

# Colorectal Cancer Screening Programme



## Colonoscopy Specialist Guidebook

September 2020



[www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)



Department of Health

# Purpose

This Guidebook provides detailed information of the Colorectal Cancer Screening Programme (Programme) with the aim to facilitate enrolled Colonoscopy Specialist (CS) to provide screening services to participants under the Programme.

The content may be updated regularly in light of experience. The updated version will be uploaded to the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)).

Enquiry line for the Programme:  
3565 5665



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# 1

## Preparation after enrolment

Congratulations! You have successfully enrolled as a Colonoscopy Specialist (CS) of the Colorectal Cancer Screening Programme (Programme).

CSs are required to provide colonoscopy service once the Programme commences operation. Your practice information will appear on the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)) for public access.

To make preparation for colonoscopy service provision, enrolled CSs are advised to

- (a) understand the basics, workflow and your responsibilities;
- (b) understand the Colorectal Cancer Information Technology System (CRC IT System); and
- (c) understand the programme materials.

## 1.1 Understand the basics, workflow & your responsibilities

### 1.1.1 Background and objective

The Government announced in the 2014 Policy Address the planning and implementation of a pilot programme that subsidises colorectal cancer screening for specific age groups.

With effect from 6 August 2018, the Government's Colorectal Cancer Screening Programme has been regularised. On 1 January 2020, the Programme has fully extended to asymptomatic Hong Kong residents aged between 50 to 75.

The aim of the programme is to:

- determine the ability of the healthcare infrastructure to handle increase in demand for assessment and follow-up treatment of cancer and pre-cancerous conditions;
- assess public understanding, perception and acceptance of colorectal cancer screening;
- devise a screening algorithm with assured quality which is most suited to local needs and circumstances; and
- evaluate performance of the screening programme.

### 1.1.2 Eligible participants

Participants who are eligible to receive the screening service under the Programme should fulfill the following criteria:

- Aged between 50 and 75
- Hold a valid Hong Kong Identity Card or Certificate of Exemption
- Registered in the Electronic Health Record Sharing System (eHRSS)
- Do not have symptoms of colorectal cancer, higher colorectal cancer risk, or screening/examination for colorectal cancer within a specified period

### 1.1.3 Workflow

Under the Programme, a two-tier screening protocol will be adopted, i.e. Faecal Immunochemical Test (FIT) as the first tier screening test followed by colonoscopy examination if the FIT result is positive.

#### Receiving referral from enrolled PCD

Primary Care Doctors (PCD) who receive a positive FIT report from the designated chemical pathology laboratory will call back the participant for a consultation and to issue a prescribed referral letter. A sample of the referral letter is shown in Annex I.

#### Providing the Standard Package of Colonoscopy Service

The bearer of the referral letter will contact any enrolled CS to make an appointment for Pre-procedural Consultation with the intention of receiving the "Standard Package of Colonoscopy Service". The CS should provide the Government subsidised Standard Package of Colonoscopy Service which comprises the following elements:

##### (a) Pre-procedural Consultation

- CS can login the Colorectal Cancer Information Technology System (CRC IT System) and verify personal and clinical data of the participant.
- CS should assess medical fitness of the participant for Colonoscopy Examination.
- If the participant is fit for Colonoscopy Examination, the CS should explain the procedure, risks and complications, obtain consent for Colonoscopy Examination, prescribe and provide instructions for bowel preparation, book a colonoscopy session, reach mutual agreement including management plan and associated charges in case of complications, clarify the arrangement and charges for extra services (if applicable) with the participant.
- CS makes a booking of Colonoscopy Examination for the participant, inputs the date and facility of performing colonoscopy in the CRC IT System.

##### (b) Colonoscopy Examination

- CS should provide Colonoscopy Examination as a day case including conscious sedation and consumables for the removal of polyp, e.g. clips, hot biopsy forceps or snare.

- If a manageable number of polyps are detected during Colonoscopy Examination, polypectomy should be performed under safe conditions and specimens should be sent to a laboratory designated by Government for histopathology examination.
- After the Colonoscopy Examination, CS should arrange the Post-procedural Consultation(s) which can be optional depending on the clinical need for explaining the Colonoscopy Examination result (for example the histopathology report results if applicable), making referral, and arranging post-procedural clinical care as appropriate.

### **Extra services NOT included in the Standard Package of Colonoscopy Service**

The following extra services are NOT included in the Standard Package of Colonoscopy Service. CS should reach mutual agreement with the participant regarding their arrangement and charges for such extra services.

- Overnight stay in a private hospital;
- Monitored anaesthetic care or general anaesthesia;
- Management for further polypectomy in the situation where the polyp(s) detected during the complete colonoscopy is/are not completely removed;
- Management of complications arising from the Colonoscopy Examination such as bleeding, infection, bowel perforation or severe reaction to sedation;
- Management of colorectal cancer or other lesion(s) detected after the Colonoscopy Examination.

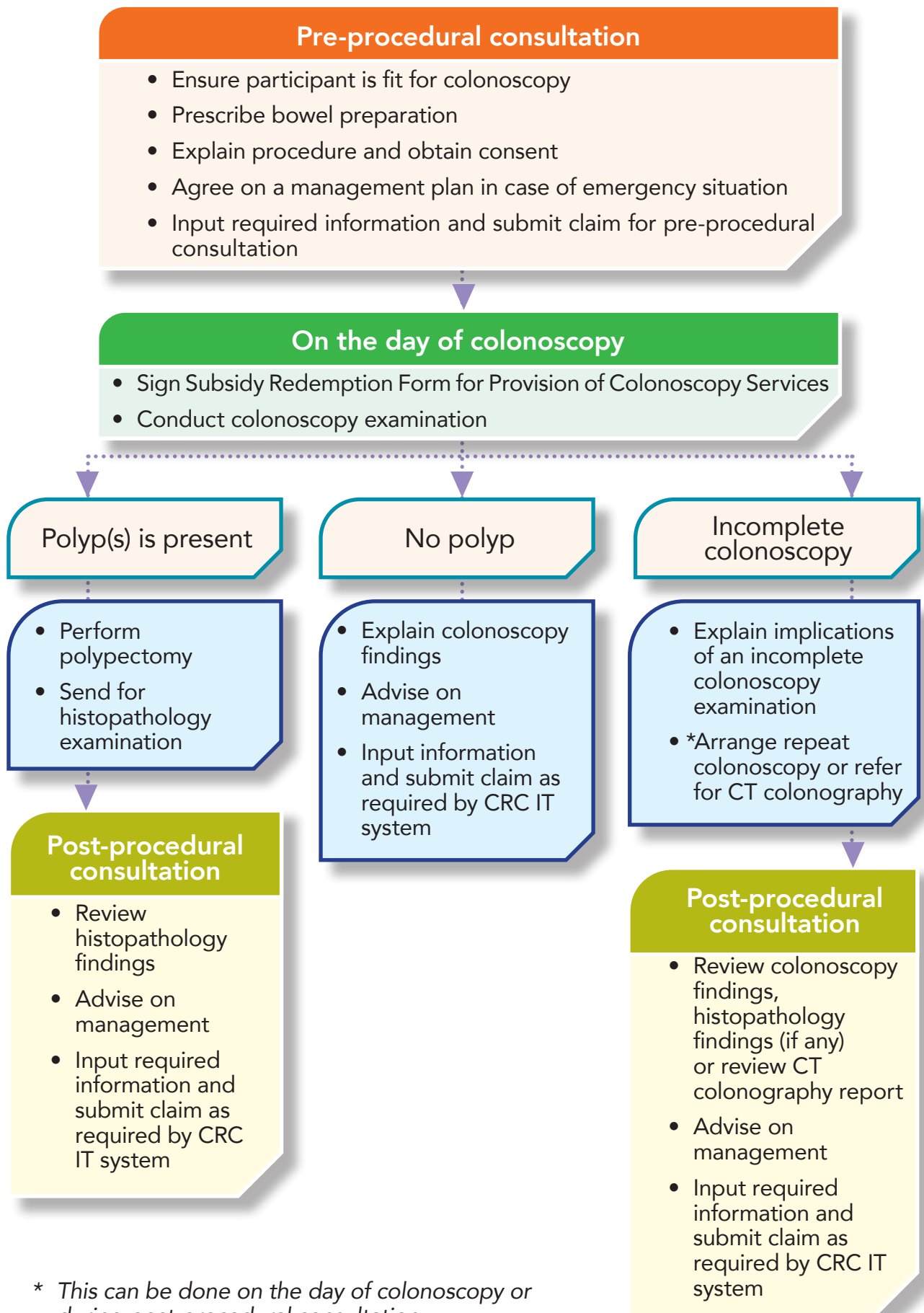
### **Service pledge for the Standard Package of Colonoscopy Service**

Care should be taken to observe the following service pledges when providing the Government subsidised Standard Package of Colonoscopy Service.

- The waiting time from the participant approaching the CS to the Pre-procedural Consultation should be less than 4 weeks.
- The waiting time from Pre-procedural Consultation to Colonoscopy Examination should be less than 4 weeks.
- The waiting time from Colonoscopy Examination to Post-procedural Consultation, if any, should be less than 5 weeks.



A flow chart summarizing the workflow of Standard Package of Colonoscopy Service provided by Colonoscopy Specialist



### 1.1.4 Government Subsidy

Under the Programme, there are two levels of Government Subsidy for CS namely

- (a) Subsidy for Pre-procedural Consultation
- (b) (i) Subsidy for Colonoscopy Examination Service With Polypectomy, or
- (ii) Subsidy for Colonoscopy Examination Service Without Polypectomy

#### **(a) Subsidy for Pre-procedural Consultation**

- The amount of Subsidy for Pre-procedural Consultation is HK\$300\*. The subsidy is paid once for each participant who receives the Pre-procedural Consultation from a CS who first makes this claim.

#### **(b) (i) Subsidy for Colonoscopy Examination Service With Polypectomy**

- The amount of Subsidy for Colonoscopy Examination Service With Polypectomy is HK\$8,200\*. It is a subsidy for each participant who has received the Colonoscopy Examination Service With Polypectomy rendered by the CS who in usual circumstances is the one who provided the Pre-procedural Consultation.

#### **(ii) Subsidy for Colonoscopy Examination Service Without Polypectomy**

- The amount of Subsidy for Colonoscopy Examination Service Without Polypectomy is HK\$7,500\*. It is a subsidy for each participant who has received the Colonoscopy Examination Service Without Polypectomy rendered by the CS who in usual circumstances is the one who provided the Pre-procedural Consultation.

\* By prior written notice to an Enrolled CS and his/her Associated Health Care Provider (if any), the Government may at any time change the amount of any Subsidy.

### 1.1.5 Participant's co-payment

The co-payment fee means the fee charged by the CS for the Standard Package of Colonoscopy Examination Service on top of the Government Subsidy. A CS may not charge any co-payment fee for the Pre-procedural Consultation.

Please note that

- the amount(s) of co-payment to be charged to the participant for the Colonoscopy Examination Service With Polypectomy or the Colonoscopy Examination Service Without Polypectomy shall not exceed HK\$1,000#.
- the amount(s) of co-payment, once set, cannot be adjusted upwards.
- the co-payment is payable upon provision of the Colonoscopy Examination.
- the amount(s) of co-payment should be clearly stated on a mini-poster provided by the Government and conspicuously displayed at the clinic. It will also be published in the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)).
- to make Colonoscopy Examination more affordable to the user, the CS is encouraged to set the co-payment fee at \$0.

### 1.1.6 CS's roles and responsibilities

In summary, CS has the following roles and responsibilities under the Programme:

- deliver the Standard Package of Colonoscopy Service including Pre-procedural Consultation and Colonoscopy Examination With or Without Polypectomy;
- ensure proper facility and equipment in the Health Care Institution (HCI) including those required for emergency life support;

*# By prior written notice to an Enrolled CS and his/her Associated Health Care Provider (if any), the Government may at any time amend the ceiling of co-payment.*

- ensure proper mechanism or system on drug safety, clinical governance, infection control, medical record, risk management in the HCI and fulfill the requirement for quality assurance as specified in the Terms and Conditions of Agreement;
- explain the procedure, risks and complications of Colonoscopy Examination to the participant before obtaining informed consent and reach mutual agreement on the management plan in case complications arise;
- inform the participant promptly if the histopathology report result suggests that the participant requires urgent medical attention;
- exercise clinical judgment and be fully accountable for the clinical care and management provided to the participant in relation to the Programme;
- check and act on the "To-do List "of the CRC IT System;
- report any incident or complication related to the Colonoscopy Examination to the Programme Office (PO) through the CRC IT System within 7 days when CS knows the event;
- submit information as required by the CRC IT System and the Government including but not limited to hard copy of the photo(s) documenting the visualisation of either appendiceal orifice or ileocecal valve or terminal ileum for complete colonoscopy for inspection by the Government representative as and when requested;
- submit the Subsidy claim as required by the CRC IT System and the Subsidy Redemption Form for Provision of Colonoscopy Services for processing Subsidy payment (preferably by registered mail).

## 1.2 Understand the CRC IT System

The CRC IT System rides on the eHRSS. Hence, to use CRC IT System, CS, HCI and Health Care Provider (HCP) engaged in the provision of service under the Programme must be eHRSS-registered. CS can login the CRC IT System to operate under the Programme.

### 1.2.1 Key functions of CRC IT System

The CRC IT System has two key functions related to CS – clinical function and processing payment.

#### (1) Clinical function

The CRC IT system captures and tracks the processes, activities, transactions, test results and also provides regular online action checklist to assist/remind CS.

CS should enter information as required by the CRC IT System and use it to

- record the provision of Pre-procedural Consultation
- record the provision of Colonoscopy Examination and print the system generated Subsidy Redemption Form
- record the findings of Colonoscopy Examination and print the system generated Laboratory Request Form(s)
- record the provision of Post-procedural Consultation (including histopathology findings, if any) and print the system generated referral forms for follow-up of clinical condition or CT colonography referral form, if required
- view the “To-do List” and act accordingly

For more details, please refer to section 2.1 - 2.4 of this Guidebook.

## (2) Processing payment

After completion of tasks pertaining to the Colonoscopy Examination Service, CS can, through the CRC IT System,

- (a) submit payment claim for Government Subsidy; and
- (b) view submitted claims and payment statement.

For details, please refer to section 2.5 and section 3 of this Guidebook.

### 1.2.2 Login to the eHRSS and access CRC IT System

CS can login the eHRSS using the user name, password and token passcode of the eHRSS (Figure 1 and Figure 2).

CS can then access CRC IT System via the eHRSS platform by choosing "Clinical" and then "CRC Programme/Colon PPP – Colonoscopy Specialist" (Figure 3).

The "To-do List" of the CS will be displayed after successful login to the CRC IT System (Figure 4).

In case CS has more than one HCI enrolled in the Programme, CS can view the "To-do List" of different HCI under the same HCP (Figure 5).

CS can access different functions of the CRC IT System by navigating the function tabs including "Search Enrolled Participant", "To-do List", "Payment Claim", and "My Profile" (Figure 4 and Figure 5).

For details related to login to eHRSS and other functions of the eHRSS, please refer to the guidebook for eHRSS.

Figure 1 : Input user name to access the CRC IT System via eHRSS



Figure 2 : Input password and token passcode to access the CRC IT System via eHRSS



Figure 3 : Access CRC IT System by choosing "Clinical" and then "CRC Programme/Colon PPP – Colonoscopy Specialist"

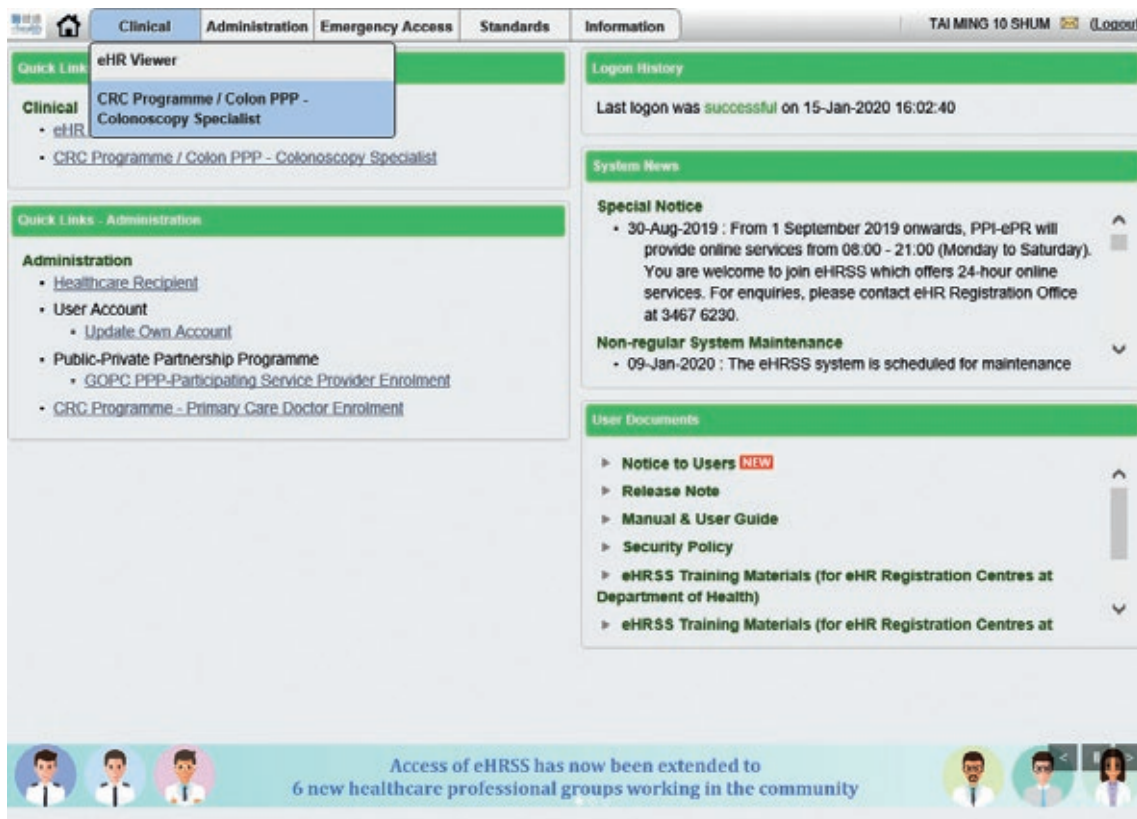


Figure 4 : "To-do List" of CS

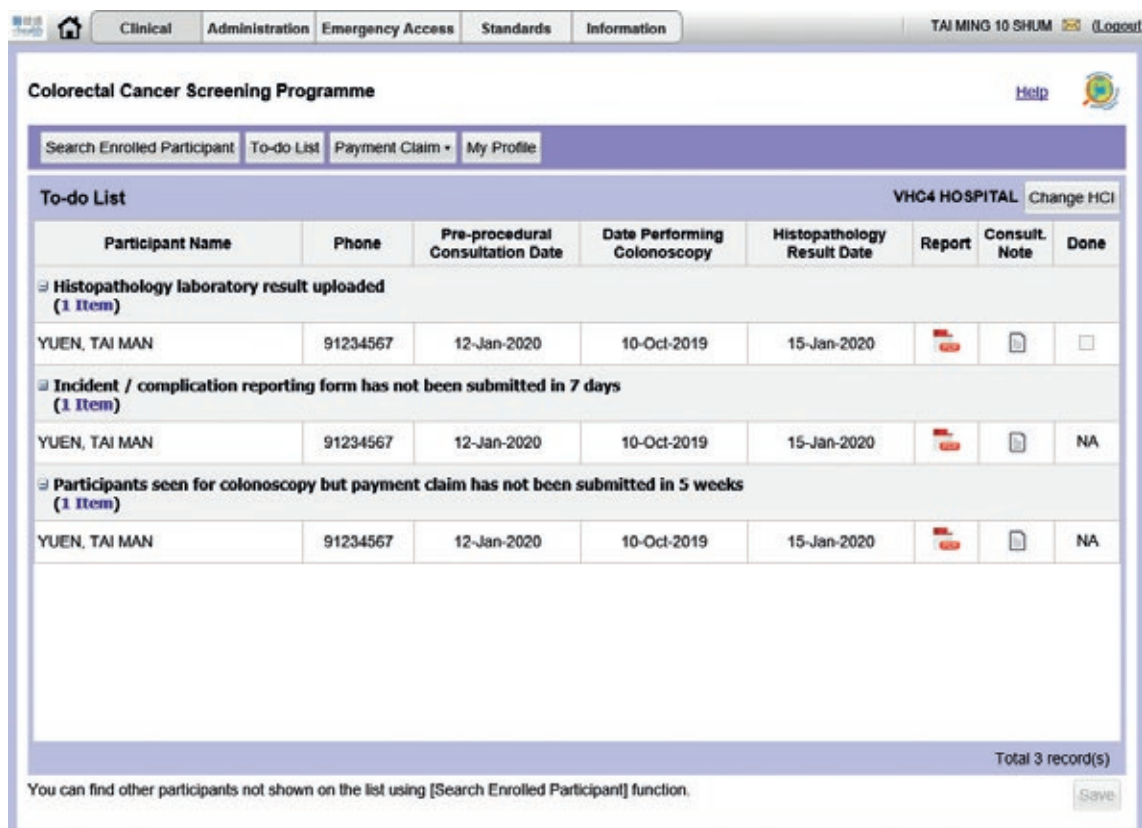




Figure 5 : View the "To-do List" of different HCI under the same HCP

The screenshot displays the 'Colorectal Cancer Screening Programme' interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user's name 'TAI MING 10 SHUM' and a 'Logout' link are in the top right. Below the navigation is a search bar and tabs for 'Search Enrolled Participant', 'To-do List', 'Payment Claim', and 'My Profile'. The main section is titled 'To-do List' and shows a table of tasks. A 'Change HCI' dialog box is open, allowing the user to select a different Hospital/Center (HCI) for a specific task. The dialog shows 'VHC4 HOSPITAL' as the selected option. The table below has the following data:

