

Colorectal Cancer Screening Programme

**Primary Care Doctor
eHRSS related issues**

**How to activate participant's eHR account
and build indefinite sharing consent**

(ver. Mar 2019)



eHRSS related issues

Before enrolling in the Colorectal Cancer Screening Programme, participant should go through the following eHRSS related issues,

1. Register eHRSS (see slide 3-4)
2. Activate the eHR account (see slide 5-18)
3. Build indefinite sharing consent (see slide 19-23)

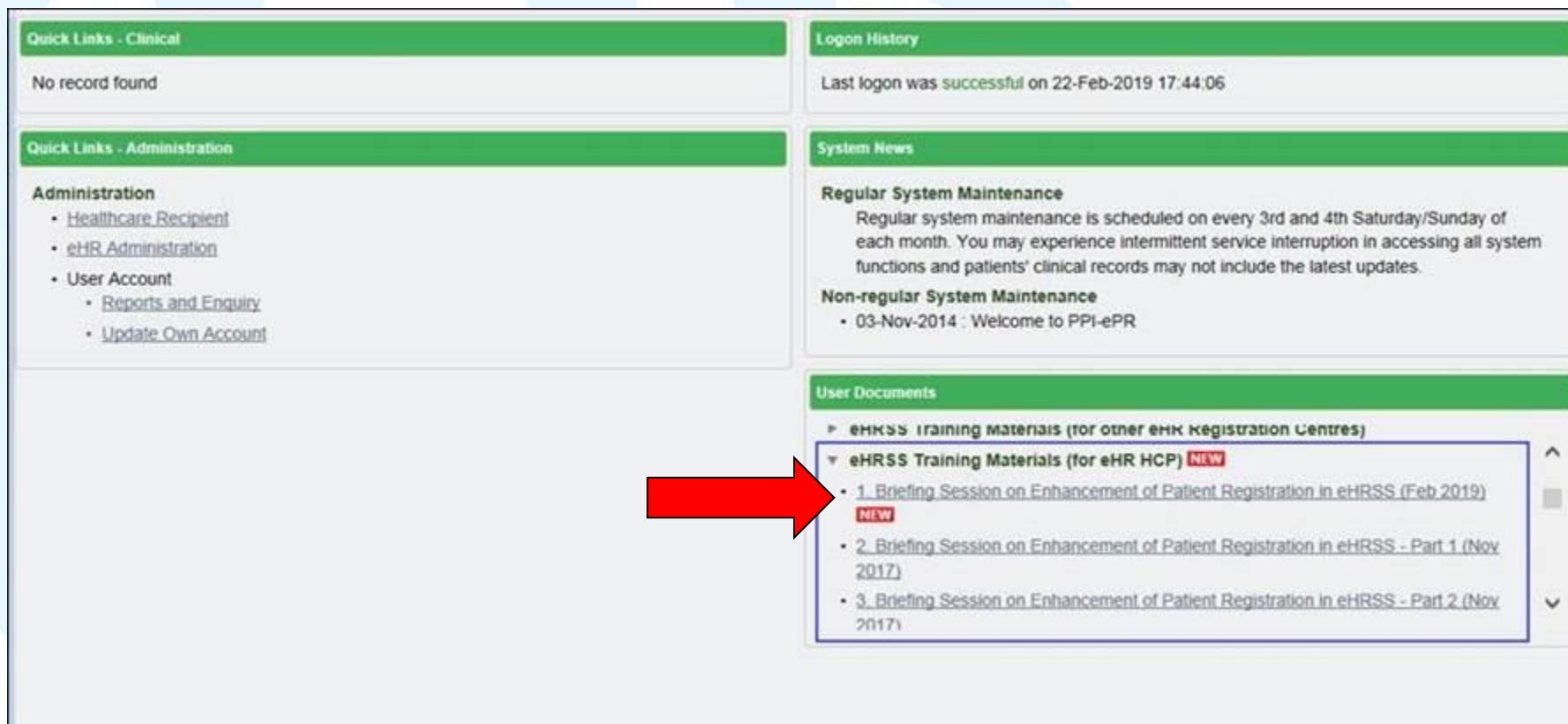
(1) Register eHRSS

Primary Care Doctors can assist potential CRC programme participant to register eHRSS in their clinic if successful reading of his/her HKID card via the card reader

For those who are unable to read HKID card via the card reader (for example unreadable SMART ID or card reader problem), participant need to enrol eHRSS by conventional method, i.e. online registration then activate account or visit eHR registration centre in person, etc.

