

Colorectal Cancer Screening Programme

Building Indefinite Sharing Consent
(For Colonoscopy Specialist)

(ver. Mar 2019)



Build indefinite sharing consent

Participant need to build indefinite consent with

1. Pre-procedural consultation clinic
2. Colonoscopy suite



Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (1)

Step 1: Click [Clinical]>[CRC Programme – Colonoscopy Specialist] OR Under Quick Links – Clinical, click [CRC Programme - Colonoscopy Specialist]

The screenshot displays the CRC-IT System interface. At the top, there is a navigation bar with tabs for 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The 'Clinical' tab is selected and highlighted with a red box. Below the navigation bar, there is a 'Quick Link' section. Under the 'Clinical' sub-section, the link 'CRC Programme - Colonoscopy Specialist' is highlighted with a blue box. To the right of the main content area, there are several panels: 'Logon History' showing a successful logon on 08-Jul-2016, 'System News' with a 'Maintenance' notice dated 03-Nov-2014, and 'User Documents' with a list of training materials. The user's name 'SIU MING LUI' and a 'Logout' button are visible in the top right corner.

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (2)

Step 2: Click [Search Enrolled Participant] and insert SMART ID to the Card Reader, and click [Continue] and choose appropriate HKID card image

Colorectal Cancer Screening Programme / Colon Assessment PPP Programme

Search Enrolled Participant To-do List Payment Claim My Profile

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

Existing

Sample HKID Card (New):
HONG KONG PERMANENT IDENTITY CARD
樂水晴
LOK, Ming Ching
2867 3057 2532
出生日期 Date of Birth: 03-06-1985 女 F
***AZ
簽發日期 Date of Issue: (06-96)
26-11-18 2683365 (5)

Sample HKID Card (Existing):
HONG KONG PERMANENT IDENTITY CARD
李智能
LEE, Chi Nan
2621 2535 5174
出生日期 Date of Birth: 01-01-1968 女 F
***AZ
簽發日期 Date of Issue: (01-79)
15-09-03 C668668 (E)

Cancel

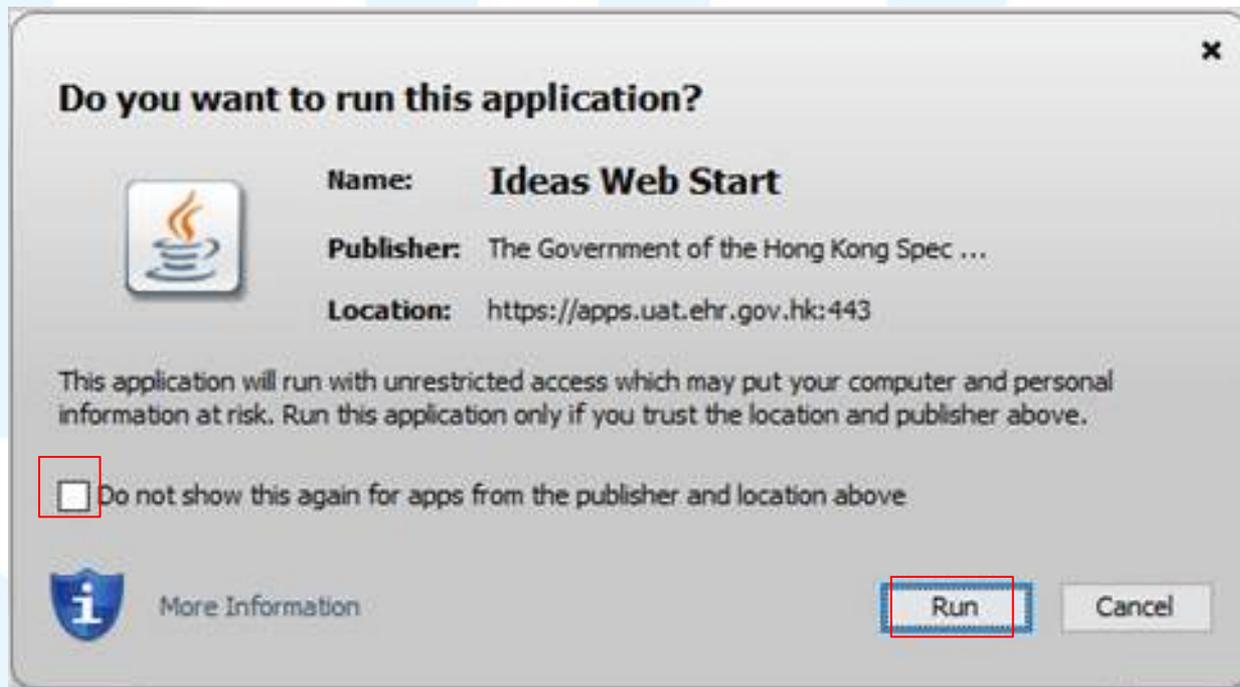
Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (3)