| Participant Name   | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                     |
|--|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|--------------------------|
| <b>Histopathology laboratory result uploaded (1 Item)</b>                |          |                                  |                             |                            |        |               |                          |
| YUEN, TAI MAN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | <input type="checkbox"/> |
| <b>Incident / complication reporting form (1 Item)</b>                   |          |                                  |                             |                            |        |               |                          |
| YUEN, TAI MAN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |
| <b>Participants seen for colonoscopy but no report uploaded (1 Item)</b> |          |                                  |                             |                            |        |               |                          |
| YUEN, TAI MAN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |

At the bottom right of the table area, it says 'Total 3 record(s)'. Below the table, there is a note: 'You can find other participants not shown on the list using [Search Enrolled Participant] function.' and a 'Save' button.

### 1.3 Understand the programme materials

- CS is advised to make full use of the following materials when providing the service under the Programme.

| Programme materials  | For additional copies  |
|--|--|
| <b>CS Guidebook</b>  | Complete a designated form and send to the Programme Office following the instructions on the form.<br><br>Printed materials will be available for downloading and audiovisual materials for viewing online at Prevent Colorectal Cancer website ( <a href="http://www.ColonScreen.gov.hk">www.ColonScreen.gov.hk</a> ). |
| <b>Door decal (Logo)</b><br><i>For display at the clinic in order to alert the general public that screening service under the Programme is available.</i> |  |
| <b>Mini poster</b><br><i>For display at the clinic to show the co-payment fee and, where, charity quota is offered, its number.</i>                        |  |
| <b>Programme poster</b><br><i>For display at the clinic.</i>   |  |
| <b>Pamphlet</b><br><i>For the general public with information about the Programme.</i>   |  |

## 2

# Provision of service

## 2.1 Pre-procedural consultation

- Participant with a FIT positive result will receive a referral letter prescribed by the referring PCD. The participant will approach enrolled CS to arrange a Pre-procedural Consultation for Colonoscopy Examination. CS should note that the waiting time from the participant approaching the CS to the Pre-procedural Consultation should be less than 4 weeks.
- CS should check the participant's identity document and referral letter to confirm participant's eligibility to receive subsidised colonoscopy service.
- CS login the CRC IT System and request the participant to insert his/her HKIC into the Smart ID Card reader to access the personal account. Manual input is allowed only in case of failure of the Smart ID Card reader or when the participant is the holder of a Certificate of Exemption (Figure 6).
- CS should assess medical fitness of the participant for Colonoscopy Examination.
- If the participant is considered medically fit for Colonoscopy Examination, the CS should:
  - (i) explain the procedure, risks and complications, obtain consent for Colonoscopy Examination, prescribe and provide instruction for bowel preparation, clarify the arrangement of extra services and charges if applicable;
  - (ii) discuss the management plan and associated charges in case of complications and reach a mutually agreed management plan before the Colonoscopy Examination;
  - (iii) schedule the date of colonoscopy examination noting that the waiting time from Pre-procedural Consultation to Colonoscopy Examination should be less than 4 weeks; and
  - (iv) input information as required by the CRC IT System and submit the claim for Subsidy for Pre-procedural Consultation (Figure 7).

- CS is required to provide a copy of Undertaking and Declarations of the Subsidy Redemption Form (Annex II) or downloaded from the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)) for the participant during Pre-procedural Consultation to study before undergoing the colonoscopy procedure.

Figure 6 : Search participant by inserting HKIC or inputting personal identity

The screenshot displays the 'Colorectal Cancer Screening Programme' web application. At the top, there is a navigation bar with tabs for 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The user 'TAI MING 10 SHUM' is logged in. Below the navigation bar, there are tabs for 'Search Enrolled Participant', 'To-do List', 'Payment Claim', and 'My Profile'. The main content area is divided into two sections:

- Search Participant by SMART ID:** This section includes the instruction 'Please ask participant to insert the SMART ID to the card reader and click <Continue>'. It features a 'Continue' button and an image of a SMART ID card being inserted into a reader.
- Hide Search Participant by Personal Identity:** This section is currently hidden, indicated by a minus sign in a circle. It includes the instruction 'Please fill HKIC No. and click <Continue> button.' and a form field for 'HKIC No.' with a placeholder '( ) e.g. A123456(7)'. A 'Continue' button is also present.

Figure 7 : Input information of Pre-procedural Consultation

The screenshot shows a web-based interface for the Colorectal Cancer Screening Programme. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is identified as TAI MING 10 SHUM. Below this, patient information for YUEN, APPLE is displayed: HKIC No. Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M. A 'View / Add Allergy & ADR' link is also present.

The main content area is titled 'Colorectal Cancer Screening Programme' and includes a 'Help' icon. On the left, a 'Consultation History' sidebar lists several entries under 'CRC Screening Prog. (2020)':

- CS Summary: 15-Jan-2020 Consultation (Dr. SHUM, TAI MING 10)
- PCD Summary: 13-Jan-2020 Follow up (Dr. YAM, TAI MING 10), 12-Jan-2020 Issue FIT (Dr. YAM, TAI MING 10)

The main 'Pre-procedural Consultation' form contains the following fields:

- Pre-procedural Consultation Date: 15-Jan-2020
- Participant is Fit for Colonoscopy: Radio buttons for Yes and No.
- Colonoscopy Scheduled On: A date selection field.
- Name of Facility or Hospital: A dropdown menu.
- Consultation Note: A large text area for notes.

At the bottom of the form, there are four buttons: 'Print Forms', 'Save Draft', 'Close', and 'Save and Submit Claim'.

## 2.2 On the day of colonoscopy

### Before Colonoscopy Examination

- CS should re-assess medical fitness of the participant for Colonoscopy Examination.
- If the participant is considered medically fit for Colonoscopy Examination, the CS should:
  - (i) print the Subsidy Redemption Form for Provision of Colonoscopy Services from the CRC IT System (Figure 8(1) and Figure 8(2)). A sample of the Subsidy Redemption Form is shown in Annex II;
  - (ii) obtain participant's signature on the Subsidy Redemption Form for Provision of Colonoscopy Services on the day of colonoscopy examination prior to receiving Colonoscopy Examination; and
  - (iii) input all information as required by the CRC IT System (Figure 9).

Figure 8(1) : Print Subsidy Redemption Form for Provision of Colonoscopy Services in the CRC IT System

The screenshot shows the 'Colorectal Cancer Screening Programme' interface. A 'Print Forms' dialog box is open, listing several form options: 'Subsidy Redemption Form' (highlighted with a red circle), 'Histopathology Request Form', 'CT Colonography Request Form', and 'Referral Letter'. The language is set to 'Chinese'. The background shows patient details for YUEN, APPLE (DOB: 01-Jan-1946, Age: 74 years, Sex: M).

Figure 8(2) : Print Subsidy Redemption Form for Provision of Colonoscopy Services in the CRC IT System

The screenshot shows the '大腸鏡檢查服務資助申領表格' (Colonoscopy Service Subsidy Application Form). The form is titled '大腸癌篩查計劃 提供大腸鏡檢查服務 資助申領表格'. It includes a table for participant information:

|                              |                              |
|------------------------------|------------------------------|
| 姓名(中文及英文): 袁蘋果<br>YUEN APPLE | 接受大腸鏡檢查日期:                   |
| 香港身份證號碼: Q191001(5)          | 電子健康紀錄互通系統編號: 3251-1560-0363 |

The form also contains a section for the participant's signature and date, and a note about the subsidy amount.

**Figure 9 :** Input date and facility performing colonoscopy into the CRC IT System

The screenshot shows a web-based form for the Colorectal Cancer Screening Programme. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is identified as TAI MING 10 SHUM. The patient's details are: YUEN, APPLE, HKIC No.: Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M. The form has several tabs: 'On the Day of Colonoscopy' (selected), 'Colonoscopy Findings', 'Histopathology Findings', 'Post-procedural Consultation', and 'Incidents / Complications'. There is also a 'Save and Submit Claim' button. The 'On the Day of Colonoscopy' section contains the following information: Referring PCD: Dr. YAM TAI MING 10; Name of Colonoscopist: Dr. SHUM TAI MING 10; Date of Performing Colonoscopy: 14-Jan-2020; Name of Facility or Hospital: VHC4 HOSPITAL (FULL) - VHC4 HOSPITAL. There is a checkbox for 'The co-payment is waived on charity basis. (applicable for CSSA recipient or holder of Certificate for Waiver of Medical Charges)'. At the bottom, there are buttons for 'Print Forms', 'Close', and 'Save Draft'.

### Perform the Colonoscopy Examination

- Conduct a complete and thorough Colonoscopy Examination. Take clinical photos for lesion(s), if detected, and anatomical landmarks to confirm full intubation.
- Perform polypectomy/biopsy if polyps or other lesions are detected and can be safely removed during Colonoscopy Examination.
- Label all specimen(s) correctly with participant's information.
- Indicate in the CRC IT System the number of specimen bottle(s) sent for histopathology examination.
- Print a Histopathology Request Form from the CRC IT system and send the specimen(s) together with this form to the designated histopathology laboratory for analysis (Figure 10(1) and Figure 10(2)). A sample of the Histopathology Request Form is shown in Annex III.
- Ensure the participant is clinically stable before discharging the participant from the colonoscopy recovery area.
- Input all information as required by the CRC IT System (Figure 11(1) and Figure 11(2)).
- Retain in safe custody all signed copies of the Subsidy Redemption Form for Provision of Colonoscopy Services for submission to PO.

Figure 10(1) : Print Histopathology Request Form

Colorectal Cancer Screening Programme

On the Day of Colonoscopy | Colonoscopy Findings | **Histopathology Findings** | Post-procedural Consultation | Incidents / Complications

Referring PCD: YUEN, APPLE  
 Name of Colonoscopist: TAI MING 10 SHUM  
 Date of Performing Colo: 15-Jan-2020  
 Name of Facility or Hosp: VHC4 HOSPITAL

The co-payment is wa (applicable for CSSA rec)

**Print Forms**

Subsidy Redemption Form |  Chinese  English

**Histopathology Request Form**

CT Colonography Request Form


Referral Letter

Close

Print Forms | Close | Save Draft

Figure 10(2) : Print Histopathology Request Form


Colorectal Cancer Screening Programme  
 Histopathology Request Form

|  |  |
|--|--|
| Name (English): YUEN APPLE                       | eHR number: 3251-1560-0303   |
| HKIC number: Q191001(5)                          | e-IR Referral Number: 165735759830000077454  |
| Date of Birth: 01-Jan-1946                       | Barcode:  |
| Sex: M   |  |
| Request Colonoscopist Dr. SHUM TAI MING 10 Name: | Colonoscopy performed in: VHC4 HOSPITAL (FULL) - VHC4 HOSPITAL                               |
| Phone number of Colonoscopist:                   | Request Date: 15-Jan-2020  |
| Fax number of Colonoscopist:                     | Number of Specimen Bottles:  |

Clinical Summary:

Procedure: Colonoscopy

Specimen Nature and Size:



Remarks:  
 1. Please complete the Histopathology Request Form and label specimen bottle properly and put into the carrier bag.



Figure 11(1) : Input information of colonoscopy findings

The screenshot shows a web-based medical form for a patient named YUEN, APPLE. The patient's details include HKIC No. Q191001(5), DOB 01-Jan-1946, Age 74 years, and Sex M. The form is titled 'Colorectal Cancer Screening Programme' and has several tabs: 'On the Day of Colonoscopy', 'Colonoscopy Findings' (which is active), 'Histopathology Findings', 'Post-procedural Consultation', and 'Incidents / Complications'. There is also a 'Save and Submit Claim' button. The 'Colonoscopy Findings' section includes the following fields:

- Sedation:** Radio buttons for 'No sedation', 'Conscious sedation', 'Monitored anesthetic care', and 'General anesthesia'.
- Note:** A text input area.
- Quality of Bowel Preparation:** Radio buttons for 'Good', 'Fair', and 'Poor'.
- Depth of Insertion:** A dropdown menu.
- Colonoscopy:** Radio buttons for 'Complete' and 'Incomplete'.
- Follow-up:** A dropdown menu.
- Visualization (for Total Intubation) with Photo Documentation:** Checkboxes for 'Appendiceal orifice' and 'Ileocecal valve'.

Figure 11(2) : Input information of colonoscopy findings

This screenshot shows the same patient profile as Figure 11(1). The 'Colonoscopy Findings' section is active and includes the following fields:

- Findings at Colonoscopy:** Radio buttons for 'Abnormality detected' and 'No abnormality detected'.
- Polyps:** A checkbox for 'Polyps', with a sub-option '1 or more polyps >= 10 mm detected'.
- Other conditions:** Checkboxes for 'Suspected cancer', 'Inflammatory bowel disease', 'Diverticular disease', 'Hemorrhoids', 'Angiodysplasia', and 'Other diagnosis' (with a text input field).
- Specimen bottles:** Radio buttons for 'Any specimen bottles sent for examination?' with options 'Yes' and 'No'. A remark states: '(Remark: If you have selected [Yes] and saved draft of this page, [Histopathology Findings] page will be activated.)'
- Total number of specimen bottles sent for examination:** A text input field.
- Reason for Incomplete Intubation:** Checkboxes for 'Obstructive lesion', 'Technical difficulty - poor bowel preparation', and 'Technical difficulty - looping / kinking'.

## After the Colonoscopy Examination

### (a) Complete colonoscopy

In case of a complete Colonoscopy Examination, CS may arrange a Post-procedural Consultation depending on the result of Colonoscopy Examination and the clinical need for explaining the result, making referral and other post-procedural clinical care as appropriate.

### (b) Incomplete colonoscopy

In case of an incomplete Colonoscopy Examination, CS should:

- explain the implication of an incomplete Colonoscopy Examination and discuss with the participant regarding the options of repeating the Colonoscopy Examination or referral for CT colonography as further means of investigation; and
- input in the CRC IT System the follow-up arrangement (Repeat colonoscopy, CT colonography or others) (Figure 12).

#### (i) Repeat colonoscopy

- When CS indicated repeat colonoscopy as the follow-up arrangement for incomplete colonoscopy, new tabs for inputting repeat colonoscopy findings and repeat histopathology findings will be created in the CRC IT System. CS should input the findings of the repeat colonoscopy and histopathology results (if any) into this section of the CRC IT System (Figure 13).
- If the repeat colonoscopy is incomplete due to various reasons, a third attempt would not be advisable. CS should discuss with the participant and reach a mutually agreeable management plan including the option of referral for further management.

#### (ii) CT colonography

- CS may refer a participant for CT colonography in case of incomplete colonoscopy due to poor bowel preparation, looping or patient intolerance, etc.
- If CS refers the participant for CT colonography as further assessment, the CS should print a CT Colonography Request Form from the CRC IT System, and advise the participant how

to book CT colonography service in the designated radiology centre. The CT Colonography Request Form tab will only be activated when CT colonography is chosen as the investigation option for incomplete colonoscopy (Figure 14, Figure 15(1) and Figure 15(2)).

- A sample of the CT Colonography Request Form is shown in Annex IV.
- After CT colonography has been carried out, the CS will receive a hard copy of the CT colonography report and radiographic images by courier service from the service contractor within 4 weeks after the day of appointment of the participant.
- Once the CT colonography report is available, the CS should arrange a follow-up appointment with the participant to explain the findings and offer appropriate advice and management.

**Figure 12 : Indicate the follow-up arrangement for incomplete colonoscopy**

The screenshot shows a web interface for the Colorectal Cancer Screening Programme. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is logged in as TAI MING TO SHUM. The patient's details are displayed: YUEN, APPLE, HKIC No. Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M. The main content area is titled 'Colorectal Cancer Screening Programme' and has a 'Consultation History' sidebar. The 'Colonoscopy Findings' tab is selected. The form includes the following sections:

- Sedation:** Radio buttons for No sedation, Conscious sedation, Monitored anesthetic care, and General anesthesia.
- Note:** A text area for additional notes.
- Quality of Bowel Preparation:** Radio buttons for Good, Fair, and Poor.
- Depth of Insertion:** A dropdown menu.
- Colonoscopy:** Radio buttons for Complete and Incomplete (selected).
- Follow-up:** A dropdown menu with options: Repeat Colonoscopy, CT Colonography, Referred for further management, and Other.

