

Residential Care Home Vaccination Programme (RVP) 2019/20

Claim Procedures – eHealth System (Subsidies) [eHS(S)] Enhancements

April 2019



衛生署
Department of Health

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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, and create new temporary eHealth Account (Subsidies).
- VMOs can **directly check and rectify** the identity information of recipients on the eHS(S).

Before Vaccination

Before Vaccination – Submit Consent List

(A) 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** (specified excel format, see *sample 1*)

Before Vaccination – Submit Consent List

Sample 1: Consent list in excel format

SAMPLE

	A	B	C	D	E	F	G	H	
	Chinese name 中文姓名	English surname 英文姓氏	English given name 英文名字	Sex (M/F) 性別	Date of Birth (DD/MM/YYYY) 出生日期	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Date of Issue (DD/MM/YYYY) 簽發日期	RCH Code 院舍編號
1									
2	陳大文	CHAN	TAI MAN	M	11/02/1930	Birth Certificate - HK 香港出生證明書	A123456(7)	11/12/2003	D1234
3	李大文	LEE	TAI MAN	M	11/02/1930	Birth Certificate - HK 香港出生證明書	B123456(7)	11/12/2003	D1234
4	張大文	CHEUNG	TAI MAN	M	11/02/1930	HKID Card 香港身份證	C123456(7)	11/12/2003	D1234
5	黃大文	WONG	TAI MAN	M	11/02/1930	Adoption Certificate 領養證明書	D123456(7)	11/12/2003	D1234
6	何大文	HO	TAI MAN	M	11/02/1930	Document of Identity for Visa Purposes 香港簽証身份證明書	E123456(7)	11/12/2003	D1234
7						Permit to Remain in HKSAR (ID 235B) 香港居留期許可證 (ID 235B)			
8						Non HK travel document 非香港發出的旅遊証件			
9						HK SAR Re-entry Permit 回港証			
						Two-way Permit 雙程証			

- **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

Before Vaccination – Download & Check First Reports

(B) Vaccination records checking in eHS(S)

- VO will check and upload the consent list file onto eHS(S)
- eHS(S) will generate the **first reports** with the **latest** valid SIVs, 23vPPV & PCV13 **vaccination records** (*see sample 2*)
- VMOs can **download the reports from eHS(S)** for checking vaccination records for clients
 - **First report: 3 working days** after submission of consent list
 - **Final report: 3 calendar days** prior to vaccination day

Before Vaccination – Download & Check First Reports

Sample 2: First Report for **SIV**

Records that failed in validation will be highlighted in the report

SAMPLE

First Report for Seasonal Influenza Vaccine

Section 1 - Client Information								Section 2 - Account information (generated by system)		Section 3 - Vaccination checking result (generated by system)		
Chinese name	English surname	English Given name	Sex	DOB	Doc type	Doc No.	Resident/ HCW	Validated account no.	Temp account no.	Vaccination checking date	Available for Injection	Last valid vaccination records
CHOW	SI SI	F	1933/04/16	HKIC	B000000	Resident			C18A21-1164-7	2019/10/21	Y	N/A
陳小明	CHAN	Siu Ming	M	1940/01/13	EC	A123456(7)	Resident	EHA00123456		2019/10/21	Y	2018/11/05
陳大	CHAN	Tai	M	1950/01/13	HKIC	B123456(7)	Resident	EHA01523458		2019/10/21	Y	2018/11/05
陳小	CHAN	Siu	F	1950/01/23	HKIC	C123456(7)	Resident	EHA01523458		2019/10/21	N	2019/10/20
李大文	LEE	Tai Ming	M	1940/01/23	HKIC	D123456(7)	Resident	EHA01544499		2019/10/21	Y	2018/12/31
王小文	WONG	Siu Man	F	1940/01/23	EC	E123456(7)	Resident	EHA05491564		2019/10/21	Y	N/A

