

# **Residential Care Home Vaccination Programme (RVP) 2025/26**

## **Briefing to the Private Doctors**

**29 July 2025**

**(Updated on 1 December 2025)**

# Contents

- 1. Background**
- 2. Review of RVP 2024/25**
- 3. Overview and new initiatives of RVP 2025/26**
- 4. Mandatory CME requirement via joining Primary Care Directory**
- 5. AOB**

# 1. Background

# Background

## Residential Care Home Vaccination Programme (RVP)

### Aims

- Provides **free** and **convenient** vaccination services for eligible persons in:
- **Residential Care Homes (RCHs)**
- **Residential Child Care Centres (RCCCs)**
- **Designated Institutions (DIs\*)**

### Format

- A form of **public private partnership**
- RCHs/RCCCs/DIs invite to **the Private Doctors** to provide on-site vaccination

### Subsidy

- Reimbursement to **the Private Doctors** through eHealth after the injections

\* DIs includes designated day activity centres, sheltered workshops and special schools serving non-institutionalised Persons with Intellectual Disability (PID) in Hong Kong

## 2. Review of RVP 2024/25

# Summary of Vaccination Statistics 2024/25 - SIV

**Around 2,089,500 doses (+11.8%) administered under different vaccination programmes (record high)**

(as at 22 June 2025 day end)

# Vaccination Statistics of RVP 2024/25

## 1. Seasonal Influenza Vaccine (as at 13.7.2025)

Category	Type of Institution	Coverage in RVP (2023/24 vs 2024/25)	Total no. of dose
Residents	RCHEs	83.2% → 78.0%	64,095
	RCHDs	78.3% → 75.7%	
	RCCCs	82.4% → 79.5%	
Staff	RCHEs	42.5% → 39.8%	15,102
	RCHDs	28.2% → 25.4%	
	RCCCs	13.4% → 9.4%	
	DIs	11% → 8.5%	
Service User	DIs	48.1% → 13.0% (calculated based on the number of service users in DIs enrolled under RVP)	1,756

## 2. Pneumococcal Vaccine (as at 13.7.2025)

Category	Type of Institution	No. of PCV15 administered in 2024/25 (PCV 13 - 2023/24)	No. of 23vPPV administered in 2024/25 (2023/24)
Residents	RCHEs	6,533 (8,166)	3,744 (4,711)
	RCHDs	354 (352)	255 (299)

# Highlights of Evaluation of RVP 2024/25

- Structured questionnaire survey was sent to the Private Doctors in February 2025
- Opinions on the changes on workflow were collected:
  - Informed consent / Opt-out policy
  - Co-administration of SIV and COVID-19 vaccine



# Highlights of Evaluation of 2024/25

## 1. Informed consent to replace written consent forms

- Majority of the Private Doctors supported this initiative as it lessens workload/ time involved, saves the trouble from having to keep the consent forms for 7 years, and lessens the chance for clerical/ human error.
- Some preferred written consent mainly due to concern on liability.

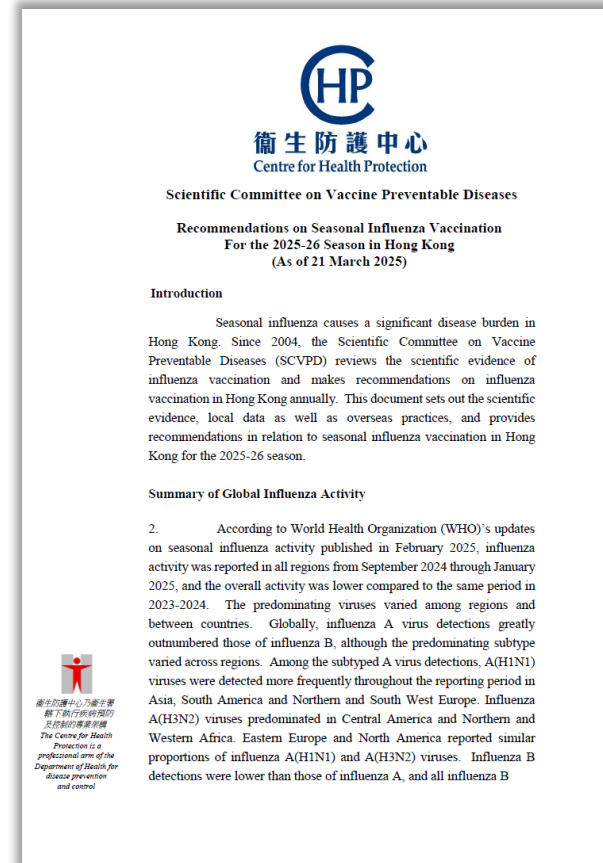
## 2. Co-administration of SIV and COVID-19 vaccine

- Majority of the Private Doctors supported this initiative as it increases the vaccination rate of SIV and COVID-19 vaccine, facilitates operational need and lessens workload/ time involved.
- Some the Private Doctors did not support this initiative mainly due to concern of clerical/ human error and clinical incident.

### **3. Overview and new initiatives of RVP 2025/26**

# SCVPD recommendations for 2025-26

- Scientific Committee on Vaccine Preventable Diseases (SCVPD) - Recommendations on Seasonal Influenza Vaccination for the 2025-26 Season (As of 21 March 2025)



<https://www.chp.gov.hk/en/static/24008.html>

# SCVPD recommendations for 2025-26

## Vaccine types

- Inactivated influenza vaccine (**IIV**), live attenuated influenza vaccine (**LAIV**) and recombinant influenza vaccine (**RIV**) are recommended for use in Hong Kong
  - Based on review of available evidence, WHO recommendation and overseas practice, both **IIV** and **RIV** are recommended for use in the residential care home setting.
  - When available, **RIV** which may offer improved protection against influenza illness in older adults is preferred for older adults living in residential care homes.
- Both **trivalent** and **quadrivalent** vaccines could be used in the 2025-26 season.

# SCVPD recommendations for 2025-26

## Vaccine composition

- Follows the recommendations by the WHO for the **2025-26** Northern Hemisphere influenza season

	Trivalent vaccine	Quadrivalent vaccine
<b>Egg-based vaccines</b>	<ul style="list-style-type: none"><li>A/Victoria/4897/2022 (H1N1)pdm09-like virus</li><li>A/Croatia/10136RV/2023 (H3N2)-like virus</li><li>B/Austria/1359417/2021 (B/Victoria lineage)-like virus</li></ul>	<ul style="list-style-type: none"><li>A/Victoria/4897/2022 (H1N1)pdm09-like virus</li><li>A/Croatia/10136RV/2023 (H3N2)-like virus</li><li>B/Austria/1359417/2021 (B/Victoria lineage)-like virus</li><li>B/Phuket/3073/2013 (B/Yamagata lineage)-like virus</li></ul>
<b>Cell culture or Recombinant based vaccines</b>	<ul style="list-style-type: none"><li>A/Wisconsin/67/2022 (H1N1)pdm09-like virus</li><li>A/District of Columbia/27/2023 (H3N2)-like virus</li><li>B/Austria/1359417/2021 (B/Victoria lineage)-like virus</li></ul>	<ul style="list-style-type: none"><li>A/Wisconsin/67/2022 (H1N1)pdm09-like virus</li><li>A/District of Columbia/27/2023 (H3N2)-like virus</li><li>B/Austria/1359417/2021 (B/Victoria lineage)-like virus</li><li>B/Phuket/3073/2013 (B/Yamagata lineage)-like virus</li></ul>

Given B/Yamagata lineage viruses are no longer circulating in the population, both **trivalent** and **quadrivalent** vaccines could be used in 2025-26 season

# New initiatives of 2025/26 seasonal influenza vaccination

- Unless contraindicated, RIV for all RCHE residents and RCHD residents aged 65 or above. Others can still receive IIV.
- IT system migration to eHealth
  - All doctors must register with eHealth
  - Doctors enrollment and subsidy claim make on eHealth
- eHealth is mandatory for vaccine recipients aged 18 or above
  - “opt-out” approach for vaccine recipients aged below 18 years old

# Vaccinations covered under RVP 2025/26

## A. Seasonal Influenza Vaccination (SIV)

- Starting from 25 September 2025 (tentatively)
  - **early initiation improved vaccination coverage and protection from previous experience**
  - Vaccination activities should be held **by December 2025, before winter and flu season**
- Subsidy: \$105 per dose

## B. Pneumococcal Vaccination (PV)

- **All year-round**
  - ✓ 23-valent pneumococcal polysaccharide vaccine (23vPPV)
  - ✓ 15-valent pneumococcal conjugate vaccine (PCV15)
- Subsidy: \$105 per dose

# Vaccinations covered under RVP 2025/26

## Seasonal Influenza Vaccine (SIV)

Inactivated Influenza Vaccine (IIV) composition:

- an A/Victoria/4897/2022 (H1N1)pdm09-like virus;
- an A/Croatia/10136RV/2023(H3N2)-like virus;
- a B/Austria/1359417/2021(B/Victoria lineage)-like virus; and
- (a B/Phuket/3073/2013(B/Yamagata lineage)-like virus) ←

Not for  
TIV

Recombinant Influenza Vaccine (RIV) composition:

- an A/Wisconsin/67/2022 (H1N1)pdm09-like virus;
- an A/District of Columbia/27/2023 (H3N2)-like virus; and
- a B/Austria/1359417/2021(B/Victoria lineage)-like virus
- (a B/Phuket/3073/2013(B/Yamagata lineage)-like virus) ←

Not for  
TIV



# Vaccinations covered under RVP 2025/26

## Pneumococcal Vaccination (PV)

Eligibility	
RCHEs	All residents
RCHDs	Residents aged 65 or above



- **No re-vaccination** is needed after the completion of PCV13 / PCV15 and 23vPPV vaccination

# Vaccinations covered under RVP 2025/26

## Pneumococcal Vaccination (PV)

Past vaccination history	Client should receive
✓ PCV13 / PCV15 only	One dose of 23vPPV <u>≥ one year*</u> after previous PV
✓ 23vPPV only	One dose of PCV15 <u>≥ one year*</u> after previous PV
Both ✓ PCV13 / PCV15 & ✓ 23vPPV	No PV needed
Nil history of PV	<b>First</b> ≥ 1 year* after <b>then</b> PCV15 → 23vPPV