Step 3: Click [Open] to proceed

The screenshot displays the 'Colorectal Cancer Screening Programme / Colon Assessment PPP Programme' interface. The main content area shows a 'Search Participant by SMART ID' section with a 'Continue' button and a message: 'Please ask participant to insert the SMART ID to the card reader and click <Continue>'. A modal window titled 'Hong Kong Smart Identity Card Reader' is open, displaying 'Read Hong Kong Smart Identity Card' and 'Loading.....'. In the bottom right corner, a file dialog box is visible, asking 'Do you want to open or save SmartIDCardReader_16Jan2019_024240pm.jnlp from apps.st.ehr.gov.hk?'. The 'Open' button in this dialog is highlighted with a red box.

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (4)

Step 4: This message is shown once if check the check-box “Do not show this again...” and click [Run]



Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (5)

Step 5: Choose Sex and click [Proceed]

The screenshot shows the CRC-IT System interface. At the top, there is a navigation bar with tabs for Clinical, Administration, Emergency Access, Standards, and Information. The user is logged in as TAI MING 10 YIP. The main content area is titled 'Colorectal Cancer Screening Programme / Colon Assessment PPP Programme'. Below this, there are buttons for 'Search Enrolled Participant', 'To-do List', 'Payment Claim', and 'My Profile'. The 'Search Participant by SMART ID' section contains a 'Continue' button and an instruction to insert the SMART ID. A dialog box titled 'Please Enter Major Keys' is open, displaying the following information:

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

At the bottom of the dialog box, there are 'Proceed' and 'Close' buttons. A red box highlights the 'Sex' options, and another red box highlights the 'Proceed' button.

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (6)

Step 6: Choose sharing consent type [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	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 Means:	SMS
Sex:	Male	SMS Phone No.:	852-91264567
Date of Birth:	May-1955	Exact DOB:	EMY
		Mobile Phone:	852-91264567
		Other Phone:	

Sharing Consent

Healthcare Provider	Healthcare Provider Chinese Name	Address	Phone	Terms of Sharing Consent
VHC4 HOSPITAL(Official)	虛擬四號(官方)	16/F, ONE KOWLOON, ONE KOWLOON,...	23000001	<input checked="" type="radio"/> Indefinite Sharing Consent <input type="radio"/> One-Year Sharing Consent

Authorisation Type

Submission Method:

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.

Build indefinite sharing consent via CRC-IT System with the pre-procedural consultation clinic (7)

Indefinite sharing consent has been built successfully. Click [Close]

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

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

Sharing Consent

Sharing Consent

✔ Sharing consent to HCP has completed successfully

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 Means:	SMS
Sex:	Male	SMS Phone No.:	852-91264567
Date of Birth:	May-1955	Exact DOB:	EMY
		Mobile Phone:	852-91264567
		Other Phone:	

Consent Type List

Healthcare Provider	End date of Sharing Consent	Terms of Sharing Consent
VHC4 HOSPITAL(Official)	Indefinite	Indefinite Sharing Consent

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

Close

Building Indefinite Sharing Consent with the Colonoscopy suite

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

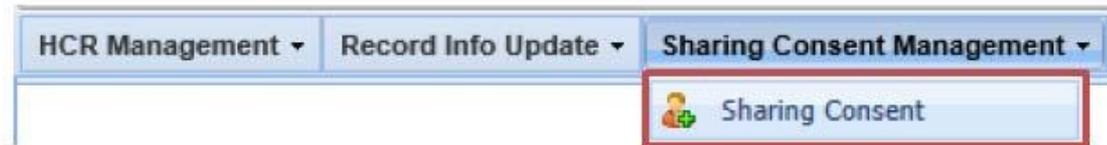
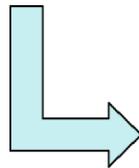
Reception staff of the colonoscopy suite should

- (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 in eHRSS
- (3) be aware that a particular client is enrolled under the 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 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



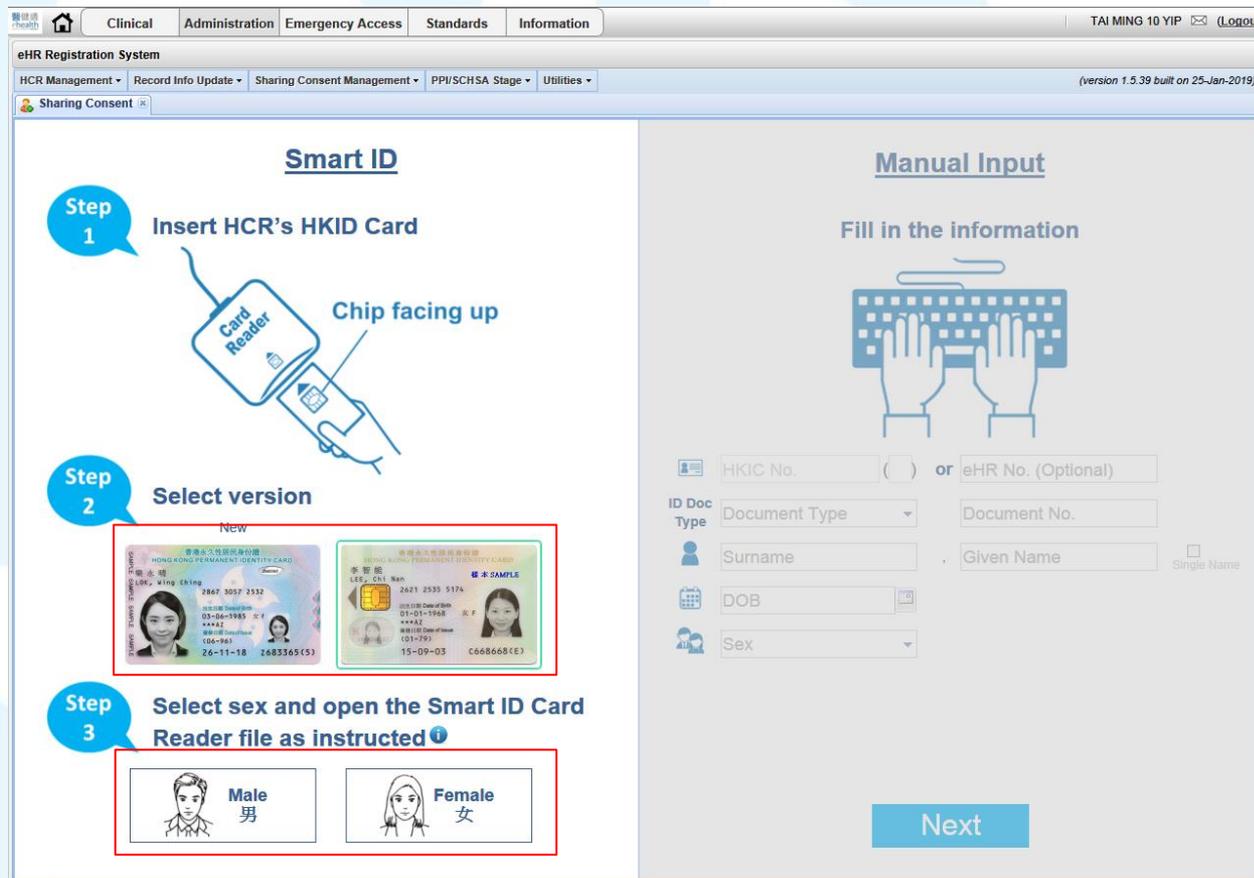
Build indefinite sharing consent via 衛生防護中心 Centre for Health Protection eHRSS with the colonoscopy suite (1)

Step 1: Click [Administration]>[Healthcare Recipient] and then click [Sharing Consent Management]>[Sharing Consent]



Build indefinite sharing consent via eHRSS with the colonoscopy suite (2)

Step 2: Insert SMART ID to the Card Reader and then choose appropriate HKID card image and select Sex



The screenshot shows the 'eHR Registration System' interface with the 'Sharing Consent' section active. The interface is divided into two main panels: 'Smart ID' and 'Manual Input'.

Smart ID Panel:

- Step 1:** Insert HCR's HKID Card. An illustration shows a hand inserting a card into a 'Card Reader' with the 'Chip facing up'.
- Step 2:** Select version. Two HKID card images are shown side-by-side, one labeled 'New'.
- Step 3:** Select sex and open the Smart ID Card Reader file as instructed. Two buttons are shown: 'Male 男' and 'Female 女'.

Manual Input Panel:

- Fill in the information.
- Fields include: HKIC No. (), eHR No. (Optional), ID Doc Type, Document Type, Document No., Surname, Given Name, Single Name, DOB, and Sex.
- A 'Next' button is located at the bottom.

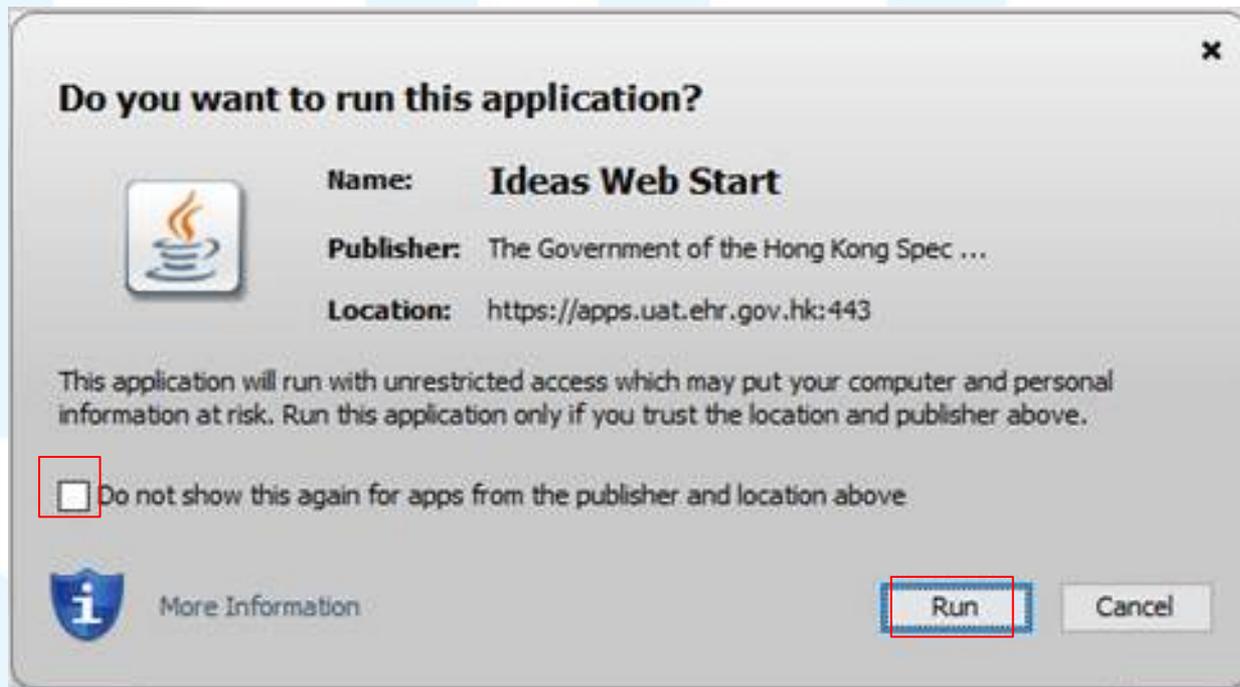
Build indefinite sharing consent via eHRSS with the colonoscopy suite (3)

Step 3: Click [Open] to proceed

The screenshot shows a web application interface for the Colorectal Cancer Screening Programme / Colon Assessment PPP Programme. The main window has a navigation bar with tabs for Clinical, Administration, Emergency Access, Standards, and Information. Below the navigation bar, there are tabs for Search Enrolled Participant, To-do List, Payment Claim, and My Profile. The main content area is titled 'Search Participant by SMART ID' and contains a 'Continue' button. A modal window titled 'Read Hong Kong Smart Identity Card' is open, displaying 'Loading.....'. A file explorer dialog is also open at the bottom, asking to open or save a file named 'SmartIDCardReader_16Jan2019_024240pm.jnlp'. The 'Open' button in the dialog is highlighted with a red box.

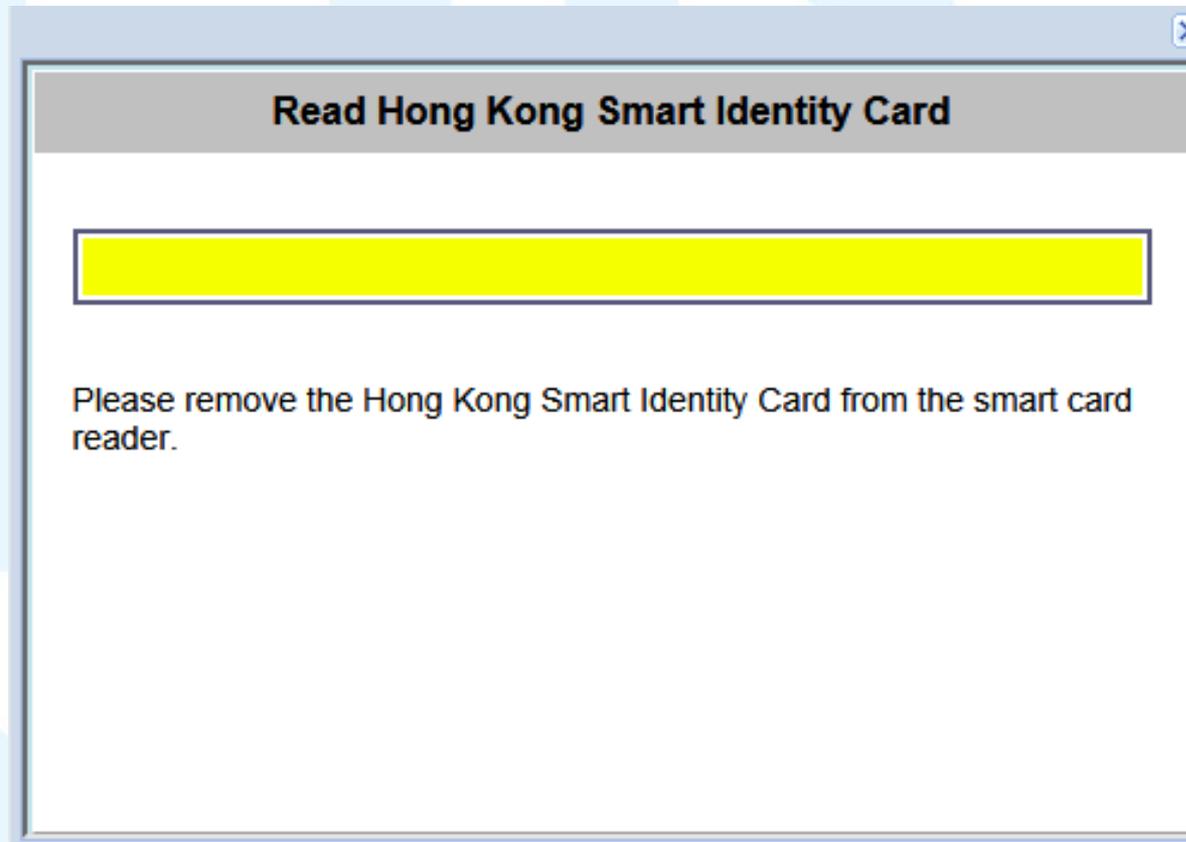
Build indefinite sharing consent via 衛生防護中心 Centre for Health Protection eHRSS with the colonoscopy suite (4)

Step 4: This message is shown once if check the check-box “Do not show this again...” and click [Run]



Build indefinite sharing consent via **eHRSS** with the **colonoscopy suite (5)**

Step 5: Remove HKID card



Build indefinite sharing consent via eHRSS with the colonoscopy suite (6)

Step 6: Choose [Indefinite Sharing Consent] and [Submit]

The screenshot displays the 'eHR Registration System' interface. The top navigation bar includes 'Clinical', 'Administration', 'Emergency Access', 'Standards', and 'Information'. The user is logged in as 'TAI MING 10 YIP'. The main content area is titled 'Sharing Consent Management' and shows the following details:

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 Means:	SMS
Sex:	Male	SMS Phone No.:	852-91264567
Date of Birth:	May-1955	Exact DOB:	EMY
		Mobile Phone:	852-91264567
		Other Phone:	

Sharing Consent

Healthcare Provider	Healthcare Provider Chinese Name	Address	Phone	Terms of Sharing Consent
VHC4 HOSPITAL(Official)	虛擬四號(官方)	16/F, ONE KOWLOON, 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.

Buttons: Cancel, Print Consent Form, Submit

Build indefinite sharing consent via eHRSS with the colonoscopy suite (7)

Step 7: Check verification and click “Yes”

The screenshot displays the eHRSS Sharing Consent Management interface. The main window shows HCR Information for LUI, SING LI, including eHR No., HKIC No., ID Doc Type, Sex, and Date of Birth. A reminder dialog box is overlaid on the screen, containing a checklist of verification steps and a confirmation checkbox. The 'Yes' button in the dialog is highlighted with a red box.

eHR Registration System
Clinical Administration Emergency Access Standards Information TAI MING 10 YIP (Logout)

HCR Management Record Info Update Sharing Consent Management PPI/SCHSA Stage Utilities (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	Means:	
Date of Birth:	May-1955		

Sharing Consent

Healthcare Provider: VHC4 HOSPITAL(Official) 虛擬四號

Authorisation Type

Submission Method: In Person

Application submitted by Authorised Person(AP)

Consent Means: Smart ID Card Access

After information verification, consent One-Year Sharing Consent

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

Build indefinite sharing consent via eHRSS with the colonoscopy suite (8)

Indefinite sharing consent has been built successfully.

The screenshot displays the eHR Registration System interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is logged in as TAI MING 10 YIP. The main content area shows a success message: "Sharing consent to HCP has completed successfully". Below this, patient information is displayed in two columns. The left column includes eHR No., HKIC No., ID Doc Type, ID Doc No., Sex, Date of Birth, and Exact DOB. The right column includes English Name, Other Name, Chinese Name, Communication Means, SMS Phone No., Mobile Phone, and Other Phone. At the bottom, there is a "Consent Type List" table with columns for Healthcare Provider, End date of Sharing Consent, and Terms of Sharing Consent. The table shows one entry for VHC4 HOSPITAL(Official) with an indefinite end date and indefinite sharing consent terms. Navigation buttons "Back To All in One" and "Exit" are located at the bottom of the interface.

eHR Registration System

HCR Management | Record Info Update | Sharing Consent Management | PPI/SCHSA Stage | Utilities | (version 1.5.39 built on 25-Jan-2019)

Sharing Consent

Sharing Consent

Sharing consent to HCP has completed successfully

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
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Date of Birth:	May-1955	Mobile Phone:	852-91264567
Exact DOB:	EMY	Other Phone:	

Consent Type List

Healthcare Provider	End date of Sharing Consent	Terms of Sharing Consent
VHC4 HOSPITAL(Official)	Indefinite	Indefinite Sharing Consent

Back To All in One | Exit