SP Confirmation)
No. of Category: 2
No. of Client: 6
No. of Client (Injected): 6

Category	No. of Client	Actual Injected - Yes	Actual Injected - No	Match
Resident	3	3	0	Yes
HCW	3	3	0	Yes
Total	6	6	0	Yes

[Back](#) [Confirm Claim](#)

Within 7 days after Vaccination– Submit Claims

Confirm Claims

Vaccination File Management

Menu

- Vaccination File


Vaccination File ID: VF20190925-015
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Service Provider ID: 90000130
Service Provider Name: PAU, LOI YAU
Practice: PAU LOI YAU Clinic (1)
Subsidy: QIV 2010/00

Vaccination Date: Only/
Vaccination Report Generation Date: 29 Oc
Status: 28 Oc
No. of Category: Claim
No. of Client: 2
No. of Client (Injected): 6

Confirmation
Do you confirm to proceed?
Confirm **Cancel**

Category	No. of Client	Actual Injected - Yes	Actual Injected - No	Match
Resident	3	3	0	Yes
HCW	3	3	0	Yes
Total	6	6	0	Yes

Vaccination File Management


 Claim of Vaccination File (VF20190925-015) submitted.








 Return

Within 7 days after Vaccination– Submit Claims

Confirm Claims

Menu


 Vaccination File Management

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23 		2019-10-24 	2019-10-28 		Claim (Pending Claim Creation)	 



Page 1 of 1 (1 items)

Within 7 days after Vaccination– Submit Claims


Confirm Claims – view claim result

 Menu


Vaccination File Management


Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23		2019-10-24	2019-10-28	2019-10-28	Completed	 Claim Result  Vaccination Name List


Page 1 of 1 (1 items)


 Back


Within 7 days after Vaccination– Submit Claims

 Claim

 Vaccination Record Enquiry

 Vaccination File Management

 Record Confirmation

 Claim Transaction Management

Claim Transaction Management

Search Claim Record



Practice

RCHD(1) ▾

Status

Any ▾

Transaction Time


From 09-10-2019  **To** 09-10-2019 

Transaction No.

- -

Scheme

Residential Care Home Vaccination Programme ▾

Search 

Within 7 days after Vaccination– Submit Claims

Menu

Claim Transaction Management

Claim Record
Practice PAU LOI YAU Clinic(1)
Status Any
Transaction Time From 31 Oct 2019 To 31 Oct 2019
Transaction No. Any
Scheme Residential Care Home Vaccination Programme

	Transaction No. ⓘ	Transaction Time	Doc. Type Identity Doc. No. ⓘ	Name	eHealth (Subsidies) Account Type	Amount Claimed (\$)	Status	Other Info ⓘ	
1	RVP TR19A31-1-8	31 Oct 2019 15:54	HKIC CI284XXX(X)	FU, PING FAI (傅炳輝)	Validated Account	100	Ready to Reimburse	Details	PAU
2	RVP TR19A31-2-0	31 Oct 2019 15:54	HKIC NB001XXX(X)	KUNG, CHUNG FAI (龔松輝)	Validated Account	100	Ready to Reimburse	Details	PAU
3	RVP TR19A31-3-2	31 Oct 2019 17:52	HKIC N556XXX(X)	FU, SIU MING (傅小明)	Validated Account	100	Ready to Reimburse	Details	PAU
4	RVP TR19A31-4-4	31 Oct 2019 17:52	HKIC CP049XXX(X)	CHEUNG, KIN YUEN (張建源)	Validated Account	100	Ready to Reimburse	Details	PAU
5	RVP TR19A31-5-7	31 Oct 2019 17:52	HKIC V483XXX(X)	WONG, HING CHIU (黃興超)	Validated Account	100	Ready to Reimburse	Details	PAU
6	RVP TR19A31-6-9	31 Oct 2019 17:52	HKIC F676XXX(X)	KUNG, FAI (龔輝)	Validated Account	100	Ready to Reimburse	Details	PAU
7	RVP TR19A31-7-1	31 Oct 2019 17:52	HKIC K378XXX(X)	WONG, TAI MAN	Validated Account	100	Ready to Reimburse	Details	PAU
8	RVP TR19A31-8-3	31 Oct 2019 17:52	HKIC R965XXX(X)	CHEUNG, CHAU ON (張秋安)	Validated Account	100	Ready to Reimburse	Details	PAU