\* 1 year is assumed to be one calendar year

# Eligible groups under RVP 2025/26

Type of institution	Eligible groups	Types of vaccines to be vaccinated		
		IIV	RIV	PCV15 & 23vPPV
RCHEs	Residents in RCHEs*	✓ ( if contraindicated for RIV )	✓	✓
	Staff in RCHEs*	✓	✗	✗
RCHDs	Residents / boarders in RCHDs*	✓ (For residents aged below 65)	✓ (For residents aged 65 or above ONLY)	✓ (For residents aged 65 or above ONLY)
	Staff in RCHDs*	✓	✗	✗
Designated Institutions (DIs) serving PID	Non-institutionalised PID receiving service in DIs#	✓	✗	✗
	Staff in DIs	✓	✗	✗
RCCCs	Residents in RCCCs (children aged six months to 17 years)	✓	✗	✗
	Staff in RCCCs	✓	✗	✗

- Route for administration: **Intramuscular ONLY**
- RIV is not fit for persons:
  - who have a history of hypersensitivity to any vaccine component of the RIV
- Private doctors could consider to **take special precaution when giving RIV to those with bleeding disorders or on anticoagulants** according to their clinical judgment

\* Does not include day care centre users or staff working in day care centre

^ For those who are not fit for RIV, can receive IIV

# Does not include non-PID users

# Prerequisite of VSS before RVP

- Doctors are required to join Vaccination Subsidy Scheme (VSS) before enrolling RVP.
- Useful materials about VSS 2025/26 are available at CHP website:  
<https://www.chp.gov.hk/en/features/101401.html>

Date	Briefing Session
8 July 2025	<p>Briefing Session on "Recommendations on Seasonal Influenza Vaccination and Pneumococcal Vaccination and Vaccination Subsidy Scheme (VSS) 2025/26"</p> <ul style="list-style-type: none"><li>• Review of Vaccination Subsidy Scheme 2024/25 and Overview of Vaccination Subsidy Scheme 2025/26</li><li>• Latest Development of Primary Healthcare: Chronic Disease Co-Care Pilot Scheme (CDCC) and Seasonal Influenza Vaccine Arrangement for Specified Family Doctors</li><li>• Government Vaccine Contract for VSS Doctors enrolled in the Chronic Disease Co-Care Pilot Scheme</li><li>• Doctor Enrolment and Vaccine Ordering Arrangement</li><li>• Doctor Enrolment and Vaccine Ordering Arrangement Flow</li><li>• Operational Procedures of VSS</li><li>• Vaccine storage requirement for VSS 2025/26</li><li>• Clinical Waste Management</li></ul>

# IT System migration to eHealth

Programme Enrolment will be moved to eHealth Portal.

Steps to enroll RVP are similar to VSS

**Enrolment**

**1. Login to eHealth Portal for enrolment and daily operation**

**2. Select Programme**

# IT System migration to eHealth

Indicate your service preferences on Service District for RVP.

Residential Care Home Vaccination Program Enrolment

Personal Particulars — **HCP & HSL** — Bank Information —

☒ HCP Name (HCP ID) VIRTUAL UNIT A (4079438887) ^

HCP Official Name VIRTUAL UNIT A + Add HSL

Address 16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN

HSL Name [Chi. Name] (HSL ID) Virtual Unit A for Chinese Medicine [醫健通中醫診所一] (2895034931) v

Address (English) NORTH DISTRICT, NT

Address (Chinese) 新界, 北區

PCD Practice Name<sup>①</sup> Virtual Unit A for Chinese Medicine [Select PCD Address](#)

PCD Address<sup>①</sup> NORTH DISTRICT, NT

<sup>①</sup> The update of "PCD Practice Name" and "PCD Address" here will be displayed in the Primary Care Directory (PCD) automatically.

PCD Practice Type Private

Clinic Tel No. 54343654

Contact No. to Receive Urgent Notifications Mobile No. v 91234567

Status Active

Service District

KWUN TONG DISTRICT <input checked="" type="checkbox"/>	WONG TAI SIN DISTRICT <input checked="" type="checkbox"/>	YAU TSIM MONG DISTRICT <input type="checkbox"/>	EASTERN DISTRICT <input checked="" type="checkbox"/>
ISLANDS DISTRICT <input checked="" type="checkbox"/>	SHAM SHUI PO DISTRICT <input checked="" type="checkbox"/>	SAI KUNG DISTRICT <input type="checkbox"/>	SHA TIN DISTRICT <input checked="" type="checkbox"/>
YUEN LONG DISTRICT <input checked="" type="checkbox"/>	TAI PO DISTRICT <input checked="" type="checkbox"/>	TSUEN WAN DISTRICT <input type="checkbox"/>	SOUTHERN DISTRICT <input checked="" type="checkbox"/>
TUEN MUN DISTRICT <input checked="" type="checkbox"/>	CENTRAL & WESTERN DISTRICT <input checked="" type="checkbox"/>	WAN CHAI DISTRICT <input type="checkbox"/>	KWAI TSING DISTRICT <input checked="" type="checkbox"/>
NORTH DISTRICT <input checked="" type="checkbox"/>	KOWLOON CITY DISTRICT <input checked="" type="checkbox"/>		

☐ HCP Name (HCP ID) Virtual HOSPITAL - VHC4 (4310898234) v

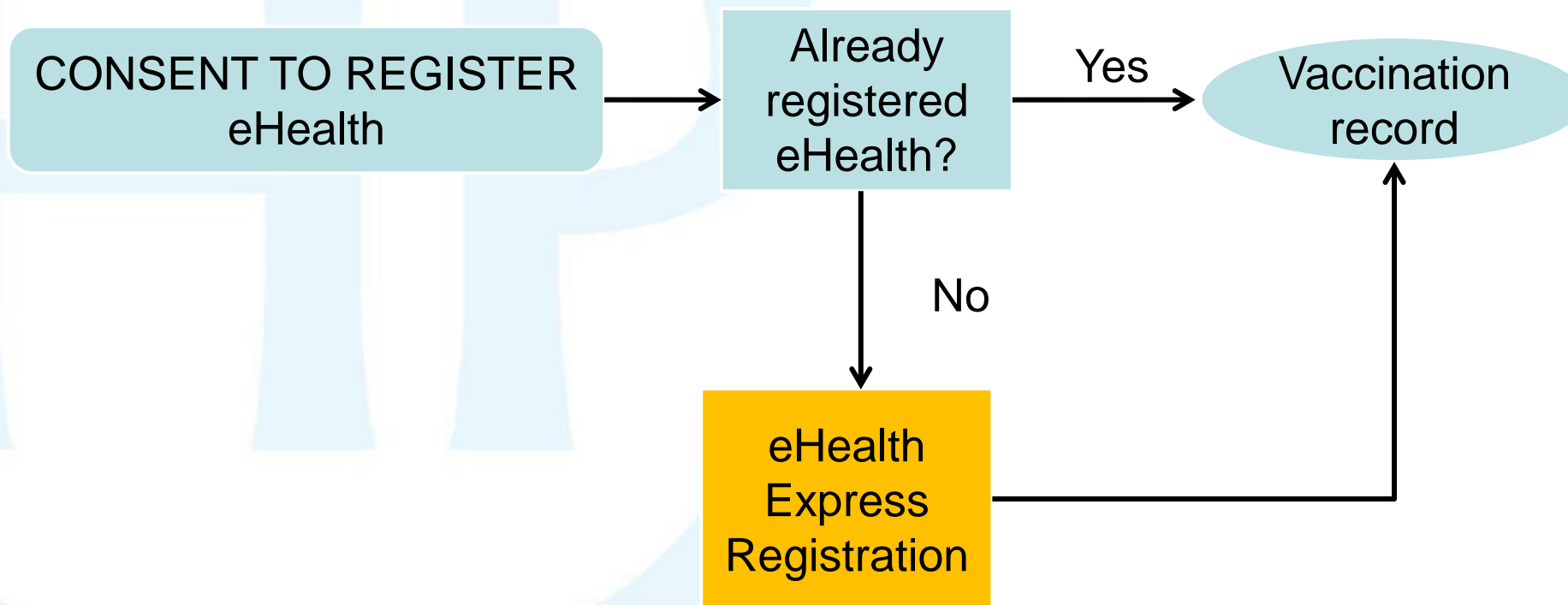
< Back Save as Draft Save and Next > Submit

# Service Provider List to RCH

- The doctor list will be provided to RCHs for transparent information and planning. Doctors' preference of service locations will be provided on the list.
- Doctors may indicate their preference(s) of service locations when enrolling RVP 2025/26.

# eHealth registration

## (Prerequisite for vaccine recipients aged 18 or above)





## Sharing on Vaccination Incidents

# Prevent clinical incidents



# Case 1

- Mr. LEE transferred from RCHE A to RCHE B in August 2023, and was vaccinated one dose of PCV13 at RCHE A on 1 March 2023.
- Consent for PV vaccination has been obtained from relative.
- Staff of RCHE B did NOT ask relative of Mr. LEE to provide any vaccination card.
- Doctor in-charge of the PV vaccination did NOT check the vaccination history of Mr. LEE at eHealth.
- The doctor then administered a PCV15.

**→ PV Double Dose Incident**

# Point to learn – Case 1 → PV Double Dose Incident

- CHECK vaccination records!!!  
(Both eHealth and hard copies)

## Case 2

- Mr. CHAN received one dose of PCV15 on 25 November 2024.
- Consent for PV vaccination has been obtained from relative.
- Vaccination card marked Mr. CHAN had already received PCV15.
- Doctor in-charge of the PV vaccination checked at eHealth and confirmed Mr. CHAN had received PCV15 on 25 November 2024.
- On 5 November 2025, the doctor administered one dose of 23vPPV to Mr. CHAN.

**→ Dose Interval between PVs less than one year.**

# Point to learn – Case 2- **Dose Interval between PVs less than one year.**

- Pay attention to dosing interval

# Case 3

- A 70-year-old RCHE staff agreed to receive PCV15.
- The staff presented a vaccination card, showing no PV vaccinations had been administered before.
- Doctor in-charge of vaccination administered one dose of PCV15 to that RCHE staff.

**→ Vaccination provided to ineligible recipient.**

## Point to learn – Case 3- **Vaccination provided to ineligible recipient**

- Staff should receive pneumococcal vaccine in their family doctor's clinic instead of at RCH

# Case 4

- The staff in RCH received 60 doses of JN.1 mRNA COVID-19 vaccine. The responsible staff in RCH checked the vaccine quantity and temperature , then unpacked the vaccines and placed them in the medical fridge. However, the staff did not verify the **batch number** and the **use by date and time**.
- Three days later, Doctor provided vaccination activity to 50 residents in the RCH. The RCH staff placed the previously unpacked vaccines on a small trolley and vaccinated residents one by one.
- Later, another COVID-19 vaccination activity for 10 residents was arranged . Since only 50 residents were vaccinated previously and there were 10 remaining doses. Therefore, attending doctor did not ordered new batch vaccine.
- After the vaccination, it was discovered that the doctor administrated the COVID-19 vaccines to the 10 residents beyond the vaccine use by date and time.