Last vaccination record will be shown in the report

Before Vaccination – Download & Check First Reports

Sample 2: First Report for PCV13

SAMPLE

First Report for PCV13

Failed in validation

Section 1 - Client Information								Section 2 - Account information (generated by system)		Section 3 - Vaccination checking result (generated by system)		
Chinese name	English surname	English Given name	Sex	DOB	Doc type	Doc No.	Resident/ HCW	Validated account no.	Temp account no.	Vaccination checking date	Available for Injection	Last valid vaccination records
	CHOW	SI SI	F	1933/04/16	HKIC	B000000	Resident		C18A21-1164-7	2019/10/21	PCV13 Preferred	N/A
陳小明	CHAN	Siu Ming	M	1940/01/13	EC	A123456(7)	Resident	EHA00123456		2019/10/21	PCV13 Preferred	N/A
陳大	CHAN	Tai	M	1950/01/13	HKIC	B123456(7)	Resident	EHA01523458		2019/10/21	PCV13 Preferred	N/A
陳小	CHAN	Siu	F	1950/01/23	HKIC	C123456(7)	Resident	EHA01523459		2019/10/21	N	2018/12/31 (PCV13)
李大文	LEE	Tai Ming	M	1940/01/23	HKIC	D123456(7)	Resident	EHA01544499		2019/10/21	After 2019/12/31	2018/12/31 (23vPPV)
王小文	WONG	Siu Man	F	1940/01/23	EC	E123456(7)	Resident	EHA05491564		2019/10/21	N	2017/12/31 (23vPPV) 2018/12/31 (PCV13)

Last vaccination record will be shown in the report

Before Vaccination – Download & Check First Reports

Sample 2: First Report for PCV13

**Section 3 - Vaccination checking result
(generated by system)**

Vaccination checking date	Available for Injection	Last valid vaccination records
2019/10/21	PCV13 Preferred	N/A
2019/10/21	PCV13 Preferred	N/A
2019/10/21	PCV13 Preferred	N/A

SAMPLE

2019/10/21	N	2018/12/31 (PCV13)
2019/10/21	After 2019/12/31	2018/12/31 (23vPPV)
2019/10/21	N	2017/12/31 (23vPPV) 2018/12/31 (PCV13)

Before Vaccination – Download & Check First Reports

Sample 2: First Report for 23vPPV

SAMPLE

Failed in validation

Section 1 - Client Information								Section 2 - Account information (generated by system)		Section 3 - Vaccination checking result (generated by system)		
Chinese name	English surname	English Given name	Sex	DOB	Doc type	Doc No.	Resident/ HCW	Validated account no.	Temp account no.	Vaccination checking date	Available for Injection	Last valid vaccination records
CHOW	SI	SI	F	1933/04/16	HKIC	B000000	Resident		C18A21-1164-7	2019/10/21	PCV13 Preferred	N/A
陳小明	CHAN	Siu Ming	M	1940/01/13	EC	A123456(7)	Resident	EHA00123456		2019/10/21	PCV13 Preferred	N/A
陳大	CHAN	Tai	M	1950/01/13	HKIC	B123456(7)	Resident	EHA01523458		2019/10/21	PCV13 Preferred	N/A
陳小	CHAN	Siu	F	1950/01/23	HKIC	C123456(7)	Resident	EHA01523459		2019/10/21	After 2019/12/31	2018/12/31 (PCV13)
李大文	LEE	Tai Ming	M	1940/01/23	HKIC	D123456(7)	Resident	EHA01544499		2019/10/21	N	2018/12/31 (23vPPV)
王小文	WONG	Siu Man	F	1940/01/23	EC	E123456(7)	Resident	EHA05491564		2019/10/21	N	2017/12/31 (23vPPV) 2018/12/31 (PCV13)

Last vaccination
record will be shown
in the report

Before Vaccination – Download & Check First Reports

Sample 2: First Report for 23vPPV

**Section 3 - Vaccination checking result
(generated by system)**

Vaccination checking date	Available for Injection	Last valid vaccination records
2019/10/21	PCV13 Preferred	N/A
2019/10/21	PCV13 Preferred	N/A
2019/10/21	PCV13 Preferred	N/A

2019/10/21	After 2019/12/31	2018/12/31 (PCV13)
2019/10/21	N	2018/12/31 (23vPPV)
2019/10/21	N	2017/12/31 (23vPPV) 2018/12/31 (PCV13)

Before Vaccination – Rectify Invalid Account Information

(C) Rectification of account information in eHS(S)

- Personal information which failed Immigration Department validation will be highlighted.
- VMOs can click into the entries on eHS(S) where rectification of the account information is necessary (*see sample 3*).