Figure 13 : Input findings of repeat colonoscopy and histopathology results

The screenshot shows the 'Colorectal Cancer Screening Programme' interface. The patient information at the top includes: YUEN, APPLE, HKIC No.: Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M. The 'Repeat' tab is selected, showing the following options:

- First:** On the Day of Colonoscopy (checked), Colonoscopy Findings, Histopathology Findings
- Repeat:** On the Day of Colonoscopy, Colonoscopy Findings, Histopathology Findings
- Sedation:**
  - No sedation
  - Conscious sedation
  - Monitored anesthetic care
  - General anesthesia
- Note:** [Text area]
- Quality of Bowel Preparation:**  Good  Fair  Poor
- Depth of Insertion:** [Dropdown menu]
- Colonoscopy:**  Complete  Incomplete
- Follow-up:** Repeat Colonoscopy [Dropdown menu]
- Visualization (for Total Intubation) with Photo Documentation:**
  - Appendiceal orifice
  - Ileocecal valve
  - Terminal ileum

Figure 14 : Indicate CT Colonography as follow-up arrangement for incomplete colonoscopy

The screenshot shows the same 'Colorectal Cancer Screening Programme' interface. The 'Follow-up' dropdown menu is now set to 'CT Colonography'. The 'Colonoscopy' status remains 'Incomplete'.

- Follow-up:** CT Colonography [Dropdown menu]

Figure 15(1) : Print CT Colonography Request Form

Colorectal Cancer Screening Programme

YUEN, APPLE  
HKIC No.: Q191001(5) DOB: 01-Jan-1946 Age: 74 years Sex: M

On the Day of Colonoscopy | **Colonoscopy Findings** | Histopathology Findings | Post-procedural Consultation | Incidents / Complications

Any specimen bottles sent for examination?  Yes  No

**Print Forms**

Subsidy Redemption Form  Chinese  English

Histopathology Request Form

**CT Colonography Request Form**

Referral Letter


Close

Print Forms Close Save Draft

Figure 15(2) : Print CT Colonography Request Form

Colorectal Cancer Screening Programme

CT Colonography Request Form

|                                |                      |                           |  |
|--------------------------------|----------------------|---------------------------|--|
| Name (English):                | YUEN ELEVEN          | eHR Number:               | 5080-3090-3175   |
| HKIC Number:                   | Q191011(2)           | eHR Referral Number:      | 16572570830000077487   |
| Date of Birth:                 | 01-Jan-1946          | Barcode:                  |  |
| Sex:                           | M                    |                           |  |
| Requesting Colonoscopist Name: | Dr. SHUM TAI MING 10 | Colonoscopy Performed In: | VHC4 HOSPITAL (FULL) - VHC4 HOSPITAL   |
| Phone Number of Colonoscopist: |                      | Request Date:             | 13-Jan-2020  |

|                                       |                         |
|---------------------------------------|-------------------------|
| Procedure Requested:                  | CT Colonography (Plain) |
| Known Drug Allergy:                   |                         |
| Allergy/Preparations: (if applicable) |                         |
| Clinical Summary:                     |                         |

### (c) Incident and complication reporting

- CS should report to the PO through the CRC IT System any incident or complication related to the Colonoscopy Examination (Figure 16).
- After reporting an incident or complication, the CS should complete and submit through the CRC IT System an incident and complication reporting form within 7 days (Figure 17(1) and Figure 17(2)).
- CS will be alerted through the “To-do List” if the incident and complication reporting form has not been submitted through the CRC IT System within 7 days.
- The outstanding Incident/complication reporting form will be shown under the group of “Incident/complication reporting form has not been submitted in 7 days” (Figure 17(3)). The participant record will be removed by the CRC IT System automatically from To-do List after CS has completed the outstanding task.
- In case the event requires immediate attention by the PO, CS should alert the PO by phone.

Figure 16 : Report complication and incident

The screenshot displays the 'Colorectal Cancer Screening Programme' interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is logged in as TAI MING 10 SHUM. The patient record for YUEN, APPLE (HKIC No.: Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M) is shown. The 'Incidents / Complications' tab is selected, and the form is ready for input. The form includes a 'Save and Submit Claim' button and a 'Help' link.

**Colorectal Cancer Screening Programme**

On the Day of Colonoscopy  Colonoscopy Findings  Histopathology Findings  Post-procedural Consultation  **Incidents / Complications**

Any Complications or Incidents?  Yes  No

Nature

Known complications of colonoscopy

- Post polypectomy bleeding
- Post polypectomy syndrome
- Infection/ sepsis
- Reaction to sedation
- Perforation

Provider related events

- Inappropriate procedure/handling of patient
- Inappropriate use/handling of equipment
- Inappropriate use/handling of drugs

Events requiring immediate attention

- Acute change in vital signs/health condition requiring immediate hospital admission/referral
- Critical condition or death
- Inappropriate patient identification
- Approached by media concerning the management of a specific case

Please complete and submit the incidents / complications report form below in 7 days.

Date of Occurrence

Figure 17(1) : Submit the incident / complication report form

Colorectal Cancer Screening Programme

On the Day of Colonoscopy ✓ Colonoscopy Findings ✓ Histopathology Findings Post-procedural Consultation ✓ **Incidents / Complications** Save and Submit Claim

Any Complications or Incidents?  Yes  No

Nature

Known complications of colonoscopy

- Post polypectomy bleeding
- Post polypectomy syndrome
- Infection/ sepsis
- Reaction to sedation
- Perforation

Provider related events

- Inappropriate procedure/handling of patient
- Inappropriate use/handling of equipment
- Inappropriate use/handling of drugs

Events requiring immediate attention

- Acute change in vital signs/health condition requiring immediate hospital admission/referral
- Critical condition or death
- Inappropriate patient identification
- Approached by media concerning the management of a specific case

Please complete and submit the incidents / complications report form below in 7 days.

Date of Occurrence:

Figure 17(2) : Submit the incident / complication report form

Colorectal Cancer Screening Programme

On the Day of Colonoscopy ✓ Colonoscopy Findings ✓ Histopathology Findings Post-procedural Consultation ✓ **Incidents / Complications** Save and Submit Claim

Date of Occurrence:

Date of Being Notified:

Brief Description:

Current Conditions of the Participant:

Investigations Conducted:

Action(s) Taken:

Print Forms Close Save Draft Send Report to Programme Office

Figure 17(3): Outstanding Incident/complication reporting form under the group of "Incident/complication reporting form has not been submitted in 7 days" on To-do List

| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|------|
| <div style="border: 1px solid red; padding: 2px;">           Incident / complication reporting form has not been submitted in 7 days<br/>           (1 Item)         </div> |          |                                  |                             |                            |        |               |      |
| HA, TAI KUEN  | 21234567 | 14-Apr-2020                      |                             |                            |        |               | NA   |

## 2.3 Post-procedural consultation

CS can arrange Post-procedural Consultation depending on the result of Colonoscopy Examination and the clinical need for explaining the result, making referral and other post-procedural clinical care as appropriate.

At Post-procedural Consultation, CS should:

- input histopathology findings including the site, appearance, type and severity of lesions, if any, into the CRC IT System (Figure 18 to Figure 21);
- explain the findings of the Colonoscopy Examination, review histopathology results or CT colonography findings (if any), provide screening advice, arrange further assessment and referral for definitive management or subsequent surveillance as appropriate; and
- input required information of Post-procedural Consultation into the CRC IT System (Figure 22(1) and Figure 22(2)) and print referral letter to refer the participant for further management, if appropriate (Figure 23(1) and Figure 23(2)).
- submit the claim for either Subsidy for the Colonoscopy Examination Service With Polypectomy or Subsidy for the Colonoscopy Examination Without Polypectomy (Figure 24).



Figure 18 : Input site of colonoscopy lesion in histopathology findings

The screenshot shows the 'Histopathology Findings' tab selected. A dropdown menu for 'Colonoscopy Lesions' is open, displaying a list of anatomical sites: Terminal ileum, Cecum, Ascending colon, Hepatic flexure, Transverse colon, Splenic flexure, Descending colon, Sigmoid colon, and Rectum (including rectosigmoid junction). The 'Site' field for the first entry is highlighted in yellow.

Figure 19 : Input appearance of colonoscopy lesion in histopathology findings

The screenshot shows the 'Histopathology Findings' tab selected. A dropdown menu for 'Appearance' is open, displaying a list of lesion descriptions: Pedunculated likely benign, Sessile likely benign, Pedunculated possibly malignant, Sessile possibly malignant, Likely malignant, and Other (free text in remark). The 'Appearance' field for the first entry is highlighted in yellow.

Figure 20 : Input type of pathology result in histopathology findings

Colorectal Cancer Screening Programme

On the Day of Colonoscopy ✓ Colonoscopy Findings ✓ **Histopathology Findings** Post-procedural Consultation Incidents / Complications Save and Submit Claim

Name of Histopathology Laboratory Report Date Report

Specimen

| Bottle | Colonoscopy Lesions          | Pathology Results |
|--------|------------------------------|-------------------|
| 1      | Site<br>Appearance<br>Remark | Type<br>Severity  |
| 2      | Site<br>Appearance<br>Remark | Type<br>Severity  |
|        | Site                         | Type              |

Print Forms Close Save Draft

Figure 21 : Input severity of pathology result in histopathology findings

Colorectal Cancer Screening Programme

On the Day of Colonoscopy ✓ Colonoscopy Findings ✓ **Histopathology Findings** Post-procedural Consultation Incidents / Complications Save and Submit Claim

Name of Histopathology Laboratory Report Date Report

Specimen

| Bottle | Colonoscopy Lesions          | Pathology Results |
|--------|------------------------------|-------------------|
| 1      | Site<br>Appearance<br>Remark | Type<br>Severity  |
| 2      | Site<br>Appearance<br>Remark | Type<br>Severity  |
|        | Site                         | Type              |

Print Forms Close Save Draft

Figure 22(1) : Input information of Post-procedural Consultation

Colorectal Cancer Screening Programme

Navigation: Clinical Administration Emergency Access Standards Information TAI MING 10 SHUM Logout

Patient: YUEN, APPLE HKIC No.: Q191001(5) DOB: 01-Jan-1946 Age: 74 years Sex: M

Consulation History: On the Day of Colonoscopy Colonoscopy Findings Histopathology Findings **Post-procedural Consultation** Incidents / Complications

Post-procedural Management Status

First Colonoscopy

- Colonoscopy findings explained to participants after procedure
- Cannot contact participant despite repeated attempts
- Post-procedural consultation offered but participant refused follow-up, reason: \_\_\_\_\_
- Post-procedural consultation conducted

Repeat Colonoscopy

- Colonoscopy findings explained to participants after procedure
- Cannot contact participant despite repeated attempts
- Post-procedural consultation offered but participant refused follow-up, reason: \_\_\_\_\_
- Post-procedural consultation conducted

Post-procedural Consultation Date: 15-Jan-2020

Consultation Note: \_\_\_\_\_

CT Colonography

- CT colonography report reviewed and explained to the participant

Figure 22(2) : Input information of Post-procedural Consultation

Colorectal Cancer Screening Programme

Navigation: Clinical Administration Emergency Access Standards Information TAI MING 10 SHUM Logout

Patient: YUEN, APPLE HKIC No.: Q191001(5) DOB: 01-Jan-1946 Age: 74 years Sex: M

Consulation History: On the Day of Colonoscopy Colonoscopy Findings Histopathology Findings **Post-procedural Consultation** Incidents / Complications

CT Colonography

- CT colonography report reviewed and explained to the participant
- CT colonography referral made but participant did not attend
- CT colonography report reviewed but participant refused follow up
- Others: \_\_\_\_\_

Screening Advice

- For participants without polyps or CRC detected in colonoscopy, participant can consider rescreening after 10 years
- For participants without polyps or CRC detected in CT colonography, participant can consider rescreening after 5 years

Referral / Further Management Plan (if applicable)

- Refer private sector
- Refer HA
- Offered referral but participant refused
- Others

Notes: \_\_\_\_\_

Figure 23(1) : Print Referral Letter

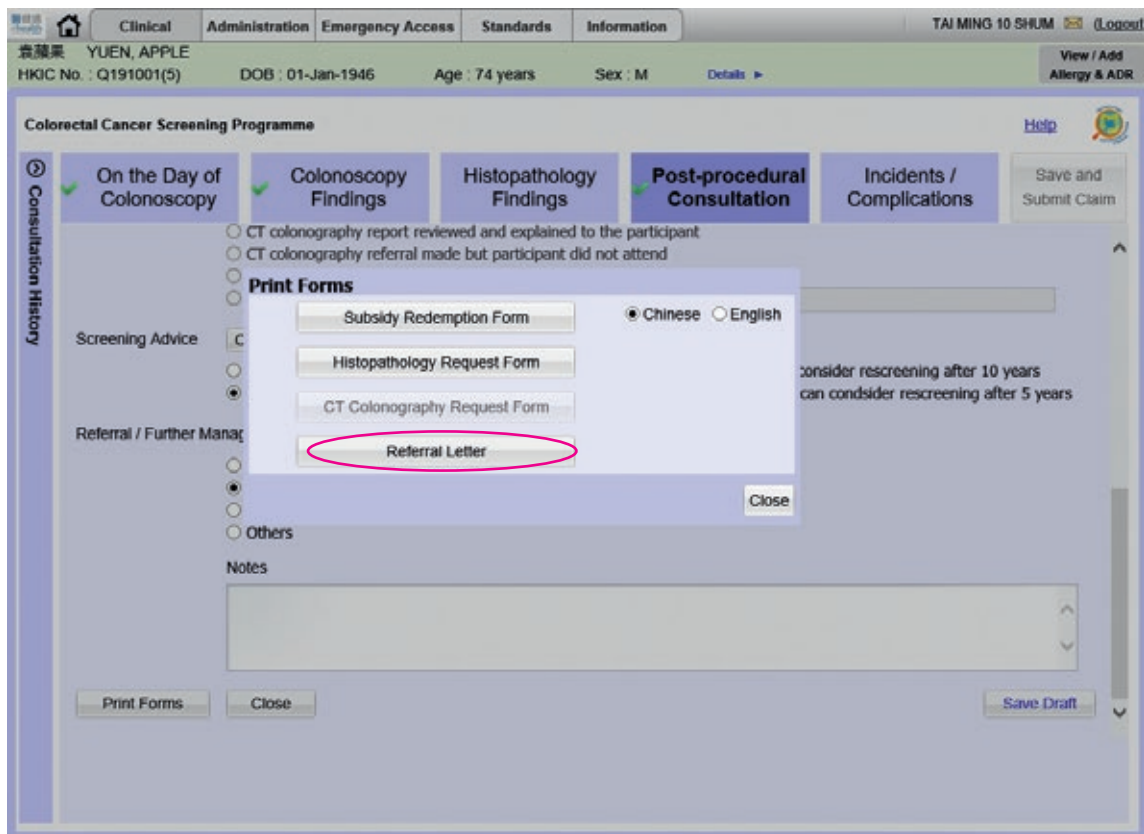


Figure 23(2) : Print Referral Letter

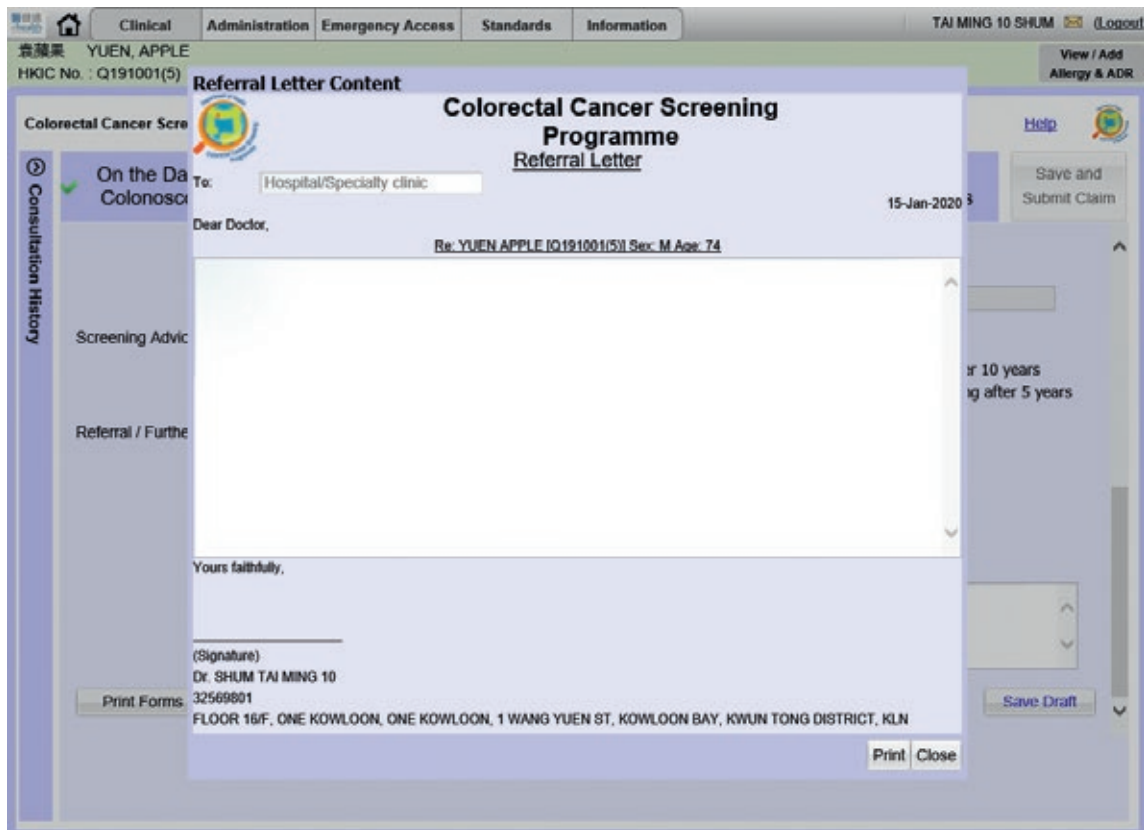


Figure 24 : Submit the claim for Subsidy for the Colonoscopy Examination Service

The screenshot displays the 'Colorectal Cancer Screening Programme' interface. At the top, there are navigation tabs for 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The user is identified as 'YUEN, APPLE' with HKIC No. Q191001(5), DOB: 01-Jan-1946, Age: 74 years, and Sex: M. The interface includes a 'Consentation History' sidebar and a main content area with several tabs: 'On the Day of Colonoscopy', 'Colonoscopy Findings', 'Histopathology Findings', 'Post-procedural Consultation', and 'Incidents / Complications'. The 'Post-procedural Consultation' tab is currently active. A 'Save and Submit Claim' button is circled in red in the top right corner. The main content area contains a 'Post-procedural Management Status' section with radio button options for 'First Colonoscopy' and 'Repeat Colonoscopy', each with sub-options for 'Colonoscopy findings explained to participants after procedure', 'Cannot contact participant despite repeated attempts', 'Post-procedural consultation offered but participant refused follow-up, reason', and 'Post-procedural consultation conducted'. There are also input fields for 'Post-procedural Consultation Date' and 'Consultation Note'.

## 2.4 Act on the "To-do List" of the CRC IT System

### 2.4.1 View outstanding items from To-do List

CS will receive reminder from the CRC IT System via the "To-do List" on the following outstanding issues (Figure 25(1)):

- participants seen for Pre-procedural Consultation but not undergoing colonoscopy in 4 weeks
- participant seen for colonoscopy but payment claim has not been submitted in 5 weeks
- incident / complication reporting form has not been submitted in 7 days
- histopathology laboratory result uploaded
- histopathology laboratory result re-uploaded

CS is recommended to handle the above outstanding issues as soon as possible to avoid delay in clinical management and deferred payment of Government Subsidy for completed Colonoscopy Examination Services.