→ **Used mRNA vaccines beyond use by date and time**



- Point to learn- Case 4 - **Used mRNA COVID-19 vaccines beyond use by date and time**
- **Always check use by date and time for mRNA COVID-19 vaccines**

# Important reminder of mRNA (e.g. Spikevax JN.1 )COVID-19 vaccine storage, preparation and administration (1)

- According to the manufacturer's recommendation, the vaccine should be stored at 2 to 8 degrees Celsius after thawing and should be used within 30 days.
- Before administering the vaccine, you must check the vaccine identification label and ensure the integrity of vaccine for irregularity, e.g. damage, contamination, expiry date and time. Please check the **“Use by Date & Time” on the outer carton**, as the information is not shown on the label of individual prefilled syringes or individual vaccine vial. **Vaccines that are beyond the use by date and time should not be used.**

Use by Date & Time: <input type="text"/> (YYMMDDTTT) (at 2°C to 8°C)	BPR No.: <input type="text"/>
Thawed Date & Time: <input type="text"/> (YYMMDDTTT)	
Expiry date: <input type="text"/> (YYMMDD) (at -50°C to -15°C)	
Storage: Store at 2°C to 8°C after receipt	
F-00172204.01	

# Important reminder of mRNA (e.g. Spikevax JN.1 )COVID-19 vaccine storage, preparation and administration (2)

- Starting from **18 Aug 2025**, an additional **yellow label** will be affixed to the front of the outer box of Spikevax JN.1 vaccine to enhance the visibility of "use-by date".
- For daily operation, please be reminded to check the remaining shelf-life after thawing by referring to the "use-by date & time" on the outer carton on a regular basis and prior to vaccine preparation, as the information is not shown on the label of individual pre-filled syringe.
- Vaccines that are beyond the "use-by date and time" should not be used.



# Important reminder of mRNA (Spikevax JN.1) COVID-19 vaccine storage, preparation and administration

- You and the RCH staff should follow the requirements of
  - (1) regular checking of the recommended **Use by Date & Time** of the vaccines,
  - (2) separate storage of vaccines with different recommended use-by dates, and
  - (3) timely disposal of expired vaccines in accordance with the guidelines of the COVID-19 Vaccination Programme.
- 3 Checking of vaccines and 7 rights of medication administration should be adopted.

# Arrangements for RVP 2025/26

Major areas	RVP 2025/26
Consent Form	<ul style="list-style-type: none"><li>• <b>E-consent</b> for residents and staff providing consent for themselves</li><li>• Paper consent form for minor and MIP with legal guardian only</li></ul>
Opting for vaccination	<b>Opting out</b> of vaccination (Informed consent is still required)
Interval between SIV and COVID-19 vaccine	<b>Co-administration</b> of SIV and COVID-19 vaccine

## 院舍防疫注射計劃

反對院友接種季節性流感疫苗或  
肺炎球菌疫苗回條<sup>1</sup>  
(只適用於未能表達意願的院友)

院舍名稱：\_\_\_\_\_

院友姓名：\_\_\_\_\_

本人是上述院友的\*父母／監護人／家屬，知悉若上述院友於日後獲醫生<sup>1</sup>認為適合  
接種季節性流感疫苗及肺炎球菌疫苗，本人反對為其接種以下疫苗：  
(請於適當的位置加上“✓”)

- ☐ 2025/26 季度季節性流感疫苗 (滅活流感疫苗)
- ☐ 2025/26 季度季節性流感疫苗 (重組流感疫苗)<sup>2</sup>
- ☐ 十五價肺炎球菌結合疫苗<sup>2</sup>
- ☐ 二十三價肺炎球菌多糖疫苗<sup>2</sup>

如反對接種以上疫苗，請提供原因：\_\_\_\_\_

本人亦明白如沒有接種疫苗，會增加院友感染季節性流感或肺炎球菌疫苗後罹患重症  
或死亡的風險，亦有可能為其他院友、院舍員工和整體院舍運作帶來風險。

本人明白我須在院舍發出通知書後十四天內交回此回條，否則醫生會如常按醫療判  
斷，在認為合適接種疫苗的情況下，為院友進行接種。

院友\*父母／監護人／家屬簽名：\_\_\_\_\_

院友\*父母／監護人／家屬姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

日期：\_\_\_\_\_

\*請刪去不適用者

<sup>1</sup>父母／監護人／家屬可透過與院舍慣常的溝通方式（例如親自交付、短訊、郵寄、傳真或電郵等）遞交回條。

<sup>2</sup>重組流感疫苗及肺炎球菌疫苗只適用在居於安老院舍的院友及 65 歲或以上居於殘疾人士院舍的院友。

SAMPLE

# Arrangements for RVP 2025/26

	2025/26
<b>1. Vaccination records checking &amp; claims submission</b>	The Private Doctors have <b>2 options to choose:</b> <ul style="list-style-type: none"><li>• By individual vaccine recipient; OR</li><li>• By Excel batch upload</li></ul>
<b>2. Vaccine ordering</b>	The Private Doctors to submit vaccine order form to Vaccination Division via fax or email
<b>3. Vaccination equipment</b>	Institutions will support the preparation of vaccination equipment on vaccination day
<b>4. Infection control</b>	Infection control practice must be complied by all personnel
<b>5. Clinical waste management</b>	Arranged by the Private Doctors, with assistance from Institutions and supported by DH



# 1. Vaccination Records Checking

## RCHs/RCCCs/DIs

- Submit completed consent forms (if indicated) and list of consented residents to the Private Doctors **at least 25 working days** before the vaccination


## The Private Doctors

- Verify past vaccination history & eligibility for all recipients through **eHealth** by:
  - ✓ **Individual vaccine recipient; OR**
  - ✓ **Excel batch upload**



# 1. Vaccination Records Checking

**By individual vaccine recipient**

 **Vaccination Record Enquiry**

**Recipient Information**

Document Type: Hong Kong Identity Card  
Name: CHAN, TAI MAN  
Date of Birth / Gender: 08-08-1930 / Male  
HKIC No.: D123456(1)

**Vaccination Record** No. of records: eHealth System (2) Hospital Authority

	Injection Date	Vaccine	Dose	Information Provider	Remarks
1	15 Jul 2010	Sensonal influenza 2010/2011	N/A	Residential Care Home (eHS)	
2	15 Jul 2010	Pneumococcal (23vPPV)	N/A	Residential Care Home (eHS)	

Page 1 of 1 (2 items)

**Disclaimer**  
The immunization record (including pneumococcal vaccination, seasonal influenza vaccination and human swine influenza vaccination) is the vaccination history. The information provided is for reference only and may not be exhaustive. Service Provider is advised to verify the vaccination history.

[Return](#)

**Check any  
2<sup>nd</sup> page of  
the records**

# 1. Vaccination Records Checking

## By Excel batch upload

20 working  
days before  
vaccination

Submit consent lists in Excel format to DH via email

Download **First Report** on eHealth to check vaccination records

Rectify invalid accounts for recipients

Input vaccination date for the batch

10 working  
days before  
vaccination

Submit vaccine order to DH via fax

Confirm batches

Check **Final Report** and other documents

# 1. Vaccination Records Checking

## By Excel batch upload

- Bring the **Final Report & Onsite Vaccination List** 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)						
		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
		72048	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
		372051	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
6		1372012	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		EHA511372063	Y					Validated account found	N		2019/09/20	No	Y	Y	Y
9			N		C19920-65-5	Not for ImmD Validatio		Incorrect format/Missing	N		2019/09/20	No	Y	Y	No

Final Report

SAMPLE

	G	H	I	J	K	L	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	M	1945-12-15	HKIC	92262833		RQIV			

Onsite Vaccination List

SAMPLE

## 2. Vaccine ordering

- **Liaise with RCHs/RCCCs/DIs to confirm:**
  - Vaccination dates of SIV & PV
  - Vaccine delivery date, time and designated staff to receive vaccines
  - No. of **remaining dose(s)** of SIV & PV (if any) in RCHs/RCCCs/DIs & ensure they are **stored properly and not expired**
  - The **place and fridge for proper vaccine storage** with **continuous temperature monitoring**

**Ensure cold chain is maintained at 2-8 °C**

## 2. Vaccine Ordering

### Vaccine ordering

- Fill in the vaccine order form based on the number of remaining doses & results from vaccination record checking on eHealth

**Vaccine  
order form  
(乙部)**

乙部 訂單及送貨資料 疫苗資源寶貴，請珍惜，勿浪費。				
	季節性流感疫苗		肺炎球菌疫苗	
	*重組流感疫苗 (RIV)	滅活流感疫苗 (IIV)	15 價肺炎球菌 結合疫苗 (PCV15)	23 價肺炎球菌 多醣疫苗 (23-PPV)
*庫存疫苗數目： (即過往年度剩餘未過期的肺炎球菌疫苗)	<ul style="list-style-type: none"> <li>建議所有院友接種 RIV。如院友不合適接種 RIV，則由醫生評估是否合適接種 IIV</li> <li>職員只可接種 IIV</li> </ul>		已有 _____ 針 (K1)	已有 _____ 針 (K2)
申請疫苗數目：	需訂 _____ 針 (A) (*只有 10 支裝)	需訂 _____ 針 (A1)	需訂 _____ 針 (C)	需訂 _____ 針 (D)
申請注射針頭 (1 盒 100 支)	_____ 盒	不適用	不適用	不適用

- Submit form to DH **at least 10 working days** before vaccination
- Contact DH if the Private Doctors cannot receive order confirmation **3 working days after order submission**

訂單編號	送針日期	衛生署 <b>2025/26 院舍防疫注射計劃</b> <b>疫苗申請表格</b> <b>(安老院舍)</b>	附錄乙 1
			訂針
由衛生署職員填寫			

備註：

- 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或電郵至本署（傳真號碼：2713 6916；電郵地址：rvp@dh.gov.hk）。私家醫生如於傳真或電郵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 3975 4474 與本署職員聯絡。
- 私家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。
- 私家醫生應聯絡院舍安排負責人員接收疫苗；並確認院舍有合適的雪櫃貯存疫苗。請確定貯存疫苗的雪櫃在接收疫苗前 7 天操作正常，雪櫃內的溫度必須保持在攝氏+2 度至+8 度。
- 於 2025/2026 年度開始，18 歲或以上參與院舍防疫注射計劃的合資格人士**必須登記醫健通**。

