Instruction Sheet for Primary Care Doctor Practical Session (ver. Feb 2021)

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A. Log-in eHRSS and CRC IT System



Double-click "ELSA" icon on desk top

A2

A1





Α4



B. Participant Enrolment and First Consultation

B1.1 For those with card reader/original Hong Kong Identity Card



B1.2

rticpant Enrolment / Search Hong Kong	Smart Identity Card Reader X	
neol / Search Participant by		
Seese ask participant to inset	Read Hong Kong Smart Identity Card	
Do you want to open or save Sn	Click "C artIDCardReader_16Jan2019_024240pm.jnlp from apps.st.ehr.gov.hk?	Open"

B1.2a This message is shown <u>once</u> if check the check-box "Do not show this again..." and click [Run]

Do you war	t to run this	application?	
	Name:	Ideas Web Start	
<u>چ</u>	Publisher:	The Government of the Hong	Kong Spec
2	Location:	https://apps.uat.ehr.gov.hk	:443
This application with information at risk of the second se	ill run with unrestr c. Run this applicat his again for apps	icted access which may put yo tion only if you trust the location from the publisher and location	ur computer and personal on and publisher above. n above
More Inf	ormation		Run Cancel
.3	morgoncy Accose Standards	aformation	TALMING 10 CHING M (Logout
articipant Enrolment / Search Enrolled F	Participant To-do List Payment Clair	n * My Profile	
Please ask participant to insert the SMA	RT ID to the card reader and click <co< td=""><td>ntinue></td><td></td></co<>	ntinue>	
Contruue	Hong Kong Smart Identity Cal	d Reader d Hong Kong Smart Identity Card	
		Remove HKID Ca	ard

B1.4

Clinical Administration Emergency Access S	tandards Information	TAI MING 10 CHING 🖂 (Logou
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	r and click <continue></continue>	
	Please Enter Major Keys	
	Surname: LUI	
	Given name: Sing Li	
	Date of Birth: May-1955	
	Sex OMale OFemale OUnknown Date of Is sue 07-Aug-2017	
	Proceed Close	
	 Select app 	ropriate radio-button for "Sex"
	 Click "Proc 	eed" button (Proceed to
	screen B2)	

BN1.1 For those **without** card reader / original HKIC



BN1.2

Clinical Administration Emergency Access Standards Information	TAI MING 10 CHING 🖂 (Logou
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	
O Search Participant by Personal Identity	
Enter major keys and click <continue> button. Sumame LUI Given name SING LI HKIC No. A957770 ((2) e.g. A123456(7) Date of Birth May-1955 © 2 Sex @ Male O Female O Unknown Date of Issue 14-Feb-2019 © 2 Continue</continue>	
 Click "Enrol Participant by Persona Type in required information Click "Continue" button (Proceed 	al Identity" to screen B2)

B2



Β3



First Consultation

Β4

Clinical Administration Eme	ergency Access Standards Information SIU MING YAM 🔀 (Logout)
JI, APPLE HKIC No. : QN123589(3) DOB : 20-Nov	-1946 Age : 69 years Sex : F Details ►
Colorectal Cancer Screening Pilot Programm	e 🔘
Consultation History	Issue FIT
CRC Screening Pilot Prog. (2016) A PCD Summary	Consultation Date 04-Jul-2016
04-Jul-2016 Issue FIT (Dr. YAM, SIU MING)	Medically Fit for Screening 🖌 Yes 🔒 1
	Note
	Print Summary Print Consent Form Close Confirm Enrolment and Print Lab Request Form
	• Check the "Yes" box if the participant is medically fit for screening
	Click "Print Consent Form" button
	Click "Confirm Enrolment and Print Lab Request Form" button

C. Checking FIT Results on To-do List

-	0-1	do List		antopant	io-do Elar Tray	ment olan	II Y IVIY FI	onie				
	Act	tion Pending O Full-list								BEL	L ELSA	Change HCI
						FITR	esult			Consult.		
		Participant Name	Phone	1	2	3	4	Report	Result Date	Note		
3	FI	result uploaded (6 I	tems)								Claim	All Selected
		QIAN, APPLE		Positive	Negative			60	30-Jun-2016		Fir	st Claim
		ZHAO, APPLE		Positive	Positive				30-Jun-2016		Fir	st Claim
		LI, APPLE		Negative	Negative				30-Jun-2016			Claim
		SUN, APPLE		Negative	Negative			-	30-Jun-2016			Claim
-		WU, APPLE		Negative	Pending kit return			-	30-Jun-2016			Claim
		ZHOU, APPLE		Rejected	Negative			-	30-Jun-2016			Claim

Positive FIT results are highlighted in red and moved to the top of the To-do List.

Submitting Payment Claim for Negative FIT Result for One Participant

Pa	arti	cipant Enrolment / Searc	ch Enrolled	Participant	To-do List	Payment Claim	• My Pro	file			
Te	o-d	lo List									
) A	Acti	on Pending O Full-list								BEL	LELSA Change HCI
						FITR	esult			Consult.	
		Participant Name	Phone	1	2	3	4	Report	Result Date	Note	
F	Π	result uploaded (6 It	ems)								Claim All Selected
	Ð	QIAN, APPLE		Positive	Negative				30-Jun-2016		First Claim
	Ð	ZHAO, APPLE		Positive	Positive			-	30-Jun-2016		First Claim
1		LI, APPLE		Negative	Negative	6		60	30-Jun-2016		Claim
3		SUN, APPLE		Negative	Negative			69	30-Jun-2016		Claim
		WU, APPLE		Negative	Pending k	it		-	30-Jun-2016		Claim
2		ZHOU, APPLE		Rejected	Negative			-	30-Jun-2016		Claim
											Total 6 record(s)

С3

то	-do List					a Street Council				
A	ction Pending O Full-list								BEL	LELSA Change HCI
					FIT Res	ult			Consult.	
	Participant Name	Phone	1	2	3	4	Report	Result Date	Note	()
F	T result uploaded (6 I	ems Alert								Claim All Selected
6	QIAN, APPLE	2	I confirm	the participa	nt(s) have l	contacte	ormed of d despi	the result or		First Claim
G	ZHAO, APPLE		attempts.				2 Joop			First Claim
3	LI, APPLE						OK	Cancel		Claim
	SUN, APPLE		педание	тиеуацие			-	11-2010		Claim
3	WU, APPLE		Negative	Pending kit return			-	2016		Claim
3	ZHOU, APPLE		Rejected	Negative			-	30-Jun-2016		Claim
	WU, APPLE ZHOU, APPLE		Negative Rejected	Pending kit return Negative			8	2016 30-Jun-2016		Claim Claim

Submitting Payment Claim for Negative FIT Results for Multiple Participants C4

BELLELA Change HCI Phone 1 2 3 4 Report Result Date Note Image: state st	To	do List	an emoneu r	ancipant	TO-GO LIST Pa	lyment claim	Wiy Fi	one				
FIT Result Consult. Phone 1 2 3 4 Report Result Date Note Items/ Positive Negative Cala 4 Report Result Date Note Items/ Positive Negative Cala 4 Report 30-Jun-2016 Image: Cala First Claim Vegative Negative Negative Cala Image: Cala Image: Cala Cala Negative Negative Cala Image: Cala Image: Cala Image: Cala Image: Cala Negative Negative Negative Cala Image: Cala Image: Cala Image: Cala Image: Cala Negative Negative Negative Cala Image: Cala Image: Cala Image: Cala Image: Cala Negative Negative Negative Section Image: Cala Image: Cala Image: Cala Image: Cala Negative Negative Image: Cala Image: Cala Image: Cala Image: Cala Image: Cala Image: Cala Rejected Negative Imag	Ac	tion Pending O Full-list								BEL	LELSA Change HCI	
Phone 1 2 3 4 Report Result Date Note Claim All Selected Items/ Positive Negative Ice Solution Solution Solution First Claim Image: Positive Negative Negative Negative Negative Ice Solution Solution Solution Image: Positive Negative Negative Negative Negative Ice Solution Solutio		C +				FIT Res	ult			Consult.		
Claim All Selected Positive Negative Selected Selected First Claim Image: Positive Positive Positive Solutive Solutive Solutive First Claim Image: Positive Positive Positive Positive Solutive Solutive First Claim Image: Positive Negative Negative Solutive Solutive Solutive Claim Image: Positive Pending kit return Solutive Solutive Solutive Claim Image: Positive Pending kit return Solutive Solutive Solutive Claim Image: Positive Negative Pending kit return Solutive Solutive Solutive Solutive Rejected Negative Solutive Solutive Solutive Solutive Solutive		Participant Name	Phone	1	2	3	4	Report	Result Date	Note		
Positive Negative Image: Section of the section of	FI	T result uploaded (6 It	ems)							ſ	Claim All Selected	
Positive Positive Solution Solution First Claim Negative Negative Tes 30-Jun-2016 Claim Negative Negative Tes 30-Jun-2016 Claim Negative Pending kit return Tes 30-Jun-2016 Claim Rejected Negative Tes 30-Jun-2016 Claim		QIAN, APPLE		Positive	Negative				30-Jun-2016		First Claim	
Negative Negative Negative Solution Claim Negative Negative Solution Solution Claim Negative Pending kit return Solution Solution Claim Rejected Negative Solution Solution Claim		ZHAO, APPLE		Positive	Positive			-	30-Jun-2016		First Claim	
Negative Negative Pending kit return Claim Rejected Negative Too 30-Jun-2016 Claim Claim Too 30-Jun-2016 Claim		LI, APPLE		Negative	Negative			-	30-Jun-2016		Claim	
Negative Pending kit return Image: Second s	/	SUN, APPLE		Negative	Negative			-	30-Jun-2016		Claim	
Rejected Negative 30-Jun-2016 Claim	7	WU, APPLE		Negative	Pending kit return			-	30-Jun-2016		Claim	
		ZHOU, APPLE		Rejected	Negative			-	30-Jun-2016		Claim	
		SUN, APPLE WU, APPLE ZHOU, APPLE		Negative Negative Rejected	Negative Pending kit return Negative			6 8 8 8	30-Jun-2016 30-Jun-2016 30-Jun-2016		Claim Claim Claim	
											Total 6 record(s)	

D. Second Consultation (Participants with Positive FIT Result Only) D1

	do List		antopant	TO-do List Pay	ment ciain	II Y IVIY FI	one			
40	ion Pending O Full-list								BEL	LELSA Change HCI
					FITR	esult			Consult.	
	Participant Name	Phone	1	2	3	4	Report	Result Date	Note	
r	result uploaded (6 It	ems)								Claim All Selected
ŧ	MAN, APPLE		Positive	Negative			60	30-Jun-2016		First Claim
+	APPLE		Positive	Positive			-	30-Jun-2016		First Claim
	E		Negative	Negative			-	30-Jun-2016		Claim
	SUN, APPLE		Negative	Negative			69	30-Jun-2016		Claim
	WU, APPLE		Negative	Pending kit return			-	30-Jun-2016		Claim
	ZHOU, APPLE		Rejected	Negative				30-Jun-2016		Claim

I

D2

		icipant Enrolment / Sear	ch Enrolled F	Participant	To-do List	Payment Claim	My F	Profile			
To	b-d	lo List								PCI	
A	Cti	ion Pending () Full-list				FITR	esult			Consult.	LELSA Change HCI
		Participant Name	Phone	1	2	3	4	Report	Result Date	Note	
F	Π	result uploaded (6 I	tems)								Claim All Selected
		QIAN, APPLE		Positiv	e Negativ	e			30-Jun-2016		First Claim
1	3	 Participant will turn Participant could no Participant refuses 	up for CS re ot be contact follow-up, re	ferral enco ed despite ason	ounter repeated atte	empts for 4 week	s				Č,
	Ŧ	ZHAO, APPLE		Positiv	e Positive	ə		-	30-Jun-2016		First Claim
		LI, APPLE		Negativ	ve Negativ	e		-	30-Jun-2016		Claim
1		SUN, APPLE		Negativ	ve Negativ	e		-	30-Jun-2016		Claim
]		WU, APPLE		Negativ	ve Pending return	kit		-	30-Jun-2016		Claim
3		ZHOU, APPLE		Rejecte	ed Negativ	e		-	30-Jun <mark>-</mark> 2016		Claim
SP	10V	w the To-do List of reliev Clinical Administr	ved doctor(s) ation Emerge	Please :	select relieved	l doctor	•	Select Click "f	the appr First Clain	opriat m" but	Total 6 record(s) e radio-button tton
) (ecl	tal Cancer Screening F	ved doctor(5) ation Emerge Pilot Program	nne ant To-do	Select relieved Standards List Paymen	Information	• •	Select [•]	the appr First Clain	opriat m″ but	Total 6 record(s) e radio-button tton
Si lor Part	ticip do	Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er b List n Pending O Full-list	ation Emerge Pilot Program	ncy Access nme ant To-do	Select relieved	Information	• •	Select Click "f	the appr First Clain	opriat m" but MING YAM R	Total 6 record(s) e radio-button tton
Sh lor Part	ticip ticip	Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er b List n Pending O Full-list	ved doctor(s) ation Emerge Pilot Program	nncy Access nnme nant To-do	Select relieved	Information	€ file	Select Click "f	the appr First Clain	opriat m" but MING YAM E	Total 6 record(s) e radio-button tton
SH lor Part Acc	ticip tion	Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er b List n Pending O Full-list Participant Name F esult unloaded (6 theme	ation Emerge Pilot Program nrolled Particip	nrcy Access nrme ant To-do	Select relieved Standards	Information t Claim • My Pro FIT Result 4	File Report	Select Click "F	the appr First Clain	opriat m" but MING YAM &	Total 6 record(s) e radio-button tton
Sh lor Part Acc	ect ticit do	Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er plist n Pending O Full-list Participant Name F result uploaded (6 Items	ation Emerge Pilot Program nrolled Particip Phone	nme nant To-do	select relieved	Information t Claim • My Pro FIT Result 4	file	Select Click "F	the appr First Clair SIU	opriat m" but MING YAM E SA Change aim All Selec	Total 6 record(s) e radio-button tton
Shiring and and a shiring		Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er panticipant Name F result uploaded (6 Items DIAN, APPLE (HAO, APPLE	ation Emerge Pilot Program nrolled Particip Phone 5) Pos	ncy Access nme ant To-do	Select relieved	Information t Claim • My Pro	File	Select Click "F	the appr First Clain	opriat m" but MING YAM & SA Change aim All Selec ate Claim Re First Claim	Total 6 record(s) e radio-button tton
Shi or anti-		Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search Er plist n Pending O Full-list Participant Name F result uploaded (6 Items DIAN, APPLE (HAO, APPLE	ation Emerge Pilot Program nrolled Particip Phone 5) Poor s) Poor Nege Nege	nncy Access nme ant To-do 1 sitive Ne sitive P pative Ne	select relieved	Information t Claim • My Pro	file Report	Select Click "F	the appr First Clain	opriat m" but MING YAM E SA Change aim All Selec ate Claim Re First Claim	Total 6 record(s) e radio-button tton
Shire and an and a shire and a		Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search En platticipant Name F result uploaded (6 Items DIAN, APPLE HAO, APPLE I J, APPLE SUN, APPLE	ation Emerge Pilot Program nrolled Particip s) Poor s) Poor s) Poor s) Poor	I Sitive Ne sative Ne sative Ne	select relieved select relieved b List Paymen c List Paymen agative c agative c ag	Information t Claim • My Pro FIT Result 4	File	Select * Click "F Click Date 30-Jun-2016 30-Jun-2016 30-Jun-2016	the appr First Clain	opriat m" but MING YAM & SA Change aim All Selec ate Claim Re First Claim Claim	Total 6 record(s) e radio-button tton
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Corror		Clinical Administr Clinical Administr tal Cancer Screening F pant Enrolment / Search En o List n Pending O Full-list Participant Name F esult uploaded (6 Items SNAN, APPLE 5 SNAN, APPLE 5 SUN, APPLE 5	ved doctor(s) ation Pilot Program nrolled Varticip s) Pone s) Pone phone	I I I I I I I I I I I I I I I I I I I	select relieved select relieved select relieved select relieved select relieved paymen paymen select relieved select	Information t Claim • My Pro	File	Select * Click "f Click "f 30-Jun-2016 30-Jun-2016 30-Jun-2016 30-Jun-2016 30-Jun-2016	the appr First Clair SIU	Opriat m" but MING YAM 2 SA Change aim All Selec ate Claim Re First Claim Claim Claim Claim	Total 6 record(s) e radio-button tton

> When participant returns for Second Consultation, locate the participant on the To-do List.

D4

Clinical	Administratio	n Eme	rgency Access	Standards	Information			SIU MING YAM 🖂 (Logout
AN, APPLE C No. : QN123457(9)) DOB :	26-Nov-	1948 Age	: 67 years	Sex : M	Details	•	
lorectal Cancer Scre	ening Pilot Pro	gramme	,					۲
nsultation History			Enrolment (28. Jun. 2016)	Issue FI	T Fo	low up		
CRC Screening Pilo (2016)	t Prog.		FIT Result	20-5011-20		ouay		
PCD Summary			FIT Kit Set	Issued On	FIT	Result	FIT Result Date	e & FIT Report
04-Jul-2016 Follo	w up		First	28-Jun-2016	Positive	Negative	50-Jun-2016	50-Jun-2016
(Dr. YAM, SIU MI	NG)		Second					
28-JUN-2016 ISSU	NG)	E,						
			Participant o	Option (Others		nate O HA	O Refuse Referral
			Print Sur	nmary Sav	e Draft	lose	Sava Drint Latter of	
							Save, Philit Letter an	to Submit for 2nd Claim
c		>	•	Select th	ne appr	opriate	e radio-button	for "Participant

E. Assign Clinical Assistant

E1

To-	do List						4		BEI	LEISA Change HCL
AC					FIT	Result			Consult.	onange Hor
	Participant Name	Phone	1	2	3	4	Report	Result Date	Note	
■ FI	T result uploaded (6 It	ems)								Claim All Selected
	QIAN, APPLE		Positive	Negative			60	30-Jun-2016		Update Claim Reason
	ZHAO, APPLE		Positive	Positive			-	30-Jun-2016		First Claim
	LI, APPLE		Negative	Negative			-	30-Jun-2016		Claim
8	SUN, APPLE		Negative	Negative			-	30-Jun-2016		Claim
2	WU, APPLE		Negative	Pending kit return			-	30-Jun-2016		Claim
3	ZHOU, APPLE		Rejected	Negative				30-Jun-2016		Claim

E2

	rch Enrolled Part	ticipant To-do List Payme	ent Claim ▼ My F	rofile			
t Online Amendment Su	Ibmission Date	27-May-2016 Amendmen	t Status Discard	ed	Cancel Submission	View Detail	
Personal Particulars	HCP & HCI	Bank Information					
Primary Care Doctor Na	ame	YAM, SIU MING					
eHR User ID		5310317077					
Hong Kong Identity Car	d No.	A123456(3)					
Correspondence Addres	SS	ROOM/FLAT FLAT B, FLOC KOWLOON CHAMBER, 2 LI	R 11/F, BLOCK (BERTY AVE, KO	, KOWLOON CHAMB WLOON TONG, KOWI	ER OF COMMERCE BUILDI	NG,	
Contact Email Address		lww142@ha.org.hk					
Daytime Contact Teleph	hone Number	N/A					
Fax Number		N/A					
Professional Registratio	on Number	ENG9000136					
Enrolment Reference N	lo.	PCD00201					
ieving Doctor and Clinica	al Assistant		• Clic	k "Relieving	Doctor and Clir	Edit	but
ieving Doctor and Clinica	al Assistant	•	• Clic	ck "Relieving	Doctor and Clir	nical Assistant"	but
ieving Doctor and Clinica	al Assistant		• Clic	ck "Relieving	Doctor and Clir	nical Assistant"	but
ieving Doctor and Clinica	Administratic	on Emergency Access	• Clic	ck "Relieving	Doctor and Clir	Edit	but

Corectal Cancer Screening Pilot Programme

E4

Clinical Administration Emergency Access Standards Information	SIU MING YAM 🐱 (Logout)
Colorectal Cancer Screening Pilot Programme	®
Participant Enrolment / Search Enrolled Participant To-do List Payment Claim • My F	Profile
Pallacing Pactor Clincics Locistant	
HCP Name (HCP ID) BELL ELSA (6515286304)	
Name (eHR User ID) Daytime Contact Telephone Number Accessible HCI Edit	
Add	 Under the "Clinical Assistant" tab, type in
	eHR User ID of the Clinical Assistant
	 Click "Search" button
<u>.</u>	Save Cancel
E5	SIU MING YAM 🗺 (Logout)
Colorectal Cancer Screening Pilot Programme	۹
Participant Enrolment / Search Enrolled Participant To-do List Payment Claim • My Profile	
Relieving Doctor Clincial Assistant	
HCP Name (HCP ID) BELL ELSA (6515286304)	
Clinical Assistant eHR User ID Search	Delete
Name (eHR User ID) YAM SIU MING CA (38) Daytime Contact Telephone Number N/A Accessible HCI Edit	95854376)
 Click "Add" button when details Click "Edit" button to select HC 	s of the desired clinical assistant have been found I where the clinical assistant can have access to
	Save

E6

lorectal Cancer Screening	Pilot Programme	į
Participant Enrolment / Search	nrolled Participant To-do List Payment Claim • My Profile	
ssible HCI		
HCI Name (HCI ID) -	Address	Telephone Number
BELL ELSA	FLOOR 16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN KWUN TONG DISTRICT, KLN	N ST, KOWLOON BAY, 32569801
BELL ELSA - S	FLOOR 15/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN KWUN TONG DISTRICT, KLN	N ST, KOWLOON BAY, 32569801
		OK
		OK
		OK
	Check box next to the appropriate	OK Close Save Cancel
	 Check box next to the appropriate Click "OK" button 	OK Close Save Cancel

F. Assign Relieving Doctor

To	do List						4		BEI	LEISA Change HCL
MC					FI	T Result			Consult.	CLOA Change ACI
	Participant Name	Phone	1	2	3	4	Report	Result Date	Note	
FI	T result uploaded (6 It	ems)								Claim All Selected
	QIAN, APPLE		Positive	Negative			60	30-Jun-2016		Update Claim Reason
9	ZHAO, APPLE		Positive	Positive			-	30-Jun-2016		First Claim
-	LI, APPLE		Negative	Negative			-	30-Jun-2016		Claim
	SUN, APPLE		Negative	Negative			-	30-Jun-2016		Claim
	WU, APPLE		Negative	Pending kit return				30-Jun-2016		Claim
3	ZHOU, APPLE		Rejected	Negative				30-Jun-2016		Claim

Online Amendment Submission Da	ate N/A Amendment Status N/A Cancel Submis	ssion View Detail
ersonal Particulars HCP & H	ICI Bank Information	
imary Care Doctor Name	YAM, SIU MING (嚴小明)	
IR User ID	5310317077	
ong Kong Identity Card No.	A123456(3)	
orrespondence Address	FLAT 201, 2/F, BLK A, TELFORD GARDENS, 33 WAI YIP ST, KWUN TONG DISTRICT, KL	N
ontact Email Address	lowlw@ha.org.hk	
aytime Contact Telephone Numbe	er N/A	
ax Number	N/A	
ofessional Registration Number	M99146	
nrolment Reference No.	PCD00618	

F3

ticipant Enrolment / S	earch Enrolled Participant	To-do List Payment	Claim • My Profile		
Policying Doctor	Clincial Accistant				
You have not nominat	ed any relieving doctor.				
				E	Edit Ca

Clinical Administration Emergency Access Standards Information	SIU MING YAM 🖂 (Logout)
Colorectal Cancer Screening Pilot Programme	۹
Participant Enrolment / Search Enrolled Participant To-do List Payment Claim • My Profile	
Relieving Doctor Clincial Assistant	
HCP Name (HCP ID) BELL ELSA (6515286304)	n
Relieving Doctor	Delete
Name (eHR User ID)	
Relieving Period (Max 1 year) DD-MM-YYYY III to DD-MM-YYYY III to	
Accessible HCI Edit	
Add	
 Under the "Relieving Doctor" tab, select name of the relieving 	ng doctor from the drop-down list
	Save Cancel

Only doctors registered in eHRSS, enrolled in the Pilot Programme, under the same HCP and working in common HCIs will be displayed in the drop-down list.

5								
	Clinical Admini	stration Emergency Access	Standards	Information			SIU MING YAM	🖂 (Logout
Colorectal	Cancer Screening	g Pilot Programme						۹
Participar	nt Enrolment / Search	Enrolled Participant To-do	List Payment	Claim • My Prof	ile			
HCP	Name (HCP ID)	BELL ELSA (651528	36304)					
Re	lieving Doctor	CHOI SIU MI	VG (9629885968	B) 🗸]		Delete	
	Name (eHR Daytime Con	User ID) tact Telephone Number	CH N/	HOI SIU MING (96 A	29885968)			
	Relieving Pe	riod (Max 1 year)	D	D-MM-YYYY 📰 to	DD-MM-YYYY			
	Accessible H	CI	BE	ELL ELSA (209228	34955) Edit			
	Add					•		
		• s	elect app	propriate r	elieving per	iod	Save	ancel

		ayment Glaim Wy Home	
Relieving Doctor Clin	cial Assistant		
HCP Name (HCP ID)	BELL ELSA (6515286304)		
Relieving Doctor	CHOI SIU MING (96	29885968)	Delete
		N/A	
Add	iod (Max 1 year) Cl	N/A 07-Jul-2016 In 31-Aug-2016 In BELL ELSA (2092284955)	3

F7

rectal Cancer Screening	Pilot Programme						
rticipant Enrolment / Search E	nrolled Participant To-	do List Payment	Claim • My Profile				
sible HCI							
HCI Name (HCI ID) -			Address			Telephone N	lumb
BELL ELSA	FLOOR 16/F, ONE K	OWLOON, ONE K	OWLOON, 1 WANG YUE	EN ST, KOWLO	ION BAY,	32569801	
						ок	Close
	• Charle h		the oppropriat		[ОК	Close
	Check b	ox next to	the appropriat	e HCI		ок	Close
	 Check b Click "O 	ox next to K" button	the appropriat	e HCI		OK C	Close

nucipant Enrolment / s	Search Enrolled Participant	o List Payment		Profile			
Relieving Doctor	Clincial Assistant						
HCP Name (HCP I	D) BELL ELSA (6515	286304)					
Relieving Doct	Dr						
Name		CH	HOI SIU MIN	G (蔡小明)			
eHRU	lser ID	96	9629885968 N/A 07-Jul-2016 to 31-Aug-2016				
Daytin	ne Contact Telephone Number	N//					
Reliev	ing Period (Max 1 year)	07-					
Acces	sible HCI (HCI ID)	BE	ELL ELSA (20	092284955)			

G. Viewing Submitted Payment Claims

G1

To-	do List ion Pending 〇 Full-list	Claim Enquiry Payment Statement	n							BELL ELSA Change H
	Participant Name	Phone	FIT Result				Consult.			
FIT	result uploaded (9 Items)	Phone		2	3	4	Report	Result Date	NOLE	Claim All Selected
	LEE, KIN HONG (李健康)	97851323	Positive	Positive			-	23-Nov-2016		Update Claim Reason
	CHAN, MAN (陳文)	98765432	Rejected	Rejected			-	18-Nov-2016		Claim
	CHAN, TIN KO (陳天高)	95231098	Rejected	Rejected	Rejected	Rejected	-	18-Nov-2016		Claim
	LI, CHEUK TAT (李卓達)	92367410	Negative	Negative			-	18-Nov-2016		Claim
	CHAN, FAY SUM (陳非心)	92233221	Negative	Negative			-	23-Nov-2016		Claim
	CHAN, TAI FAI (陳大輝)	91122332	Negative	Negative			-	23-Nov-2016		Claim
	HO, SIU MEI (何小美)	95162961	Negative	Negative			-	23-Nov-2016		Claim

G2

📓 🔂 🤇 Clinical	Administration Emergency Access Standards Information	TAI MING 11 LAU 🔀 (Logou
Colorectal Cance	er Screening Pilot Programme	۹
Participant Enrolm	ent / Search Enrolled Participant To-do List Payment Claim • My Profile	
Claim Enquiry		
Claim Date	From 11-Sep-2016 to 11-Oct-2016 Status All	
HCP	All	
	 Select desired time period for "Claim Click "Search" button 	n Date"

G3

olorectal Car	icer Screening Pilot Programme						œ
Participant Enr	rolment / Search Enrolled Participant To-do List Payment Cl	laim • My Profile					
Claim Enquir	у						
Claim Date	From 11-Sep-2016 to 11-Oct-2016 S	Status All	*				-
HCP	All						
						Search Cancel	
Claim Date 🔺	Participant Name		Nature of Claim	Claim Amount (HKD)	Claim Status	Search Cancel Suspension / Cancellation Reason	-
Claim Date 🔺 05-Oct-2016	Participant Name TSANG MING (曾明)		Nature of Claim	Claim Amount (HKD) 356	Claim Status Processed	Search Cancel Suspension / Cancellation Reason N/A	
Claim Date Claim Date D5-Oct-2016 D5-Oct-2016	Participant Name TSANG MING (曾明) WONG FAI CHUN (黃輝俊)		Nature of Claim 1st Claim (with enrolment fee) 1st Claim (with enrolment fee)	Claim Amount (HKD) 356 356	Claim Status Processed Processed	Search Cancel Suspension / Cancellation Reason N/A N/A	1
25-Oct-2016 05-Oct-2016 05-Oct-2016	Participant Name TSANG MING (曽明) WONG FAI CHUN (黃輝俊) LEE CHOI YIN (李彩燕)		Nature of Claim 1st Claim (with enrolment fee) 1st Claim (with enrolment fee) 1st Claim (with enrolment fee)	Claim Amount (HKD) 356 356 356	Claim Status Processed Processed Processed	Search Cancel Suspension / Cancellation Reason N/A N/A N/A	
Claim Date)5-Oct-2016)5-Oct-2016)5-Oct-2016)5-Oct-2016	Participant Name TSANG MING (曾明) WONG FAI CHUN (黃輝俊) LEE CHOI YIN (李彩燕) LEE KWAI YING (李貴英)		Nature of Claim 1st Claim (with enrolment fee)	Claim Amount (HKD) 356 356 356 356	Claim Status Processed Processed Processed Processing	Search Cancel Suspension / Cancellation Reason N/A N/A N/A	
Claim Date Claim Date	Participant Name TSANG MING (曾明) WONG FAI CHUN (黃輝俊) LEE CHOI YIN (李彩燕) LEE KWAI YING (李貴凌) LEE WAI KING (李惠瓊)		Nature of Claim 1st Claim (with enrolment fee) 2nd Claim	Claim Amount (HKD) 356 356 356 356 280	Claim Status Processed Processed Processed Processing Processed	Search Cancel Suspension / Cancellation Reason N/A N/A N/A N/A	
Claim Date 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016	Participant Name TSANG MING (曾明) WONG FAI CHUN (黄輝俊) LEE CHOI YIN (李彩燕) LEE KWAI YING (李贯英) LEE WAI KING (李贯瓊) TAM HUNG LAI (譚香麗)		Nature of Claim 1st Claim (with enrolment fee) 2nd Claim 1st Claim (with enrolment fee)	Claim Amount (HKD) 356 356 356 356 280 356	Claim Status Processed Processed Processed Processed Processed Processing	Search Cancel Suspension / Cancellation Reason N/A N/A N/A N/A N/A N/A N/A N/A	
Claim Date + 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016 05-Oct-2016	Participant Name TSANG MING (管明) WONG FAI CHUN (黄輝俊) LEE CHOI YIN (李彩斎) LEE KWAI YING (李貴英) LEE KWAI YING (李貴英) LEE WAI KING (本直瓊) TAM HUNG LAI (譚香麗) HO MEI LUNG (河美濃)		Nature of Claim 1st Claim (with enrolment fee) 2nd Claim 1st Claim (with enrolment fee) 1st Claim (with enrolment fee) 1st Claim (with enrolment fee) 1st Claim (with enrolment fee)	Claim Amount (HKD) 356 356 356 356 280 356 356	Claim Status Processed Processed Processed Processed Processing Processing Processed Processed	Search Cancel Suspension / Cancellation Reason N/A	

H. Building Indefinite Sharing Consent

	m						
						(version 1.5.39 built on 25	
Sharing Consent							
CR Information							
HR No.:	9468-9793-0549						
IKIC No.:	Q191997(7)			English Name:	YUEN, NOCON	SENT	
D Doc Type:	HKID Card			Other Name:			
ID Doc No.:				Chinese Name:			
Sex:	Male			Communication	SMS		
Data of Birth	01 log 1046	Exact DOB:	EDMY	Means:	952 01224567		
Date of Birth.	01-381-1940	Exact DOB:	EDMIT	Mobile Phone:	052-91234507		
				Other Phone:	952-91234567		
				Ouler Phone.	032-91234307		
Sharing Consent							
Healthcare Pr	rovider	Healthcare Provider Chinese Name	Address		Phone Ter	ms of Sharing Consent	
BELL ELSA (O	ffical Name)	長者安居協會 (官方)	16/F, ONE K	OWLOON, ONE KOWLOON,	32569801	Indefinite Sharing Consent	
	,			,,,,,,,,,,,			
Authorisation Type							
Submission Mathed							
Submission method:	In Person	*					
Application su	ubmitted by Authorizon	Dereon(AD) or SDM					
	ionnitied by Authorised	r Person(AP) or SDM					
Consent Means:	Smart ID Card		orm				
Consent Means:	Smart ID Card After information y	Access Key Sign Consent F erification, collection of document is	Form NOT required. Pleas	e click < Submit > button to	proceed		
Consent Means:	Smart ID Card After information	Access Key Sign Consent F erification, collection of document is	Form NOT required. Pleas	e click < Submit > button to	proceed.		
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Consent Means:	Smart ID Card After information v Select version:	Access Key O Sign Consent F enfication of document is New	Form NOT required. Pleas	e click < Submit > button to KARER GO B U # SAMTE 1 2355 517	o proceed.		
Consent Means:	Select version:	Access Key Sign Consent F enfication, collection of document is New The second s	Form NOT required. Pleas	e click < Submit > button to	proceed.		
Consent Means:	Smart ID Card After information Select version:	Access Key Sign Consent F enfication, collection of document is New Conserved Planake Stat	Form NOT required. Pleas	e click < Submit > button to sea state of a grant of the sea state of the sea sta) proceed.		
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- Select "Indefinite Sharing Consent" radio-button
- Select appropriate HK ID Card Image
- Click "Submit" button

I. eHRSS Registration at clinic



12 Please take reference to the training materials on the landing page after logging in the eHR

Quick Links - Clinical	Logon History				
No record found	Last logon was successful on 22-Feb-2019 17:44:06				
Quick Links - Administration	System News				
Administration Healthcare Recipient Healthcare Recipient Healthcare Recipient User Account Keports and Enguiny Update Own Account	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				
	eHKSS (raining materials (for other eHK kegistration Centres)				
	eHRSS Training Materials (for eHR HCP) KINN				
	1. Briefing Session on Enhancement of Patient Registration in eHRSS. (Feb 2019)				
	 2. Briefing Session on Enhancement of Patient Registration in eHRSS - Part 1 (Nov 2017) 				