## 2.4.2 Remove participant record under the groups of "Histopathology laboratory result uploaded" and "Histopathology laboratory result re-uploaded" from To-do List

- After (1) the histopathology report has been viewed either in To-do List or in "Histopathology Findings" tab page and (2) the documentation of "Histopathology Findings" tab page is completed and saved (Figure 25(2)), the checkbox in the "Done" column" in To-do List will be enabled for checking (Figure 25(3)).
- The selected participant record will be removed from To-do List by checking the "done" checkbox and clicking the "save" button at the bottom page of To-do List. (Figure 25(4))

Figure 25(1) : "To-do List" for CS

| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                     |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|--------------------------|
| <b>Histopathology laboratory result uploaded (1 Item)</b>   |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | <input type="checkbox"/> |
| <b>Incident / complication reporting form has not been submitted in 7 days (1 Item)</b>               |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |
| <b>Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks (1 Item)</b> |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |

Total 3 record(s)

You can find other participants not shown on the list using [Search Enrolled Participant] function. Save

Figure 25(2): View histopathology report

1

The histopathology lab report has been viewed either in To-do List or in “Histopathology Findings” tab page.

2

The documentation of “Histopathology Findings” tab page is completed and saved.

Figure 25(3): “Done” checkbox in To-do List is enabled for checking

| To-do List  |          |                                  |                             |                            |        |               |                          | VHC4 HOSPITAL | Change HCI |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|--------------------------|---------------|------------|
| Participant Name                                    | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                     |               |            |
| Histopathology laboratory result uploaded (3 Items) |          |                                  |                             |                            |        |               |                          |               |            |
| SZE TO, BILBERRY (司徒泰林)                             | 90581224 | 18-Sep-2019                      | 01-Oct-2019                 | 20-Sep-2019                |        |               | <input type="checkbox"/> |               |            |
| HO, ONE   | 56785678 | 20-Oct-2018                      | 22-Oct-2018                 | 22-Oct-2018                |        |               | <input type="checkbox"/> |               |            |
| TEST, PATIENT A                                     | 56785678 | 20-Oct-2018                      | 22-Oct-2018                 | 22-Oct-2018                |        |               | <input type="checkbox"/> |               |            |

This checkbox is used to remove the record from To-do list. It will be enabled when the histopathology lab report is opened and the histopathology findings are completed.

Figure 25(4): Remove Histopathology laboratory result uploaded/ re-uploaded from To-do List

| To-do List  |          |                                  |                             |                            |        |               |                                     | VHC4-S HOSPITAL | Change HCI |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|-------------------------------------|-----------------|------------|
| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                                |                 |            |
| Histopathology laboratory result uploaded (2 Items)   |          |                                  |                             |                            |        |               |                                     |                 |            |
| CHAN, TAI MAN   | 97070019 | 01-Jun-2020                      | 03-Jun-2020                 | 21-Nov-2019                |        |               | <input checked="" type="checkbox"/> |                 |            |
| CHAN, CHI MAN TONY (陳志剛)  | 98785432 | 17-Jan-2018                      | 25-Oct-2018                 | 19-Jan-2018                |        |               | <input type="checkbox"/>            |                 |            |
| Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks (2 Items)           |          |                                  |                             |                            |        |               |                                     |                 |            |
| CHAN, SIU MAN (陳小曼)   | 97070019 | 27-May-2020                      | 28-May-2020                 |                            |        |               | NA                                  |                 |            |
| CHAN, TAI MAN (陳太文)   | 97070019 | 06-Jun-2020                      | 09-Jun-2020                 |                            |        |               | NA                                  |                 |            |
| Participants seen for pre-procedural consultation but have not undergone colonoscopy in 4 weeks (6 Items) |          |                                  |                             |                            |        |               |                                     |                 |            |
| CHAN, TAI MAN (陳太文)   | 97070019 | 15-Jun-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |
| CHEUNG, TAI LAAM  | 12345678 | 26-Feb-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |
| CHEUNG, MAN   |          | 13-Aug-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |
| YUEN, BANANA (袁香蕉)  | 91234567 | 15-Aug-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |
| YUEN, BERRIES (袁藍莓)   | 91234567 | 15-Aug-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |
| YUEN, LEMON (袁檸檬)   | 98123456 | 15-Aug-2020                      |                             |                            |        |               | <input type="checkbox"/>            |                 |            |

Total 10 records

You can find other participants not shown on the list using [Search Enrolled Participant] function.

## 2.5 Payment claim submission for Government Subsidy

CS can submit payment claim for Government Subsidy through the CRC IT System.

There are two levels of Government Subsidy:

- (a) Subsidy for Pre-procedural Consultation
- (b) (i) Subsidy for the Colonoscopy Examination Service With Polypectomy, or  
(ii) Subsidy for the Colonoscopy Examination Service Without Polypectomy

### **(a) Subsidy for Pre-procedural Consultation**

- The amount of subsidy for Pre-procedural Consultation is HK\$300\*.
- Participants will be allowed to attend more than one Pre-procedural Consultation. However, the Government will only subsidise the first Pre-procedural Consultation claim submitted by an enrolled CS for any participant. This means the first CS who completes the tasks pertaining to the Pre-procedural Consultation and submits the claim in CRC IT System will receive the Subsidy for Pre-procedural Consultation of that participant. The date of conducting the Pre-procedural Consultation will be immaterial.
- If a CS has submitted the claim for Subsidy of Pre-procedural Consultation, further claims by other CS will not be possible. Therefore, CS is advised to input required information and submit the claim for Pre-procedural Consultation once this is provided.
- If the participant attends more than one Pre-procedural Consultation, the CRC IT System will indicate to the second CS that the participant has attended a subsidised Pre-procedural Consultation by another CS (Figure 26). This function serves to remind the second CS that the particular Pre-procedural Consultation will not be subsidised as the participant has attended a previous subsidised consultation. Participants need to pay out-of-pocket for further Pre-procedural Consultations.

\* By prior written notice to an Enrolled CS and his/her Associated Health Care Provider (if any), the Government may at any time change the amount of any Subsidy.



Figure 26 : Reminder to CS about the subsidy for Pre-procedural Consultation

Colorectal Cancer Screening Programme

Participant has booked colonoscopy with another specialist on 14-Jan-2020.  
Participant has attended the subsidized pre-procedural consultation. No further subsidy for pre-procedural consultation will be made.

**Pre-procedural Consultation**

Pre-procedural Consultation Date: 13-Jan-2020

Participant is Fit for Colonoscopy:  Yes  No

Colonoscopy Scheduled On: [ ]

Name of Facility or Hospital: [ ]

Consultation Note: [ ]

Print Forms Save Draft Close Edit

**(b) (i) Subsidy for the Colonoscopy Examination Service With Polypectomy**

The amount of Subsidy for the Colonoscopy Examination Service With Polypectomy is HK\$8,200\*. It is a subsidy for each participant who has received the Colonoscopy Examination Service With Polypectomy rendered by a CS.

**(ii) Subsidy for the Colonoscopy Examination Service Without Polypectomy**

The amount of Subsidy for the Colonoscopy Examination Service Without Polypectomy is HK\$7,500\*. It is a subsidy for each participant who has received the Colonoscopy Examination Service Without Polypectomy rendered by a CS.

\* By prior written notice to an Enrolled CS and his/her Associated Health Care Provider (if any), the Government may at any time change the amount of any Subsidy.

- Subsidy for the Colonoscopy Examination Service With Polypectomy and Subsidy for the Colonoscopy Examination Service Without Polypectomy are based on whether there is/ are specimen bottle(s) sent for histopathology examination as recorded in the CRC IT System (Figure 27).
- CS should complete the input of all necessary information before claim submission. The CRC IT System will alert CS if any mandatory field has not been completed during the claim submission.
- For (b)(i) and (ii) above, after inputting all mandatory information in the CRC IT System, the button for claim submission will be activated. For payment processing by the PO, CS should submit the payment claim (Figure 24) in the CRC IT System **and** submit the Subsidy Redemption Form for Provision of Colonoscopy Services and any other documents / photos (preferably by registered mail) as required by the PO.

Figure 27 : Total number of specimen bottles sent for examination

The screenshot shows the 'Colorectal Cancer Screening Programme' interface. The user is logged in as TAI MING 10 SHUM. The patient is YUEN, APPLE, with HKIC No. Q191001(5), DOB 01-Jan-1946, Age 74 years, Sex M. The 'Colonoscopy Findings' tab is selected. The form includes sections for 'Findings at Colonoscopy', 'Reason for incomplete intubation', and 'Remarks'. A field for 'Total number of specimen bottles sent for examination' is circled in pink. The form also includes checkboxes for various findings and a 'Save and Submit Claim' button.

## After payment claim submission

- CS can view the payment claims submitted and the payment status via the enquiry function of the CRC IT system (Figure 28 and Figure 29).
- Payment claims are processed by PO on a monthly basis. When the process has been completed, an inbox message will be sent to the CS for notification and a monthly payment statement will be generated providing details of processed payments (Figure 30, Figure 31(1) and Figure 31(2)).
- The outstanding payment claim will be shown under the group of "Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks" (Figure 31(3)). The participant record will be removed by the CRC IT System automatically from To-do List after CS has completed the outstanding task.
- A tooltip about the claim status of the colonoscopy record will be displayed when mouse over the consultation note icon. This provides more information to facilitate decision making on the removal of participant record from the To-do List (Figure 31(4))

Figure 28 : View submitted claims by choosing "Payment Claim" and "Claim Enquiry"

The screenshot shows the 'Colorectal Cancer Screening Programme' web interface. The top navigation bar includes 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The user is logged in as 'TAI MING TO SHUM'. The main content area is titled 'Colorectal Cancer Screening Programme' and features a 'To-do List' section. A dropdown menu is open over the 'To-do List' header, showing options for 'Claim Enquiry' and 'Payment Statement'. The table below lists three items in the 'To-do List':

| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                     |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|--------------------------|
| <b>Histopathology laboratory result uploaded (1 Item)</b>   |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | <input type="checkbox"/> |
| <b>Incident / complication reporting form has not been submitted in 7 days (1 Item)</b>               |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |
| <b>Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks (1 Item)</b> |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |

At the bottom of the table, it says 'Total 3 record(s)'. A footer note states: 'You can find other participants not shown on the list using [Search Enrolled Participant] function.' There is a 'Save' button in the bottom right corner.

Figure 29 : View submitted claims

| Claim Date  | Participant Name      | Nature Of Claim                | Claim Amount (HKD) | Claim Status       | Suspension / Cancellation Reason |
|-------------|-----------------------|--------------------------------|--------------------|--------------------|----------------------------------|
| 10-Feb-2020 | CHAN, TAI MAN (陳大文)   | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 10-Feb-2020 | YUEN, PINEAPPLE (袁香蕪) | Pre-procedural Consultation    | 300                | Pending Processing | N/A                              |
| 11-Feb-2020 | YUEN, MELON (袁甜瓜)     | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 14-Feb-2020 | FOK, BANANA (霍香蕉)     | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 14-Feb-2020 | FOK, BERRIES (霍果糖)    | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 14-Feb-2020 | FOK, LEMON (霍檸檬)      | Pre-procedural Consultation    | 300                | Pending Processing | N/A                              |
| 20-Feb-2020 | YUEN, PINEAPPLE (袁香蕪) | Colonoscopy (with polypectomy) | 8,200              | Pending Processing | N/A                              |
| 20-Feb-2020 | YUEN, MELON (袁甜瓜)     | Pre-procedural Consultation    | 300                | Pending Processing | N/A                              |
| 20-Feb-2020 | YUEN, LEMON (袁檸檬)     | Pre-procedural Consultation    | 300                | Pending Processing | N/A                              |
| 01-Mar-2020 | FOK, PEAR (霍梨)        | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 03-Mar-2020 | FOK, PEAR (霍梨)        | Colonoscopy (with polypectomy) | 8,200              | Processing         | N/A                              |
| 05-Mar-2020 | YUEN, ORANGE (袁橙)     | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 06-Mar-2020 | YUEN, ORANGE (袁橙)     | Colonoscopy (with polypectomy) | 8,200              | Processing         | N/A                              |
| 06-Mar-2020 | FOK, PEACH (霍桃子)      | Pre-procedural Consultation    | 300                | Processing         | N/A                              |
| 06-Mar-2020 | FOK, PEACH (霍桃子)      | Pre-procedural Consultation    | 300                | Pending Processing | N/A                              |

Claim Amount (HKD) Total:28,200

Figure 30 : Inbox message notification of new payment statement

| Sender          | Title  | Date              | Task Status |
|-----------------|--|-------------------|-------------|
| 30 Dec 2019 (1) | Colorectal Cancer S... Payment notification for Colorectal Cancer S... | 30-Dec-2019 17:02 | (No Status) |
| 17 Sep 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 17-Sep-2019 06:31 | (No Status) |
| 09 Sep 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 09-Sep-2019 17:13 | (No Status) |
| 02 Sep 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 02-Sep-2019 12:06 | (No Status) |
| 27 Aug 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 27-Aug-2019 06:31 | (No Status) |
| 20 Aug 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 20-Aug-2019 06:31 | (No Status) |
| 10 Jul 2019 (1) | Colorectal Cancer S... Payment notification for Colorectal Cancer S... | 10-Jul-2019 06:31 | (No Status) |
| 06 Feb 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 06-Feb-2019 06:31 | (No Status) |
| 30 Jan 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 30-Jan-2019 06:31 | (No Status) |
| 23 Jan 2019 (1) | Colorectal Cancer S... Outstanding item in the To-do List of CRC IT... | 23-Jan-2019 06:31 | (No Status) |

Figure 31(1) : View payment statement

The screenshot shows the 'Colorectal Cancer Screening Programme' web interface. The user is logged in as 'TAI MING 10 SHUM'. The 'To-do List' is expanded to show 'Payment Statement'. The list contains three items for participant YUEN, ELEVEN (Phone: 91234567):

| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done                     |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|--------------------------|
| <b>Histopathology laboratory result uploaded (1 Item)</b>   |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | <input type="checkbox"/> |
| <b>Incident / complication reporting form has not been submitted in 7 days (1 Item)</b>               |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |
| <b>Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks (1 Item)</b> |          |                                  |                             |                            |        |               |                          |
| YUEN, ELEVEN  | 91234567 | 12-Jan-2020                      | 10-Oct-2019                 | 15-Jan-2020                |        |               | NA                       |

Total 3 record(s)

You can find other participants not shown on the list using [Search Enrolled Participant] function.

Figure 31(2) : View payment statement

The screenshot shows the 'eHR Document Viewer - Payment Statement' window. The document is titled '大腸癌篩查計劃 Colorectal Cancer Screening Programme' and is a 'Payment Statement (01-Jan-2020)'. The total amount is \$8,500.

Colonoscopy Specialist name: SHUM, TAI MING 10  
 eHR user ID: 3754974184  
 HCP Name: VHC4 HOSPITAL (FULL)  
 HCP ID: 4310898234

Payment statement date: 01-Jan-2020  
 Payment cutoff date: 01-Jan-2020  
 Payment date: 01-Jan-2020

|  |                              |
|--|------------------------------|
| No. of transaction by HCP: 2           | Total amount by HCP: \$8,500 |
| HCI Name: VHC4 HOSPITAL                | HCI ID: 4340633980           |
| Bank Account Number: 333-X3X-X33X33XXX | Bank Account Name: Bank 333  |

| Claim Date  | 1st Consultation Date | Participant Name | eHR No.        | Nature of Claim                | Amount (HKD) |
|-------------|-----------------------|------------------|----------------|--------------------------------|--------------|
| 17-Sep-2019 | 17-Sep-2019           | LUI, SING LI     | 2609-9639-2959 | Colonoscopy (with polypectomy) | 8,200        |
| 17-Sep-2019 | 17-Sep-2019           | LUI, SING LI     | 2609-9639-2959 | Pre-procedural Consultation    | 300          |

No. of transaction by HCI: 2  
 Total: \$ 8,500

Figure 31(3) : Outstanding participant record under the group of “Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks” on To-do List

| Participant Name  | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Histopathology Result Date | Report | Consult. Note | Done |
|---|----------|----------------------------------|-----------------------------|----------------------------|--------|---------------|------|
| Participants seen for colonoscopy but payment claim has not been submitted in 5 weeks (5 Items) |          |                                  |                             |                            |        |               |      |
| FOK, BANANA(霍香蕙)  | 12345678 | 01-Apr-2019                      | 02-Apr-2019                 |                            |        |               | NA   |
| FOK, BERRIES(霍莉瑪)   | 91234567 | 20-Sep-2019                      | 21-Sep-2019                 |                            |        |               | NA   |
| FOK, LEMON(霍檸檬)   | 91345671 | 22-Sep-2019                      | 23-Sep-2019                 |                            |        |               | NA   |

Figure 31(4) : View the claim status

| Histopathology Result Date | Report  | Consult. Note | Done                     |
|----------------------------|---|---------------|--------------------------|
| 09-Jan-2018                |   |               | <input type="checkbox"/> |
| 09-Jan-2018                | The claim for colonoscopy has been submitted. |               |                          |
| 02-Jan-2018                |   |               | <input type="checkbox"/> |

“Consultation Note” icon in blue colour indicates the claim for this colonoscopy record has been submitted.

| Histopathology Result Date | Report  | Consult. Note | Done                     |
|----------------------------|---|---------------|--------------------------|
| 02-Jan-2018                |   |               | <input type="checkbox"/> |
| 02-Jan-2018                | The claim for colonoscopy has NOT been submitted. |               |                          |
| 13-Nov-2017                |   |               | <input type="checkbox"/> |
| 15-Nov-2016                |   |               | <input type="checkbox"/> |

“Consultation Note” icon in white colour indicates the claim for this colonoscopy record has NOT been submitted.

# 3

## Payment by the Government

### 3.1 Processing payment

- Payment claims will be processed on a monthly basis. Claims for subsidy submitted by the CS for the services provided in a particular month will be settled within 30 days after the last day of that month in which all supporting documents necessary for submitting a claim (including the Subsidy Redemption Form for Provision of Colonoscopy Services and any other documents / photos as required by PO) have been duly received by PO. To ensure timely processing of payment, the supporting documents should reach PO by 7<sup>th</sup> of each month (preferably by registered mail).
- Payment for Subsidy for Pre-procedural Consultation should be credited to the designated bank account associated with the HCI where the pre-procedural consultation is conducted.
- Payment for Subsidy for the Colonoscopy Examination Service With Polypectomy or Subsidy for the Colonoscopy Examination Service Without Polypectomy should be credited to the designated bank account associated with the HCI of the facility or hospital where the CS conducts the Colonoscopy Examination (Figure 32).
- After PO completes the payment process, CS will be alerted through the CRC IT System by:
  - An inbox message; and
  - A payment statement providing the payment details.

The payment amount will be credited to the CS's designated bank account within 14 days of this message.

- Any subsidy claim not made within 6 months counting from the date of the Pre-procedural Consultation will be considered as a late claim and the Government shall have the absolute discretion to refuse payment.
- There are conditions and scenarios where the Government has no obligation to pay the subsidy to the CS. For details, please refer to the Terms and Conditions of Agreement.