(1) Register eHRSS

Please refer to eHRSS Training Materials for the steps



The screenshot displays the eHRSS user interface with the following sections:

- Quick Links - Clinical**
 - No record found
- Quick Links - Administration**
 - Administration
 - [Healthcare Recipient](#)
 - [eHR Administration](#)
 - User Account
 - [Reports and Enquiry](#)
 - [Update Own Account](#)
- Logon History**
 - Last logon was successful on 22-Feb-2019 17:44:06
- System News**
 - Regular System Maintenance**

Regular system maintenance is scheduled on every 3rd and 4th Saturday/Sunday of each month. You may experience intermittent service interruption in accessing all system functions and patients' clinical records may not include the latest updates.
 - Non-regular System Maintenance**
 - 03-Nov-2014 : Welcome to PPI-ePR
- User Documents**
 - ▶ **eHRSS Training Materials (for other eHR Registration Centres)**
 - ▼ **eHRSS Training Materials (for eHR HCP) NEW**
 - 1. [Briefing Session on Enhancement of Patient Registration in eHRSS \(Feb 2019\)](#) NEW
 - 2. [Briefing Session on Enhancement of Patient Registration in eHRSS - Part 1 \(Nov 2017\)](#)
 - 3. [Briefing Session on Enhancement of Patient Registration in eHRSS - Part 2 \(Nov 2017\)](#)

A red arrow points to the 'eHRSS Training Materials (for eHR HCP) NEW' link in the 'User Documents' section.

(2) Activate the eHR account

Step 1: Click [Continue] and Choose appropriate HKID card image

醫健通 rheab

Home Clinical Administration Emergency Access Standards Information

TAI MING 10 CHING (Logout)

Colorectal Cancer Screening Programme

Help

Participant Enrolment / Search Enrolled Participant To-do List Payment Claim My Profile

Enrol / Search Participant by SMART ID

Please ask participant to insert the SMART ID to the card reader and click <Continue>

Continue

Smart ID Card

Please Select:

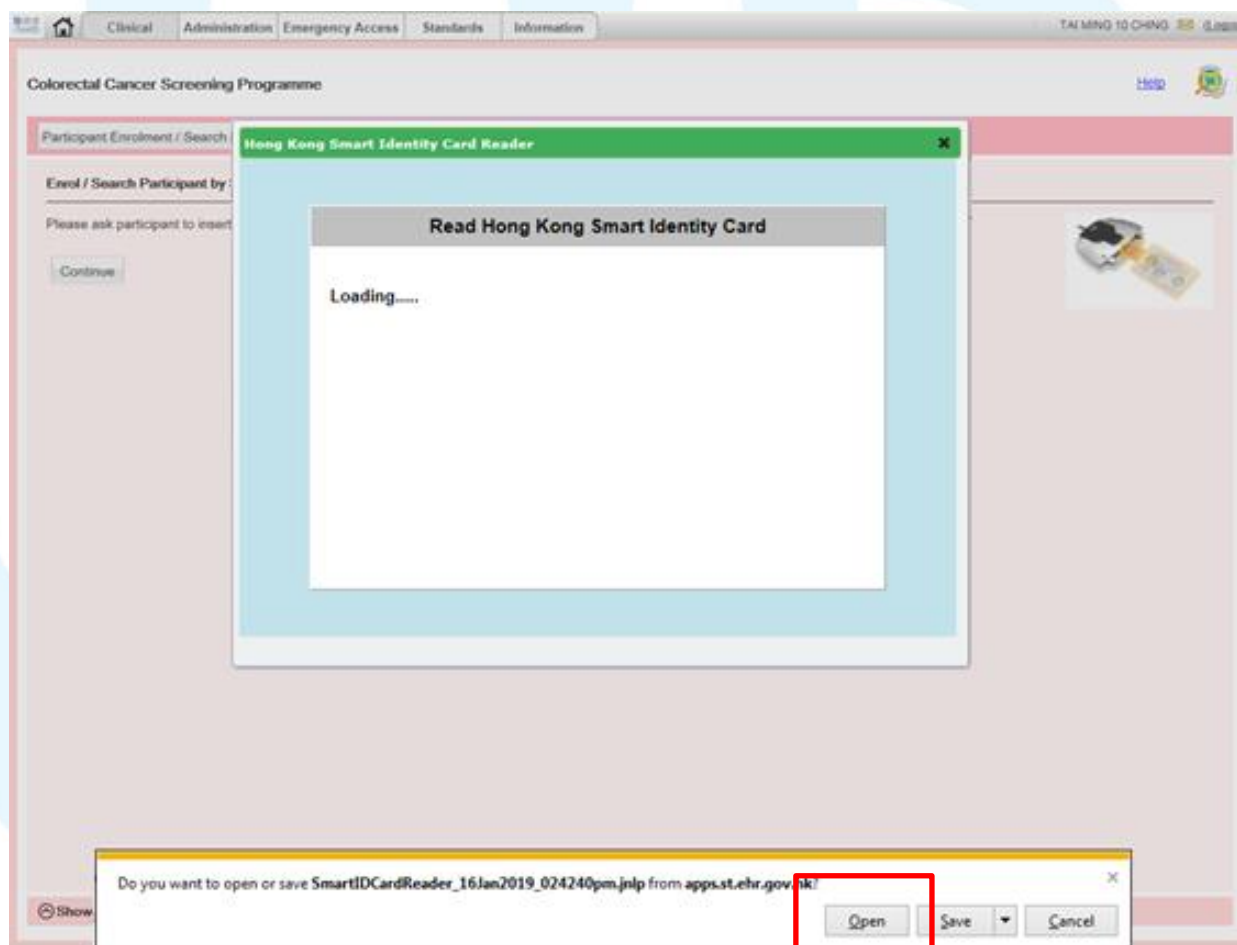
New

<p>香港永久性居民身份證 HONG KONG PERMANENT IDENTITY CARD</p> <p>樂永晴 LOK, Ming Ching</p> <p>2867 3057 2532</p> <p>出生日期 Date of Birth 03-06-1985 女 F</p> <p>***AZ</p> <p>簽發日期 Date of Issue (06-96)</p> <p>26-11-18 Z683365(5)</p>	<p>香港永久性居民身份證 HONG KONG PERMANENT IDENTITY CARD</p> <p>李智能 LEE, Chi Nan</p> <p>2621 2535 5174</p> <p>出生日期 Date of Birth 01-01-1968 女 F</p> <p>***AZ</p> <p>簽發日期 Date of Issue (01-79)</p> <p>15-09-03 C668668(E)</p>
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Cancel

(2) Activate the eHR account

Step 2: Click [Open]



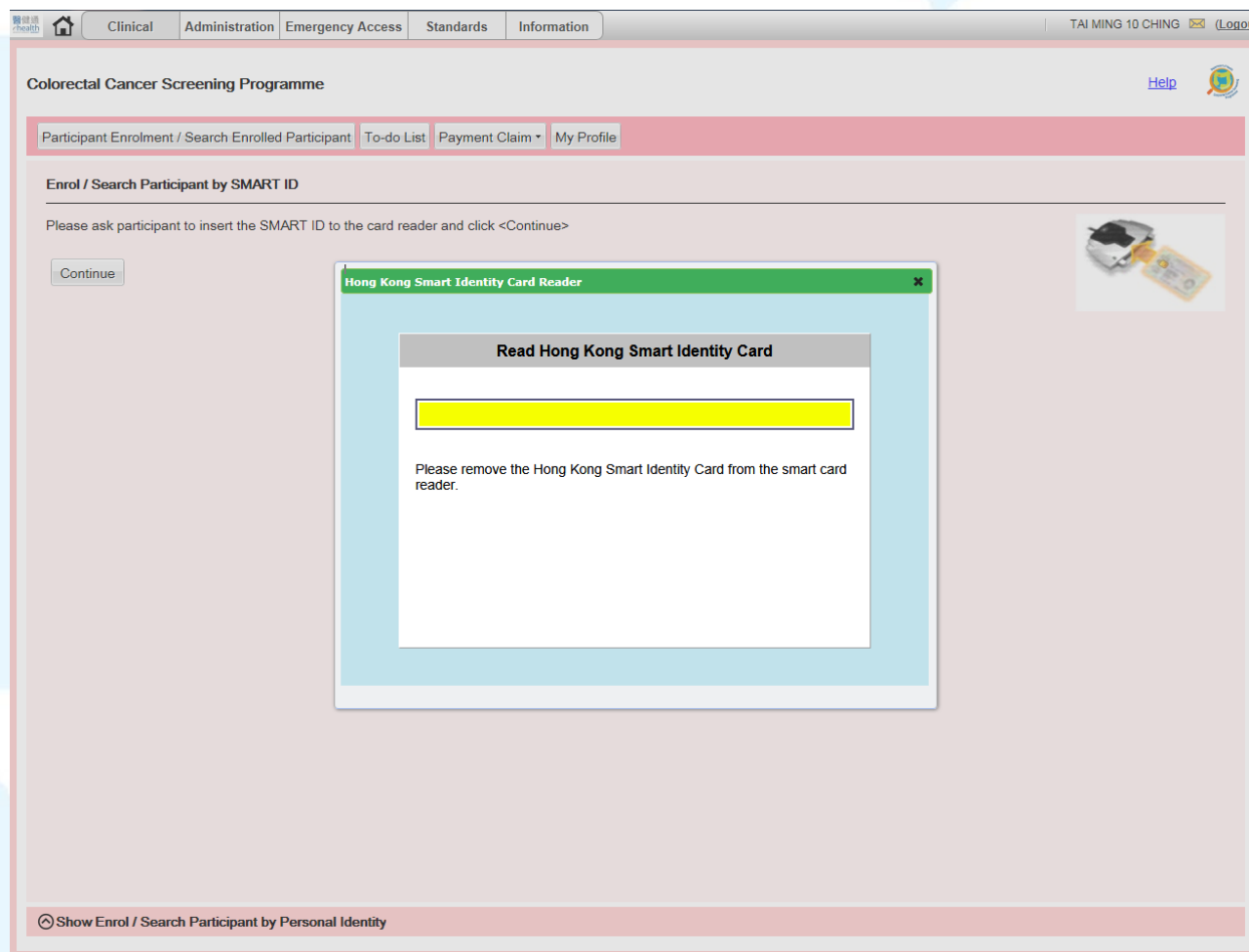
(2) Activate the eHR account

Step 3: This message is shown once if check the check-box “Do not show this again...” and click [Run]



