

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

|  |    |
|--|----|
| A. Log-in eHRSS and CRC IT System .....                                  | 1  |
| B. Participant Enrolment and First Consultation .....                    | 3  |
| C. Checking FIT Results on To-do List .....                              | 8  |
| D. Second Consultation (Participants with Positive FIT Result Only)..... | 10 |
| E. Assign Clinical Assistant .....                                       | 12 |
| F. Assign Relieving Doctor .....   | 15 |
| G. Viewing Submitted Payment Claims .....                                | 19 |
| H. Building Indefinite Sharing Consent .....                             | 21 |
| I. eHRSS Registration at clinic .....                                    | 22 |

### A. Log-in eHRSS and CRC IT System

A1



- Double-click "ELSA" icon on desk top

A2



**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  

- Type in User Name
- Press enter button

**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. 只可在提供醫護服務及有需要時取覽病人的資料
3. 每次的取覽均會被記錄
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

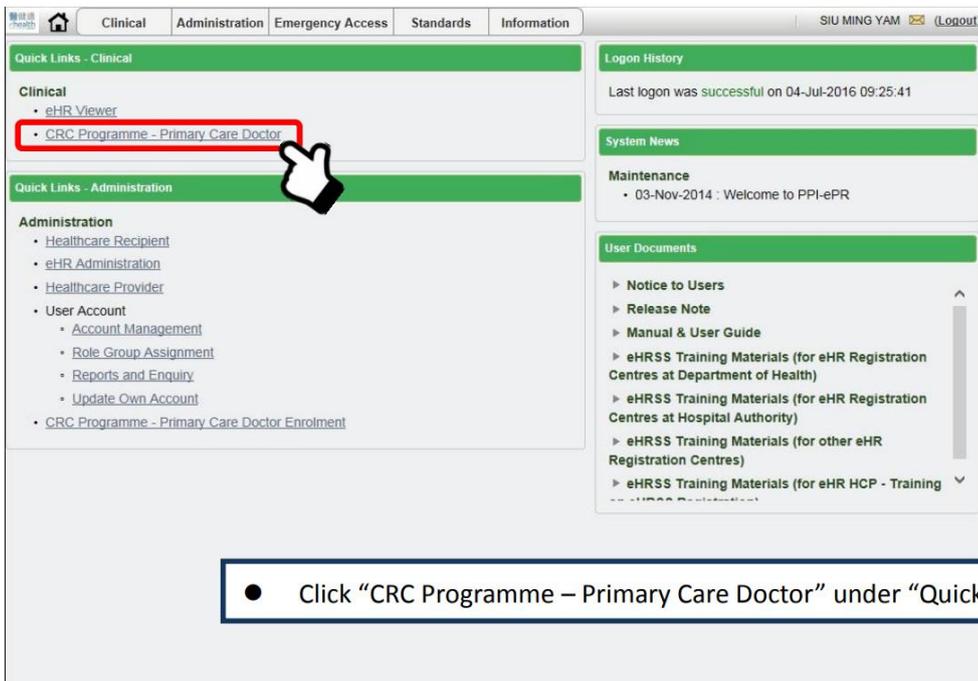
[Personal Information Collection Statement](#)  
[Privacy Policy Statement](#)

收集個人資料聲明  
私隱政策聲明

A3

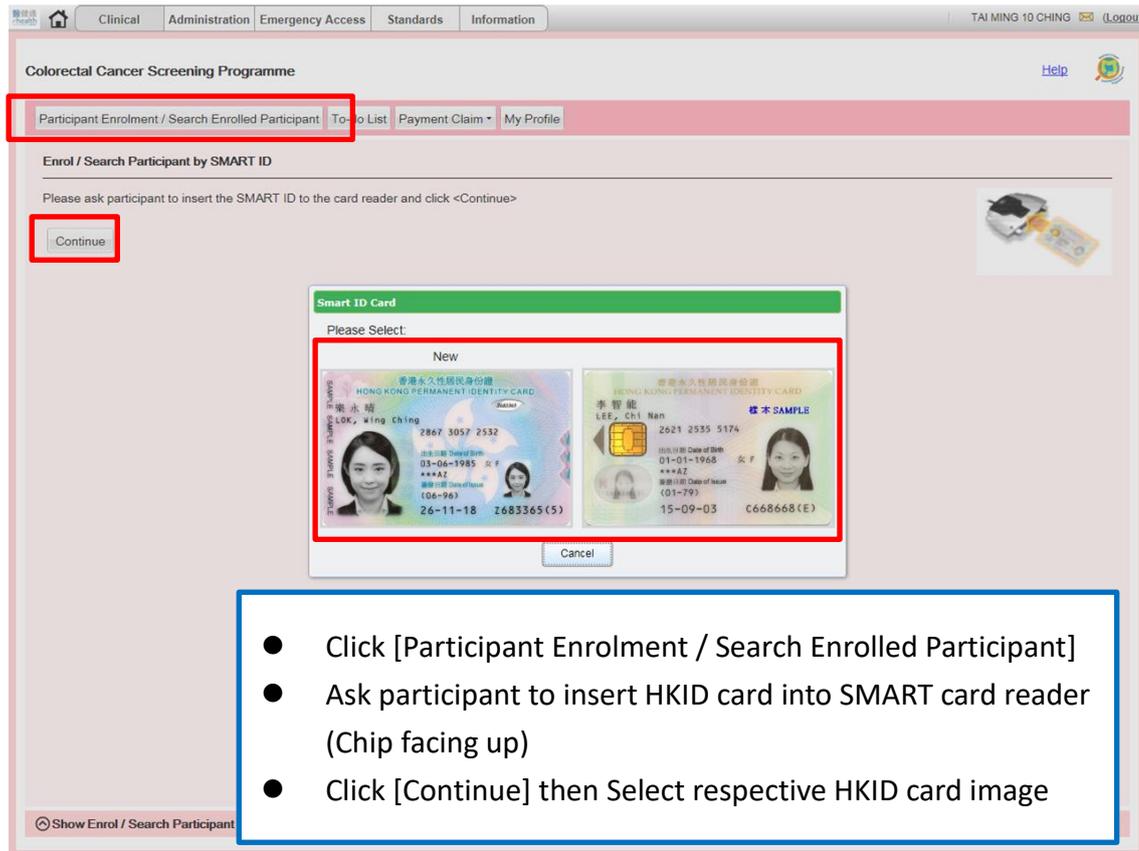


A4



## B. Participant Enrolment and First Consultation

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



Colorectal Cancer Screening 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

Smart ID Card

Please Select

New

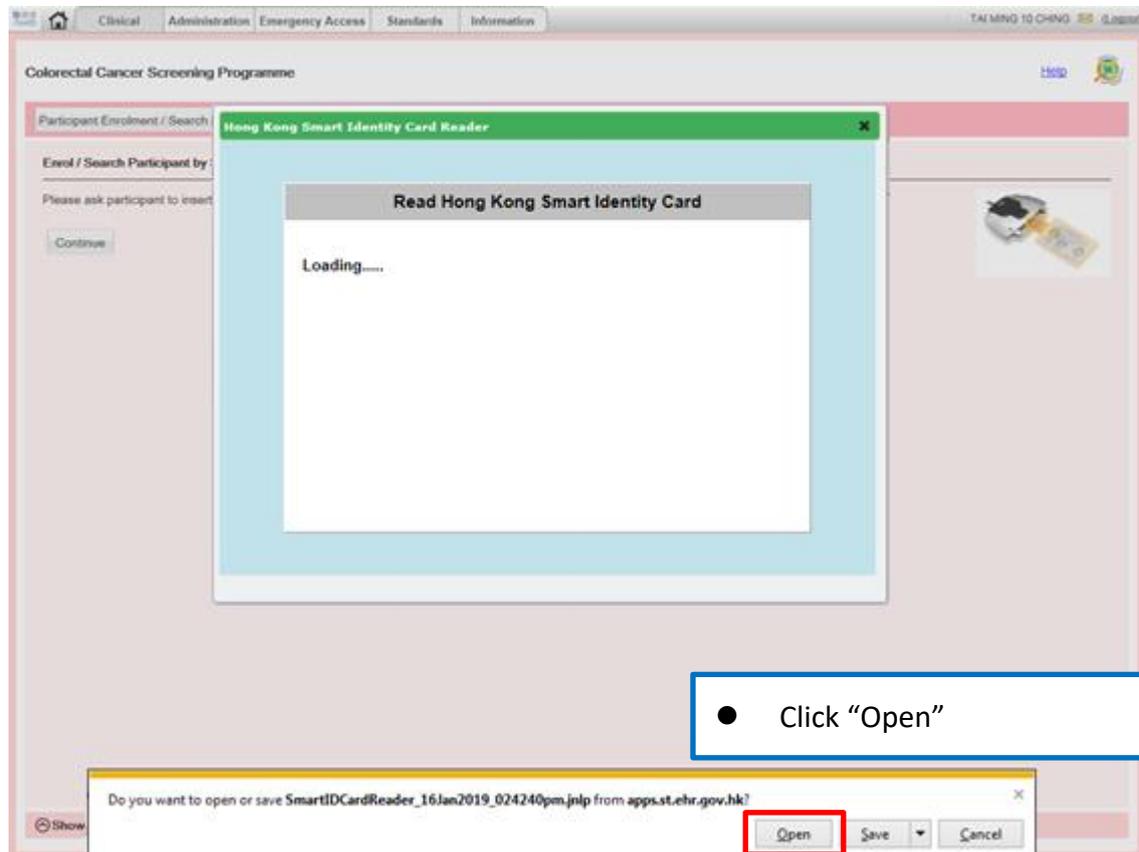
|   |  |
|---|--|
|  <p>香港永久居民身份證<br/>HONG KONG PERMANENT IDENTITY CARD<br/>Lok, Wing Ching<br/>2867 3057 2532<br/>03-06-1985 女 F<br/>***AZ<br/>08-98<br/>26-11-18 Z683365 (5)</p> |  <p>香港永久居民身份證<br/>HONG KONG PERMANENT IDENTITY CARD<br/>Lee, Chi<br/>2621 2535 5174<br/>01-01-1968 女 F<br/>***AZ<br/>01-79<br/>15-09-03 C668668 (E)</p> |
|---|--|

Cancel

- Click [Participant Enrolment / Search Enrolled Participant]
- Ask participant to insert HKID card into SMART card reader (Chip facing up)
- Click [Continue] then Select respective HKID card image

Show Enrol / Search Participant

### B1.2



Colorectal Cancer Screening Programme

Participant Enrolment / Search

Enrol / Search Participant by

Please ask participant to insert

Continue

Hong Kong Smart Identity Card Reader

Read Hong Kong Smart Identity Card

Loading.....

- Click "Open"

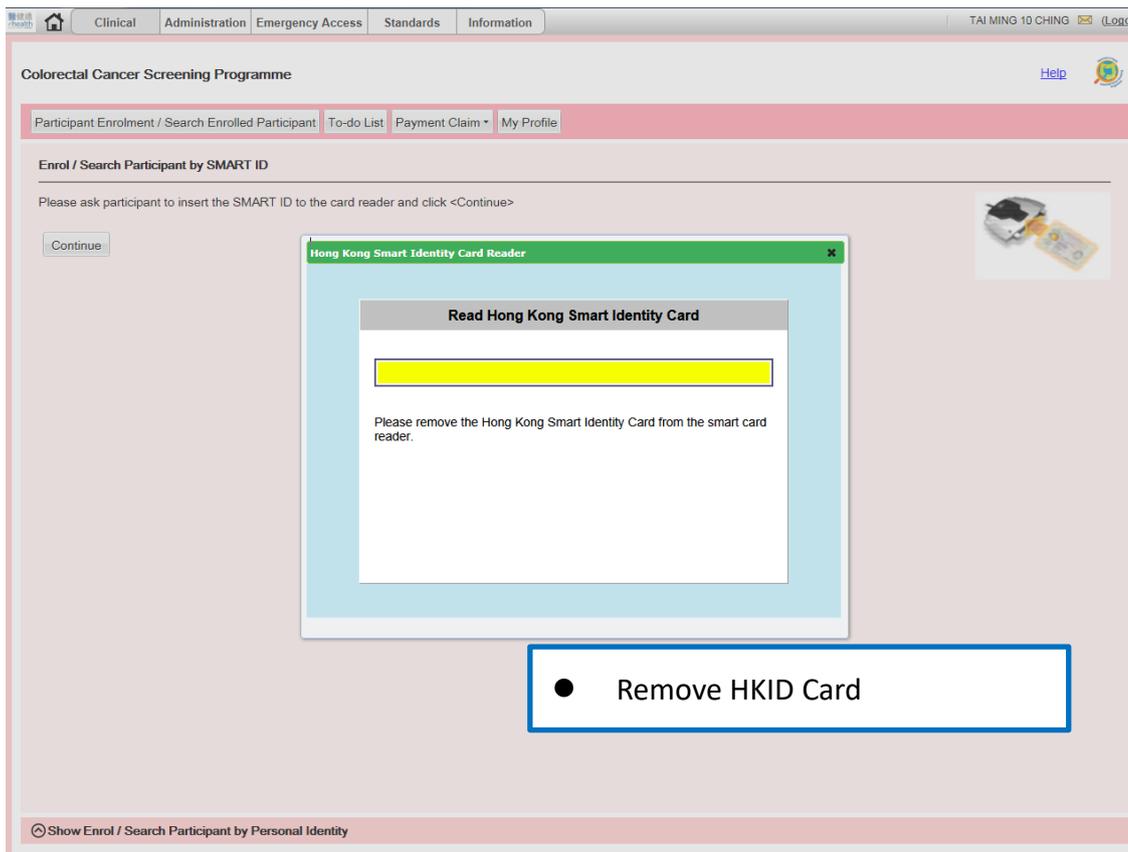
Do you want to open or save SmartIDCardReader\_16Jan2019\_024240pm.jnlp from apps.st.ehr.gov.hk?