Figure 32 : Name of the Facility or Hospital under "On the Day of Colonoscopy" tab

The screenshot shows a web application interface for the Colorectal Cancer Screening Programme. The user is logged in as TAI MING 10 SHUM. The patient's details are YUEN, APPLE, HKIC No.: Q191001(5), DOB: 01-Jan-1946, Age: 74 years, Sex: M. The interface has several tabs: "On the Day of Colonoscopy", "Colonoscopy Findings", "Histopathology Findings", "Post-procedural Consultation", and "Incidents / Complications". The "On the Day of Colonoscopy" tab is active. The form contains the following fields:

|                                |                                      |
|--------------------------------|--------------------------------------|
| Referring PCD                  | Dr. YAM TAI MING 10                  |
| Name of Colonoscopist          | Dr. SHUM TAI MING 10                 |
| Date of Performing Colonoscopy | 15-Jan-2020                          |
| Name of Facility or Hospital   | VHC4 HOSPITAL (FULL) - VHC4 HOSPITAL |

There is a checkbox for "The co-payment is waived on charity basis. (applicable for CSSA recipient or holder of Certificate for Waiver of Medical Charges)". At the bottom, there are buttons for "Print Forms", "Close", and "Save Draft".



## 3.2 Checking payment

- CS should keep the duly signed Subsidy Redemption Forms for Provision of Colonoscopy Services in safe custody for submission to PO staff, and limit the number of persons who can access the personal data to protect them from indiscriminate or unauthorized access. CS and his/her clinical assistant shall, as required, cooperate and render assistance to PO staff.
- CS may need to ask participants to sign the Subsidy Redemption Forms again if the forms are missing.
- PO staff may contact the participants to confirm that the service has been provided by the CS. If necessary, CS shall submit the relevant information or record to substantiate his/her claims in case the service transaction cannot be verified by normal payment checking procedure.

## Charity quota to people with financial difficulties

- It is advisable that the co-payment fee be set at \$0 to promote participation by the less well-off members of society. If amounts of co-payment are set, CS is encouraged to offer charity quotas by waiving these amounts for individuals who are recipients of Comprehensive Social Security Assistance (CSSA), recipients of Higher Old Age Living Allowance (Higher OALA) aged 75 or above, or holders of valid Certificate for Waiver of Medical Charges.
- The number of charity quota per month offered by the CS will be displayed in the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)) and the mini-poster.
- If CS wishes to change the number of charity quotas offered per month, CS should inform the PO in advance.
- Individuals eligible for charity quota should present relevant certificates or documents to the CS as proofs of their financial status and eligibility. The respective proofs for these eligible persons are listed below and the samples of the proofs are shown in Annex V:

| <b>Eligible persons</b>                    | <b>Proofs of their financial status and eligibility</b>   |
|--|---|
| Recipients of CSSA                         | Certificate of CSSA Recipients (for Medical Waivers) or Annexes of the notification letters to CSSA recipients  |
| Recipients of Higher OALA aged 75 or above | Certificate of Higher OALA Recipients (for Medical Waivers) [previously known as Certificate of OALA Recipients (for Medical Waivers)] or notification letters to Higher OALA recipients and their Hong Kong Identity Cards |
| Other eligible persons                     | Valid Certificate for Waiver of Medical Charges   |

- CS should click the appropriate checkbox in CRC IT System if service has been rendered on charity basis.

# 5

## Amendment and change

CS should contact the PO as soon as possible for any changes related to his/her contact information, place of practice and bank information.

## Pre-procedural Consultation

- Q1. Can I receive Government Subsidy for subsequent Pre-procedural Consultation if I see the same participant in more than one Pre-procedural Consultation?**

No. If the CS has already submitted a payment claim for an earlier Pre-procedural Consultation, then subsequent Pre-procedural Consultations provided by the same or other CS will not be subsidised by the Government.

- Q2. Can a participant attend another CS for Pre-procedural Consultation?**

It is the participant's choice and decision to see more than one CS for Pre-procedural Consultation. However, Government will only subsidise one Pre-procedural Consultation for each participant, which is normally the first Pre-procedural Consultation for which a payment claim has been submitted. Participants who wish to attend further Pre-procedural Consultations will need to pay out-of-pocket, thus the CS should make known to the participant about the amount to be charged before providing the consultation.

- Q3. If a participant attends two CSs for Pre-procedural Consultations, which consultation will be subsidised?**

The Government will only subsidise the first Pre-procedural Consultation claim submitted by CS for each participant. This means the first CS who submits the claim for the Pre-procedural Consultation in CRC IT System will receive the Subsidy for Pre-procedural Consultation. The date of actually providing the Pre-procedural Consultation will be immaterial. Further claims submitted by other CS will neither be possible nor subsidised.

**Q4. How can I know if other CS has claimed the Subsidy for Pre-procedural Consultation for a particular participant?**

Once the participant attended the first Pre-procedural Consultation, the CS should input the participant's information (including scheduled date of the colonoscopy and facility to conduct the colonoscopy) and submit claim into the Pre-procedural Consultation page on CRC IT System. Once the claim is submitted, the CRC IT System will register the consultation and proceed to payment of Government Subsidy in due course.

If the participant attends another Pre-procedural Consultation by other CS, the CRC IT System will indicate in Pre-procedural Consultation page that the participant has previously attended a subsidised Pre-procedural Consultation. This function serves to remind the second CS that subsequent Pre-procedural Consultations will not be subsidised.

**Q5. Is it necessary to input the information of Pre-procedural Consultation immediately after the consultation?**

CS should input information of Pre-procedural Consultation into the CRC IT System within 3 days as the System allows back date input for 3 days only.

It is advisable that data input be made as soon as Pre-procedural Consultation is carried out for 2 major reasons, first to track participant movement along the screening pathway and second to secure payment of Government Subsidy to the CS who has provided the first Pre-procedural Consultation for that participant.

## Colonoscopy Examination

- Q6. Can a participant change his/her mind to receive Colonoscopy Examination by another CS after the procedure has been booked by the first CS?**

If the participant has scheduled a colonoscopy with a CS and that CS has input the scheduled date of colonoscopy and facility to conduct the colonoscopy into the CRC IT System, the CRC IT System will alert subsequent CS that the participant has already scheduled a colonoscopy with a prior CS. This function serves to avoid double booking of CS services by the same participant. If, however, the participant decides to receive Colonoscopy Examination by another CS, the participant should cancel the previously arranged colonoscopy booking by contacting the first CS. The first CS should remove the scheduled date of colonoscopy and facility to conduct the colonoscopy from the Pre-procedural Consultation page of the participant's account in the CRC IT System. Only when such information has been removed from the CRC IT System will a subsequent CS be able to input updated information regarding Pre-procedural Consultation of the same participant, and to proceed with further data input when colonoscopy has been performed.

- Q7. Is it necessary to input colonoscopy findings immediately after colonoscopy?**

It is not necessary but advisable for CS to input the required information into the CRC IT System after the colonoscopy procedure when memory is still fresh.

- Q8. Is it necessary to print the system generated Histopathology Request Form when sending specimens for histopathology examination?**

The CRC IT System will assign a system generated laboratory request number for each histopathology examination request. CS should print the Histopathology Request Form generated from the CRC IT System and send all specimens taken from the same participant together with the form to the designated laboratory.

**Q9. Is it necessary to print the Histopathology Request Form and Subsidy Redemption Form in the colonoscopy suite?**

CS is encouraged to access the CRC IT System and print related forms while in the colonoscopy suite. This will facilitate accuracy of information and timeliness in submission of required data. However, if it is not possible to access the CRC IT System in the colonoscopy suite, CS can print the Histopathology Request Form and Subsidy Redemption Form before the Colonoscopy Examination such as at the time of Pre-procedural Consultation. However, some information (e.g. facility performing colonoscopy, date of colonoscopy, number of specimen bottles sent for histopathology, etc.) cannot be automatically generated and printed on the forms if the forms are pre-printed. CS is advised to manually record relevant information on the form and update related information in the CRC IT System after the Colonoscopy Examination. Another limitation is that the CS or his/her staff has to prepare the forms in advance and bring along these forms on the day of Colonoscopy Examination.

**Q10. If pathology other than colonic polyps is detected during Colonoscopy Examination, can I send specimen to the designated histopathology laboratory for analysis?**

CS can send other pathologies detected during Colonoscopy Examination to the histopathology laboratory for analysis.

**Q11. Can I refer a participant with incomplete colonoscopy due to obstructing tumor for CT Colonography as further investigation?**

CS should exercise their clinical judgment and discuss with the participants as appropriate when making referral to CT colonography. In general, a participant should be promptly referred for management of his/her malignant tumor if it is detected or highly suspected in complete or incomplete colonoscopy examination.

**Q12. Will I receive any notification when the histopathology examination report is available for review?**

CS will receive reminder in the CRC IT System via the “To-do List” when the histopathology examination report has been uploaded to the eHRSS. CS can review the histopathology report via the CRC IT System.

**Q13. Will I receive any notification when the CT colonography report and radiographic images are available for review?**

The designated radiology centre will send a hard copy of the CT colonography report and radiographic images to the requesting CS by courier service within 4 weeks after the day of appointment of the participant. No separate notification on CRC IT System will be made.

### **Government Subsidy and co-payment**

**Q14. Can I adjust the co-payment fee during the Programme Term?**

Once enrolled, the co-payment cannot be adjusted upward during the Programme. That said, a CS may decide to adjust the co-payment downwards or provide charity quotas if this has not been offered at the outset. The PO should be informed of this decision as soon as practicable in order that such changes in practice information could be communicated with potential users in a timely manner.

**Q15. Can I ask the participant to sign the Subsidy Redemption Form for Provision of Colonoscopy Services at Pre-procedural Consultation?**

No. Participants should only sign the Subsidy Redemption Form for Provision of Colonoscopy Services on the day of Colonoscopy Examination prior to the procedure to certify the receipt of colonoscopy service.



**Q16. Can I receive Government Subsidy for Colonoscopy Examination in the case of an incomplete or failed colonoscopy?**

In the circumstance that all diligence and care had been exercised to facilitate the performance of an adequate Colonoscopy Examination which subsequently failed or incomplete, the CS may still make a payment claim for the Subsidy for the Colonoscopy Examination Service. CS should discuss and agree with the participant regarding the management plan for incomplete colonoscopy, input the required information in the CRC IT System and submit the requisite documents to PO for processing payment.

**Q17. Can I receive extra Government Subsidy for repeat colonoscopy if the first one has failed?**

The Subsidy for the Colonoscopy Examination Service With Polypectomy or the Subsidy for the Colonoscopy Examination Service Without Polypectomy has already covered the cost of repeat colonoscopy. CS will not receive extra Government Subsidy for repeat colonoscopy. At the same time, the participant should not be asked to cover the cost of the repeat colonoscopy.

**Q18. Can I continue to receive Government Subsidy for the Colonoscopy Examination performed if the procedure has been complicated by untoward events such as perforation, significant bleeding, etc?**

Yes. However, CS should report to the PO through the CRC IT System any incident or complication related to the Colonoscopy Examination. After reporting an incident or complication, the CS should complete and submit through the CRC IT System and incident and complication reporting form within 7 days. In case the event requires immediate attention by the PO, CS should alert the PO by phone. All major incident will be reviewed to identify common causality or predisposing factors in order to prevent recurrence.

**Q19. Can I receive Government Subsidy for Colonoscopy Examination if the participant refuses to attend Post-procedural Consultation?**

In case the participant refuses to attend Post-procedural Consultation after Colonoscopy Examination, the CS should record the reason of refusal in the CRC IT System. The CS can receive the Subsidy for the Colonoscopy Examination Service after inputting required information and submit the requisite documents to PO for processing payment.

**Q20. When will the claims for Subsidy be paid?**

Claims for Subsidy by CS for the services provided in a particular month will be settled within 30 days after the last day of that month in which all supporting documents necessary for submitting a claim (including the Subsidy Redemption Form for Provision of Colonoscopy Services and any other documents / photos as required by PO) have been duly received by PO.

**Q21. How can I view the payment status of the claims submitted by me?**

CS can view the payment claims submitted and the payment status via enquiry function of the CRC IT system.

**Q22. Will I receive any notification when my claims have been processed?**

Yes. Payment claims will be processed on a monthly basis. When the process has been completed, an inbox message will be sent to the CS for notification and a monthly payment statement will be generated providing details of processed payments.

**Q23. Whether the participant is allowed to use Health Care Voucher in settling the co-payment?**

Health Care Voucher cannot be used to settle the co-payment.

## CRC IT System

### **Q24. Can I edit the information that has been input into the CRC IT System?**

CS is allowed to edit information within 12 weeks of submission as long as the information does not affect the government payment. Information affecting the government payment includes (i) name of facility or hospital, (ii) complete or incomplete colonoscopy, (iii) abnormality detected / no abnormality detected, (iv) total number of specimen bottles sent for examination and (v) follow-up option for incomplete colonoscopy.

## Participant withdrawal from the Programme

### **Q25. What will happen if a participant withdraws from eHRSS?**

When a participant withdraws from eHRSS, he/she will not be able to continue the screening process. Participant information will no longer be shown on the eHRSS as well as the CRC IT System. CS will not be able to access the record of the participant and will not be able to submit payment claims. If necessary, please contact PO for assistance.

### **Q26. What will happen if the participant revokes consent on eHRSS?**

As a requirement for enrolling in the Programme and receiving subsidised colonoscopy service, the participant should have built indefinite consent on eHRSS with the CS at the time of Pre-procedural Consultation. At the same time, the participant may revoke such consent anytime at any eHR outlet. If consent has been revoked, participant information will no longer be accessible by the CS concerned via eHRSS or CRC IT System. CS will not be able to submit payment claims. If necessary, please contact PO for assistance.

| Abbreviation | Definition                              |
|--------------|---|
| CRC          | Colorectal Cancer                       |
| eHRSS        | Electronic Health Record Sharing System |
| FOBT         | Faecal Occult Blood Test                |
| FIT          | Faecal Immunochemical Test              |
| HKIC         | Hong Kong Identity Card                 |
| HCP          | Health Care Provider                    |
| HCI          | Health Care Institution                 |
| PCD          | Primary Care Doctor (private sector)    |
| PO           | Programme Office                        |

| <b>Term</b>   | <b>Definition</b>   |
|---|---|
| Programme   | CRC Screening Programme   |
| CRC IT system   | Built on eHRSS, IT system for service provider of CRC Screening Programme to log on to input data and to facilitate clinical care   |
| Extra Services  | Additional services provided by an enrolled CS to a participant which is not included in the Government subsidised Standard Package of Colonoscopy Service. Extra services will not be subsidised by Government   |
| Pre-procedural Consultation                                     | A consultation arranged before carrying out a Colonoscopy Examination to assess participant's fitness for the procedure, explain the procedure, risks and complications, reach a mutual agreement on the management plan in case complications arise, seek informed consent for the procedure and prescribe for bowel preparation |
| Colonoscopy Examination Service With Polypectomy                | The service under the Programme provided by the enrolled CS to the participant which should include Colonoscopy Examination as a day case, removal of polyps and Post-procedural Consultation (if required)   |
| Colonoscopy Examination Service Without Polypectomy             | The service under the Programme provided by the enrolled CS to the participant which should include Colonoscopy Examination as a day case and Post-procedural Consultation (if required)  |
| Subsidy for Colonoscopy Examination Service With Polypectomy    | A fixed subsidy amount payable by the Government to an enrolled CS for the Colonoscopy Examination Service with Polypectomy rendered by the enrolled CS   |
| Subsidy for Colonoscopy Examination Service Without Polypectomy | A fixed subsidy amount payable by the Government to an enrolled CS for the Colonoscopy Examination Service without Polypectomy rendered by the enrolled CS  |
| Subsidy for Pre-procedural Consultation                         | A fixed subsidy amount payable by the Government to an enrolled CS for the Pre-procedural Consultation services rendered by the enrolled CS   |
| Subsidy Redemption Form for Provision of Colonoscopy Services   | A form to be duly completed and signed by the participant and the enrolled CS to certify the provision of colonoscopy services  |

|           |   |
|-----------|---|
| Annex I   | Referral letter from enrolled PCD   |
| Annex II  | Subsidy Redemption Form for Provision of Colonoscopy Services   |
| Annex III | Histopathology Request Form   |
| Annex IV  | CT Colonography Request Form  |
| Annex V   | Certificate of CSSA Recipients (for Medical Waivers)*, Annexes of notification letters to CSSA recipients, Certificate of Higher OALA Recipients (for Medical Waivers)* [previously known as Certificate of OALA Recipients (for Medical Waivers)], the notification letters to Higher OALA recipients and other Certificates for Waiver of Medical Charges to other eligible persons |

\* Effective from 15 December 2018, the Social Welfare Department no longer issues a separate hardcopy of Certificate for Waiver of Medical Charges to CSSA recipients and Higher OALA recipients aged 75 or above. However, subject to there being no further changes to the above recipients' eligibility status, Certificates for Waiver of Medical Charges issued to the above recipients before 15 December 2018 continue to be effective during the validity period, if any, specified in the Certificate concerned. Instead, with effect from 15 December 2018, an Annex is issued and attached to the notification letter to CSSA recipients to facilitate them in proving their financial status.

## Annex I



# Colorectal Cancer Screening Programme

## Referral for Colonoscopy under the Programme

Date

Dear Doctor,

Re: Participant Name [ HKIC ] Sex: Age: \_\_\_\_\_

The above named was tested positive by faecal occult blood testing on Date (last positive FIT in the current screening round) in the CRC Screening Programme.

Free text entry

Kindly see the above named for colonoscopy.

Yours faithfully,

\_\_\_\_\_  
(Signature)

Name of PCD  
HCI Tel Number  
HCI Address

---

For the full list of enrolled colonoscopists, please visit [www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)

如欲獲取已登記大腸鏡醫生資料，請瀏覽[www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)

CRC Programme no.

## Colorectal Cancer Screening Programme Subsidy Redemption Form for Provision of Colonoscopy Services

To: The Director of Health, Hong Kong SAR Government ("the Government"),  
Address: 19/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon  
(Attention: Treasury Accountant (Disease Prevention)1)

### Part I Participant's Certification (Please read the "Undertaking and Declarations" before you sign this form)

#### Participant's information

|                                     |  |
|-------------------------------------|--|
| Name (English and Chinese):         | Date of Colonoscopy:                                 |
| Hong Kong Identity Card (HKIC) no.: | Electronic Health Record Sharing System (eHRSS) no.: |

I have read carefully and fully understand this form including its "Undertaking and Declarations". I agree to the contents contained therein.

I, the participant prior to undergoing colonoscopy examination, confirm that I will undergo colonoscopy examination provided by        [Name of Doctor]        on the date specified above at the        [Name of Health Care Institution]. I hereby apply for subsidy amount as specified in Part II in full.

\_\_\_\_\_  
Participant's signature (or finger print if illiterate)  
(To be signed on the day of colonoscopy)

\_\_\_\_\_  
Date: dd/mm/yyyy

#### Complete only if the participant is illiterate

This document has been read and explained to the participant in my presence.

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
HKIC no. of witness

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

### Part II Doctor's Certification

Please disburse the following subsidy in respect of the participant to me (tick the appropriate box):

- HK\$ 8,200 (Subsidy for Colonoscopy Examination Service With Polypectomy)  
 HK\$ 7,500 (Subsidy for Colonoscopy Examination Service Without Polypectomy)

In this connection, I, the doctor specified in Part I, certify that I have performed the colonoscopy examination on the participant on the date and at the location specified above.