(2) Activate the eHR account

Step 4: Remove HKID card as instructed



The screenshot shows the 'Colorectal Cancer Screening Programme' web interface. The user is logged in as 'TAI MING 10 CHING'. The main menu includes 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The 'Enrol / Search Participant by SMART ID' section is active, with a 'Continue' button. A modal window titled 'Hong Kong Smart Identity Card Reader' is open, displaying the text 'Read Hong Kong Smart Identity Card' and a yellow bar. Below the bar, it says 'Please remove the Hong Kong Smart Identity Card from the smart card reader.' A small image of a card reader and a card is shown in the top right corner of the modal. At the bottom of the main interface, there is a link to 'Show Enrol / Search Participant by Personal Identity'.

(2) Activate the eHR account

Step 5: Choose appropriate Sex and click [Proceed]

Please Enter Major Keys

Surname:	LUI
Given name:	Sing Li
HKIC No.:	A957770(2)
Date of Birth:	May-1955
Sex	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown
Date of Issue	07-Aug-2017

(2) Activate the eHR account 衛生防護中心 Centre for Health Protection

- 1 Confirm that the contact information under “Communication Means” is correct
- 2 Click the “Health Care Institution” where the participant gives the sharing consent under “Giving Sharing Consent”
- 3 Click the checkbox under “Verification Checklist”
- 4 Click “Confirm”

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Registration Made Easy

HKIC No.: A957770(2) Sex: Male DOB: May-1955 Name: LUI, SING LI (呂勝利)

Communication Means 1

Select ONE communication means for receiving system notification

☒ SMS ☐ Email ☐ Postal

91234567 x

Receive Access Notification: ☒ Yes ☐ No

Communication Language: ☐ Chinese ☒ English

Other Contact Information

Giving Sharing Consent

☒ ELL ELSA ☐ Indefinite ☐ One Year 2

Verification Checklist 核對事項 3

☐ 本人確認已完成上述核對程序。

4

(2) Activate the eHR account


eHR activation completed, click [Exit] and further enrol the participant to CRC Screening Programme

EPMI All-in-One - Registration / Activation / Sharing Consent


eHR Registration System
(version 1.5.39 built on 25-Jan-2019)

Registration Made Easy


eHR No.:	6967-6992-3902	HKIC No.:	A957770(2)
Name:	LUI, SING LI (呂勝利)	Sex:	Male
DOB:	May-1955	Communication Means:	SMS
Email:	N/A	Local Mobile Phone:	91234567
Address:	N/A	Local Phone No:	N/A



Registration is completed



HCR will receive an 8-digit Access Key for sharing consent management [\(Details\)](#)



Under normal circumstances, professional can access clinical record in around **30 minutes to 1 hour**

Back To All in One
Exit

(2a) Activate the eHR account (Manual input)

Step 1: From the lower left corner, [Enrol Participant by Personal Identity] and input related info, and click [Continue]

醫健通 health

Clinical Administration Emergency Access Standards Information

TAI MING 10 CHING (Logout)

Colorectal Cancer Screening Programme


[Help](#)

Participant Enrolment / Search Enrolled Participant To-do List Payment Claim My Profile

Enrol / Search Participant by SMART ID

Please ask participant to insert the SMART ID to the card reader and click <Continue>

[Continue](#)



☒ Hide Enrol / Search Participant by Personal Identity

☐ Search Participant by Personal Identity ☒ Enrol Participant by Personal Identity

Enter major keys and click <Continue> button.

Surname	<input type="text" value="LUI"/>	<input type="checkbox"/> Holder of Certificate of Exemption
Given name	<input type="text" value="SING LI"/>	Serial No. <input type="text" value=""/> <input type="checkbox"/> Not Provided
HKIC No.	<input type="text" value="A957770"/> (2) e.g. A123456(7)	Reference <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> (<input type="text" value=""/>) <input type="checkbox"/> Other Formats
Date of Birth	<input type="text" value="May-1955"/> ?	Valid Until <input type="text" value=""/> <input type="checkbox"/> Not Provided
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown	
Date of Issue	<input type="text" value="14-Feb-2019"/> ?	