甲部 安老院舍資料				
名稱：				
編號：	院友總人數：		職員總人數：	
現時使用雪櫃類型：	<input type="checkbox"/> 醫療用雪櫃 <input type="checkbox"/> 家用無霜雪櫃（冰格和冷藏格分開） <input type="checkbox"/> 單門家用無霜雪櫃（只有冷藏格）			
乙部 訂單及送貨資料 疫苗資源寶貴，請珍惜，勿浪費。				
	季節性流感疫苗		肺炎球菌疫苗	
	*重組流感疫苗 (RIV)	滅活流感疫苗 (IIV)	15 價肺炎球菌結合疫苗 (PCV15)	23 價肺炎球菌多醣疫苗 (23vPPV)
*庫存疫苗數目： (即過往年度剩餘未過期的肺炎球菌疫苗)	• 建議所有院友接種 RIV。如院友不合適接種 RIV，則由醫生評估是否合適接種 IIV • 職員只可接種 IIV		已有 _____ 針 (K1)	已有 _____ 針 (K2)
			如私家醫生使用過往年度剩餘未過期的肺炎球菌疫苗，請在申請疫苗時扣除庫存疫苗數目	
申請疫苗數目：	需訂 _____ 針 (A) (*只有 10 支裝)	需訂 _____ 針 (A1)	需訂 _____ 針 (C)	需訂 _____ 針 (D)
申請注射針頭 (1 盒 100 支)	_____ 盒	不適用	不適用	不適用
接種疫苗的日期：_____ 年 _____ 月 _____ 日 (時間：上午／下午／全日) 請先與院舍確定接種日期，本署會聯絡院舍確認送針日期。 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) _____ 院舍負責接收疫苗的職員姓名：_____ 院舍負責接收疫苗職員的聯絡電話：_____				
丙部 私家醫生資料				
姓名：_____		註冊編號：M _____		
聯絡電話：_____		傳真號碼：_____		醫生簽署：_____

**SAMPLE**

## Methods of Submission

1. Fax
2. Email

### 3. Vaccination Equipment

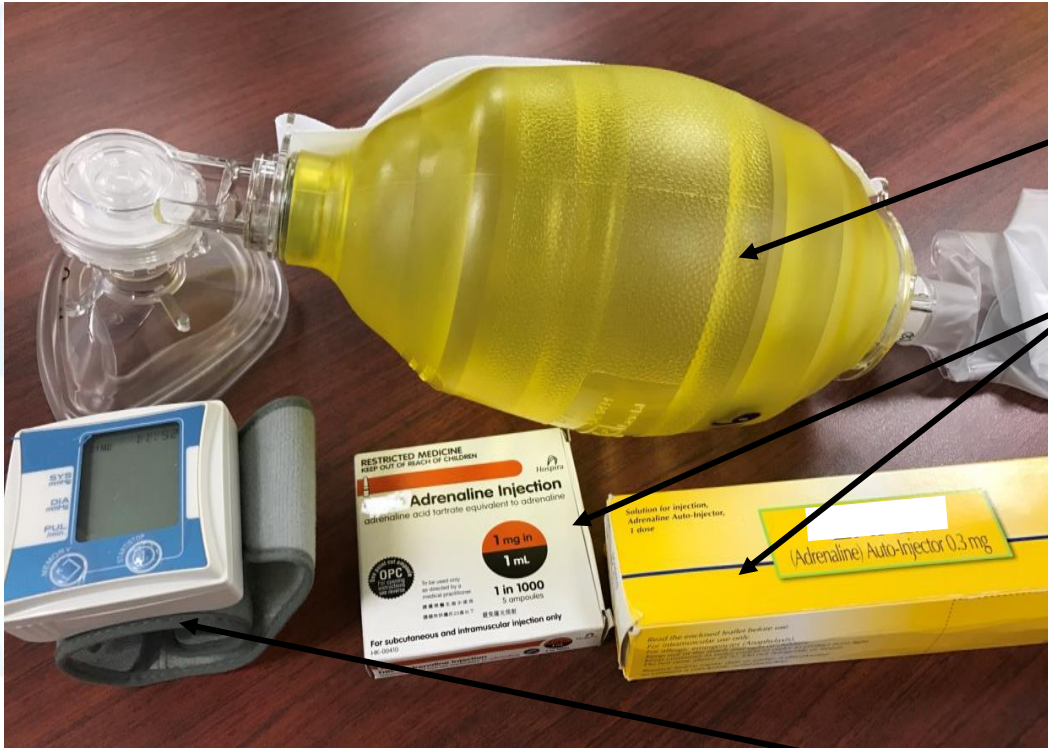
- Liaise with RCHs/RCCCs/DIs to prepare vaccination equipment
- Pay attention to the **expiry date** of the equipment & medication
- **Emergency equipment & medication must be ready in the vaccination venue**

	Prepared by Private doctors	Prepared by Institutions
1. Equipment	<ul style="list-style-type: none"> <li>• Emergency Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Sharps boxes</li> <li>• Dry sterile gauzes/non- woven balls</li> <li>• Alcohol pads</li> <li>• 70-80% alcohol-based hand-rub solution</li> <li>• Kidney dishes / containers</li> <li>• Vaccines</li> </ul>
2. Forms & Documents	<ul style="list-style-type: none"> <li>• Signed consent forms (if indicated)</li> <li>• <b>Batch upload:</b> Final report and Vaccination list</li> <li>• <b>Individual vaccine recipient:</b> Consent list</li> </ul>	<ul style="list-style-type: none"> <li>• Vaccination cards (including old records if available)</li> </ul>
3. Stationery	<ul style="list-style-type: none"> <li>• Clinic / doctor's name chops (for vaccination card)</li> <li>• Organization / clinic stamp (for clinical waste collection)</li> </ul>	<ul style="list-style-type: none"> <li>• Date chops</li> <li>• Pens</li> <li>• Institution stamp (for clinical waste collection)</li> </ul>



### 3. Vaccination Equipment

#### Sample of Emergency equipment & medication



- Written protocol for emergency management
- Bag Valve Mask Set (with appropriate mask size)
- Adrenaline auto injector/  
Adrenaline (1:1000 dilution) for  
IM injection with appropriate  
syringes and needles (at least 3  
1ml syringes with 25-32mm  
length needles)
- Blood pressure monitor (with  
appropriate cuff size)



## 4. Infection Control

Infection control practice must be complied by all personnel

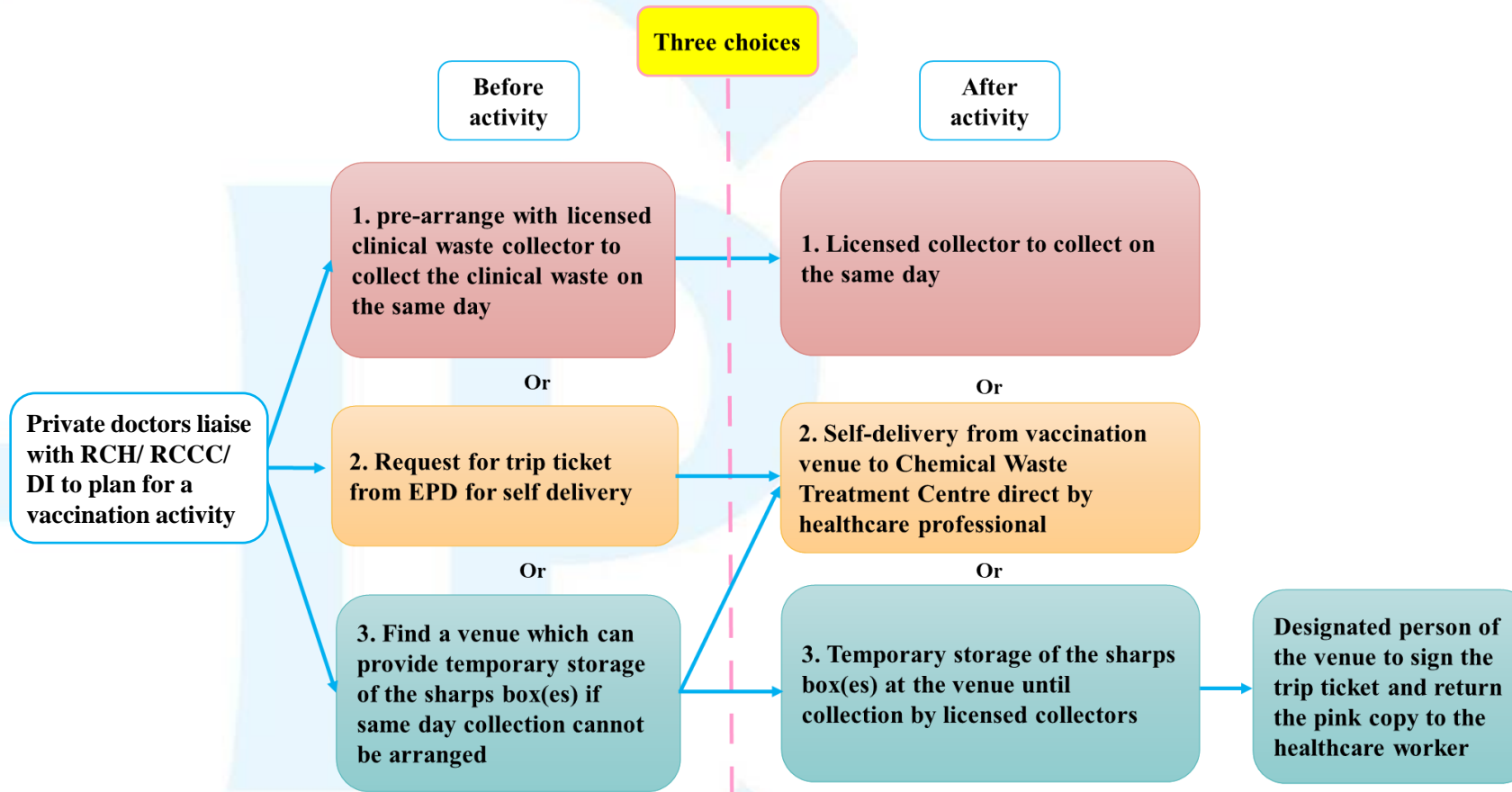
- Wear surgical masks
- Proper hand hygiene
- Maintain social distancing
- Clean and disinfect vaccination area with 1 in 49 diluted household bleach

## 4. Infection Control

For more details about infection control guidelines and social distancing measures, please refer to:

- Guidelines on Prevention of Communicable Diseases in Residential Care Home for the Elderly (Last update: August 2024):
  - Full text:  
[https://www.chp.gov.hk/files/pdf/guidelines\\_on\\_prevention\\_of\\_communicable\\_diseases\\_in\\_rche\\_eng.pdf](https://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_rche_eng.pdf)
  - Supplementary sheet:  
[https://www.chp.gov.hk/files/pdf/guidelines\\_on\\_prevention\\_of\\_communicable\\_diseases\\_in\\_rche\\_supplementary\\_sheet\\_eng.pdf](https://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_rche_supplementary_sheet_eng.pdf)
- Guidelines on Prevention of Communicable Diseases in Residential Care Homes for Persons with Disabilities (Last update: April 2023):
  - [https://www.chp.gov.hk/files/pdf/guideline\\_prevention\\_of\\_communicable\\_diseases\\_rchd.pdf](https://www.chp.gov.hk/files/pdf/guideline_prevention_of_communicable_diseases_rchd.pdf)

# 5. Clinical Waste Management



**\*\*If necessary, the Private Doctors may liaise with RCHs/RCCCs/DIs to assist in clinical waste disposal in their names for the Private doctors**

# 5. Clinical Waste Management

- Obtain a **Clinical Waste Producer Premises Code** from EPD
- Premises code is needed for completing the **Trip Ticket**

醫療廢物產生者地點編碼申請

區域辦事處 (東) (觀塘、黃大仙、西貢、九龍城) 傳真: 2756 8588 電話: 2755 5518  
區域辦事處 (南) (油尖旺) 傳真: 2402 8272 電話: 2402 5200  
區域辦事處 (西) (香港島、離島) 傳真: 2960 1760 電話: 2516 1718  
區域辦事處 (北) (北大嶼山、屯門、荃灣、葵青、深水埗) 傳真: 2411 3073 電話: 2417 6116  
區域辦事處 (北) (元朗、沙田、大埔、北區) 傳真: 2685 1133 電話: 2158 5757

I 醫療廢物產生者詳情

產生者名稱 (中文) 陳大文診所 (外展服務) (英文) Chan Tai Man Clinic (Outreach Service)

聯絡人 (中文) 李欣欣 (英文) Lee Yan Yan 護士

聯絡電話 12345678 傳真號碼 12345678 商業登記號碼 / 身份證編號 (倘由個人申請) XXXXXXXXXXXXX (請填寫郵寄)

通訊地址(英文) ABC Headquarter 1/F, ABC building, ABC street, HK

II 申請類別 (3種申請類別)

☒ 新申請 / 補領遺失地點編碼 (刪去不適用)

☐ 更改資料 / 搬遷 / 更改產生者名稱 (刪去不適用)

☐ 取消地點編碼

III 聲明

據本人所知及所信, 上文所開列的資料, 全屬真確無訛, 此證。

簽名: 李欣欣 公司印鑑: XXXX  
職位: 護士 日期: 01/01/2016

EPD-123B1 (09/2016)

## Premises Code

- Specify **Outreach Service** on the request form
- Unique number for each premises
- New venue, new code
- Free of charge

Sample of premises code



PC02/RE/00001234

Clinical Waste Producer Premises Code

Request forms available online  
<https://www.epd.gov.hk/epd/clinicalwaste/en/information.html>

# 5. Clinical Waste Management

## Trip ticket

- Same day collection by licensed collector's service → prepared by collectors
- Self-delivery to Chemical Waste Treatment Centre → obtain blank trip ticket from EPD by the Private Doctors in advance<sup>1</sup>
- Institutions to assist disposal in their names → The Private Doctors should obtain certified true copy of the trip ticket from institution after disposal

Sample of clinical waste trip ticket:

**環境保護署 Environmental Protection Department**  
**廢物產生者 / 委託者存根**  
**Waste Producer / Consignor Copy**

香港法例第354章廢物處理條例 Waste Disposal Ordinance (Chapter 354)  
 廢物處理 (醫療廢物) (一般) 規例 Waste Disposal (Clinical Waste) (General) Regulation  
 醫療廢物運載記錄 CLINICAL WASTE TRIP TICKET

請於此表填妥前請細閱背面所載指示。 Please read the instructions overleaf before completing this form.  
 \* 填妥後請交回環保署。 / (Delete as appropriate)

**A. 廢物產生者 / 委託者 WASTE PRODUCER / CONSIGNOR**  
 姓名 Full Name: ABC Hospital  
 地址 Address: 122 Happy Road, Wanchai, Hong Kong  
 聯絡人 Contact Person: Jane Yeung  
 電話號碼 Tel. No.: 2833 1055  
 傳真號碼 Fax No.: 2305 0453  
 商業登記號碼 Business Registration No.: 00000000000000000000  
 登記號碼 Trip Ticket Number: PC01/RE/00012345  
 日期 Date: 24.06.12  
 時間 Time: 10:00

**B. 醫療專業人士 (如適用) HEALTHCARE PROFESSIONAL (if applicable)**  
 姓名 Full Name: Jane Yeung  
 職位 Position: MD  
 醫療專業人士註冊號碼 Healthcare Professional Registration No.: M000001  
 日期 Date: 24.06.12  
 時間 Time: 10:00

**C. 收集點 (如適用) COLLECTION POINT (if applicable)**  
 姓名 Full Name: Jane Yeung  
 職位 Position: MD  
 日期 Date: 24.06.12  
 時間 Time: 10:00

**D. 廢物處理 (如適用) WASTE...**

**E. 接收點 RECEPTION POINT**  
 姓名 Full Name: Jane Yeung  
 職位 Position: MD  
 日期 Date: 24.06.12  
 時間 Time: 10:00

**F. 廢物描述 WASTE DESCRIPTION**

WASTE DESCRIPTION	WASTE QUANTITY	REMARKS
1. 廢物 1 (Group 1)	1.00 kg	
2. 廢物 2 (Group 2)	1.00 kg	
3. 廢物 3 (Group 3)	1.00 kg	
4. 廢物 4 (Group 4)	1.00 kg	
5. 廢物 5 (Group 5)	1.00 kg	
6. 廢物 6 (Group 6)	1.00 kg	
7. 廢物 7 (Group 7)	1.00 kg	
8. 廢物 8 (Group 8)	1.00 kg	
9. 廢物 9 (Group 9)	1.00 kg	

**G. 註釋 REMARKS**

1. 廢物 1 (Group 1)

2. 廢物 2 (Group 2)

3. 廢物 3 (Group 3)

4. 廢物 4 (Group 4)

5. 廢物 5 (Group 5)

6. 廢物 6 (Group 6)

7. 廢物 7 (Group 7)

8. 廢物 8 (Group 8)

9. 廢物 9 (Group 9)

10. 廢物 10 (Group 10)

11. 廢物 11 (Group 11)

12. 廢物 12 (Group 12)

13. 廢物 13 (Group 13)

14. 廢物 14 (Group 14)

15. 廢物 15 (Group 15)

16. 廢物 16 (Group 16)

17. 廢物 17 (Group 17)

18. 廢物 18 (Group 18)

19. 廢物 19 (Group 19)

20. 廢物 20 (Group 20)

21. 廢物 21 (Group 21)

22. 廢物 22 (Group 22)

23. 廢物 23 (Group 23)

24. 廢物 24 (Group 24)

25. 廢物 25 (Group 25)

26. 廢物 26 (Group 26)

27. 廢物 27 (Group 27)

28. 廢物 28 (Group 28)

29. 廢物 29 (Group 29)

30. 廢物 30 (Group 30)

31. 廢物 31 (Group 31)

32. 廢物 32 (Group 32)

33. 廢物 33 (Group 33)

34. 廢物 34 (Group 34)

35. 廢物 35 (Group 35)

36. 廢物 36 (Group 36)

37. 廢物 37 (Group 37)

38. 廢物 38 (Group 38)

39. 廢物 39 (Group 39)

40. 廢物 40 (Group 40)

41. 廢物 41 (Group 41)

42. 廢物 42 (Group 42)

43. 廢物 43 (Group 43)

44. 廢物 44 (Group 44)

45. 廢物 45 (Group 45)

46. 廢物 46 (Group 46)

47. 廢物 47 (Group 47)

48. 廢物 48 (Group 48)

49. 廢物 49 (Group 49)

50. 廢物 50 (Group 50)

51. 廢物 51 (Group 51)

52. 廢物 52 (Group 52)

53. 廢物 53 (Group 53)

54. 廢物 54 (Group 54)

55. 廢物 55 (Group 55)

56. 廢物 56 (Group 56)

57. 廢物 57 (Group 57)

58. 廢物 58 (Group 58)

59. 廢物 59 (Group 59)

60. 廢物 60 (Group 60)

61. 廢物 61 (Group 61)

62. 廢物 62 (Group 62)

63. 廢物 63 (Group 63)

64. 廢物 64 (Group 64)

65. 廢物 65 (Group 65)

66. 廢物 66 (Group 66)

67. 廢物 67 (Group 67)

68. 廢物 68 (Group 68)

69. 廢物 69 (Group 69)

70. 廢物 70 (Group 70)

71. 廢物 71 (Group 71)

72. 廢物 72 (Group 72)

73. 廢物 73 (Group 73)

74. 廢物 74 (Group 74)

75. 廢物 75 (Group 75)

76. 廢物 76 (Group 76)

77. 廢物 77 (Group 77)

78. 廢物 78 (Group 78)

79. 廢物 79 (Group 79)

80. 廢物 80 (Group 80)

81. 廢物 81 (Group 81)

82. 廢物 82 (Group 82)

83. 廢物 83 (Group 83)

84. 廢物 84 (Group 84)

85. 廢物 85 (Group 85)

86. 廢物 86 (Group 86)

87. 廢物 87 (Group 87)

88. 廢物 88 (Group 88)

89. 廢物 89 (Group 89)

90. 廢物 90 (Group 90)

91. 廢物 91 (Group 91)

92. 廢物 92 (Group 92)

93. 廢物 93 (Group 93)

94. 廢物 94 (Group 94)

95. 廢物 95 (Group 95)

96. 廢物 96 (Group 96)

97. 廢物 97 (Group 97)

98. 廢物 98 (Group 98)

99. 廢物 99 (Group 99)

100. 廢物 100 (Group 100)

<sup>1</sup>Request form for trip tickets:

[https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets\\_en.pdf](https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets_en.pdf)

## 5. Clinical Waste Management

- The Private Doctors may liaise with RCHs/RCCCs/DIs to assist in clinical waste disposal in their names for the Private Doctors
- If the Private Doctors still encounter difficulties in clinical waste disposal, they may seek assistance from DH

Page \_\_\_\_\_ of \_\_\_\_\_  
To: Programme Management and Vaccination Division, Centre for Health Protection  
Fax no.: 2713 6916

### Clinical Waste Collection Service under Residential Care Home Vaccination Programme (RVP) 2025/26

I hereby request for clinical waste collection service for the following Residential Care Home(s) /  
Designated Institution(s) serving persons with intellectual disability / Residential Child Care Centre(s).

Code of RCH <sup>1</sup> / PID <sup>2</sup> / RCCC <sup>3</sup>	Name of RCH <sup>1</sup> / PID <sup>2</sup> / RCCC <sup>3</sup>	Quantity of Sharp Box(es)	Total Weight (kg)
Example: AB1234	ABC Elderly Home	1	0.5

<sup>1</sup> RCH – Residential Care Home(s)

<sup>2</sup> PID – Designated Institution(s) serving Persons with Intellectual Disability

<sup>3</sup> RCCC – Residential Child Care Centre(s)

Signature of

Private Doctor: \_\_\_\_\_

Name of

Private Doctor: \_\_\_\_\_

Date: \_\_\_\_\_

(Please submit this request form by 31 May 2026.)

**SAMPLE**

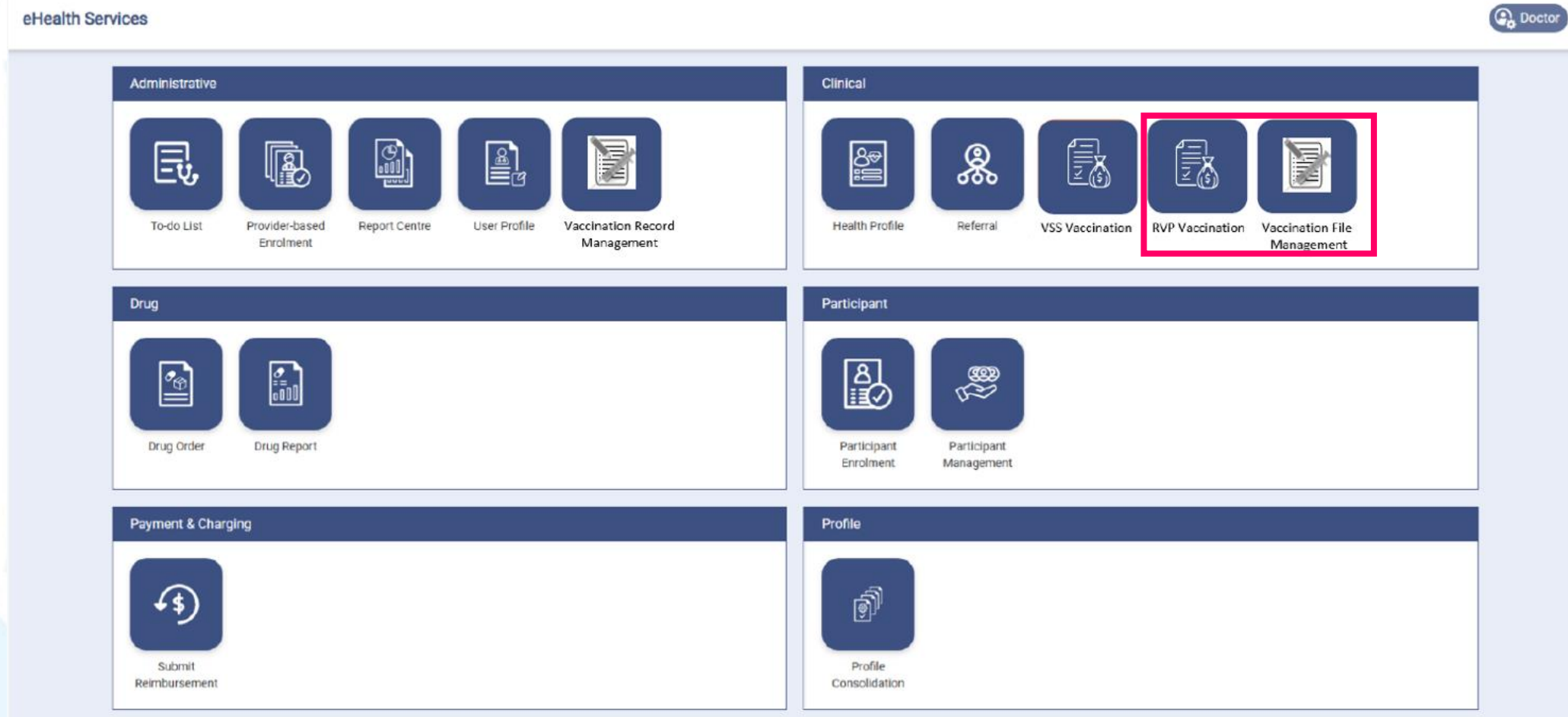
## 5. Clinical Waste Management

- For more information, please refer to:
  - EPD's Code of Practice (CoP) for the Management of Clinical Waste (Small Clinical Waste Producers)  
([www.epd.gov.hk/epd/clinicalwaste/file/doc06\\_en.pdf](http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf))
  - RVP Doctors' Guide
  - Information Sheet and FAQ about Clinical Waste Management in CHP website ([www.chp.gov.hk/files/pdf/rvp\\_infosheet\\_clinicalwaste.pdf](http://www.chp.gov.hk/files/pdf/rvp_infosheet_clinicalwaste.pdf))



# 6. Claims Submission

Login to eHealth Portal.





## 6. Claims Submission

By Individual Claim

Search Participant

Clinical eHealth+ Administration Emergency Access Standards Information

eHealth Services > Select Participant

Please select participant

Enter Document No.

Document Type

Document No.

OR

Read Smart ID Card

Chip facing up

Click here

< Back Next >

To search recipient by document no. with following 8 document types in future

1. Hong Kong Identity Card
2. Certificate of Exemption
3. Document of Identity for Visa purposes
4. Hong Kong Birth Certificate
5. Hong Kong SAR Re-entry Permit
6. Certificate Issued by the Births and Deaths Registry for Adopted Children
7. Permit to Remain in HKSAR (ID 235B)#
8. Non-Hong Kong Travel Documents #

# Not supported in eHRSS

# 6. Claims Submission

By Individual Claim

Proceed to eHealth express registration (if the recipient has not registered before).

Participant Information & Eligibility Checking — eHRSS Registration — Confirmation

**eHRSS Registration**

Participant has not given sharing consent to your organisation. Please click the checkbox to give sharing consent to your organisation.

☒ healthcare recipient / The substitute decision maker(SDM) consents to give sharing consent to the healthcare provider.

☐ Consent to be given by patient ☒ Consent to be given by Substitute Decision Maker (SDM)

eHR No.: 2210-8623-3597  
Registration Date: 18-Jul-2025  
Communication Language: Chinese  
Mobile Contact No.: 61234567  
Communication Means: SMS

eHRSS Sharing Consent:

HCP ID	Service Provider	Type of Sharing Consent
6515286304	Bell Elsa	Indefinite Sharing Consent

**SDM-For HCR under 16/ at 16 or above and is incapable of giving consent**

\* HKIC No.: T424353 ( 0 )  
\* ID Doc Type: HKID Card (香港身份證)  
ID Doc No.:  
Title:   
\* English Name: CHAN TWO ☐ Single Name  
Chinese Name:   
Type of HCR: Mentally Incapable Person  
\* Type of SDM: Guardian appointed under Guardian...  
\* Mobile Phone No. (SDM): 61234567

☒ I confirm the healthcare recipient and his/her SDM have expressly declared and confirmed that:

- The identity and communication information of the healthcare recipient (HCR) and his/her substitute decision maker (SDM) have been verified.
- The relationship proof of the HCR and his/her SDM has been verified (if applicable).

The SDM has confirmed that -

- The HCR meets the conditions for requiring an SDM as set out in the Electronic Health Record Sharing System Ordinance (Cap. 625) (eHRSSO).
- He/she is an eligible SDM in accordance with the requirements as set out in the eHRSSO.
- When making the application on behalf of the HCR, he/she was accompanying the HCR and had regard to the best interests of the HCR in the circumstances.
- He/she has read and understood the "Participant Information Notice", in particular "Important Notes for SDM Handling Registration Matters on Behalf of an HCR" and the "Personal Information Collection Statement".

< Back Next >

## 6. Claims Submission

By Individual Claim

Enter vaccination details at the popup window

**Claim Information**

Practice: RCHD (1)

Scheme: Residential Care Home Vaccination Programme

Service Date:

Category: ☒ Resident

RCH Code: BH1316

RCH Name: LOK SIN TONG HOI WANG ROAD NURSING HOME

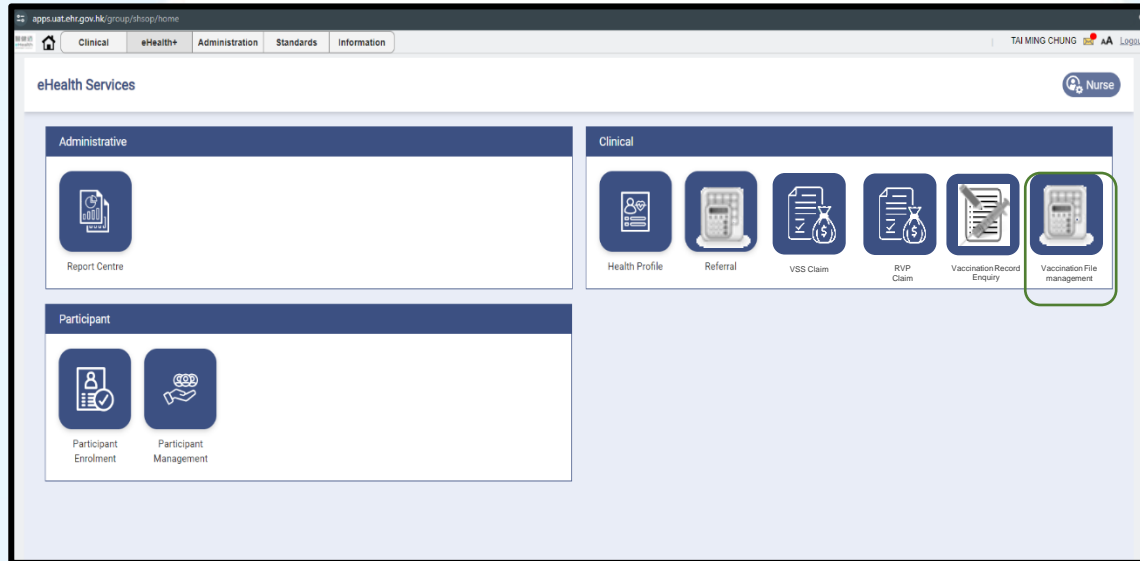
Subsidy ⓘ	Dose	Injection Cost
<input type="checkbox"/> RIV-R	Only Dose	\$105
<input type="checkbox"/> 23vPPV	Only Dose	\$105
<input type="checkbox"/> PCV15	Only Dose	\$105
Total Injection Cost		\$0