\_\_\_\_\_  
Doctor's signature

\_\_\_\_\_  
Date: dd/mm/yyyy

\_\_\_\_\_  
Chop of the Hospital / Centre



## Annex II

### Colorectal Cancer Screening Programme Subsidy Redemption Form for Provision of Colonoscopy Services

#### Undertaking and Declarations

1. Under the Programme, I understand that I will receive Government's subsidy for receiving a standard package of colonoscopy service ("Standard Package") which includes
  - (a) one pre-procedural consultation in which the enrolled Colonoscopy Specialist (CS) would assess my fitness for colonoscopy, explain the procedure, risks and complications, reach a mutual agreement with me on the management plan in case complications arise, seek my informed consent for the procedure and prescribe for bowel preparation;
  - (b) colonoscopy examination as a day case including conscious sedation, consumables for removal of polyp e.g. clips, hot biopsy forceps or snare; and
    - (i) where the colonoscopy examination is successful and polyp(s) is/are detected and removed during the examination, the histopathology report featuring the pathology result of the removed polyp(s); and
    - (ii) where the colonoscopy examination is not successful, repeated colonoscopy examination;
  - (c) post-procedural consultation(s) which can be optional depending on the result of colonoscopy examination and the clinical need for explaining the result, making referral and other post-procedural clinical care as appropriate.
2. In circumstance where colonoscopy is not successful, apart from the option of repeating colonoscopy as in Paragraph 1 (b)(ii), I understand the enrolled CS may refer me for Computed Tomography Colonography which its charges will be fully paid by the Government.
3. I understand that the Standard Package shall not include (a) overnight stay in hospital, (b) monitored anesthetic care or general anesthesia. If I need this service, I shall pay it out of my own pocket.

4. Depending on my choice of enrolled CS, I may need to pay a co-payment fee as published in the Prevent Colorectal Cancer website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)) and the mini-poster at the Health Care Institution and acknowledge that the co-payment fee may be different with respect to the colonoscopy result where polyp is removed or not removed, even though the Government has provided a subsidy for the standard package of colonoscopy service under the Programme.
5. In the following scenario, I understand that the enrolled CS will make referral for further clinical management under the usual care pathway outside the Programme, for instance receiving clinical care in institutes under the Hospital Authority or in the private sector, which will not be subsidised under the Programme:
  - (a) Colonoscopy examination is successful but detected polyp(s) is/are not completely removed
  - (b) Complication arising from the colonoscopy examination including but not limited to bleeding, infection, severe reaction to sedation, bowel perforation
  - (c) Colorectal cancer or other lesion is detected after the colonoscopy examination.
6. Under the Programme, I understand that the enrolled CS shall be professionally accountable for all related clinical care and management including but without limitation to seeking informed consent, explaining the risks and complications of undergoing colonoscopy examination, reaching mutual agreement on the management plan in case complications arise. I understand that the Government has no responsibilities and obligations in this context.
7. I understand that if I withdraw from or exit the Programme; or withdraw from eHRSS, the enrolled CS will no longer be able to access to and has no further obligation to inform me of my examination results. Thus, I will be at risk of missing significant examination results.

## Annex II

8. I hereby agree to transfer and release to the Government, its agents, or other persons authorised by the Government (a) my personal data, (b) my correspondence address, (c) my contact telephone number and (d) any information (including but not limited to the clinical information) related to the Programme for the use by the Government for the purposes as set out in the "Statement of Purpose". My personal data includes:-
- In the case of HKIC holder, my HKIC number, name (in English and Chinese), sex, date of birth, date of issue of HKIC;
  - In the case of Certificate of Exemption holder, my HKIC number, name (in English and Chinese), sex, date of birth, Serial number, Reference number, issue date as shown on the Certificate of Exemption.
- My correspondence address and contact telephone number refer to those captured under the eHRSS.
9. I note that the Government may contact me by calling my contact telephone number or/and sending correspondence to my correspondence address for the purposes as set out in the "Statement of Purpose"
10. I agree to authorise the enrolled CS to read my name (in English and Chinese), sex, HKIC number, date of birth and date of issue stored in the chip embodied in the HKIC for the purposes as set out in the "Statement of Purpose".
11. I agree that my personal data and any information collected and stored in the Colorectal Cancer Information Technology System under the Programme will be transferred onto the eHRSS for access by healthcare providers whom I have given consent under the eHRSS.
12. I understand this Form (including these Undertaking and Declarations) shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and I, and the Government shall irrevocably submit to the exclusive jurisdiction of the Hong Kong Special Administrative Region.

13. I have read this form (including these Undertaking and Declarations) carefully and fully understood my obligations and liability under these Undertaking and Declarations.  
(For illiterate participant: This form including these Undertaking and Declarations has been read over and explained to me and I fully understood my obligations and liability.)
14. I declare that the information provided in this Form is factually correct.
15. I understand that I should observe the Prevention of Bribery Ordinance (Cap. 201) and should not offer to, solicit or accept from any person any advantage as defined in the Ordinance.

### **Statement of Purpose**

#### *Purpose of Data Collection*

Any information, including the personal and clinical data as well as contact details provided under the Programme will be used by the Government for one or more of the following purposes:

- a. Administration, monitoring, auditing and evaluation of the Programme including but not limited to processing subsidy payment, providing necessary health care service and continuity of care to participant, sending reminder(s) for colorectal cancer screening, and investigation of incidents and complaints;
- b. Statistical, programme monitoring, evaluation and research purposes; and
- c. Any other legitimate purposes as may be required, authorised or permitted by law.

The provision of any information, including the personal data is voluntary. However, if insufficient information is provided, you may not be able to participate in the Programme.

## **Annex II**

### *Classes of Transferees*

The personal data you provided are mainly for use within the Government but they may also be disclosed by the Government to other persons, organisations, and third parties for any of the purposes stated in paragraphs (a) to (c) above, if required.

### *Access to Personal Data*

You have a right to request access to and correction of your personal data under sections 18 and 22 and Data Protection Principle 6, Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The Department of Health may impose a fee for complying with a data access request. Request for access to or correction of the personal data should be made in writing to:-

Programme Office, CRC Screening Programme, Department of Health  
19/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon  
Tel no.: 3565 6288

### *Enquiries*

Enquiries regarding the personal data provided, including the making of access and corrections, should be addressed to:-

Programme Office, CRC Screening Programme, Department of Health  
19/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon  
Tel no.: 3565 6288

大腸癌計劃編號

## 大腸癌篩查計劃 提供大腸鏡檢查服務 資助申領表格

致：香港特別行政區政府(“政府”)衛生署署長

地址：九龍觀塘觀塘道410號觀點中心19樓(請交：庫務會計師(疾病預防)1)

**第I部分 參加者認證(簽署此表格前，請先閱讀“承諾及聲明”部分。)****參加者資料**

|            |               |
|------------|---------------|
| 姓名(中文及英文)： | 接受大腸鏡檢查日期：    |
| 香港身份證號碼：   | 電子健康紀錄互通系統編號： |

本人已細閱並完全明白此表格，包括其“承諾及聲明”。本人同意當中所載內容。

本人為計劃的參加者，在接受大腸鏡檢查前，確認本人於上表註明的日期，於\_\_\_\_\_[醫療機構名稱]\_\_\_\_\_  
接受\_\_\_\_\_[醫生姓名]\_\_\_\_\_]為本人提供的大腸鏡檢查。本人特此申領第II部分註明的全數資助金額。

\_\_\_\_\_  
參加者簽署(如不懂讀寫，請印上指模)  
(在接受大腸鏡檢查當天簽署)

日期：日/月/年

如參加者不懂讀寫，才須填寫此欄

此文件已在本人面前向參加者讀出並加以解釋。

\_\_\_\_\_  
見證人姓名\_\_\_\_\_  
見證人香港身份證號碼\_\_\_\_\_  
見證人簽署\_\_\_\_\_  
日期**第II部分 醫生認證**

請因應本人為參加者提供的服務，向本人支付下列資助(在適當空格加上剔號)：

 港幣8,200元 (有切除瘻肉的大腸鏡檢查資助) 港幣7,500元 (沒有切除瘻肉的大腸鏡檢查資助)

為此，本人為第I部分註明的醫生，現證明本人已於上文註明的日期和地點為參加者進行大腸鏡檢查。

\_\_\_\_\_  
醫生簽署\_\_\_\_\_  
日期：日/月/年\_\_\_\_\_  
醫院/中心蓋章

# 大腸癌篩查計劃 提供大腸鏡檢查服務資助申領表格

此中文版本為英文版本之譯本，如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。

### 承諾及聲明

- 按照計劃的安排，本人明白，本人將收取政府的資助，以接受大腸鏡檢查基本服務(“基本服務”)，包括
  - 一次大腸鏡檢查前的診症，由已登記的大腸鏡醫生評估本人是否適合接受大腸鏡檢查，講解檢查程序、各項風險和併發症，與本人就一旦出現併發症時進行的治理計劃達致相互協定，就有關程序取得本人的知情同意，以及為腸道準備作出處方；
  - 大腸鏡檢查，此為日間程序，當中包括鎮靜麻醉、切除瘰肉所需的醫療儀器及物資，例如夾子、活組織檢查用的熱鉗子或圈套器；以及
    - 如大腸鏡檢查成功，並在檢查期間發現並切除瘰肉，會提供組織病理學報告，當中包含已切除瘰肉的病理學結果；以及
    - 如大腸鏡檢查不成功，則重複進行大腸鏡檢查；
  - 大腸鏡檢查後的診症，提供與否會視乎大腸鏡檢查的結果，以及是否有臨牀需要解釋結果、作出轉介和按情況安排其他檢查程序後的臨牀護理。
- 如大腸鏡檢查不成功，除可按第(1)(b)(ii)段所述選擇再次接受大腸鏡檢查外，本人明白，已登記的大腸鏡醫生或會轉介本人接受電腦斷層大腸造影檢查，費用會由政府悉數支付。
- 本人明白，基本服務不包括(a)留醫住宿、(b)由麻醉科醫生監督下進行的麻醉程序或全身麻醉。如本人需要這些服務，須自費支付。
- 儘管政府已就計劃下的大腸鏡檢查基本服務提供資助，視乎本人選取的已登記的大腸鏡醫生而定，本人或須支付額外的費用，該費用在預防大腸癌網站 ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk))和醫療機構內貼上的小型海報均有載述。本人亦明白該筆費用可能會因應大腸鏡檢查的結果，即瘰肉是否已被切除，而有所不同。
- 在下列情況，本人明白，已登記的大腸鏡醫生會轉介本人按計劃以外的慣常護理渠道，接受進一步臨牀護理，例如在醫院管理局轄下機構或私營機構接受臨牀護理，而接受有關護理將不在計劃的資助範圍內：
  - 大腸鏡檢查成功，但並未完全切除所發現的瘰肉；
  - 大腸鏡檢查引致併發症，包括但不限於出血、感染、對鎮靜麻醉有嚴重反應、腸道刺穿等；
  - 在大腸鏡檢查後發現大腸癌或其他病變。

6. 按照計劃的安排，本人明白，已登記的大腸鏡醫生須就一切有關臨牀護理和治理的事宜，包括但不限於取得知情同意，說明接受大腸鏡檢查的各項風險和併發症，以及就一旦出現併發症時進行的治理計劃作出相互協定等，承擔專業責任。本人明白，政府在這方面並無責任和義務。
7. 本人明白，如本人退出或離開計劃，或者退出電子健康紀錄互通系統，已登記的大腸鏡醫生將不能再查閱本人的檢查結果，亦再沒有義務通知本人有關結果。因此，本人可能會有錯過重要檢查結果之虞。
8. 本人特此同意把(a)本人的個人資料、(b)本人的通訊地址、(c)本人的聯絡電話號碼，以及(d)任何與計劃有關的資料(包括但不限於臨牀資料)轉交及發放予政府、其代理人或其他獲政府授權人士，以供政府用於“收集個人資料目的聲明”所述的用途。本人的個人資料包括：
  - 就香港身份證持有人而言：包括本人的香港身份證號碼、中英文姓名、性別、出生日期和香港身份證簽發日期；
  - 就豁免登記證明書持有人而言：包括豁免登記證明書上所展示本人的香港身份證號碼、中英文姓名、性別、出生日期、豁免登記證明書編號、檔案編號及簽發日期。本人的通訊地址和聯絡電話號碼是指電子健康紀錄互通系統所收集的相關資料。
9. 本人知悉，政府可能會為“收集個人資料目的聲明”所述的用途，致電本人聯絡電話號碼或/及致函本人通訊地址，與本人聯絡。
10. 本人同意授權已登記的大腸鏡醫生讀取儲存在本人香港身份證內置晶片內的中英文姓名、性別、香港身份證號碼、出生日期和簽發日期，以供“收集個人資料目的聲明”所述的用途。
11. 本人同意，已收集並儲存在計劃大腸癌資訊科技系統內的本人個人資料和任何資料，將轉移至電子健康紀錄互通系統，供本人在電子健康紀錄互通系統下已給予同意的醫療服務提供者查閱。
12. 本人明白，此表格(包括此承諾及聲明)須受香港特別行政區法律規管，並須按香港特別行政區法律解釋；本人和政府須不可撤銷地接受香港特別行政區的專屬司法管轄權管轄。
13. 本人已細閱此表格(包括此承諾及聲明)，並完全明白本人在此承諾及聲明下須承擔的義務和責任。

(適用於不懂讀寫的參加者：有關人員已向本人讀出並解釋此表格，包括其承諾及聲明，亦完全明白本人的義務和責任。)
14. 本人聲明，本人在此表格中所提供的資料，全部與事實相符。
15. 本人明白，本人須遵守《防止賄賂條例》(第201章)的規定，不得向任何人提供、索取或接受任何人根據該條例所界定的任何利益。



## **Annex II**

### **收集個人資料目的聲明**

#### **收集資料的目的**

你參加計劃所提供的任何資料，包括個人及臨牀資料，以及聯絡詳情，會供政府作下列一項或多項用途：

- a. 有關計劃的行政、監察、審查和評估，包括但不限於處理資助付款，向參加者提供所需的醫療服務和持續護理，寄發大腸癌篩查有關的提示，以及調查事故和投訴；
- b. 作統計、計劃監察、評估和研究用途；以及
- c. 作法例規定、授權或准許的任何其他合法用途。

你所提供的任何資料，包括個人資料，純屬自願。不過，如所提供的資料不夠充分，你可能無法參加計劃。

#### **資料承轉人類別**

你所提供的個人資料主要供政府內部使用，但如有需要，政府也可能為上文第(a)至(c)段所述的任何目的，向其他人士、機構和第三方披露。

#### **查閱個人資料**

根據《個人資料(私隱)條例》(第486章)第18和第22條，以及附表1保障資料原則第6原則的規定，你有權查閱及修正你的個人資料。衛生署為應查閱資料要求而提供資料時，可能會徵收費用。申請查閱或修正個人資料，應以書函交到以下地址：

衛生署大腸癌篩查計劃辦事處

九龍觀塘觀塘道410號觀點中心19樓

電話號碼：3565 6288

#### **查詢**

有關所提供個人資料的查詢(包括查閱及修正資料)，應向下述辦事處提出：

衛生署大腸癌篩查計劃辦事處


九龍觀塘觀塘道410號觀點中心19樓


電話號碼：3565 6288



# Colorectal Cancer Screening Programme

## Histopathology Request Form

|                                |  |
|--------------------------------|--|
| Name (English):                | eHR number:  |
| HKIC number:                   | eHR Referral Number:   |
| Date of Birth:                 | Barcode:  |
| Sex:                           |  |
| Request Colonoscopist Name:    | Colonoscopy performed in:  |
| Phone number of Colonoscopist: | Request Date:  |
| Fax number of Colonoscopist:   | Number of Specimen Bottles:  |

|                           |   |
|---------------------------|---|
| Clinical Summary:         |   |
| Procedure:                | Colonoscopy   |
| Specimen Nature and Site: |  |

### Remarks:


1. Please complete the Histopathology Request Form and label specimen bottle properly and put into the carrier bag.
2. Please call [Name of Institution] for specimen collection.

## Annex IV



# Colorectal Cancer Screening Programme

## CT Colonography Request Form

|                                |  |
|--------------------------------|--|
| Name (English):                | eHR Number:  |
| HKIC Number:                   | eHR Referral Number:   |
| Date of Birth:                 | Barcode:  |
| Sex:                           |  |
| Requesting Colonoscopist Name: | Colonoscopy Performed In:  |
| Phone Number of Colonoscopist: | Request Date:  |

|  |                         |
|--|-------------------------|
| Procedure Requested:                     | CT Colonography (Plain) |
| Known Drug Allergy:                      |                         |
| Allergy Preparations:<br>(if applicable) |                         |
| Clinical Summary:                        |                         |

社會福利署



SOCIAL WELFARE DEPARTMENT

簽發日期

Date of issue dd/mm/yyyy

長者院舍住宿照顧服務券(院舍券)試驗計劃  
 級別 0 院舍券持有人醫療費用豁免證明書

Certificate of Level 0 Voucher Holder of the Pilot Scheme on  
 Residential Care Service Voucher for the Elderly  
 (for Medical Waivers)

院舍券證明書編號

Voucher Certificate No: RCSV0xxx1-01

此日期起生效:

Valid from: dd/mm/yyyy

Please note  
 the validity  
 period of the  
 certificate

| 級別 0 院舍券持有人姓名<br>Name of Level 0 Voucher Holder | 身份證明文件號碼<br>Identity Document No. | 有效日期至<br>Valid until |
|---|-----------------------------------|----------------------|
| 陳大文<br>CHAN TAI MAN                             | A123456(7)                        | dd/mm/yyyy           |

茲證明以上級別 0 院舍券持有人在上述有效日期內可獲得公立診所或醫院(包括急症室)豁免醫療費用。

This is to certify that the above named Level 0 Voucher Holder of the Pilot Scheme on Residential Care Service Voucher for the Elderly (RCSV) is entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) during the validity period.

備註: 本署已因應院舍券試驗計劃申請表上所載的個人資料收集目的,把上述個人資料轉交醫院管理局(醫管局),以在上述人士接受醫管局轄下的診所或醫院的醫療服務時,可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the RCSV application form, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above persons receive medical treatment in clinics or hospitals under HA.