Before Vaccination – Rectify Invalid Account Information

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

醫健通(資助)系統 - 更正醫健通(資助)戶口 - Internet Explorer

醫健通(資助)

連松順

主頁 收件匣 登出

26/02/2016 15:16:21

更正醫健通(資助)戶口

醫健通(資助)戶口記錄

更正醫健通(資助)戶口清單 不能核實

	身份證明文件①	身份證明文件號碼①	簽發日期	姓名	出生日期	性別	參考編號	交易號碼
1	HKIC	C206XXX(X)	01-01-2010	CHAN, LOK	12-12-1945	男性	C15203-8-9	不適用
2	HKIC	RX403XXX(X)	01-01-2010	CHEUNG, FUNG	1940	男性	C15210-11-3	不適用
3	HKIC	RX776XXX(X)	08-03-2011	CHOI, TIN LAM	07-10-2010	男性	C15218-19-9	TC15218-4-1
4	HKIC	RX255XXX(X)	02-02-2013	CHAN, MAN	01-01-2010	男性	C15218-20-2	TC15218-5-4
5	HKIC	RX805XXX(X)	01-01-2013	WONG, KEN	2012	男性	C15218-21-3	不適用
6	HKIC	RX785XXX(X)	01-01-2014	LEE, PIN	2013	男性	C15218-25-7	不適用
7	HKIC	F218XXX(X)	06-06-2006	CHEUNG, MING YOUNG	1930	男性	C15513-48-2	TF15513-1-4
8	HKIC	RX730XXX(X)	01-01-2010	CHAN, TIN	1920	男性	C15618-60-5	TV15618-61-1

第 1 頁, 共 1 頁 (共 8 項記錄)

Before Vaccination – Rectify Invalid Account Information

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

醫健通 (資助)

貝仁術
主頁 收件匣 登出

項目單

更正醫健通(資助)戶口

更正醫健通(資助)戶口資料

參考編號 C13817-470198-1

身份證明文件 香港身份證 BI707306(1)

香港身份證號碼

出生日期 01-01-1942

英文名稱 KWOK, AH SHING

中文電碼 6753 0068 0524 中文姓名 郭亞勝

性別 ☒ 女性 ☐ 男性

簽發日期 17-03-07

開設方法 手動輸入

交易號碼 TV13817-4026118-1

◀ 上一頁 儲存 ▶ 查閱交易 ▶



- 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 – Check Final Report and Other Documents

(D) Final report generation in eHS(S)

- VMO is required to **submit the vaccination date on eHS(S)**
- The **final reports** can be generated **3 calendar days** before vaccination day

(E) Checking of Consent Forms

(F) Checking of Vaccination Record Cards

After Vaccination

After Vaccination – Confirm Claims and Receive Injection Fees

- A **claim screen** in eHS(S) will only be enabled **on or after the vaccination day** (see sample 4)
- VMO confirms the **claims** for injection fee on eHS(S) **by batch within 7 days** after vaccination
- DH back office verifies the number of transactions confirmed by VMO with the final no. of recipients provided by RCH/DI
- Injection fees will be reimbursed to the designated bank account via autopay

After Vaccination – Confirm Claims and Receive Injection Fees

Sample 4: Claim Screen on eHS(S)

Uncheck the box if the recipient did not receive vaccination

The claim can still be selected but reimbursement will only be made when the validation completes

	<input type="checkbox"/>	Name	Identity Document Type	Document Number	Vaccine	Service Date	RCH Code	Total Amount	Remarks
1.	<input type="checkbox"/>	CHAN, Tai Man (陳大文)	Hong Kong Identity Card	A123456(7)	RQIV 2019/20	1 November 2019	BH9999	\$100	
2.	<input checked="" type="checkbox"/>	LEE, Tai Man (李大文)	Hong Kong Identity Card	B123456(7)	RQIV-HCW 2019/20	1 November 2019	BH9999	\$100	
3.	<input checked="" type="checkbox"/>	CHEUNG, Tai Man (張大文)	Hong Kong Identity Card	C123456(7)	RQIV-PID 2019/20	1 November 2019	BH9999	\$100	
4.	<input checked="" type="checkbox"/>	WONG, Tai Man (黃大文)	Hong Kong Identity Card	D123456(7)	23vPPV	1 November 2019	BH9999	-	Pending eHealth (Subsidies) account validation
5.	<input type="checkbox"/>	HO, Tai Man (何大文)	Hong Kong Identity Card	E123456(7)	PCV13	1 November 2019	BH9999	-	Ineligible

Ineligible recipient will be dimmed

Proceed to Claim

Contact Us

疫苗計劃辦事處 Vaccination Office

電話 : 2125 2125
Phone

傳真 : 2713 9576
Fax

電郵 : vacs@dh.gov.hk
Email

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

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

Thank You