Contact No.  (Please provide a contact number which can receive Hong Kong SMS notification)

## 6. Claims Submission

By Batch Upload

### Vaccination Record Management



#### Caution:

Please do not take any action in the current window while eHSS popup is opened. Otherwise, the popup will be closed and all un-save operations will be lost.

eHealth System PrePromotion  
(Subsidies)

KUNG, CHUNG KONG

Home Inbox Logout

Select Pre-Check

#### Vaccination File Management

File Type  
Scheme  
Vaccination File ID  
School / RCH Code  
Status

☒ Pre-Check ☐ Vaccination File

Any

Any

Select RVP Scheme

Search

繁體 English  
醫健通  
eHealth  
香港特別行政區政府 HKSAR GOVT  
17/04/2025 10:56:35

## 6. Claims Submission

By Batch Upload

Rectify recipient information

eHealth System PrePromotion  
(Subsidies)

KUNG, CHUNG KONG

Home

Inbox

Logout



繁體 English  
醫健通  
eHealth

香港特別行政區政府 HKSAR GOVT  
17/04/2025 10:56:10



Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20250417-002	[ BB001 ] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	2025-04-17 		Pending Pre-Check Generation	

In file upload date

1. All recipients will be checked whether has eHealth account
2. If not, optional to register eHealth registration (<18)

# 6. Claims Submission

By Batch Upload

Edit recipient information and display recipient account detail

eHealth System PrePromotion  
(Subsidies)

KUNG. CHUNG KONG



繁體 English  
醫健通  
eHealth  
香港特別行政區政府 HKSAR GOVT  
17/04/2025 10:58:05

## Vaccination File Management

### Vaccination File

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

VF20250417-002

Residential Care Home Vaccination Program

BB001

HONG KONG LUTHERAN SOCIAL SERVICE M

KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)

Pending Pre-Check Generation

6

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

### Client Information

Category

Resident

Seq. No.	Ref. No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB
1	1	[Edit]	HKIC E747608(A)	65757755	CHAN, APPLE	M	1950
2	2	[Edit]	HKIC J465893(8)	65757755	CHAN, APPLE	M	1950

Page 1 of 1 (2 items)

Back

私隱政策 | 重要告示 | 系統維護

## Rectify eHealth (Subsidies) Account Information

### Client Information

Category Resident  
Ref. No. 1  
Chinese Name ( Upload ) (Not Provided)  
Contact No. 65757755

### Rectify eHealth (Subsidies) Account Information

Help

eHR ID U123444444  
Document Type Hong Kong Identity Card  
HIC No. R7587444(9)  
Date of Birth 25-01-2019  
Name Chan, Apple (陳蘋果)  
Gender Female  
Date of Issue 26-03-2022

Recipient's account detail do not allow to edit

Only recipient information can be edited such as contact no.



## 6. Claims Submission

By Batch Upload

**Input Vaccination Date and Final Report Date**

**Health System PrePromotion**  
(Subsidies)  
KUNG, CHUNG KONG

繁體 English  
**醫健通**  
eHealth  
香港特別行政區政府 HKSAR GOVT  
17/04/2025 11:01:13

**Vaccination File Management**

**Menu**

- Vaccination File

Pre-check File ID: VF20250417-002  
Scheme: Residential Care Home Vaccination Programme  
RCH Code: BB001  
RCH Name: HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE  
Practice: KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)

Subsidy	Only/1st Dose	2nd Dose
IIV		
Vaccination Date	<input type="text" value="24-04-2025"/>	<input type="text"/>
Final Report Generation Date	<input type="text" value="23-04-2025"/>	<input type="text"/>
23vPPV		
Vaccination Date	<input type="text"/>	
Final Report Generation Date	<input type="text"/>	
PCV15		
Vaccination Date	<input type="text"/>	
Final Report Generation Date	<input type="text"/>	

**Back** **Save**

私隱政策 | 重要告示 | 系統維護

## 6. Claims Submission

By Batch Upload

Select recipient to be vaccinated

eHealth System PrePromotion  
(Subsidies)  
KUNG, CHUNG KONG



### Vaccination File Management

#### Vaccination File

Pre-check File ID VF20250417-002  
Scheme Residential Care Home Vaccination Programme  
RCH Code BB001  
RCH Name HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE  
Practice KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)  
Category RESIDENT  
Subsidy IIV  
Dose to Inject Only/1st Dose 2nd Dose  
Vaccination Date 24 Apr 2025 N/A  
Final Report Generation Date 23 Apr 2025 N/A  
No. of Client 2

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	
1	HKIC E747608(A)	CHAN, APPLE	M	Pending Validation	17 Apr 2025	Yes	No	No		<input checked="" type="radio"/> Y <input type="radio"/> N
2	HKIC J465893(8)	CHAN, APPLE	M	Pending Validation	17 Apr 2025	Yes	No	No		<input checked="" type="radio"/> Y <input type="radio"/> N

Page 1 of 1 (2 items)

Back

Save Current Page

Summary

私隱政策 | 重要告示 | 系統維護



# 6. Claims Submission

By Batch Upload

Click Confirm batch

Health System PrePromotion  
(Subsidies)

KUNG, CHUNG KONG



## Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20250417-002	[ BB001 ] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	2025-04-17	<div><div>✓</div><div>Rectify</div><div>Assign Date</div><div>Mark Vaccination</div><div>Confirm Batch</div></div>	Pending Pre-Check Generation	<div>First Report</div> <div>Vaccination Name List</div>

## Vaccination File Management

Confirm batch

Vaccination File

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

VF20250417-002  
Residential Care Home Vaccination Programme  
BB001  
HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE  
KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)  
Pending Pre-Check Generation  
6

Subsidy	Category	Dose to Inject	Vaccination Date	Final Report Generation Date	No. of Client	Mark to be Injected - Yes	Mark to be Injected - No	Match
IIV	RESIDENT	1st Dose	24 Apr 2025	23 Apr 2025	2	2	0	Yes
IIV	HCW	1st Dose	24 Apr 2025	23 Apr 2025	2	2	0	Yes
IIV	PID	1st Dose	24 Apr 2025	23 Apr 2025	2	2	0	Yes

Back

Confirm

## 6. Claims Submission

By Batch Upload

Pre-check process completed

eHealth System PrePromotion  
(Subsidies)

KUNG, CHUNG KONG



繁體 English  
醫健通  
eHealth

香港特別行政區政府 HKSAR GOVT  
17/04/2025 11:02:47

### Vaccination File Management

Vaccination File ID	RCH Code	Progress		Status	Download Report
		Upload Date	Rectify Account, Assign Date and Mark Client Vaccination		
VF20250417-002	[ BB001 ] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	2025-04-17 	 	Completed	

# 6. Claims Submission

By Batch Upload

Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:03:06

Vaccination File Management

Select vaccination file

File Type: ☐ Pre-Check ☒ Vaccination File

Scheme:

Vaccination File ID:

School / RCH Code:

Vaccination Date:  To

Status:

Search

Vaccination file is generated immediately after pre-check is completed

Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:03:37

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		
VF20250417-003	[BB001] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	RVP IIV 2024/25 Only/1st Dose	2025-04-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2025-04-23	2025-04-24	Pending Final Report Generation	<a href="#">First Report</a> <a href="#">Vaccination Name List</a>

- Rectify recipient information
- Download checking report for eligibility and vaccination record

Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:17:17

Vaccination File Management

In file final report generation date

- All recipients will be checked whether has eHealth account
- If not, optional to register eHealth registration (<18)

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		
VF20250417-003	[BB001] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	RVP IIV 2024/25 Only/1st Dose	2025-04-17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2025-04-23	2025-04-24	Pending Upload Vaccination Claim	<a href="#">Final Report</a> <a href="#">Onsite Vaccination</a>

Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:17:17

Vaccination File Management

VF20250417-003  
Residential Care Home Vaccination Programme  
BB001  
HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE  
1234567890  
KUNG, CHUNG KONG  
KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)  
Only/1st Dose 2nd Dose  
24 Mar 2025 N/A  
23 Mar 2025 N/A  
QIV 2024/25  
Only/1st Dose  
Pending Upload Vaccination Claim  
3  
6  
Account Summary

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

Input the value by actual injection

Ses. No.	Ref. No.	Action	Doc. Type	Doc. No.	Contact No.	Name	Sex	DOB	Other Fields	To be Injected	Actual Injected	Has eH Consent	Account ID / Reference No.	Status	Account Validation Result	Field Difference
1	1	[Edit]	HKIC	(747508/A)	65757755	CHAN, APPLE	M	1950	Date of Issue: 01 Jan 2020	Yes	<input type="radio"/> Y <input type="radio"/> N	No	C25417-213-7	Pending Validation	Pending Manual Validation	No
2	2	[Edit]	HKIC	(465893/B)	65757755	CHAN, APPLE	M	1950	Date of Issue: 01 Jan 2020	Yes	<input type="radio"/> Y <input type="radio"/> N	No	C25417-214-8	Pending Validation	Pending Manual Validation	No

Page 1 of 1 (2 items)

Back Save Current Page Summary

# 6. Claims Submission

By Batch Upload

Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:18:08

### 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			
VF20250417-003	[BB001] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	RVP iv 2024/25 Only 1st Dose	2025-04-17					Inputting	Claim (Pending SP Confirmation)	Final Report Onsite Vaccination

Confirm and submit the vaccination file to proceed to claim



Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth  
17/04/2025 11:18:3

### Vaccination File Management

Vaccination File ID: VF20250417-003

Scheme: Residential Care Home Vaccination Programme

RCH Code: BB001

RCH Name: HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE

eHRUID: 1234567890

Service Provider Name: KUNG, CHUNG KONG

Practice: KUNG CHUNG KONG - Branch 2 Clinic\*\*\* (2)

Only 1st Dose: 2nd Dose

Vaccination Date: 24 Mar 2025 N/A

Final Report Generation Date: 23 Mar 2025 N/A

Subsidy: iv 2024/25

Dose to Inject: Only 1st Dose

Status: Claim (Pending SP Confirmation)

No. of Category: 3

No. of Client: 6

No. of Client (Injected): 6

Category	No. of Client	Actual Injected - Yes	Actual Injected - No	Match
Resident	2	2	0	Yes
HCV	2	2	0	Yes
PID	2	2	0	Yes
Total	6	6	0	Yes

Back Confirm Claim



Health System (Subsidies) PrePromotion  
KUNG, CHUNG KONG

醫健通 eHealth

### 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			
VF20250417-003	[BB001] HONG KONG LUTHERAN SOCIAL SERVICE MARTHA BOSS DAY ACTIVITY CENTRE	RVP iv 2024/25 Only 1st Dose	2025-04-17					Review	Claim (Pending Claim Creation)	Final Report Onsite Vaccination

After the submitted to claim stage

1. All recipients will be checked whether has eHRSS account
2. If not, optional to register eHealth registration (<18)
3. >18 + failed to register, the transaction will NOT be created and the result will be marked in the "Claim Result"



# Common Problems in Making claims

- Inputted incorrect category of service recipient (e.g. HCW vs Resident)
- Inputted incorrect type of vaccine (e.g. PCV15 vs 23vPPV)
- Inputted incorrect service recipient (i.e. no service was provided)
- Submitted claims under incorrect service scheme (e.g. VSS vs RVP)

# Points to Note

## Points to Note

- The Private Doctors providing the vaccination service must be enrolled in RVP
- If there is change of the Private Doctors after vaccine ordering, please notify DH as soon as possible
- The Private Doctors should be present and oversee the whole vaccination process. If the Private Doctors cannot be present, the health team under his purview administering vaccination at RCHs/RCCCs/DIs can be comprised of at least one Registered Nurse with emergency training, such as basic life support, who is supported by an adequate number of trained personnel for vaccination, on condition that the pre-vaccination assessment had been duly completed in advance by the Private Doctors and the Private Doctors are readily accessible in case of queries from the vaccination team on pre-vaccination assessment.

## Points to Note

- No extra charge should be imposed on residents / PIDs or staff
- The injection fee should not be shared with RCHs / DIs
- Consent forms (if applicable) should be kept for 7 years
- Inspection to RCHs
  - To evaluate and improve vaccination procedure and logistics
  - Staff of DH may randomly perform onsite inspection of the services provided



## **4. Mandatory CME requirement via joining Primary Care Directory**

# RVP 2025-26

## CME / PCD requirement

- All doctors under VSS, i.e. new enrollees and doctors already enrolled, are required to be on **PCD** before he/she is eligible to enroll or to continue to participate in VSS
- Applicable to RVP, including doctors who are providing seasonal influenza vaccination, pneumococcal vaccination and COVID-19 vaccination
- Please refer the RVP Doctors' Guide (link) and the PCD website (<http://www.pcdirectory.gov.hk>) for details

## 5. A.O.B.

# Operational updates for COVID-19 vaccination

- New Vaccination Record Lists and Collection Form of Unused / Expired Vaccines will be used
  - Both RCHs and the Private doctors shall keep the copy / original vaccination record lists under their safe custody.

院舍／宿舍／學校或  
服務機構編號

衛生署

附錄甲 1

院舍防疫注射計劃

2019 冠狀病毒疫苗接種計劃（新冠疫苗）每月接種名單

院友／宿生／服務使用者

院舍／宿舍／學校或服務機構名稱：\_\_\_\_\_ 私家醫生姓名： (1)\_\_\_\_\_ (2)\_\_\_\_\_

編號	按照接種時間表，可以於 20____年____月 進行接種的 院友／宿生／服務使用者資料				私家醫生 評估是否 合適接種 新冠疫苗  「✓」 合適 「✗」 不合適	新冠疫苗接種史 (如未曾接種，請填「✗」)			新冠疫苗接種記錄 (由私家醫生／團隊負責人於接種疫苗後即日填寫)						
	姓名	身份證明 文件號碼 (例:A123456(7))	出生日期 (日／月／年)	性別		最近一次 感染 2019 冠狀 病毒病 日期 (日／月／年) (如未曾感染， 請填 「✗」)	上一劑 劑次	上一劑 疫苗 種類*	上一劑 接種 日期 (日／月／年)	# 莫德納 JN.1 疫苗／復必泰 JN.1 疫苗 (#刪去不適用)					
										批次編號：(1)_____(2)_____(3)_____ 解凍後的有效日期：(1)_____(2)_____(3)_____					
									批次 編號 (1/2/3)	劑 次	接種日期 (日／月／年)	私家醫生 (1/2)	私家醫生／ 團隊負責人 簽署／蓋印	如暫時未能接 種，請註明原因 (請於該院友／宿生／ 服務使用者補打當日立 即向本署更新)	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

\*新冠滅活疫苗：(a) Sinovac 新冠信使核糖核酸疫苗：(b) Bivalent (c) XBB (d) JN.1

本月可以接種的院友／宿生／服務使用者人數：\_\_\_\_\_ 本月已接種人數：\_\_\_\_\_ 本月未能接種人數：\_\_\_\_\_

聲明：本人明白本院有責任提供正確資料。如本人故意填報失實資料，可能被檢控及須承擔有關法律責任。

院舍／宿舍／學校或服務機構

院舍／宿舍／學校或服務機構負責人／主管簽署

負責人／主管姓名：\_\_\_\_\_

或院舍／宿舍／學校或服務機構蓋印：\_\_\_\_\_

日期：\_\_\_\_\_ 第\_\_\_\_頁／共\_\_\_\_頁

備註：1. 請院舍／宿舍／學校或服務機構妥善保存接種名單。衛生署會因應情況進行抽查，覆核接種疫苗的記錄。

2. 以上個人資料主要供衛生署推行院舍防疫注射計劃之用，亦可能因此向有關部門披露。由於此文件載有個人資料，請院方妥善保存。

3. 院友／宿生／服務使用者有權查閱及修正個人資料。如有需要，院友／宿生／服務使用者可向上列院舍／宿舍／學校或服務機構負責人／主管提出。

## 新冠疫苗接種記錄

(由私家醫生／團隊負責人於接種疫苗後即日填寫)

# 莫德納 JN.1 疫苗／復必泰 JN.1 疫苗 (#刪去不適用)

批次編號： (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

解凍後的有效日期： (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

批次編號 (1/2/3)	劑次	接種日期 (日／月／年)	私家醫生 (1/2)	私家醫生／ 團隊負責人 簽署／ <b>SAMPLE</b>	如暫時未能接 種，請註明原因 (請於該院友／宿生／ 服務使用者補打當日立 即向本署更新)

衛生署  
院舍防疫注射計劃  
2019 冠狀病毒疫苗接種計劃（新冠疫苗）  
回收表格

附錄乙

回收

備註： 1. 請院舍／宿舍／學校或服務機構於疫苗接種活動後，立即填妥並交回至衛生署項目管理及疫苗計劃科。  
（傳真號碼：2713 6916（安老院舍）／2544 3922（殘疾人士院舍）；電郵地址：[rvp@dh.gov.hk](mailto:rvp@dh.gov.hk)）  
2. 遞交表格後，如有再次接種疫苗活動，請即時將已更新的表格傳真或電郵至衛生署。

甲部 院舍／宿舍／學校或服務機構資料			
名稱：_____			
編號：_____		聯絡電話：_____	
乙部 新冠疫苗使用情況			
接種日期：20____年____月____日	接收疫苗數量	已為院友／宿生／服務使用者接種	已為職員接種
莫德納 JN.1 疫苗	(A): ____ 針	(B1): ____ 針	(F1a): ____ 針
丙部 可使用之新冠疫苗數量 (尚未超過接種使用期限)			
現時貯存於雪櫃的新冠疫苗數量	____ 針；批次編號：_____ 解凍後的有效日期和時間：20____年____月____日（ ____ 時 ____ 分）		
丁部 待衛生署回收之剩餘／失效疫苗 (剩餘／失效疫苗必須交還衛生署，切勿將其放進利器回收箱或自行棄置)			
莫德納 JN.1 疫苗 (預充式注射器)			
剩餘疫苗 (未超過及 已超過「接種使用期限」的疫苗)	____ 針；批次編號：_____ 解凍後的有效日期和時間：20____年____月____日（ ____ 時 ____ 分）		
失效 (已被污染／損壞或 未能貯存於 2 至 8℃ 的疫苗)	____ 針；批次編號：_____ 解凍後的有效日期和時間：20____年____月____日（ ____ 時 ____ 分）		
無法交還 (如破爛、遺失的疫苗)	____ 針		

負責院舍／宿舍／學校／服務機構的職員資料	
姓名：_____	院舍／宿舍／學校／服務機構蓋章
簽署：_____	
日期：_____	

SAMPLE



# Important reminder of mRNA (Spikevax) JN.1 COVID-19 vaccine storage, preparation and administration

- According to the manufacturer's recommendation, the vaccine should be stored at 2 to 8 degrees Celsius after thawing and should be used within 30 days.
- Before administering the vaccine, you must check the vaccine identification label and ensure the integrity of vaccine for irregularity, e.g. damage, contamination, expiry date and time. Please check the **“Use By Date & Time” on the outer carton**, as the information is not shown on the label of individual prefilled syringes or individual vaccine vial. Vaccines that are beyond the use by date and time should not be used.

Use by Date & Time: <input type="text"/> (YYMMDDTTT) (at 2°C to 8°C)	BPR No.: <input type="text"/>
Thawed Date & Time: <input type="text"/> (YYMMDDTTT)	
Expiry date: <input type="text"/> (YYMMDD) (at -50°C to -15°C)	
Storage: Store at 2°C to 8°C after receipt	
F-00172204.01	

# Important reminder of mRNA (Spikevax JN.1) COVID-19 vaccine storage, preparation and administration

- You and the RCH staff should follow the requirements of
  - (1) regular checking of the recommended use-by date of the vaccines,
  - (2) separate storage of vaccines with different recommended use-by dates, and
  - (3) timely disposal of expired vaccines in accordance with the guidelines of the COVID-19 Vaccination Programme.
- 3 Checking of vaccines and 7 rights of medication administration should be adopted.

# Contact us

項目管理及疫苗計劃科

**Programme Management and Vaccination Division**

電話 : 3975 4472  
Phone

傳真 : 2713 6916  
Fax

電郵 : [vacs@dh.gov.hk](mailto:vacs@dh.gov.hk)  
Email

地址 : 九龍紅磡德豐街18-22號海濱廣場二座3字樓  
Address : 3/F, Two Harbourfront, 18-22 Tak Fung Street, Hung Hom, Kowloon



**Thank You**