社會福利署署長

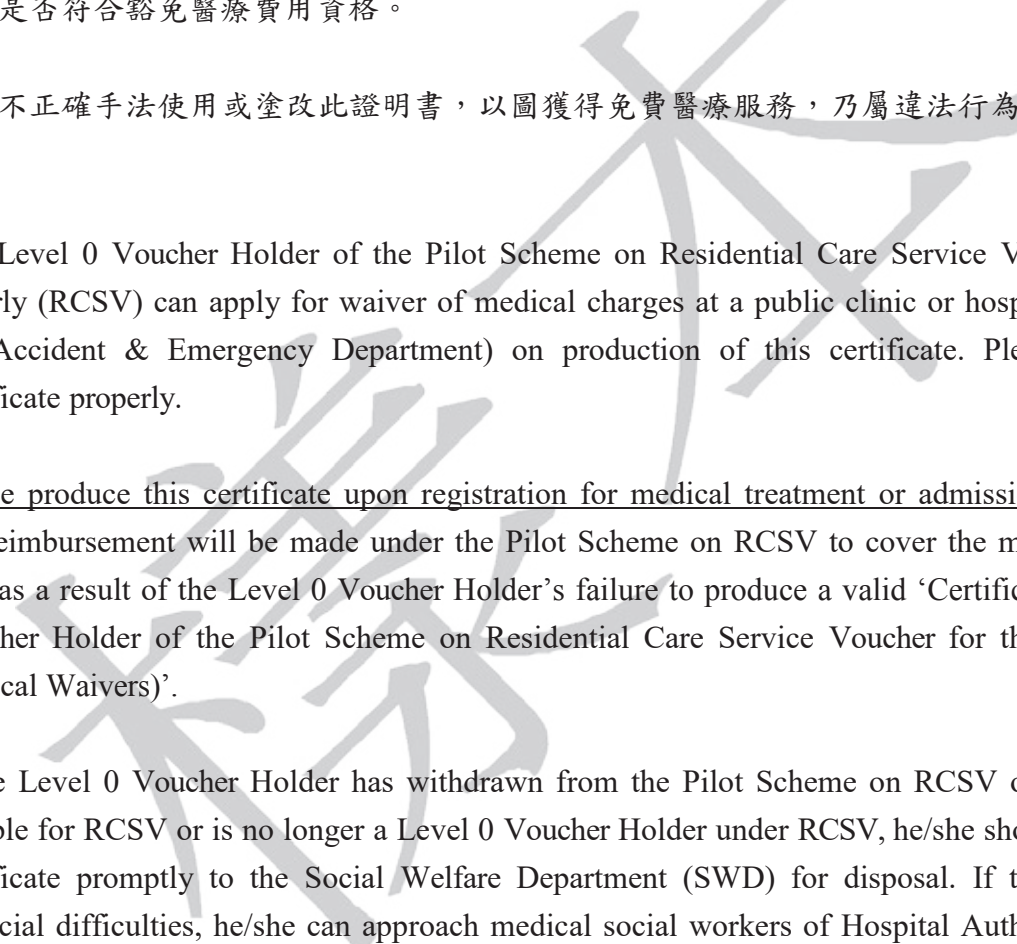
( 代行)

## Annex V

### 附註

1. 長者院舍住宿照顧服務券(院舍券)試驗計劃級別0院舍券持有人如需前往公立診所或醫院(包括急症室)求診或留醫，可憑此證明書申請豁免醫療費用。請將此證明書妥為保存。
2. 請於登記求診或辦理入院手續時出示此證明書。如級別0院舍券持有人於求診時未能出示有效的醫療費用豁免證明書，而須自行繳付醫療服務費用，在院舍券試驗計劃下，級別0院舍券持有人將不會獲發還有關費用，敬請留意。
3. 級別0院舍券持有人如已退出院舍券試驗計劃或不再符合資格參與院舍券試驗計劃或不再是院舍券試驗計劃級別0院舍券持有人，必須立即將此證明書交回社會福利署(社署)作廢。病人如有經濟困難，他/她可向醫院管理局醫務社工或相關的社署服務單位社工尋求協助，以評估是否符合豁免醫療費用資格。
4. 凡以不正確手法使用或塗改此證明書，以圖獲得免費醫療服務，乃屬違法行為。

### NOTES

1. The Level 0 Voucher Holder of the Pilot Scheme on Residential Care Service Voucher for the Elderly (RCSV) can apply for waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) on production of this certificate. Please keep this certificate properly.
2. Please produce this certificate upon registration for medical treatment or admission to hospital. No reimbursement will be made under the Pilot Scheme on RCSV to cover the medical charges paid as a result of the Level 0 Voucher Holder's failure to produce a valid 'Certificate of Level 0 Voucher Holder of the Pilot Scheme on Residential Care Service Voucher for the Elderly (for Medical Waivers)'.  

3. If the Level 0 Voucher Holder has withdrawn from the Pilot Scheme on RCSV or is no longer eligible for RCSV or is no longer a Level 0 Voucher Holder under RCSV, he/she should return this certificate promptly to the Social Welfare Department (SWD) for disposal. If the patient has financial difficulties, he/she can approach medical social workers of Hospital Authority or social workers of the related SWD service units for medical fee waiving application but subject to financial assessment.
4. Abusing this certificate or making alteration to it in order to receive free medical treatment is a criminal offence.

# Sample – Certificate of Comprehensive Social Security Assistance Recipient

SWD 581.

社會福利署



SOCIAL WELFARE DEPARTMENT

簽發日期

Date of issue XXXXXXXXXX

## 綜合社會保障援助受助人醫療費用豁免證明書

Certificate of Comprehensive Social Security Assistance Recipients  
(for Medical Waivers)

檔案編號

Casefile Ref XXXXC-XXXXXX

此日期起生效XXXX年X月X日

Valid from: XXXXXXXXXX

Please note the validity period of the certificate

| 受助人姓名<br>Name of Recipient                         | 身份證明文件號碼<br>Identity Document No. | 有效日期至<br>Valid until |
|--|-----------------------------------|----------------------|
| XXXXXXXXXX   | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |
| XXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX                        | XXXXXXXXXX           |

茲證明以上綜合社會保障援助(綜援)受助人在上述有效日期內可獲得公立診所或醫院(包括急症室)豁免醫療費用。  
This is to certify that the above named Comprehensive Social Security Assistance (CSSA) recipients are entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) during the validity period.

備註：本署已因為綜援申請表上所載的個人資料收集目的，把上述個人資料轉交醫院管理局(醫管局)，以在上述人士接受醫管局轄下醫院的醫療服務時，可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the CSSA application form, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above persons receive medical treatment in hospitals under HA.

MS XXXXX XXXX  
SUPERVISOR,  
XXXXXX SOCIAL SECURITY FIELD UNIT  
SOCIAL WELFARE DEPARTMENT

# Annex V

## Sample - Certificate of Comprehensive Social Security Assistance Recipient

SWD 581

社會福利署



SOCIAL WELFARE DEPARTMENT

XXXXX XXXXX XXXXX XXX

Flat xxx, xxxxxxxx  
 xxxxxxxxxx  
 Hong Kong

### 綜合社會保障援助受助人醫療費用豁免證明書

Certificate of Comprehensive Social Security Assistance Recipients  
 (for Medical Waivers)

Please note the validity period of the certificate

簽發日期:

檔案編號

此日期起生效: 2018年6月1日

Date of issue: 01/06/2018

Casefile Ref: XXX-X-XXXXXX

Valid from: 01/06/2018

| 受助人姓名<br>Name of Recipient                            | 身份證明文件號碼<br>Identity Document No. | 有效日期至<br>Valid until |
|---|-----------------------------------|----------------------|
| XXX<br>XXXXX XXXXX XXXXX                              | XXXXXXXX(x)                       | 31/10/2018           |
| XXX<br>XXXXX XXXXX XXXXX                              | XXXXXXXX(x)                       | 31/10/2018           |
| XXX<br>XXXXX XXXXX XXXXX                              | XXXXXXXX(x)                       | 31/10/2018           |
| XXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX                     | XXXXXXXXXXXXX        |
| XXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX                     | XXXXXXXXXXXXX        |
| XXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX                     | XXXXXXXXXXXXX        |
| XXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX                     | XXXXXXXXXXXXX        |

茲證明以上綜合社會保障援助(綜援)受助人在上述有效日期內可獲得公立診所或醫院(包括急症室)豁免醫療費用。  
 This is to certify that the above named Comprehensive Social Security Assistance (CSSA) recipients are entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) during the validity period.

備註：本署已因為綜援申請表上所載的個人資料收集目的，把上述個人資料轉交醫院管理局(醫管局)，以在上述人士接受醫管局轄下醫院的醫療服務時，可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the CSSA application form, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above persons receive medical treatment in hospitals under HA.

MS XXXXX XXXXX XXXXX

SUPERVISOR,

XXXXXXXXXX SOCIAL SECURITY FIELD UNIT

SOCIAL WELFARE DEPARTMENT

如你並非本文件收件人或如本文件載有非屬於你或你家人的個人資料，請不要複製、轉文、散播、披露、保留或以任何其他方式使用本文件任何資料。請將本文件退還社會福利署。

If you are not the intended recipient of this document or if information not relating to you or your family member is contained in this document, you must not reproduce, circulate, disseminate, disclose, retain or in any other way use any part of this document. Please return this document to the Social Welfare Department.

#### 附註

1. 綜合社會保障援助(綜援)受助人如需前往公立診所或醫院(包括急症室)求診或留醫，可憑此證明書申請豁免醫療費用。請將此證明書妥為保存。
2. 請於登記求診或辦理入院手續時出示此證明書。如受助人於求診時未能出示有效的醫療費用豁免證明書，而須自行繳付醫療服務費用，在綜援計劃下，受助人將不會獲發還有關費用。敬請留意。
3. 受助人如已取消申請或不再符合資格領取綜援，必須立即將此證明書交回社會福利署作廢。
4. 凡以不正確手法使用或塗改此證明書，以圖獲得免費醫療服務，乃屬違法行為。

#### NOTES

1. Comprehensive Social Security Assistance (CSSA) recipients can apply for waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) on production of this certificate. Please keep this certificate properly.
2. Please produce this certificate upon registration for medical treatment or admission to hospital. No reimbursement will be made under CSSA to cover the medical charges paid as a result of the recipient's failure to produce a valid "Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)".
3. If the recipient has withdrawn the application or is no longer eligible for CSSA, he/she should return this certificate promptly to the Social Welfare Department for disposal.
4. Abusing this certificate or making alteration to it in order to receive free medical treatment is a criminal offence.



檔案編號：XXX-C-XXXXXX

**請注意：****有關綜援受助人豁免醫療費用安排**

你／申請人／符合資格家庭成員在領取綜援期間前往公立診所或醫院（包括急症室）求診時可獲豁免醫療費用。

此日期起生效：XXXX年X月X日

| 符合資格的人士 | 申請綜援時使用的身份證明文件 | 有效日期至      |
|---------|----------------|------------|
| 陳大文     | 香港身份證          | XX/XX/XXXX |

當求診或辦理入院手續時請：

- (1) 向診所或醫院職員表示你／申請人／符合資格家庭成員是綜援受助人；及
- (2) 出示你／申請人／符合資格家庭成員申請綜援時使用的身份證明文件（例如香港身份證、豁免登記證明書等）。

如你／申請人／符合資格家庭成員日後已取消申請或不再符合資格領取綜援，有關豁免醫療費用的資格亦同時撤銷。

SWD 684 (Rev.)  
社會福利署



SOCIAL WELFARE DEPARTMENT

簽發日期 06/06/2018  
Date of issue

## 高額長者生活津貼受惠人醫療費用豁免證明書

Certificate of Higher Old Age Living Allowance Recipients  
(for Medical Waivers)

檔案編號

此日期起生效<sup>1</sup>: 2018年6月1日

Casefile Ref XXX-X-XXXXXX

Valid from<sup>1</sup>: 01/06/2018

| 受惠人姓名<br>Name of Recipient | 身份證明文件號碼<br>Identity Document No. |
|----------------------------|-----------------------------------|
| XXX<br>XXXXX XXXXX XXXXX   | xxxxxxx(x)                        |

茲證明以上高額長者生活津貼受惠人在上述生效日期起可獲得公立診所或醫院（包括急症室）豁免醫療費用。

This is to certify that the above named Higher Old Age Living Allowance (Higher OALA) recipient is entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) from the validity date.

備註：本署已因為公共福利金計劃申請表／公共福利金計劃下高額長者生活津貼受惠人須知上所載的個人資料收集目的，把上述個人資料轉交醫院管理局（醫管局），以在上述人士接受醫管局轄下醫院的醫療服務時，可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the Social Security Allowance (SSA) Scheme application form / Notice to Higher OALA recipients under the SSA Scheme, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above person receives medical treatment in hospitals under HA.

社會福利署 Social Welfare Department  
(此函件為電腦列印，無須簽署)

(This is a computer-generated letter and does not require a signature)

**註 Note:**

- 生效日期是指高額長者生活津貼受惠人年滿 75 歲或年齡 75 歲或以上長者符合資格領取高額長者生活津貼該日，以較後者為準。  
The validity date is the date on which Higher OALA recipients reaching the age of 75 or the eligibility date of elderly persons aged 75 or above for Higher OALA, whichever is later.

## Annex V

XXXXX XXXXX XXXXX XXX  
Flat xxx, xxxxxxxx  
xxxxxxxxxx  
Hong Kong

### 附註

1. 醫療費用豁免證明書上指定的高額長者生活津貼受惠人如需前往公立診所或醫院（包括急症室）求診或留醫，可憑此證明書申請豁免標準醫療收費。請妥為保存此證明書，於使用服務時向相關職員出示。
2. 請於登記求診或辦理入院手續時出示此證明書。如受惠人於求診時未能出示有效的醫療費用豁免證明書，而須自行繳付醫療服務費用，在高額長者生活津貼下的受惠人將不會獲發還有關費用，敬請留意。
3. 受惠人如已取消申請或不再符合資格領取高額長者生活津貼，必須立即將此證明書交回社會福利署作廢。
4. 凡以不正確手法使用或塗改此證明書，以圖獲得免費醫療服務，乃屬違法行為。

### NOTES

1. The Higher Old Age Living Allowance (Higher OALA) recipient specified in the Medical Waiver can apply for waiver of standard fees and charges at a public clinic or hospital (including the Accident & Emergency Department) on production of this certificate. Please keep this certificate properly, and show it to staff upon using related services.
2. Please produce this certificate upon registration for medical treatment or admission to hospital. No reimbursement will be made under Higher OALA to cover the medical charges paid as a result of the recipient's failure to produce a valid "Certificate of Higher Old Age Living Allowance Recipients (for Medical Waivers)".
3. If the recipient has withdrawn the application or is no longer eligible for Higher OALA, he/she should return this certificate promptly to the Social Welfare Department for disposal.
4. Abusing this certificate or making alteration to it in order to receive free medical treatment is a criminal offence.

## Sample - Certificate of Higher Old Age Living Allowance Recipients

SWD 684 (Rev.)

社會福利署



SOCIAL WELFARE DEPARTMENT

XXXXX XXXXX XXXXX XXX  
 Flat xxx, xxxxxxxxx  
 xxxxxxxxxx  
 Hong Kong

## 高額長者生活津貼受惠人醫療費用豁免證明書

Certificate of Higher Old Age Living Allowance Recipients  
 (for Medical Waivers)

簽發日期 檔案編號 此日期起生效: 2017年12月29日  
 Date of issue 12/05/2018 Casfile Ref XXX-X-XXXXXX Valid from: 29/12/2017

| 受惠人姓名<br>Name of Recipient | 身份證明文件號碼<br>Identity Document No. |
|----------------------------|-----------------------------------|
| XXX<br>XXXXXX XXXXX XXXXX  | XXXXXXXX(x)                       |

茲證明以上高額長者生活津貼受惠人在上述生效日期起可獲得公立診所或醫院（包括急症室）豁免醫療費用。

This is to certify that the above named Higher Old Age Living Allowance (Higher OALA) recipient is entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) from the validity date.

備註：本署已因為公共福利金計劃申請表／公共福利金計劃下高額長者生活津貼受惠人須知上所載的個人資料收集目的，把上述個人資料轉交醫院管理局（醫管局），以在上述人士接受醫管局轄下醫院的醫療服務時，可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the Social Security Allowance (SSA) Scheme application form / Notice to Higher OALA recipients under the SSA Scheme, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above person receives medical treatment in hospitals under HA.

社會福利署 Social Welfare Department  
 (此函件為電腦列印，無須簽署)

(This is a computer-generated letter and does not require a signature)

## Annex V

### 註 Note:

1. 生效日期是指高額長者生活津貼受惠人年滿 75 歲或年齡 75 歲或以上長者符合資格領取高額長者生活津貼該日，以較後者為準。  
The validity date is the date on which Higher OALA recipients reaching the age of 75 or the eligibility date of elderly persons aged 75 or above for Higher OALA, whichever is later.

如你並非本文件收件人或如本文件載有非屬於你或你家人的個人資料，請不要複製、轉交、散播、披露、保留或以任何其他方式使用本文件任何資料。請將本文件退還社會福利署。

If you are not the intended recipient of this document or if information not relating to you or your family member is contained in this document, you must not reproduce, circulate, disseminate, disclose, retain or in any other way use any part of this document. Please return this document to the Social Welfare Department.

### 附註

1. 醫療費用豁免證明書上指定的高額長者生活津貼受惠人如需前往公立診所或醫院（包括急症室）求診或留醫，可憑此證明書申請豁免標準醫療收費。請妥為保存此證明書，於使用服務時向相關職員出示。
2. 請於登記求診或辦理入院手續時出示此證明書。如受惠人於求診時未能出示有效的醫療費用豁免證明書，而須自行繳付醫療服務費用，在高額長者生活津貼下的受惠人將不會獲發還有關費用，敬請留意。
3. 受惠人如已取消申請或不再符合資格領取高額長者生活津貼，必須立即將此證明書交回社會福利署作廢。
4. 凡以不正確手法使用或塗改此證明書，以圖獲得免費醫療服務，乃屬違法行為。

### NOTES

1. The Higher Old Age Living Allowance (Higher OALA) recipient specified in the Medical Waiver can apply for waiver of standard fees and charges at a public clinic or hospital (including the Accident & Emergency Department) on production of this certificate. Please keep this certificate properly, and show it to staff upon using related services.
2. Please produce this certificate upon registration for medical treatment or admission to hospital. No reimbursement will be made under Higher OALA to cover the medical charges paid as a result of the recipient's failure to produce a valid "Certificate of Higher Old Age Living Allowance Recipients (for Medical Waivers)".
3. If the recipient has withdrawn the application or is no longer eligible for Higher OALA, he/she should return this certificate promptly to the Social Welfare Department for disposal.
4. Abusing this certificate or making alteration to it in order to receive free medical treatment is a criminal offence.

社會福利署



SOCIAL WELFARE DEPARTMENT

簽發日期 2017年7月10日  
Date of issue 10/07/2017

## 長者生活津貼受惠人醫療費用豁免證明書

Certificate of Old Age Living Allowance Recipients  
(for Medical Waivers)

檔案編號

此日期起生效<sup>1</sup>: 2017年07月XX日

Casefile Ref XXX-X-XXXXXXX

Valid from<sup>1</sup>: XX/07/2017

| 受惠人姓名<br>Name of Recipient | 身份證明文件號碼<br>Identity Document No. |
|----------------------------|-----------------------------------|
| XXX<br>XXXXX XXXXX XXXXX   | XXXXXXXX(X)                       |

茲證明以上長者生活津貼受惠人<sup>2</sup>在上述生效日期起可獲得公立診所或醫院(包括急症室)豁免醫療費用。  
This is to certify that the above named Old Age Living Allowance (OALA) recipient<sup>2</sup> is entitled to the waiver of medical charges at a public clinic or hospital (including the Accident & Emergency Department) from the validity date.

備註: 本署已因為公共福利金計劃申請表/公共福利金計劃長者生活津貼受惠人須知上所載的個人資料收集目的, 把上述個人資料轉交醫院管理局(醫管局), 以在上述人士接受醫管局轄下醫院的醫療服務時, 可獲豁免其醫療費用。

Remarks: For the personal data collection purposes stipulated in the Social Security Allowance (SSA) Scheme application form / Notice to OALA recipients under the SSA Scheme, the above personal data have been transferred to the Hospital Authority (HA) for waiving medical charges when the above person receives medical treatment in hospitals under HA.

