

VSS 2023/24 DOCTORS' GUIDE – QUICK GUIDE TO JOINING VSS

I. Doctors' enrolment in VSS

A doctor can enrol in VSS if he/ she:-

- (1) is a registered medical practitioner within the meaning of the Medical Registration Ordinance (Cap 161);
- (2) holds a valid annual practicing certificate;
- (3) works in the private medical sector (including university and non-government organisations); and
- (4) is on Primary Care Directory (before enrolling in VSS for the 2023/24 season).

II. Requirements for ALL doctors under VSS (i.e. new enrollees to VSS and doctors already enrolled)

(1) Vaccine storage requirement

- (a) All doctors enrolled in VSS have to use Purpose-built vaccine refrigerators (PBVR) for vaccine storage from 2023/24 season onwards. Domestic units or stand-alone domestic refrigerator are no longer acceptable.
- (b) Cyclic defrost and bar refrigerators (a combined refrigerator/ freezer unit with a single exterior door only) should not be used.
- (c) A temperature monitoring programme for the PBVR is mandatory.
- (d) Records of the temperatures of the refrigerator should be kept for at least one year. Enrolled VSS doctors will be requested to provide the records of temperature and photo(s) of the vaccine-storing refrigerator and temperature monitoring device/ programme to Centre for Health Protection (CHP).
- (e) When irregularities are identified, appropriate actions should be taken including following up with the concerned patients promptly and assessing the need for revaccination. Centre for Health Protection should be informed if VSS clients are involved and the vaccine manufacturer has replied that the affected vaccines exposed to out-of-range temperatures are not effective/potent.
- (f) For details, please refer to **section 6.3 and 6.5 of Chapter 6**, and the Guidelines for Proper Vaccine Storage and Handling as set out in **Section 3.3 of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation** ([https://www.healthbureau.gov.hk/pho/rfs/english/pdf_viewer.html?file=download85&title=string105&titletext=string84&htmltext=string84&resources=03_Module_o
n_Immunisation_Children_chapter3](https://www.healthbureau.gov.hk/pho/rfs/english/pdf_viewer.html?file=download85&title=string105&titletext=string84&htmltext=string84&resources=03_Module_on_Immunisation_Children_chapter3)).

(2) Primary Care Directory (PCD) enrolment and continuous medical education (CME) requirement

- (a) Starting from the 2018/19 season, all doctors under VSS, i.e. new enrollees and doctors already enrolled in VSS, are required to be on the PCD.
- (b) To be qualified for enrolment in PCD, doctors must be
 - (i) a registered medical practitioner holding a valid practicing certificate issued under the Medical Registration Ordinance; and
 - (ii) committed to the provision of directly accessible, comprehensive, continuing and coordinated person-centred primary care services.
- (c) To maintain on PCD, enrolled PCD doctors who are -
 - (i) specialists will need to remain in the Specialist Register of the Medical Council of Hong Kong and comply with the CME requirements relevant to the specialty; or
 - (ii) non-specialists will need to participate in the “CME programme for Practising Doctors who are not taking CME Programme for Specialists” approved by the Medical Council of Hong Kong (MCHK), and shall obtain a yearly CME Certificate or qualified to quote the title “CME-Certified” as approved by MCHK after each CME cycle.
- (d) Please refer to the PCD website (<http://www.pcdirectory.gov.hk>) for details of enrolment and the requirements of maintaining on PCD.

III. Enrolment and participation for New Enrollees in VSS

(1) Before start of 2023/24 vaccination season

- (a) Place purchase pre-orders with vaccine suppliers as soon as possible.
- (b) Ensure the requirements in Section 2.1 of Chapter 2 are fulfilled.
- (c) Prepare to maintain cold chain of vaccine. Follow the Guidelines for Proper Vaccine Storage and Handling as set out in Chapter 6 and Section 3.3 of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation (https://www.healthbureau.gov.hk/pho/rfs/english/pdf_viewer.html?file=download85&title=string105&titletext=string84&htmltext=string84&resources=03_Module_on_Immunisation_Children_chapter3).
- (d) Read the “Enrolment Information” section at CHP website (<https://www.chp.gov.hk/en/features/45858.html>).
- (e) Should be listed in PCD (before enrol in VSS in 2023/24) or having the PCD enrolment application being processed by the Primary Healthcare Office. Please check the following link for joining PCD: (<http://www.pcdirectory.gov.hk>)

(2) Enrolment application

(Please refer to Chapter 2 for a more detailed guide for joining VSS.)

- (a) “Enrolment Information” at CHP website (<https://www.chp.gov.hk/en/features/45858.html>) provides details for online or paper enrolment.
- (b) Send the following documents, preferably by registered mail, to CHP:-
 - (i) completed and signed Application Form;
 - (ii) completed and signed Authority for Payment to a Bank Form(s);
 - (iii) copy of Hong Kong Identity Card;
 - (iv) address proof of enrolling doctor and medical organisation;
 - (v) copy of Business Registration Certificate of medical organisation;
 - (vi) copy of valid annual Practising Certificate; and
 - (vii) bank account information for reimbursement (e.g. certified true copy of bank correspondence showing the bank name, bank account number, name of the account holder).
- (c) Doctors who would like to provide outreach vaccination service under VSS, including VSS School Outreach (Extra charge allowed), should select a practice solely for this purpose in the enrolment application form.