Page 1 of 1 (8 items)

Record Summary

	Incomplete	Pending Confirmation	Pending eHealth (Subsidies) Account Validation	Ready to Reimburse	Voided	Reimbursed	Suspended
Total Amount Claimed (\$)	0	0	0	800	0	0	0

Back

Within 7 days after Vaccination– Submit Claims

- Claims submitted by VMO on eHS(S) **by batch** that **exceed 7 days** after vaccination will be regarded as **late claim** & will be **suspended on eHS(S)**. Please contact DH for further arrangements.

Vaccination File Management

Vaccination File

Vaccination File ID: VF20191004-004
Scheme: Residential Care Home Vaccination Programme
RCH Code: NH0535
RCH Name: KWONG YUM CARE HOME
Service Provider ID: 90000130
Service Provider Name: PAU, LOI YAU
Practice: PAU
Subsidy: QIV

Vaccination Date: 31 Oct 2019
Final Report Generation Date: 28 Oct 2019
Status: Claim
No. of Category: 1
No. of Client: 3
No. of Client (Injected): 3

Confirmation


During not to submit the claim within 7 days after vaccination date (Included that day), the claim will be suspended. Please contact Department of Health if assistance is required. Do you confirm to proceed?

Category	No. of Client	Actual Injected - Yes	Actual Injected - No	Match
Resident	3	3	0	Yes
Total	3	3	0	Yes

Privacy Policy | Important Notices | System Maintenance

Within 7 days after Vaccination– Submit Claims

- Claims submitted by VMO on eHS(S) **by batch** that **exceed 7 days** after vaccination will be regarded as **late claim** & will be **suspended on eHS(S)**. Please contact DH for further arrangements.

 Vaccination File Management

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191004-004	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-04		2019-10-28	2019-10-31	2019-11-07 Suspend	Claim Suspended	Claim Result Vaccination Name List
VF20191023-001	[NH0535] KWONG YUM CARE HOME	RVP QIV 2019/20 Only/1st Dose	2019-10-23		2019-10-24	2019-10-28	2019-10-28 Review	Completed	Claim Result Vaccination Name List

Page 1 of 1 (2 items)

[Back](#)

Workflow

15 working days
before vaccination

(1) VMO to submit
consent list in Excel
format to DH via email

(2) DH back office
will upload consent
list to eHS(S)

(3) VMO to
download **First
Report &
Vaccination Name
List** on eHS(S)

(4) VMO to rectify
account information

(5) VMO to input
vaccination date for the
batch
+
VMO to **submit vaccine
order** to DH via fax

(6) VMO to
**confirm the
batch**

(7) Rectify account
(if required)
- Same as step (4)

(8) VMO to download
**Final Report &
'Onsite Vaccination'
list**
- (Default) 3 calendar days
before vaccination date

(9) Vaccination
activity

(10) **Create Claims**
in bulk
- by SP/Data entry

(11) **Confirm
Claims** in bulk
- by SP only

(12) Reimbursement
for **validated** account
only

After Vaccination – Receive Injection Fees

- DH back office verifies the number of transactions confirmed by VMO with the number of vaccines ordered and final no. of recipients provided by RCH/DI
- Injection fees will be reimbursed to the designated bank account via autopay
- Reimbursement for valid eHS(A) only

Contact Us

疫苗計劃組

Vaccination Section

電話
Phone : 2125 2562

傳真
Fax : 2713 6916

電郵
Email : vacs@dh.gov.hk

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

Thank You