[Continue](#)

(2a) Activate the eHR account (Manual input)

Step 2: Verify the pre-inputted info with the participant , and click [Next]

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Record Activation

eHR No.: 6967-6992-3902
HKIC No.: A957770(2)
ID Doc Type: HKID Card
Issuing Country / Region: Hong Kong
Date of Birth: May-1955
Sex: Male

ID Doc No.:
English Name: LUI, SING LI
Chinese Name: 呂勝利

Exact DOB: EMY
Age: 63 years

Contact Info.

Mobile Phone: 852 - - 91234657
Other Phone: 852 - -
Communication Means: SMS
SMS Phone No.: ☒ Mobile Phone 852-91234657
Email Address:

Communication Language: ☐ Chinese ☒ English
Receive Access Notification: ☒ Yes ☐ No

Correspondence Address

☐ Chinese Address

Room/Flat: Floor: Block:
Building:
Estate/Village:
Street No.: Street/Road: Subdistrict:
HK/KLN/NT: District: Postal Code:
Country/Region: State/Province:

Back Next

(2a) Activate the eHR account (Manual input)

Step 3: double check the info, and click [Next] (click [Back] to amend inputs)

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Record Activation

HKIC No.:	A957770(2)	ID Doc No.:		* English Name:	LUI, SING LI
ID Doc Type:	HKID Card			Chinese Name:	呂勝利
* Issuing Country / Region:	Hong Kong				
* Date of Birth:	May-1955	* Exact DOB:	EMY		
* Sex:	Male	Age:	63 years		

Contact Information

Mobile Phone:	852-91234657	Communication Means:	SMS
Other Phone:		SMS Phone:	852-91234657
Email Address:		Communication Language:	English
Receive Access Notification:	Yes		

Correspondence Address

☐ Chinese Address

Room/Flat:		Floor:		Block:	
Building:					
Estate/Village:					
Street No.:		Street/Road:		Subdistrict:	
HK/KLN/NT:		District:		Postal Code:	
Country/Region:		State/Province:			

Back Next Cancel

(2a) Activate the eHR account (Manual input)

Step 4: Choose sharing consent to the clinic and indefinite sharing consent, then [Print Consent Form]

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Record Activation

HCR Information

eHR No.:	6967-6992-3902	English Name:	LUI, SING LI
HKIC No.:	A957770(2)	Chinese Name:	呂勝利
ID Doc Type:	HKID Card	Communication Means:	SMS
ID Doc No.:		SMS Phone No.:	852-91234657
Sex:	Male	Mobile Phone:	852-91234657
Date of Birth:	May-1955	Exact DOB:	EMY
		Other Phone:	

Sharing Consent

* Please check if HCR / SDM wants to give sharing consent to BELL ELISA: ☒ Yes ☐ No

Terms of Sharing Consent: ☒ Indefinite Sharing Consent ☐ One-Year Sharing Consent

Authorisation Type

Submission Method: In Person

☐ Application submitted by Authorised Person(AP) or SDM

Consent Means: ☐ Smart ID Card ☒ Sign Consent Form

Please collect the following document(s).

Consent Form

Back Cancel **Print Consent Form** Submit

(2a) Activate the eHR account (Manual input)

Step 5: Ask participant to sign the Consent Form

Page 1 of 2

醫健通 ehealth
Electronic Health Record Sharing System (eHRSS)
登記及互通同意書
Registration and Sharing Consent Form

QR Code: SQ00000000427

第1部 - 醫護接受者 Part 1 - Healthcare Recipient

1.1 個人資料 Personal Particulars

1. 英文姓氏 Surname in English: CHAN
2. 英文名 Given Name in English: KIN HONG
3. 中文全名 Full Name in Chinese (如適用 If applicable):
4. 別名 Other Name:
5. 香港身份證號碼 HK Identity Card No.: A258858(A)
6. 如非香港身份證持有人，請填寫其他身份證明文件資料。 If not HKIC holder, please fill in the details of other identity document.
7. 出生日期 Date of Birth: 11/09/1990
8. 性別 Sex: 男 Male

1.2 通訊資料及方式 Communication Information and Means

1. 通訊地址 Correspondence Address: ANKOLA
2. 聯絡電話號碼 Contact Telephone No.: 852-99500000
3. 通訊語言選擇 Language for Communication: 中文 Chinese
4. 同意接收有關電子健康紀錄被取閱的通知 Agree to receive notification whenever eHealth Record has been accessed: 是 Yes

5. 接收電子健康紀錄互通系統通知的通訊方法 (請選擇一項) Communication means to receive eHRSS notification:
手機短訊 SMS: 852-99500000

1.3 給予醫護提供者的互通同意 Sharing Consent to Healthcare Provider

醫護提供者名稱 Name of Healthcare Providers: 廣西公立醫院 VHC4 HOSPITAL
互通同意的期限 Terms of Sharing Consent: 無限制的互通同意 Indefinite sharing consent

同意無限期的互通同意，即表示同意在無限時間內向醫護提供者提供資料。
Indefinite Sharing Consent: Consent will remain valid until expressly revoked by the healthcare recipient.
同意一年期的互通同意，即表示同意在一年後或之後向醫護提供者提供資料。
One-Year Sharing Consent: Consent will expire after 1 year or before it expressly revoked by the healthcare recipient.

Page 2 of 2

醫健通 ehealth
Electronic Health Record Sharing System (eHRSS)
登記及互通同意書
Registration and Sharing Consent Form

QR Code: SQ00000000427

1.4 聯絡人資料 Contact Person's Particulars

1. 英文姓氏 Surname in English: 2. 英文名 Given Name in English:
3. 中文全名 Full Name in Chinese:
4. 職銜 Title:
5. 聯絡電話號碼 Contact Telephone No.:
6. 與醫護接受者關係 Relationship with Healthcare Recipient:
7. 通訊地址 Correspondence Address:

1.5 醫護接受者簽署 To be Signed by Healthcare Recipient

在簽署本表格時，
(a) 本人確認所填報以支持本申請的資料均屬真實無誤；
(b) 本人確認本人已參加電子健康紀錄互通系統(互通系統)給予「參與同意」，以及我明白藉此我將被視為已向衛生署及醫院管理局給予「互通同意」；
(c) 本人確認本人已閱讀本表格內有關通知中所列明的關於給予醫護提供者的「互通同意」；
(d) 本人確認本人已參閱及明白「參與同意」，當中包括以下部分(i)我已給予的「參與同意」的意義；(ii)就給予個別醫護提供者的任何「互通同意」的意義；(iii)關於電子健康紀錄互通系統條例)取得及互通本人存於電子健康紀錄互通系統中的資料；
(e) 本人確認本人已參閱及明白「收集個人資料聲明」。

By signing this form-
(a) I confirm that all information given to support this application is genuine.
(b) I confirm that I have given my joining consent to participate in the Electronic Health Record Sharing System (eHRSS) and I understand that by doing so, I am taken to have given my sharing consent to the Department of Health and the Hospital Authority.
(c) I confirm that I have given my sharing consent to the healthcare provider according to the terms stated in the above relevant section of the form.
(d) I confirm that I have read and understood the "Participant Information Notice" including section(s) regarding (i) the meaning of the joining consent that I have given; and (ii) the meaning of my sharing consent to be given to individual healthcare providers to obtain and share my data contained in the eHRSS in accordance with the eHRSS Ordinance.
(e) I confirm that I have read and understood the "Personal Information Collection Statement".

醫護接受者簽署 Healthcare Recipient's Signature: CHAN, KIN HONG
醫護接受者姓名 Name of Healthcare Recipient: CHAN, KIN HONG
日期 Date:

(2a) Activate the eHR account (Manual input)

Step 6: Check the verification box and click [Yes]

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Record Activation

HCR Information

eHR No.:	6967-6992-3902	English Name:	LUI, SING LI
HKIC No.:	A957770(2)	Chinese Name:	呂勝利
ID Doc Type:	HKID Card	Communication	SMS
ID Doc No.:			
Sex:	Male		
Date of Birth:	May-1955		

Sharing Consent

* Please check if HCR / SDM wants to give sharing consent. [Terms & Conditions](#)

Authorisation Type

Submission Method: In Person

☐ Application submitted by Authorised Person (AP) [Terms & Conditions](#)

Consent Means: ☐ Smart ID Card ☒ Sign Card

Please collect the following documents:

Reminder

核對事項：

- i. 已核實醫護接受者的身份及通訊資料。
- ii. 醫護接受者確認已參閱及明白「收集個人資料聲明」及「參與者須知」中有關參加電子健康紀錄互通系統的意義、權利和須注意事項。
- iii. 如申請是以書面形式提出：已核實並收取醫護接受者所簽署的同意書。

Verification Checklist:

- i. The identity and communication information of the healthcare recipient (HCR) have been verified.
- ii. The HCR confirms that he/she has read and understood the "Personal Information Collection Statement" and the "Participant Information Notice" regarding the implication, rights and points to note regarding participation in the Electronic Health Record Sharing System.
- iii. For applications submitted via a written form: the consent form with HCR's signature has been verified and collected.

☒ 本人確認已完成上述核對程序。
I, hereby certify that the above verifications are completed.

Yes **No**


Back **Cancel** **Print Consent Form** **Submit**

(2a) Activate the eHR account (Manual input)

The eHR account activation and sharing consent built.

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

 Record Activation

Record Activation

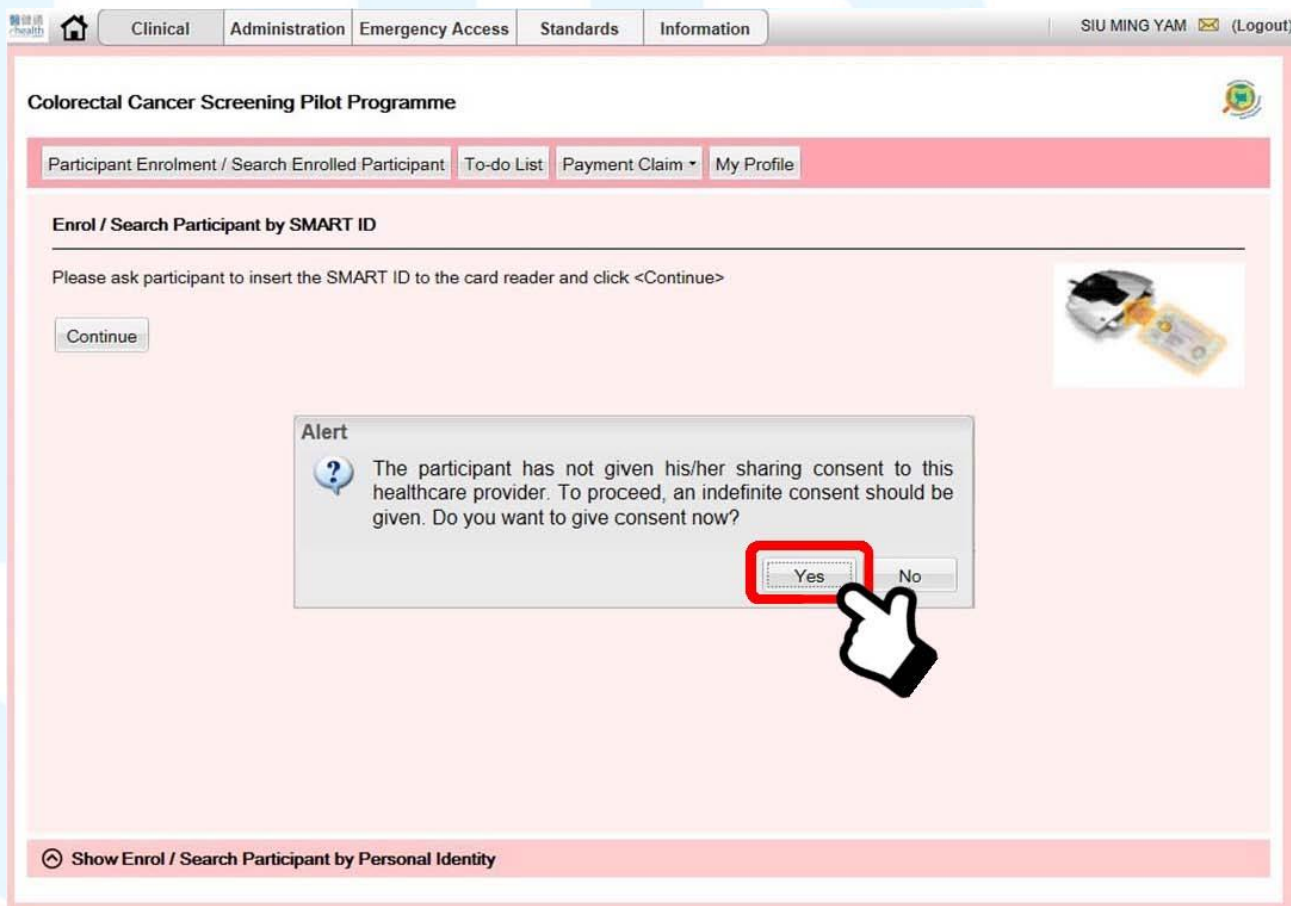
✓ Registration has completed successfully

eHR No.:	6967-6992-3902	English Name:	LUI, SING LI
HKIC No.:	A957770(2)	Chinese Name:	呂勝利
ID Doc Type:	HKID Card	Communication Means:	SMS
ID Doc No.:		SMS Phone No.:	852-91234657
Sex:	Male	Mobile Phone:	852-91234657
Date of Birth:	May-1955	Other Phone:	
Exact DOB:	EMY		

[Back To All in One](#) [Exit](#)

(3) Build indefinite sharing consent

Step 1: The following pop-up message will be shown if the participant has already registered with eHRSS and activated but not yet build the indefinite sharing consent, click [Yes] to proceed.



The screenshot displays the 'Colorectal Cancer Screening Pilot Programme' web application. The top navigation bar includes links for Clinical, Administration, Emergency Access, Standards, and Information, along with a user profile for SIU MING YAM and a Logout button. The main content area is titled 'Enrol / Search Participant by SMART ID' and contains a 'Continue' button. A pop-up alert box is centered on the screen, asking for indefinite sharing consent. The 'Yes' button in the alert is highlighted with a red rectangle and a hand cursor.

Colorectal Cancer Screening Pilot Programme

Participant Enrolment / Search Enrolled Participant To-do List Payment Claim My Profile

Enrol / Search Participant by SMART ID

Please ask participant to insert the SMART ID to the card reader and click <Continue>

Continue

Alert

The participant has not given his/her sharing consent to this healthcare provider. To proceed, an indefinite consent should be given. Do you want to give consent now?

Yes No

Show Enrol / Search Participant by Personal Identity

(3) Build indefinite sharing consent

Step 2: Choose appropriate Sex and click [Proceed]

HP Health

Home Clinical Administration Emergency Access Standards Information

TAI MING 10 CHING (Logout)

Colorectal Cancer Screening Programme

Help

Participant Enrolment / Search Enrolled Participant To-do List Payment Claim My Profile

Enrol / Search Participant by SMART ID

Please ask participant to insert the SMART ID to the card reader and click <Continue>

Continue

Please Enter Major Keys

Surname: LUI
Given name: Sing Li
HKIC No.: A957770(2)
Date of Birth: May-1955
Sex: ☐ Male ☐ Female ☐ Unknown
Date of Issue: 07-Aug-2017

Proceed Close

(3) Build indefinite sharing consent

Step 3: Choose [Indefinite Sharing Consent] and click [Submit]

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System
(version 1.5.39 built on 25-Jan-2019)

Sharing Consent

HCR Information

eHR No.: 6967-6992-3902
HKIC No.: A957770(2)
ID Doc Type: HKID Card
ID Doc No.:
Sex: Male
Date of Birth: May-1955

Exact DOB: EMY
English Name: LUI, SING LI
Other Name:
Chinese Name: 呂勝利
Communication Means: SMS
SMS Phone No.: 852-91264567
Mobile Phone: 852-91264567
Other Phone:

Sharing Consent

Healthcare Provider	Healthcare Provider Chinese Name	Address	Phone	Terms of Sharing Consent
BELL ELSA	長者安居協會	ROOM/FLAT 1601, 16/F, ONE KOWLOON...	23000001	<input checked="" type="radio"/> Indefinite Sharing Consent <input type="radio"/> One-Year Sharing Consent

Authorisation Type

Submission Method: In Person

☒ Application submitted by Authorised Person(AP) or SDM

Consent Means:
☒ Smart ID Card
☐ Access Key
☐ Sign Consent Form

After information verification, collection of document is NOT required. Please click < Submit > button to proceed.

Cancel
Print Consent Form
Submit

(3) Build indefinite sharing consent

Step 4: Check the verification and click [Yes]

EPMI All-in-One - Registration / Activation / Sharing Consent

eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Sharing Consent

HCR Information

eHR No.:	6967-6992-3902	English Name:	LUI, SING LI
HKIC No.:	A957770(2)	Other Name:	
ID Doc Type:	HKID Card	Chinese Name:	呂勝利
ID Doc No.:		Communication	SMS
Sex:	Male		
Date of Birth:	May-1955		

Sharing Consent

Healthcare Provider: BELL ELSA (長者安居)

Authorisation Type

Submission Method: In Person

Application submitted by Authorised Person(AP)

Consent Means: ☒ Smart ID Card ☐ Access

After information verification, cc

Reminder

核對事項：

- 已核實醫護接受者的身份及通訊資料。
- 醫護接受者確認已參閱及明白「收集個人資料聲明」及「參與者須知」中有關參加電子健康紀錄互通系統的意義、權利和須注意事項。
- 如申請是以書面形式提出：已核實並收取醫護接受者所簽署的同意書。

Verification Checklist:

- The identity and communication information of the healthcare recipient (HCR) have been verified.
- The HCR confirms that he/she has read and understood the "Personal Information Collection Statement" and the "Participant Information Notice" regarding the implication, rights and points to note regarding participation in the Electronic Health Record Sharing System.
- For applications submitted via a written form: the consent form with HCR's signature has been verified and collected.

☒ 本人確認已完成上述核對程序。
I, hereby certify that the above verifications are completed.

Yes No

(3) Build indefinite sharing consent

Build of indefinite sharing consent is completed and click [Close] to continue CRC enrolment

EPMI All-in-One - Registration / Activation / Sharing Consent
eHR Registration System (version 1.5.39 built on 25-Jan-2019)

Sharing Consent

Sharing consent to HCP has completed successfully

eHR No.: 6967-6992-3902
 HKIC No.: A957770(2)
 ID Doc Type: HKID Card
 ID Doc No.:
 Sex: Male
 Date of Birth: May-1955 Exact DOB: EMY

English Name: LUI, SING LI
 Other Name:
 Chinese Name: 呂勝利
 Communication Means: SMS
 SMS Phone No.: 852-91264567
 Mobile Phone: 852-91264567
 Other Phone:

Consent Type List

Healthcare Provider	End date of Sharing Consent	Terms of Sharing Consent
BELL ELSA	Indefinite	Indefinite Sharing Consent

[Back To All in One](#) [Exit](#)

Close