社會福利署 Social Welfare Department  
(此函件為電腦列印, 無須簽署)

(This is a computer-generated letter and does not require a signature)

### 註 Note:

- 生效日期是指長者生活津貼受惠人年滿75歲該日或豁免標準醫療收費實施日期(即2017年7月15日), 以較後者為準。  
The validity date is the date on which OALA recipients reaching the age of 75 or the implementation date of waiver for standard fees and charges (i.e., 15 July 2017), whichever is later.
- 根據本署在2017年6月23日的記錄, 長者生活津貼受惠人的資產沒有超出可獲豁免標準醫療收費資格而所定的資產限額。  
According to our record as at 23 June 2017, OALA recipients having assets not exceeding the limits prescribed under the medical waiver for standard fees and charges.

## Annex V

XXXXX XXXXX XXXXX XXX  
Flat xxx, xxxxxxxx  
xxxxxxxxxxx  
Hong Kong

### 附註

1. 醫療費用豁免證明書上指定的長者生活津貼受惠人如需前往公立診所或醫院（包括急症室）求診或留醫，可憑此證明書申請豁免標準醫療收費。請妥為保存此證明書。
2. 請於登記求診或辦理入院手續時出示此證明書。如受惠人於求診時未能出示有效的醫療費用豁免證明書，而須自行繳付醫療服務費用，在長者生活津貼下，受惠人將不會獲發還有關費用，敬請留意。
3. 受惠人如已取消申請或不再符合資格領取長者生活津貼或資產超出可獲豁免標準醫療收費資格而所定的限額，必須立即將此證明書交回社會福利署作廢。
4. 凡以不正確手法使用或塗改此證明書，以圖獲得免費醫療服務，乃屬違法行為。

### NOTES

1. The Old Age Living Allowance (OALA) recipient specified in the Medical Waiver can apply for waiver of standard fees and charges at a public clinic or hospital (including the Accident & Emergency Department) on production of this certificate. Please keep this certificate properly.
2. Please produce this certificate upon registration for medical treatment or admission to hospital. No reimbursement will be made under OALA to cover the medical charges paid as a result of the recipient's failure to produce a valid "Certificate of Old Age Living Allowance Recipients (for Medical Waivers)".
3. If the recipient has withdrawn the application or is no longer eligible for OALA or having assets exceeding the limits prescribed under the medical waiver for standard fees and charges, he/she should return this certificate promptly to the Social Welfare Department for disposal.
4. Abusing this certificate or making alteration to it in order to receive free medical treatment is a criminal offence.

## [Sample -申請獲准通知書（高額長者生活津貼個案）]

檔案編號: XXX-S-XXXXXXX

電話: XXXXXXXXX

XXX 社會保障辦事處  
地址

XXX 先生／女士：

### 申請獲准通知書

現特此通知你，關於你申請高額長者生活津貼一事，已獲批准，本署將由\_\_\_\_年\_\_\_\_月\_\_\_\_日發放津貼，每月的款項將會存入你指定的銀行戶口。

你通常會在每月的\_\_\_\_日收到津貼金，現將你每月可得金額列出如下，給你參考：

- 由\_\_\_\_年\_\_\_\_月\_\_\_\_日開始，每月可得的款項為 3,485 元，包括：

|          |                          |
|----------|--------------------------|
| 高額長者生活津貼 | 3,485.00 元               |
| 合計       | 3,485.00 元 (整數計 3,485 元) |

如你對本通知書有任何疑問或查詢，請與本辦事處職員 XXX 先生／女士聯絡（電話號碼：XXXXXXXXXX）。如你對本署決定仍有不滿，可於本通知書發出日期起四星期內，透過本辦事處安排上訴，或直接向社會保障上訴委員會（香港灣仔軒尼詩道 130 號修頓中心 24 字樓，電話號碼 28351946）提出上訴。

凡離開本港／廣東（適用於廣東計劃）／福建（適用於福建計劃）日數超過規限，遭監禁或合法羈留，死亡，將會影響高齡津貼／長者生活津貼／傷殘津貼／廣東計劃／福建計劃受惠人應得的津貼金額。如有任何上述情況，你也必須從速通知本社會保障辦事處，以便及時調整你應得的津貼金額。本署在有需要時，亦會覆查你的個案。離開本港／廣東（適用於廣東計劃）／福建（適用於福建計劃）日數以每個付款年度計算（即符合資格領取津貼的日期起計的每 12 個月）。



## Annex V

你現時的付款年度為\_\_\_\_年\_\_\_\_月\_\_\_\_日至\_\_\_\_年\_\_\_\_月\_\_\_\_日，請因應付款年度作出適當的安排，以免因超過規限而影響應得的津貼金額。

### 75 歲或以上高額長者生活津貼受惠人或其受委人請注意：

你可獲得公立診所或醫院（包括急症室）豁免醫療費用。當登記求診或辦理入院手續時請：

- (1) 向診所或醫院職員表示你是高額長者生活津貼受惠人；及
- (2) 出示你申請高額長者生活津貼時使用的身份證明文件，即你的 XXXX。

如你日後取消申請或不再符合資格領取高額長者生活津貼，有關豁免醫療費用資格亦同時取消。

### 提示

申請人或其監護人／受委人所提供的資料必須真確及完整。申請人或其監護人／受委人須注意，任何人士以欺詐手段獲得財物／金錢利益／任何利益，或為使自己或另一人獲益，或意圖使另一人遭受損失，而不誠實地以欺騙手段促使在銀行的紀錄內記入記項，均屬違法行為。申請人或其監護人／受委人如明知或故意作虛假陳述或隱瞞任何資料以騙取津貼金，或已申報的資料如有所改變並可能導致津貼金額減少或申請人不符合資格領取公共福利金，而申請人或其監護人／受委人蓄意不向本署申報有關資料的變更，可能會引致被檢控。任何多領的津貼金均須退還本署。

慎防騙子，社會福利署或社會福利署的代理機構職員不會收受金錢或任何報酬。

社會福利署  
XXX 主任  
XXXXXXXX

### 附註

- (1) 此乃電腦列印文件無須授權簽署。

\_\_\_\_年\_\_\_\_月\_\_\_\_日

如果你有需要與個案職員會面，請先以電話預約。

## [Sample -調整津貼金額通知書（高額長者生活津貼個案）]

檔案編號: XXX-S-XXXXXX

電話: XXXXXXXX

XXX 社會保障辦事處  
地址

XXX 先生／女士

**調整津貼金額通知書**

現特此通知你，關於你申請高額長者生活津貼一事，由於你的情況有所改變，由\_\_\_\_年\_\_\_\_月\_\_\_\_日開始的津貼經已調整，每月的款項將會存入你指定的銀行戶口。

你通常會在每月的\_\_\_\_日收到津貼金，現將你每月可得金額列出如下，給你參考：

1. 由\_\_\_\_年\_\_\_\_月\_\_\_\_日至\_\_\_\_年\_\_\_\_月\_\_\_\_日，每月可得的款項為 0 元，包括：

|           |                  |
|-----------|------------------|
| 高額長者生活津貼  | 3,485.00 元       |
| 合計        | 3,485.00 元       |
| <b>扣減</b> |                  |
| 已收款項      | 3,485.00 元(-)    |
| 餘款        | 0.00 元 (整數計 0 元) |

2. 由\_\_\_\_年\_\_\_\_月\_\_\_\_日開始，每月可得的款項為 3,485 元，包括：

|          |                          |
|----------|--------------------------|
| 高額長者生活津貼 | 3,485.00 元               |
| 合計       | 3,485.00 元 (整數計 3,485 元) |

如你對本通知書有任何疑問或查詢，請與本辦事處職員 XXX 先生／女士聯絡（電話號碼：XXXXXXX）。如你對本署決定仍有不滿，可於本通知書發出日期起四星期內，透過本辦事處安排上訴，或直接向社會保障上訴委員會（香港灣仔軒尼詩道 130 號修頓中心 24 字樓，電話號碼

## Annex V

28351946) 提出上訴。

凡離開本港／廣東（適用於廣東計劃）／福建（適用於福建計劃）日數超過規限，遭監禁或合法羈留，死亡，將會影響高齡津貼／長者生活津貼／傷殘津貼／廣東計劃／福建計劃受惠人應得的津貼金額。如有任何上述情況，你也必須從速通知本社會保障辦事處，以便及時調整你應得的津貼金額。本署在有需要時，亦會覆查你的個案。離開本港／廣東（適用於廣東計劃）／福建（適用於福建計劃）日數以每個付款年度計算（即符合資格領取津貼的日期起計的每 12 個月）。你現時的付款年度為\_\_\_\_年\_\_\_\_月\_\_\_\_日至\_\_\_\_年\_\_\_\_月\_\_\_\_日，請因應付款年度作出適當的安排，以免因超過規限而影響應得的津貼金額。

### 75 歲或以上高額長者生活津貼受惠人或其受委人請注意：

你可獲得公立診所或醫院（包括急症室）豁免醫療費用。當登記求診或辦理入院手續時請：

- (1) 向診所或醫院職員表示你是高額長者生活津貼受惠人；及
- (2) 出示你申請高額長者生活津貼時使用的身份證明文件，即你的 XXXX。

如你日後取消申請或不再符合資格領取高額長者生活津貼，有關豁免醫療費用資格亦同時取消。

### 提示

申請人或其監護人／受委人所提供的資料必須真確及完整。申請人或其監護人／受委人須注意，任何人士以欺詐手段獲得財物／金錢利益／任何利益，或為使自己或另一人獲益，或意圖使另一人遭受損失，而不誠實地以欺騙手段促致在銀行的紀錄內記入記項，均屬違法行為。申請人或其監護人／受委人如明知或故意作虛假陳述或隱瞞任何資料以騙取津貼金，或已申報的資料如有所改變並可能導致津貼金額減少或申請人不符合資格領取公共福利金，而申請人或其監護人／受委人蓄意不向本署申報有關資料的變更，可能會引致被檢控。任何多領的津貼金均須退還本署。

慎防騙子，社會福利署或社會福利署的代理機構職員不會收受金錢或任何報酬。

社會福利署

XXX 主任

XXX

### 附註

- (1) 此乃電腦列印文件無須授權簽署。
- (2) 本通知書取代本署之前就同一領款期間所發出的其他通知書。
- (3) 本通知書內“已收款項”所列的數目，包括在該月已被扣減的還款額。

\_\_\_\_ 年 \_\_\_\_ 月 \_\_\_\_ 日

如果你有需要與個案職員會面，請先以電話預約。

[Sample – 滿 75 歲高額長者生活津貼受惠人獲得豁免醫療費用通知書]

申請人： Name of applicant

個案編號： XXX-S-XXXXXXX

電話： XXXXXXXXX XXX 社會保障辦事處  
地址

XXX 先生／女士：

**滿 75 歲高額長者生活津貼受惠人獲得豁免醫療費用**

根據個案紀錄，你現時為高額長者生活津貼受惠人及於\_\_\_\_年\_\_\_\_月\_\_\_\_日滿 75 歲，由該日起你可獲得公立診所或醫院（包括急症室）豁免醫療費用。當你登記求診或辦理入院手續時，請：

- (1) 向診所或醫院職員表示你是高額長者生活津貼受惠人；及
- (2) 出示你申請高額長者生活津貼時使用的身份證明文件，即你的 XXXXXX。

如你日後取消申請或不再符合資格領取高額長者生活津貼，有關豁免醫療費用資格亦同時取消。

如你就上述事宜有任何查詢，請與本辦事處職員 XXX 先生／女士聯絡（電話號碼：XXXXXXXX）。

社會福利署  
XXX 主任  
XXXXXX

年 月 日

附註：此乃電腦列印文件，無須授權簽署。

# Sample – Certificate for Waiver of Medical Charges

HQMS Doc Code  
編號 Serial No. BA 12345

HOSPITAL AUTHORITY  
醫院管理局  
CERTIFICATE FOR WAIVER OF MEDICAL CHARGES  
醫療費用減免證明書

To : Chief Executive, Hospital Authority /  
Director of Health, Department of Health  
  
(致 : 醫院管理局行政總裁 / 衛生署署長)  
(Attn : HA Shroff / DH Shroff)  
(請交 : 醫管局收費處 / 衛生署收費處)

|   |       |
|---|-------|
| Patient Gum Label 病人標籤                                |       |
| Name of Patient 病人姓名 :                                | _____ |
| HKID/HKBC/Travel Document No.*<br>身份證/出生證明書/旅行證件號碼* : | _____ |
| Hospital/Clinic Ref. No. 醫院/診所號碼 :                    | _____ |

This is to certify that the above named patient is having financial hardship and approval of waiver for the following medical charges is hereby given in accordance with the delegated authority under Hospital Authority Financial Delegation Manual  
根據醫院管理局財政授權守則的授權，茲證明上述病人因經濟困難獲以下醫療費用減免：

Please mark **ONLY ONE** tick (✓) in each of the A, B and C part 請在下列第一、二、三部份各劃上一個 (✓) 號：

**Part A 第一部分: Patient Type 病人類別**

- Eligible Person 符合資格人士       Non-eligible Person 非符合資格人士  
 The patient is a CSSA recipient under CSSA casefile reference no. 病人屬領取綜援人士，綜援檔案編號 \_\_\_\_\_

**Part B 第二部分: Waiver Type 減免類別**

**One-off waiver 一次過減免:**

- One-off waiver for in-patient service 住院費用獲一次過減免  
For a period of hospitalization from 住院期由 \_\_\_\_\_ to 至 \_\_\_\_\_ inclusive 首末兩天包括在內  
 One-off waiver for service at A&E/ SOPD/ FMSC/ GOPC (Non-episodic appointment)/ GOPC (Episodic appointment)/ Day hospital/  
Community service/ Others\* 在急症室/ 專科門診/ 家庭醫學專科診所/ 普通科門診 (非偶發性預約)/ 普通科門診 (偶發性預約)  
/ 日間醫院/ 社康服務/ 其他服務\* (please specify 請註明 \_\_\_\_\_) 獲一次過費用減免  
Valid date on 有效日期於: \_\_\_\_\_

**Period waiver 有限期減免:**

- Valid Period 有效期限 (For period waiver only 只適用於有限期減免):  
For a period from 由 \_\_\_\_\_ to 至 \_\_\_\_\_ inclusive 首末兩天包括在內  
 Waiver valid for the above period for injection and dressing 在上述期間接受注射及敷藥可獲費用減免  
 Waiver valid for the above period for in-patient admitted and discharged on the same day 在上述期間於同日入院及出院可獲費用減免

**For patient whose age is below 65 only 只適用於 65 歲以下的病人**

- Waiver valid for the above period for all A&E, SOPD, FMSC, GOPC (Non-episodic appointments), day hospitals, community services, injection and dressing 在上述期間於所有急症室、專科門診、家庭醫學專科診所、普通科門診 (非偶發性預約)、日間醫院、社康服務、接受注射及敷藥可獲費用減免

**For elderly patient whose age is at 65 or above only 只適用於 65 歲或以上的年長病人**

- Waiver valid for the above period for all A&E, SOPD, FMSC, GOPC (including both episodic appointments and non-episodic appointments), day hospitals and community services, injection and dressing 在上述期間於所有急症室、專科門診、家庭醫學專科診所、普通科門診 (包括非偶發性及偶發性預約)、日間醫院、社康服務、接受注射及敷藥可獲費用減免

**Part C 第三部分: Percentage / Amount to be paid 須支付百分比 / 數額**

- Percentage to be paid 須支付百分比 (for EP only 只適用於符合資格人士): \_\_\_\_\_ %  
 Amount to be paid 須付款額 (for NEP only 只適用於非符合資格人士): \$ \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Name of Unit 單位名稱 : \_\_\_\_\_  
Name 姓名 : \_\_\_\_\_ Tel. no. 電話號碼 : \_\_\_\_\_  
Rank 職級 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

Remarks: No alteration to the printed out content of the waiver types. 註: 減免類別之列印內容不得改動

\*Delete whichever is inappropriate (請將不適用者刪去)  
ORIGINAL - to patient (正本 - 病人留存)  
YELLOW DUPLICATE - to HA / DH Shroff (黃色副本 - 醫管局 / 衛生署收費處留存)  
BLUE DUPLICATE - to be retained as book copy (藍色副本 - 醫務紀錄)  
Note:  
SOPD : Specialist Out-patient Department  
A&E : Accident and Emergency Department  
FMSC : Family Medicine-Specialist Clinic  
GOPC : General Out-patient Clinic  
EP : Eligible person  
NEP : Non-eligible person

|                         |
|-------------------------|
| Department Chop<br>部門印鑑 |
|-------------------------|

Please note the validity period of the certificate

## Sample – Certificate for Waiver of Medical Charges



醫院管理局  
HOSPITAL  
AUTHORITY

Hospital Authority  
醫院管理局

CERTIFICATE FOR WAIVER OF MEDICAL CHARGES  
醫療費用減免證明書

(for charges not exceeding \$16,000 per case 適用於一萬六千元或以下之個案)

To : Chief Executive, Hospital Authority /  
Director of Health, Department of Health

(致 : 醫院管理局行政總裁 / 衛生署署長)  
(Attn : HA Shroff / DH Shroff)  
(請交 : 醫管局收費處 / 衛生署收費處)

| Patient Gum Label 病人標籤 (EP)       |                      |
|-----------------------------------|----------------------|
| Name of Patient 病人姓名:             | <input type="text"/> |
| HKID/HKBC/Travel Document No. *   | <input type="text"/> |
| 身份證/出生證明書/旅行證件號碼 *:               | <input type="text"/> |
| Hospital/Clinic Ref. No. 醫院/診所號碼: | <input type="text"/> |

This is to certify that the above named patient is having financial hardship and approval of waiver for the following medical charges is hereby given in accordance with the delegated authority under Hospital Authority Financial Delegation Manual 根據醫院管理局財政授權守則的授權, 茲證明上述病人因經濟困難獲以下醫療費用減免:

Waiver valid for a period for all A&E, SOPD, FMSC, GOPC (including both episodic appointments and non-episodic appointments), day hospitals, community services, injection and dressing, inpatient services

在下列期間於所有急症室、專科門診、家庭醫學專科診所、普通科門診(包括非偶發性及偶發性預約)、日間醫院、社康服務、接受注射及敷藥、住院費用可獲減免

For a period from 日  to 至  inclusive 首末兩天包括在內

Percentage to be paid 須支付百分比 (for EP only 只適用於符合資格人士) :  %

Please note the validity period of the certificate

Signature 簽署 :  Name of Unit 科組 :

Name 姓名 :  Tel. no. 電話 :

Rank 職級 :  Date 日期 :

\*Delete whichever is inappropriate (\*請將不適用者刪去)

Note:

SOPD : Specialist Out-patient Department  
A&E : Accident and Emergency Department  
FMSC : Family Medicine Specialist Clinic  
GOPC : General Out-patient Clinic  
EP : Eligible Person  
NEP : Non-eligible Person

| Department Chop<br>部門印鑑 |
|-------------------------|
| <input type="text"/>    |



衛生署  
Department of Health

# 大腸癌篩查 計劃

COLORECTAL CANCER SCREENING PROGRAMME