Open Save Cancel

B1.2a This message is shown once if check the check-box “Do not show this again...” and click [Run]



B1.3



## B1.4

The screenshot shows the 'Colorectal Cancer Screening Programme' interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. The user is logged in as TAI MING 10 CHING. Below the navigation, there are buttons for Participant Enrolment, Search Enrolled Participant, To-do List, Payment Claim, and My Profile. The main section is titled 'Enrol / Search Participant by SMART ID' and includes a 'Continue' button. A modal dialog box titled 'Please Enter Major Keys' is open, containing 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, there are 'Proceed' and 'Close' buttons. The 'Proceed' button is highlighted with a red box.

- Select appropriate radio-button for “Sex”
- Click “Proceed” button (Proceed to screen B2)

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

Colorectal Cancer Screening 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>

Show Enrol / Search Participant by Personal Identity

- Click “Show Enrol / search Participant by Personal Identity”

## BN1.2

Colorectal Cancer Screening 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>

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: LUI  
Given name: SING LI  
HKIC No.: A957770 ( 2 ) e.g. A123456(7)  
Date of Birth: May-1955  
Sex:  Male  Female  Unknown  
Date of Issue: 14-Feb-2019

Holder of Certificate of Exemption  
Serial No.   Not Provided  
Reference  -  -   Other Formats  
Valid Until   Not Provided

- Click “Enrol Participant by Personal Identity”
- Type in required information
- Click “Continue” button (Proceed to screen B2)

B2

Colorectal Cancer Screening Programme

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

**Enter Participant Information**

Name CHU, CHI PING (朱至平)  
HKIC No. T001XXX(X)  
Date of Birth Jan-1952  
Sex Female  
Date of Issue 01-Jul-2018  
Holder of Certificate of Exemption No

HKID Card Symbol  A  C  R  U  
 By checking this box, I confirm that I have contacted Programme Office and verified the eligibility of this participant.

Agree to be Approached by Research Institutions for Cancer-Related Research  Yes  No

Close

- Select appropriate radio-button for “HKID Card Symbol”
- Select appropriate radio-button for Cancer-Related Research
- Click “Save” button

Save

First alphabet denotes residential status (HKID Card Symbol)

B3

Colorectal Cancer Screening Programme

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

**✔ Participant information was saved. Please go to the consultation page to complete the enrolment.**

Enrolment Reference No. 00109488  
Name CHU, CHI PING (朱至平)  
HKIC No. T001XXX(X)  
Date of Birth Jan-1952  
Sex Female  
Date of Issue 01-Jul-2018  
Holder of Certificate of Exemption No  
Agree to be Approached by Research Institutions for Cancer-Related Research Yes

Edit Participant Profile Close

- Click “Go to Consultation” button

Go to Consultation

## First Consultation

B4

Colorectal Cancer Screening Pilot Programme

Consultation History

- CRC Screening Pilot Prog. (2016)
- PCD Summary
- 04-Jul-2016 Issue FIT (Dr. YAM, SIU MING)

Issue FIT

Consultation Date: 04-Jul-2016

Medically Fit for Screening  Yes

Note

Consent Form Language:  Chinese  English

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

C1

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending  Full-list BELL ELSA Change HCl

|                                     | Participant Name | Phone | FIT Result |                    |   |   | Report      | Result Date | Consult. Note |  |
|-------------------------------------|------------------|-------|------------|--------------------|---|---|-------------|-------------|---------------|--|
|                                     |                  |       | 1          | 2                  | 3 | 4 |             |             |               |  |
| <input checked="" type="checkbox"/> | QIAN, APPLE      |       | Positive   | Negative           |   |   | 30-Jun-2016 |             | First Claim   |  |
| <input checked="" type="checkbox"/> | ZHAO, APPLE      |       | Positive   | