

# Colorectal Cancer Screening Pilot Programme

## Welcome Briefing Session for Colonoscopy Specialist

(ver. July 2016)

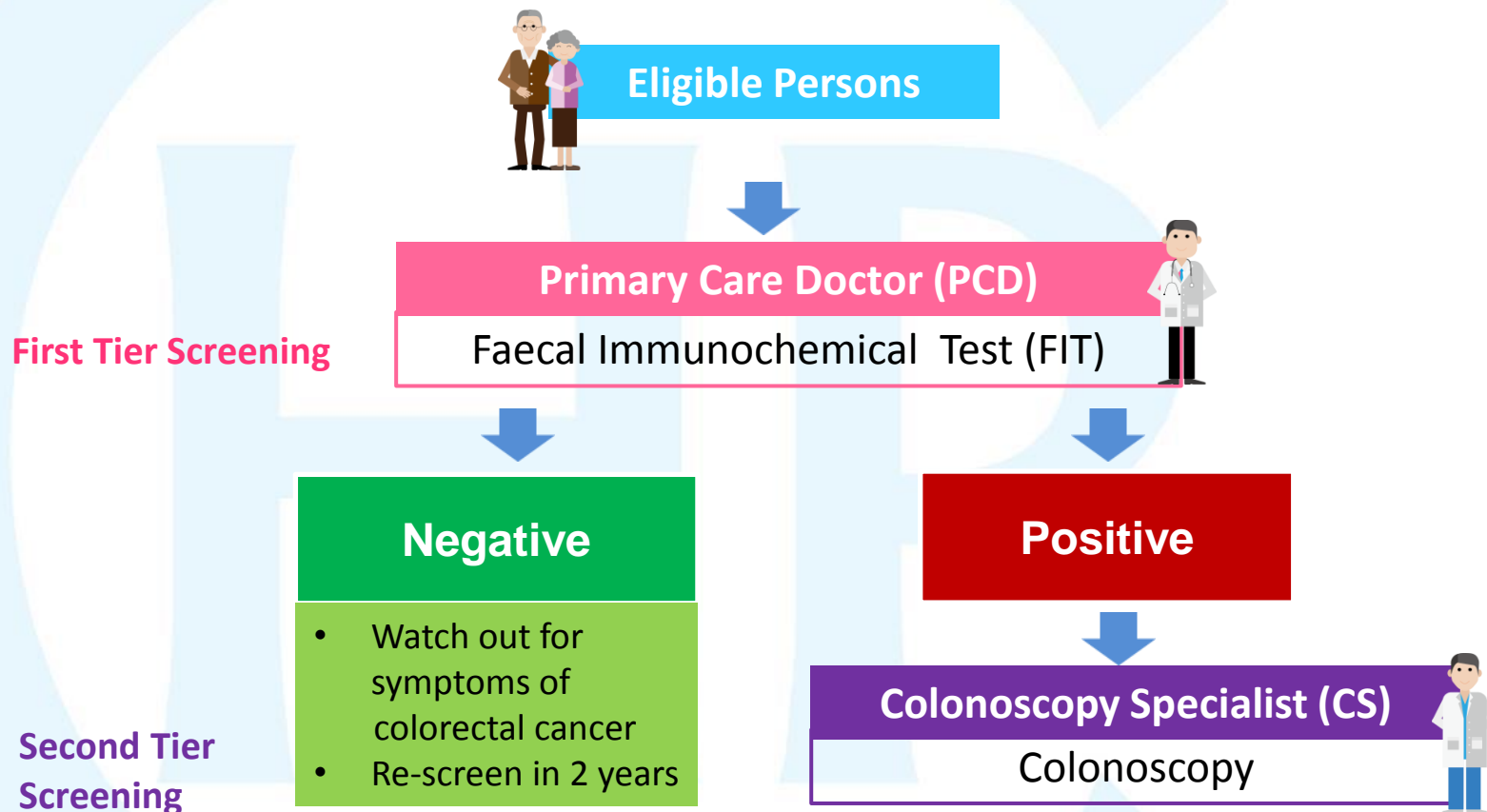


# Rundown

- Screening workflow and operational details
- Demonstration on the use of the CRC-IT System (real-time)
- Practical session



# Two-tier Screening Approach



# Standard Package of Colonoscopy Service

- **Pre-procedural consultation** – assess medical fitness for colonoscopy, explain the procedure, obtain consent, prescribe bowel preparation, explain and agree on management plan and book the procedure
- [**Colonoscopy +/- polypectomy**]\*\* +/- repeated colonoscopy
- Review histopathology results and/or CT colonography results (for incomplete colonoscopy) to formulate clinical decision
- **Post-procedural consultation** – explain assessment findings, referral for definitive management, etc. (for all cases except those with a complete colonoscopy with normal findings)

\*\* Cover conscious sedation, consumables for polypectomy e.g. the clips, snare and hot biopsy forceps



# Commissioned services provided by Government

- **Histopathology examination services**
  - If polyp or tissues are removed for histopathology examination
  - Service Provider: Diagnostix Pathology Laboratories Ltd. (陳健慧病理診斷有限公司)
- **CT colonography services**
  - If incomplete colonoscopy
  - Service Provider: TWGHs Computed Tomography Imaging Centre (東華三院電腦掃描中心)



# Services NOT included in Standard Package

1. **Overnight stay in a private hospital**
2. **Monitored anaesthetic care or general anaesthesia**
3. **Management for further polypectomy** in the situation where the polyp(s) detected during the complete colonoscopy cannot be completely removed
4. **Management of complications** arising from the Colonoscopy Examination such as bleeding, infection, bowel perforation or severe reaction to sedation
5. **Management of colorectal cancer or other lesion(s)** detected after the Colonoscopy Examination

CS should reach **mutual agreement** before the procedure with the participant regarding their arrangement and payment of charges for the above extra services



# Making an appointment

- Arrange pre-procedural consultation **within 4 weeks** from the date of participant approaching the CS
- Remind participant to bring the referral letter during pre-procedural consultation (*if booking not in person*)



## Colorectal Cancer Screening Pilot Programme

Referral for Colonoscopy under the Pilot Programme

Date

Dear Doctor,

Re: Participant Name + HKIC number

The above named was tested positive by faecal occult blood test on Date (last positive FIT in the current screening round) in the CRC Screening Pilot Programme. Kindly see the above named for colonoscopy.

Free text entry

Yours faithfully,

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

Name of PCD  
HCI Tel Number  
HCI Address

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

如欲獲取已登記專科醫生資料，請瀏覽 [www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk)



# Pre-procedural consultation

- Assess medical fitness for the procedure
- Explain the procedure and obtain consent
- Prescribe bowel preparation
- Explain and agree on management plan (e.g. complications, polyps beyond resection, incomplete intubation) and charges and payment for extra services (e.g. overnight stay, MAC)
- Book the colonoscopy examination **within 4 weeks** from the date of pre-procedural consultation





# Points to note (1)

- Recommend to use SMART ID readers to search the enrolled participant
- Build Indefinite sharing consent
  - When participant have not given indefinite consent to Health Care Provider (HCP)
  - Maybe required during
    - ✓ pre-procedural consultation and/ or
    - ✓ on the day of colonoscopy  
(due to different HCP)

**Give Sharing Consent**

eHR Registration System

Sharing Consent Management (version 1.5.9 built on 23-May-2016)

Sharing Consent

**VHC4 HOSPITAL (FULL)**

**HCR Information**

|                       |  |                      |               |
|-----------------------|--|----------------------|---------------|
| eHR No.:              | 0128-8661-3470   | English Name:        | TSANG, GRAPES |
| HKIC No.:             | Q198967(3)   | Other Name:          |               |
| ID Doc Type:          | HKID Card  | Chinese Name:        | 曾蘭菊           |
| ID Doc No.:           |  | Communication Means: | SMS           |
| Sex:                  | Male   | SMS Phone No.:       | 852-98765432  |
| Date of Birth:        | 06-Mar-1947  | Exact DOB:           | EDMY          |
| Sharing Consent Type: | <input checked="" type="radio"/> Indefinite Sharing Consent <input type="radio"/> One-Year Sharing Consent |                      |               |

**Authorisation**

Substitute Decision Maker

Please select means of authorisation

Method:  Smart ID Card  One-time Password  Sign Consent Form

Authorisation: No document is required. Please click < Submit > to proceed.

Cancel Supporting Doc. Template Print Consent Form **Submit**

Close



# Points to note (2)

- Provide copy of undertaking and declarations of the Subsidy redemption form for the participant to study

- Available in
  - ✓ CS guidebook (Annex II)
  - ✓ Prevent Colorectal Cancer Website ([www.ColonScreen.gov.hk](http://www.ColonScreen.gov.hk))

- Input information into the CRC-IT System as soon as possible

大腸癌篩查先導計劃  
提供大腸鏡檢查服務資助申請表格  
此中文版本為英文版本之譯本，如中、英文兩個版本有任何相觸或不相符之處，應以英文版本為準。

承辦及聲明

1. 按照先導計劃的安排，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：
  - (a) 一次大腸鏡檢查前的驗血，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，請與檢查程序、各項風險和併發症，與本人就一旦出現併發症時進行的治療計劃達成相互協議，就有關程序取得本人的知情同意，以及為處理進行作出處方；
  - (b) 大腸鏡檢查，此為日間程序，當中包括腸部清潔、切除腸內所用的醫療儀器及物資，例如夾子、活組織檢查用的刺針或電凝器；以及
  - (i) 如大腸鏡檢查成功，此項檢查將發現並切除癌肉，會提供組織病理學報告，當中會已切除癌肉的程度等結果；以及
  - (ii) 如大腸鏡檢查不成功，則會進行大腸鏡檢查；
  - (c) 大腸鏡檢查後的驗血，提供與否會視乎大腸鏡檢查的結果，以及是否發現異常腸癌結果，作出轉介和安排其他檢查程序後的臨床護理；
2. 如大腸鏡檢查不成功，除上述(1)(b)(i)(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會轉介本人接受電腦斷層大腸攝影檢查，費用會由政府撥款支付。
3. 本人明白，基本服務不包括(a)醫療住宿，(b)由專科醫生監督下進行的腸部程序或全身麻醉，如本人需要這些服務，須自費支付；
4. 儘管政府已就先導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，本人必須支付額外的費用，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披露清楚，本人亦明白該筆費用可能會增加大腸鏡檢查的結果，即個別處帶已切除腸，兩者不可分割；
5. 在下列情況，本人明白，已登記的大腸鏡醫生會轉介本人接受先導計劃以外的醫療護理渠道，接受進一步臨床護理，例如在醫院管理局轄下醫療或私家醫療機構接受臨床護理，而接受有關護理不在先導計劃的資助範圍內：
  - (a) 大腸鏡檢查成功，但並未完全切除所發現的癌肉；
  - (b) 大腸鏡檢查引起併發症，而該併發症不屬於出血、穿孔、對腸部腸部有嚴重反應、腸道阻塞等；
  - (c) 在大腸鏡檢查後發現大腸癌或癌前病變；
6. 按照先導計劃的安排，本人明白，已登記的大腸鏡醫生須就一切有關臨床護理和治療的事宜，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療計劃作出相互協議等，承擔專責責任，本人明白，政府在這方面並無責任和義務；
7. 本人明白，如本人退出或離開先導計劃，或有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，亦再次有義務通知本人有關結果，因此，本人可能會有延誤重要檢查結果之虞；
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)任何與先導計劃有關的資料(包括但不限於臨床資料)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發給日期；
  - 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(2016年7月以前)。



# Input as Soon as Possible

WONG, LEMON  
HKIC No. : Q198972(A)    DOB : 01-Jan-1945    Age : 71 years    Sex : M

Colorectal Cancer Screening Pilot Programme

Consultation History

- CRS Screening Pilot Prog. (2016)
  - CS Summary
    - 19-Jul-2016 Consultation (Dr. LI, TAI MING 10)
    - 16-Jul-2016 Consultation (Dr. YIU, TAI MING 10)
  - PCD Summary
    - 12-Jul-2016 Follow up (YAM, TAI MING 10)
    - 12-Jul-2016 Issue FIT (YAM, TAI MING 10)

Pre-procedural Consultation

Participant has booked colonoscopy with another specialist on 23-Jul-2016.  
Participant has attended the subsidized pre-procedural consultation. No further subsidy for pre-procedural consultation will be made.

Pre-procedural Consultation Date: 17-Jul-2016

Participant is Fit for Colonoscopy:  Yes  No

Colonoscopy Scheduled On: [ ]

Name of Facility or Hospital: [ ]

Consultation Note: [ ]

Print Forms    Save Draft    Close    Save

Reminder  
Message  
to CS

- 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.
- If the participant has done the Pre-procedural Consultation from another enrolled CS, message will appear to remind the CS no further subsidy for Pre-procedural Consultation will be made.
- 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.**

# Points to note (3)

- If the colonoscopy suite cannot access the CRC-IT System, please
  - pre-print the subsidy redemption form and histopathology request form at the pre-procedural clinic
  - bring along these forms to the colonoscopy suite on the day of Colonoscopy Examination



# Points to note (4)

In colonoscopy suite, to access the participant's account via the CRC-IT System for data entry & printing of subsidy redemption form, the participants have to build the “indefinite sharing consent” with the colonoscopy suite

Reception staff of the colonoscopy suite should

- (1) have the access right for building sharing consent (relevant role group is assigned to the staff by the user admin)
- (2) know how to build sharing consent
- (3) be aware that a particular client is enrolled under the Pilot Programme and then check whether the “indefinite sharing consent” has been made via the CRC-IT System
  - ✓ Make a “*remark*” on the admission sheet to show that the client is a Pilot Programme participant
  - ✓ Remind the client to inform the reception staff that he/she is under the Programme
- (4) Build the “indefinite sharing consent” as appropriate



# Colonoscopy Examination (1) 衛生防護中心 Centre for Health Protection

- Sign and complete **the subsidy redemption form** by the participant (before sedation and procedure) and the CS (after the procedure)

大腸癌計劃編號

## 大腸癌篩查先導計劃 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：香港灣仔愛群道 32 號愛群商業大廈 13 樓 1301 室（請交：庫務會計部（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。

本人為先導計劃的參加者，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(如不懂填寫，請印上指模) \_\_\_\_\_ 日期：日/月/年  
(在接受大腸鏡檢查當天簽署)

### 如參加者不懂填寫，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(在適當空格加上劃號)：

口港幣 8,200 元 (有切除癌內的大腸鏡檢查資助)

口港幣 7,500 元 (沒有切除癌內的大腸鏡檢查資助)

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 \_\_\_\_\_

(2019 年 7 月版)



衛生署

# Colonoscopy Examination (2) 衛生防護中心 Centre for Health Protection

- Complete colonoscopy:
  - **Photo documentation** (visualization of either appendiceal orifice or ileocecal valve or terminal ileum) with adequate indication of participant identity
  - Without polypectomy: explain findings to the participant
  - Polypectomy: send polyp or/and abnormal tissue to a designated laboratory for histopathology examination
- Incomplete colonoscopy
  - Repeat colonoscopy
  - Refer for CT colonography
- Book post-procedural consultation
  - For all cases except those with a complete colonoscopy with normal findings
  - **Within 5 weeks** from the date of colonoscopy examination



# Histopathology examination services (1)

- Order specimen bottle and carrier bag
  - by filling the request form and fax to service provider (fax. no.: 2521 7081) **at least 3 working days** in advance
- Print Histopathology Request Form from the CRC-IT System
- Fill in the required information
  - eg. Phone and fax no. of CS, clinical summary, specimen nature and site
- Label specimen properly and put into the carrier bag

Colorectal Cancer Screening Pilot Programme (CRCSP)  
Specimen Bottle and Carrier Bag Request Form

To: Diagnostic Pathology Laboratories Ltd  
(The commissioned Histopathology Laboratory for CRCSP) Fax: 2521 7081

Please **READ** the following carefully before completion:

Essential information given in "Part I - Requesting Colonoscopist" and "Part II - Health Care Institution (HCI)" values with that provided at the time of CRCSP enrolment. Specimen bottle and carrier bag will only be supplied to enrolled colonoscopist at their enrolled HCI.

**Part I - Requesting Colonoscopist**

|                    |  |
|--------------------|--|
| Name:              |  |
| CRC Enrolment no.: |  |
| Signature:         |  |
| Date:              |  |

\*This can be retrieved from the enrolment confirmation letter or under the "Personal Particulars" tab in the CRC-IT system.

**Part II - Health Care Institution (HCI) where the bottle and bag should be delivered**

|                                    |              |
|------------------------------------|--------------|
| HCI Name:                          |              |
| Address:                           |              |
| Opening days & hours for delivery: | Clinic Stamp |

**Part III - Requesting quantity**

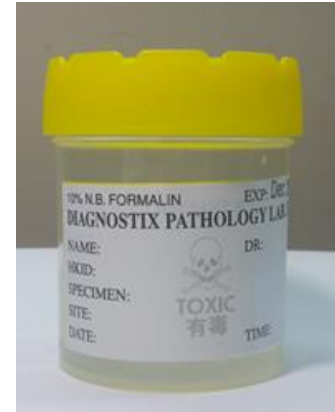
| Item     | Specimen bottle | Carrier bag |
|----------|-----------------|-------------|
| Quantity |                 |             |

**Part IV - Contact Person**


|                |  |
|----------------|--|
| Name:          |  |
| Telephone no.: |  |

Notes:

- For enquiry please call 2524 0887.
- The specimen bottle and carrier bag will be delivered to the above HCI address within 3 working days (including the date of request) from the receipt of this request form.
- The Department of Health reserves the right to make final decisions about your request.




Colorectal Cancer Screening Pilot Programme  
Histopathology Request Form

|   |   |
|---|---|
| Name (English): TSANG GRAPES              | eHR number: 9824-0069-7336  |
| HCI number: Q198967(3)                    | eHR Referral Number: 1657257983000029165  |
| Date of Birth: 06-Mar-1945                | Barcode:  |
| Sex: M                                    |   |
| Request Colonoscopist Dr. YIP TAI MING 10 | Colonoscopy performed at: VHC4 HOSPITAL - VHC4 HOSPITAL                                       |
| Phone number of Colonoscopist:            | Request Date: 25-May-2016   |
| Fax number of Colonoscopist:              | Number of Specimen Bottles: 2   |

Clinical Summary:

Procedure: Colonoscopy

Specimen Nature and Site:



Remarks:

1. Please label specimen bottle properly and put into the carrier bag together with the Histopathology Request Form.
2. Please to Diagnostic Pathology Laboratories Ltd. (Fax no.: 2524 0887) to collect the specimen.





# Histopathology examination services (2)

- Collect specimen

- Phone to service provider (tel no.: 2526 0867) to collect the specimen and Histopathology Request Form

- Histopathology report

- Uploaded/ re-uploaded via eHRSS
- No hard copy report will be issued
- Appear in To-do-List under the CRC-IT System
- CS will be informed by telephone or fax for malignant tumor cases or amended issued report



# CT colonography services (1)

- Print CT Colonography Request Form and booking instruction sheet from the CRC-IT System
- Fill in the information on the request form
  - eg. Phone no. of CS, Known drug allergy, allergy precaution (if applicable) and clinical summary)
- Give the request form and booking instruction sheet to participant
- Instruct the participant to
  - arrange appointment by phone (tel no.: 3517 7721) **ASAP**
  - inform the booking staff that the participant was enrolled under the Pilot Programme
  - bring the CT Colonography Request Form when go to the imaging centre

 **Colorectal Cancer Screening Pilot Programme**  
CT Colonography Request Form

|                                     |                         |                          |   |
|-------------------------------------|-------------------------|--------------------------|---|
| Name (English)                      | TSANG GRAPES            | HPI Number               | 9624-0009-7238  |
| HMC Number                          | G198M713                | HPI Referral Number      | 1657257583XXXX029173  |
| Date of Birth                       | 08-Mar-1943             | Barcode                  |  |
| Sex                                 | M                       | Request Colonologist     | Dr. YIP TAI MING 13   |
| Request Colonologist                | Dr. YIP TAI MING 13     | Colonoscopy Performed In | VHCA HOSPITAL - VHCA HOSPITAL   |
| Phone Number of Colonologist        |                         | Request Date             | 28-May-2018   |
| Procedure Requested                 | CT Colonography (Pilot) |                          |   |
| Known Drug Allergy                  |                         |                          |   |
| Allergy Precautions (if applicable) |                         |                          |   |
| Clinical Summary                    |                         |                          |   |

 **大腸癌篩查先導計劃**  
**電腦掃描虛擬大腸鏡檢查**  
Colorectal Cancer Screening Pilot Programme  
Computed Tomography Colonography

**參加者須知**  
請致電3517 7721或親臨三院電腦掃描中心聯絡，領取清楚填填表格等資料，以及安排預約檢查。

康寧三院電腦掃描中心  
地址：九龍彌敦道二十五號 康寧醫院主座大樓北翼七樓

**服務時間**  
星期一至五：上午九時至下午一時及下午二時至五時  
星期六：上午九時至下午一時  
星期日及公眾假期：休息

**Add to participant**  
Participant should contact Tung Wah Group of Hospitals Computed Tomography Imaging Centre by phone 3517 7721 for collection of scan-prep powder, related information and making appointment for CT Colonography.

Computed Tomography Imaging Centre  
Address: 7/F, North Wing, Main Building, Kwong Wah Hospital, 25 Waterloo Road, Kowloon.

**Operating Hours**  
Monday to Friday 09:00-13:00 and 14:00-17:00  
Saturday 09:00-13:00  
Close on Public Holiday and Sunday

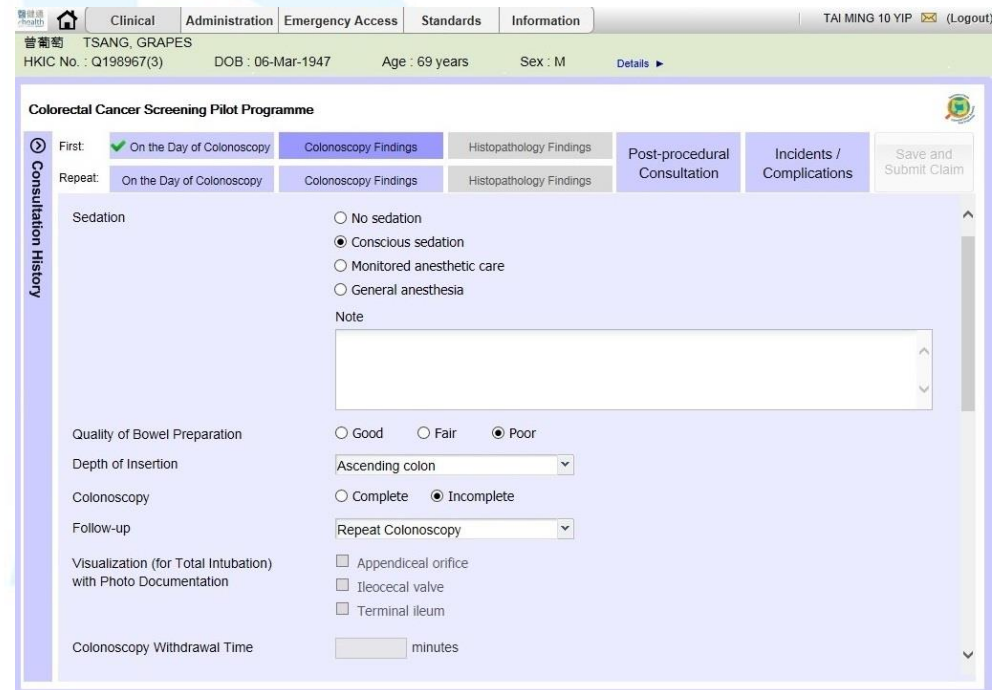
# CT colonography services (2)

- CT colonography report
  - Issued **within 4 weeks** after the day of appointment of the participant
  - A hard copy of the CT colonography report and radiographic images will be sent by **courier service** from the service provider
  - **No separate notification** on CRC-IT System will be made



# Repeat Colonoscopy

- Subsidy already covered in the Standard Package of Colonoscopy Service
- Should **NOT** ask the participant to cover the cost of the repeat colonoscopy
- Input result into the CRC-IT System
- Exercise clinical decision and discuss with participant



The screenshot shows the 'Colorectal Cancer Screening Pilot Programme' interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is identified as TAI MING 10 YIP (Logout). Patient information includes: 曾國勤 (TSANG, GRAPES), HKIC No.: Q198967(3), DOB: 06-Mar-1947, Age: 69 years, Sex: M.

The main section is titled 'Colorectal Cancer Screening Pilot Programme' and has a 'Consultation History' sidebar. The 'Repeat' section is active, showing 'On the Day of Colonoscopy' and 'Colonoscopy Findings' tabs. The 'Colonoscopy Findings' tab is selected, displaying the following fields:

- Sedation:** Radio buttons for No sedation, Conscious sedation (selected), Monitored anesthetic care, and General anesthesia.
- Note:** A text input field.
- Quality of Bowel Preparation:** Radio buttons for Good, Fair, and Poor (selected).
- Depth of Insertion:** A dropdown menu currently showing 'Ascending colon'.
- Colonoscopy:** Radio buttons for Complete and Incomplete (selected).
- Follow-up:** A dropdown menu currently showing 'Repeat Colonoscopy'.
- Visualization (for Total Intubation) with Photo Documentation:** Checkboxes for Appendiceal orifice, Ileocecal valve, and Terminal ileum.
- Colonoscopy Withdrawal Time:** A text input field followed by 'minutes'.

At the bottom right of the form, there is a 'Save and Submit Claim' button.



# Post-procedural consultation

- For all cases except those with a complete colonoscopy with normal findings
- Explain the findings (colonoscopy, histopathology or CT colonography)
- Refer for definitive treatment e.g. CRC, other problems
- Advice on further management plan



# Referral

- Print referral letter from the CRC-IT System

The screenshot displays the CRC-IT System interface for a user named TAI MING 10 YIP. The main window shows the 'Colorectal Cancer Screening Pilot Programme' with a 'Print Forms' dialog box open. The dialog box lists several forms: Subsidy Redemption Form, Histopathology Request Form, CT Colonography Request Form, and Referral Letter. The 'Referral Letter' option is highlighted with a red circle. The 'Referral Letter Content' window is also visible, showing the header 'Colorectal Cancer Screening Pilot Programme Referral Letter' and the patient's name 'Re: TSANG GRAPES, Q198967(3)'. The date is 23-May-2016. The content area is currently blank, and the footer includes the doctor's name 'Dr. YIP TAI MING 10' and address 'FLOOR 16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN'. Buttons for 'Print', 'Close', and 'Save Draft' are visible at the bottom of the content window.

# Incidents/ Complications

- 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
- Alert the PO if the event requires **immediate attention** by the PO



Participants with positive FIT result referred for colonoscopy

### Pre-procedural Consultation

- Assess medical fitness for Colonoscopy Examination
- Explain the procedure and prescribe bowel preparation

### Colonoscopy Examination

- Day case including conscious sedation, consumables for polypectomy and removal of polyp or/and abnormal tissue

#### Complete colonoscopy (no removal of polyp/tissue)

- Explain findings to participant

#### Complete colonoscopy (removal of polyp/tissue)

- Send polyp/tissue for **histopathology examination**
- Arrange Post-procedural Consultation

#### Incomplete colonoscopy

- Offer **repeat colonoscopy OR** referral for **computed tomographic colonography**

### Post-procedural Consultation

- Explain the colonoscopy examination result and arrange follow-up as appropriate



# Service Pledge

| Action  | Waiting time |
|---|--------------|
| From the participant approaching to the CS to the Pre-procedural consultation | < 4 weeks    |
| From Pre-procedural consultation to colonoscopy examination                   | < 4 weeks    |
| From colonoscopy examination to Post-procedural consultation, if any          | <5 weeks     |



# Subsidy level

| Standard package                         | Colonoscopy without polyp removed | Colonoscopy with polyp(s) removed | Remark   |
|--|-----------------------------------|-----------------------------------|--|
| Subsidy for pre-procedural consultation* | HK\$300                           | HK\$300                           | Payable upon completion of pre-procedural consultation |
| Subsidy for colonoscopy                  | HK\$7,500                         | HK\$8,200                         | Payable upon completion of the whole standard package  |
| Total government subsidy <sup>^</sup>    | HK\$7,800                         | HK\$8,500                         |  |

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

\***ONLY** be paid once to the **first CS** who submits the claim, to promote continuity of care by the same specialist and discourage doctor shopping. **The date of actually providing the pre-procedural consultation will be immaterial.**

<sup>^</sup>Government subsidy can be payable to **CS's** or the **associated medical organization's bank account**, whichever way that could be acceptable between the doctor and colonoscopy facility.



# Charity quota

- Offer to participants who are Comprehensive Social Security Assistance (CSSA) recipients or holders of valid Certificate for Waiver of Medical Charges
- State the charity quota per month on the poster displayed in the clinic performing the pre-procedural consultation
- Indicate the participant has used the charity quota under the CRC-IT System

**大腸癌篩查先導計劃**  
Colorectal Cancer Screening Pilot Programme

| 醫生<br>Doctor | 沒有息肉切除<br>without polyp(s) removal  | 有息肉切除<br>with polyp(s) removal  | 每月慈善配額<br>* Monthly charity quota |
|--------------|---|---|-----------------------------------|
|              | 政府資助<br>Government Subsidy<br><b>\$7,800</b>                                | 政府資助<br>Government Subsidy<br><b>\$8,500</b>                                |                                   |
| 地點<br>Venue  | 知康政府資助康市民中心<br>Suzanne Shek, other practitioners at the Government Building | 知康政府資助康市民中心<br>Suzanne Shek, other practitioners at the Government Building |                                   |
|              | \$  | \$  |                                   |
|              | \$  | \$  |                                   |
|              | \$  | \$  |                                   |
|              | \$  | \$  |                                   |

\* 此表格僅供在診所提供服務時使用，以協助醫生記錄每位參與者的慈善配額。此表格不適用於在診所以外的地方進行篩查。  
This is provided to participants who receive Comprehensive Social Security Assistance or hold a Certificate for Waiver of Medical Charges to waive the co-payment.

請出示有效香港身份證或豁免登記證明書  
Please show your valid Hong Kong Identity Card or Certificate of Exemption

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MA, APRICOT  
HKIC No.: QN123707(1) DOB: 25-Apr-1946 Age: 70 years Sex: F

Colorectal Cancer Screening Pilot Programme

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

Referring PCD: Dr. YAM SIU MING  
Name of Colonoscopist: Dr. LUI SIU MING  
Date of Performing Colonoscopy: 08-Jul-2016  
Name of the Facility or Hospital: VHC4 HOSPITAL (FULL) - VHC4 HOSPITAL (FULL)

The co-payment is waived on charity basis.  
(applicable for CSSA recipient or holder of Certificate for Waiver of Medical Charges)

Print Forms | Close | Save Draft

# Payment Claim (1)

- Processed by Programme Office on a monthly basis
- Pre-procedural consultation:
  - Submit payment claim via the CRC-IT System after input of all mandatory fields
- Colonoscopy Examination:
  - Submit payment claim via the CRC-IT System after input of all mandatory fields (including histopathology findings for polypectomy cases)
  - Submit the following supporting documents to Programme Office by **7th of each month** (preferably by registered mail):
    - ✓ **Subsidy redemption form** signed and completed by CS and the participant
    - ✓ **Photo documentation** (visualization of either appendiceal orifice or ileocecal valve or terminal ileum) with adequate indication of participant identity (**for complete colonoscopy**)



# Payment Claim (2)

- Claims in a particular month will be settled **within 30 days** after the last day of that month in which all supporting documents have been duly received by Programme Office
- Submit claim **ASAP**, 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



# Payment Claim (3)

- CS can view the payment claims submitted and the payment status via the enquiry function of the CRC-IT System
- When the payment claims have been processed, CS
  - will receive an inbox message for notification of payment within 14 days
  - can generate a monthly payment statement providing details of processed payments

The screenshot shows the 'Inbox' of the CRC-IT System. The user is TAI MING 10 YIP. The inbox contains several messages, with the most recent one circled in red:

| Sender                   | Title   | Date               | Task Status |
|--------------------------|---|--------------------|-------------|
| Colorectal Cancer Scr... | Payment notification for Colorectal Cancer Scree...   | 16-May-2016 09:... | (No Status) |
| Colorectal Cancer Scr... | Payment notification for Colorectal Cancer Scree...   | 13-May-2016 15:... | (No Status) |
| Colorectal Cancer Scr... | Primary Care Doctor enrolment application has been... | 06-Apr-2016 10:00  | (No Status) |
| Colorectal Cancer Scr... | Primary Care Doctor enrolment application has been... | 06-Apr-2016 09:56  | (No Status) |
| Colorectal Cancer Scr... | Colonoscopy Specialist profile status has been c...   | 08-Jan-2016 14:04  | (No Status) |
| Colorectal Cancer Scr... | Colonoscopy Specialist profile status has been c...   | 08-Jan-2016 13:58  | (No Status) |
| Colorectal Cancer Scr... | Colonoscopy Specialist profile status has been c...   | 08-Jan-2016 11:50  | (No Status) |
| Colorectal Cancer Scr... | Payment notification for Colorectal Cancer Scree...   | 04-Dec-2015 13:... | (No Status) |

The screenshot shows the 'eHR Document Viewer - Payment Statement' for the Colorectal Cancer Screening Pilot Programme. The statement is dated 10-May-2016 and shows a total amount of \$17,000.

**Payment Statement (10-May-2016)**  
Total Amount: \$17,000

Colonoscopy Specialist name: YIP A, TAI MING 10 A  
eHR user ID: 6664091095

Statement issue date: 12-May-2016  
Cutoff date: 10-May-2016  
Payment date: 11-May-2016

HCP Name: VHC4 HOSPITAL  
HCP ID: 4310898234

No. of transaction by HCP: 4  
Total amount by HCP: \$17,000

| Claim Date                   | 1st Consultation Date | Participant Name        | eHR No.        | Nature of Claim                | Amount (HKD) |
|------------------------------|-----------------------|-------------------------|----------------|--------------------------------|--------------|
| 04-May-2016                  | 04-May-2016           | CHAN, SIU MING<br>陳小明   | 6033-6539-6298 | Pre-procedural Consultation    | 300          |
| 05-May-2016                  | 04-May-2016           | CHEUNG, SIU MING<br>蔣小明 | 2154-7899-5502 | Colonoscopy (with polypectomy) | 8,200        |
| 04-May-2016                  | 04-May-2016           | CHEUNG, SIU MING<br>蔣小明 | 2154-7899-5502 | Pre-procedural Consultation    | 300          |
| No. of transaction by HCI: 4 |                       |                         |                |                                | Total: 8,800 |

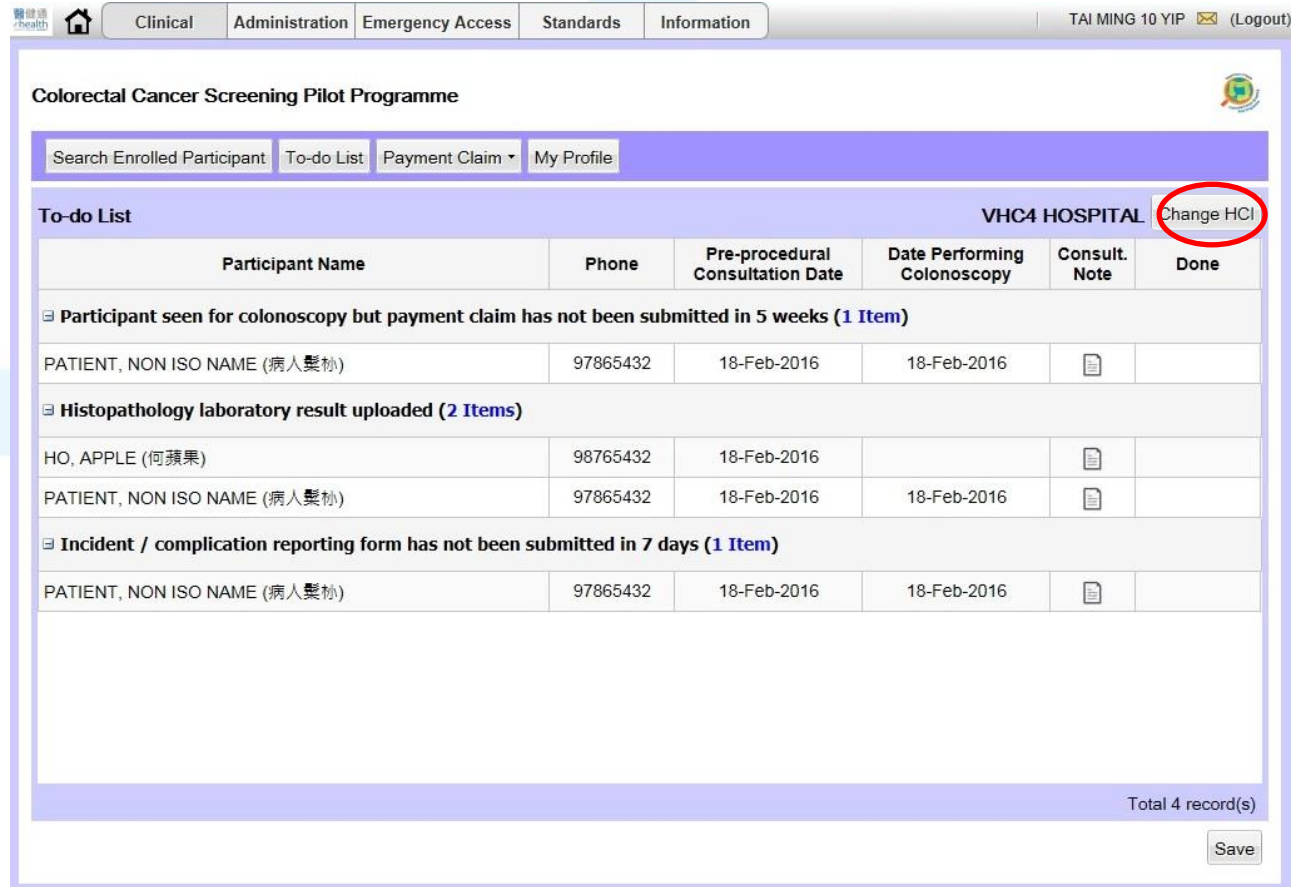
HCI Name: VHC4-S HOSPITAL  
HCI ID: 6795973970

| Claim Date  | 1st Consultation Date | Participant Name      | eHR No.        | Nature of Claim   | Amount (HKD) |
|-------------|-----------------------|-----------------------|----------------|-------------------|--------------|
| 05-May-2016 | 04-May-2016           | CHAN, SIU MING<br>陳小明 | 6033-6539-6298 | Colonoscopy (with | 8,200        |

# To-do-List

Items may be appeared in To-do-list:

1. Participants seen for per-procedural consultation but not undergoing colonoscopy in 4 weeks
2. Participant seen for colonoscopy but payment claim has not been submitted in 5 weeks
3. Incident/ complication reporting from has not been submitted in 7 days
4. Histopathology laboratory result uploaded
5. Histopathology laboratory result re-uploaded



Colorectal Cancer Screening Pilot Programme

Search Enrolled Participant | To-do List | Payment Claim | My Profile

**To-do List** VHC4 HOSPITAL [Change HCl](#)

| Participant Name   | Phone    | Pre-procedural Consultation Date | Date Performing Colonoscopy | Consult. Note | Done |
|--|----------|----------------------------------|-----------------------------|---------------|------|
| <b>Participant seen for colonoscopy but payment claim has not been submitted in 5 weeks (1 Item)</b> |          |                                  |                             |               |      |
| PATIENT, NON ISO NAME (病人襲劫)   | 97865432 | 18-Feb-2016                      | 18-Feb-2016                 |               |      |
| <b>Histopathology laboratory result uploaded (2 Items)</b>   |          |                                  |                             |               |      |
| HO, APPLE (何蘋果)  | 98765432 | 18-Feb-2016                      |                             |               |      |
| PATIENT, NON ISO NAME (病人襲劫)   | 97865432 | 18-Feb-2016                      | 18-Feb-2016                 |               |      |
| <b>Incident / complication reporting form has not been submitted in 7 days (1 Item)</b>              |          |                                  |                             |               |      |
| PATIENT, NON ISO NAME (病人襲劫)   | 97865432 | 18-Feb-2016                      | 18-Feb-2016                 |               |      |
| Total 4 record(s)  |          |                                  |                             |               |      |

[Save](#)



# Before Programme Launch (1)

- Receive welcome pack in mid August including

- Programme Materials

- ✓ CS guidebook
- ✓ Door Decal
- ✓ Mini-poster for CS
- ✓ A2 Programme Poster (1st phase)



- Materials for distribution to Participants

- ✓ Programme Pamphlet

- Forms related to the Pilot Programme

- ✓ Materials Order forms
- ✓ Specimen Bottle and Carrier Bag Request Form

- Study CS guidebook

**大腸癌篩查先導計劃**  
Colorectal Cancer Screening Pilot Programme

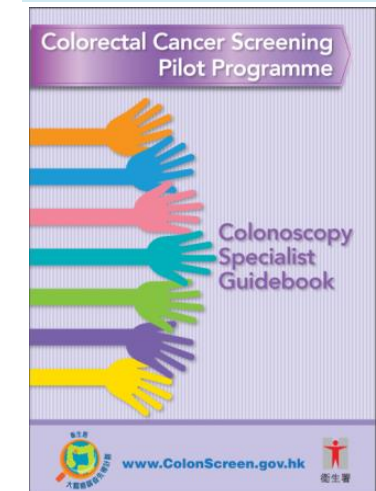
醫生  
Doctor

| 大腸鏡檢查<br>Colonoscopy | 沒有息肉切除<br>without polyps removal                                       | 有息肉切除<br>with polyps removal   | 每月<br>醫務紀錄<br>Monthly<br>clinical notes |
|----------------------|--|--|---|
|                      | 政府資助額<br>Government subsidy<br><b>\$7,800</b>                          | 政府資助額<br>Government subsidy<br><b>\$8,500</b>                          |   |
| 地點<br>Venue          | 醫院及社區健康中心<br>Hospitals and other premises of<br>the Hospital Authority | 醫院及社區健康中心<br>Hospitals and other premises of<br>the Hospital Authority |   |
|                      | \$   | \$   |   |
|                      | \$   | \$   |   |
|                      | \$   | \$   |   |
|                      | \$   | \$   |   |

\*此福利只適用於參加者接受綜合社會保障援助或持有豁免證明書  
This is provided to participants who receive Comprehensive Social Security Assistance or hold a Certificate for Waiver of Medical Charges to receive the programme.

請出示有效香港身份證或豁免登記證明書  
Please show your valid Hong Kong Identity Card or Certificate of Exemption

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# Before Programme Launch (2)

- Fill in the copayment fee and charity quota for each HCI into Mini-poster for CS

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Colorectal Cancer Screening Pilot Programme

醫生  
Doctor \_\_\_\_\_

|                             | 沒有息肉切除<br>without polypectomy  | 有息肉切除<br>with polypectomy  | *每月<br>慈善配額<br>*Monthly<br>charity quota |
|-----------------------------|--|--|--|
| <b>大腸鏡檢查</b><br>Colonoscopy | 政府資助額<br>Government Subsidy<br><b>\$7,800</b>                            | 政府資助額<br>Government Subsidy<br><b>\$8,500</b>                            |  |
| <b>地點</b><br>Venue          | 扣除政府資助後市民需付<br>Service fee, after deduction of<br>the Government Subsidy | 扣除政府資助後市民需付<br>Service fee, after deduction of<br>the Government Subsidy |  |
|                             | \$   | \$   |  |
|                             | \$   | \$   |  |
|                             | \$   | \$   |  |
|                             | \$   | \$   |  |

\*此為內視鏡中心在參與國家醫療服務內向政府申請資助而獲准的計劃。  
This is provided to participants who receive Comprehensive Social Security Assistance or hold a Certificate for Waiver of Medical Charges to waive the co-payment.

請出示有效香港身份證或豁免登記證明書  
Please show your valid Hong Kong Identity Card or Certificate of Exemption

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Doctor Name →

Name of clinic/  
Hospital  
performing  
colonoscopy

If no co-payment fee for polypectomy and without polypectomy, please fill in “不適用”

**大腸癌篩查先導計劃**  
Colorectal Cancer Screening Pilot Programme

醫生 陳大文  
Doctor \_\_\_\_\_

|                             | 沒有息肉切除<br>without polypectomy  | 有息肉切除<br>with polypectomy  | *每月<br>慈善配額<br>*Monthly<br>charity quota |
|-----------------------------|--|--|--|
| <b>大腸鏡檢查</b><br>Colonoscopy | 政府資助額<br>Government Subsidy<br><b>\$7,800</b>                            | 政府資助額<br>Government Subsidy<br><b>\$8,500</b>                            |  |
| <b>地點</b><br>Venue          | 扣除政府資助後市民需付<br>Service fee, after deduction of<br>the Government Subsidy | 扣除政府資助後市民需付<br>Service fee, after deduction of<br>the Government Subsidy |  |
| <b>ABC醫院</b>                | \$ 0   | \$ 0   | 不適用                                      |
| <b>腸胃內視鏡中心</b>              | \$ 0   | \$ 1,000   | 0  |
| <b>DEF 醫院</b>               | \$ 500   | \$ 0   | 2  |
| <b>內視鏡中心</b>                | \$ 500   | \$ 500   | 4  |

\*此為內視鏡中心在參與國家醫療服務內向政府申請資助而獲准的計劃。  
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# When Programme Launch

- Display at least the following items at the clinic performing pre-procedural consultation:
  - **Door Decal**
    - *to alert the general public that screening service under the Pilot Programme is available*
  - **Mini-poster for CS**
    - *to show the co-payment fee and, where, charity quota is offered, its number*
- Receive referrals and arrange pre-procedural consultation
- Order specimen bottle and specimen carrier bag from service provider



# Demonstration on the use of the CRC-IT System (real-time)

- Overview of the CRC-IT System
- Case Scenario

**醫健通 ehealth**  
香港特別行政區政府 HKSAR GOVT

**Electronic Health Record Sharing System**  
電子健康紀錄互通系統

User Name  
用戶名稱

**Important Reminder**

1. All patient information is strictly confidential
2. Only access patient data for providing healthcare purpose
3. All access is logged
4. Do not share your account / token
5. Please change your password regularly

**重要提示**

1. 所有病人的資料都必須嚴格保密
2. 只能在提供醫療服務及有需要時取閱病人的資料
3. 每次的取閱均會被記錄
4. 切勿與其他人士共用你的帳戶/保安編碼器
5. 請定期更改密碼

Personal Information Collection Statement  
Privacy Policy Statement

Clinical Administration Emergency Access Standards Information

TAI MING TO YIP (Logout)

Quick Link: eHR Viewer

Clinical: CRC Programme - Colonoscopy Specialist

Quick Links - Administration

Administration

- Healthcare Recipient
- User Account
  - Update Own Account
- CRC Programme - Primary Care Doctor Enrolment

Login History

Last login was successful on 11-May-2016 09:16:55

System News

No record found

User Documents

- ▶ Notice to Users
- ▶ Release Note
- ▶ Manual & User Guide
- ▶ eHRSS Training Materials (for eHR Registration Centres at Department of Health)
- ▶ eHRSS Training Materials (for eHR Registration Centres at Hospital Authority)
- ▶ eHRSS Training Materials (for other eHR Registration Centres)
- ▶ eHRSS Training Materials (for eHR HCP - Training)



# Summary (1)

- Display **Door Decal** and **Mini-poster for CS** at the clinic performing pre-procedural consultation when the programme launch
- Order specimen bottle and specimen carrier bag from service provider **at least 3 working days in advance**
- During pre-procedural consultation
  - **Explain and agree on management plan** (e.g. complications, polyps beyond resection, incomplete intubation) and **charges and payment for extra services** (e.g. overnight stay, MAC)
  - Provide **copy of undertaking and declarations** of the Subsidy redemption form for the participant to study



# Summary (2)

- On the day of colonoscopy
  - Sign and complete **the subsidy redemption form** by the participant (before sedation and procedure) and the CS (after the procedure)
  - Have **photo documentation** (visualization of either appendiceal orifice or ileocecal valve or terminal ileum) with adequate indication of participant identity (*for complete colonoscopy*)
- Payment claim for colonoscopy
  - submit via the **CRC-IT System** after input of all mandatory fields
  - submit **signed and completed subsidy redemption form** and **photo documentation** to Programme Office by **7th** of each month (preferably by registered mail)



# Enquiries



**Programme Office,  
CRC Screening Pilot Programme,  
Department of Health**

**EMAIL :** [colonscreen@dh.gov.hk](mailto:colonscreen@dh.gov.hk)

**HOTLINE: 3565 5665**

**Hotline Operating Hours:  
Mon – Fri : 9 am – 5 pm**

**For first 2 weeks of Programme launch:  
Sat – Sun : 9 am -5 pm**



# Practical session

Please follow the instruction  
sheet to complete the scenario