(3) Starting vaccination service under VSS

- (a) Receive confirmation of enrolment from CHP. Activate the “Service Provider Account” via eHealth System (Subsidies) and set up Smart Card Reader.
- (b) Display VSS scheme logo (provided to you by CHP) at/ near clinic entrance during the vaccination period.
- (c) Display VSS price poster (provided to you by CHP) with seasonal influenza vaccination and/ or pneumococcal vaccination fee schedule at clinic waiting area.
- (d) Make available copies of *Consent to Use Vaccination Subsidy Form* for eligible persons or parents/ guardians to sign (see Section 4.2 of Chapter 4).
- (e) Please find details of obtaining consent in Chapter 2.

IV. Participation for doctors already enrolled in VSS

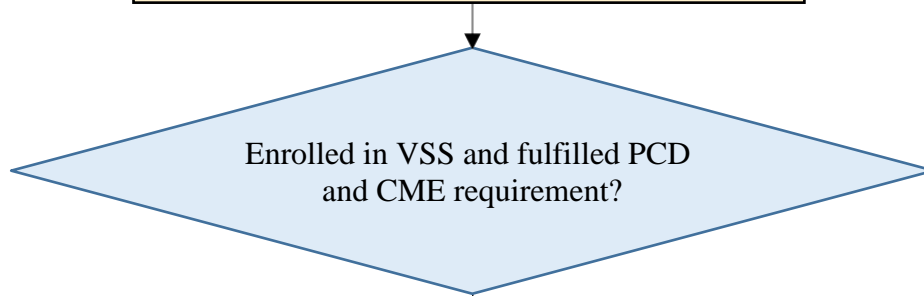
- (1) Existing VSS doctors need to fulfill the requirements on PCD enrolment and CME in section 2.1 of Chapter 2.
- (2) Doctor needs to provide CHP the information on service fees they would charge the recipient(s) of the eligible group(s) for providing subsidised seasonal influenza vaccination and/ or pneumococcal vaccination. Doctors cannot submit vaccination subsidy claim through the eHealth System (Subsidies) if such information has not been provided for that vaccination year.

- (3) If there is any change of wish of participation or information related to clinical practice or pricing, please fill in and return the Change Form (see **Section 4.2** of Chapter 4) (available at CHP website at <https://www.chp.gov.hk/en/features/45851.html>).
- (4) Doctors who wish to provide outreach vaccination service should add a practice for outreach vaccination using the Change Form (see **Section 4.2** of Chapter 4).
- (5) Place purchase pre-orders with vaccine suppliers as soon as possible.

Flow chart of key stages in joining VSS

Pre-enrolment

Read Enrolment Information at
<https://www.chp.gov.hk/en/features/45858.html>



Yes

Place purchase pre-orders with vaccine suppliers as soon as possible

No

Follow the steps in Section 2.1 – 2.4 of Chapter 2 to enrol

Enrolment

Send the following documents to CHP preferably by registered mail:-

1. completed and signed Application Form.
2. completed and signed Authority for Payment to a Bank Form(s).
3. HKID (copy).
4. address proof of the applicant and where applicable, medical organisation (copy).
5. business registration certificate of the medical organisation (copy).
6. copy of valid annual Practising Certificate; and.
7. bank account information document (certified true copy).

(Re-enrolment is not required for doctors already enrolled. However, doctor needs to provide the information on service fees for the vaccine for the eligible groups. If there is any change of wish of participation or information related to clinical practice or pricing, please fill in and return the Change Form (see section 4.2 of Chapter 4)).

Display scheme logo and pricing poster

1. Receive confirmation letter and email from CHP.
2. Activation of “Service Provider Account” via the eHealth System (Subsidies).
3. Display VSS scheme logo and price poster at the clinic for clients’ reference.

Vaccination period (starts on 28 September 2023 until stocks of vaccines expire)

1. Collect duly completed *Consent to Use Vaccination Subsidy* Form, check for accuracy of information provided.
2. Check/ create eHealth (Subsidies) Account in the eHS(S).
3. Administer influenza vaccination/ pneumococcal vaccination to eligible person.

Reimbursement

1. Input and confirm *Consent to Use Vaccination Subsidy* Form information in the eHS(S) or process e-consent immediately after vaccination is highly recommended. Claims have to be submitted **WITHIN 7 CALENDAR DAYS** after the delivery of service.
2. Keep original *Consent to Use Vaccination Subsidy* Forms and vaccination records for 7 years.
3. Check monthly statement on eHS(S) at the end of each month.
4. Electronic reimbursement will be done monthly.
5. Post-payment checking will be conducted by DH regularly.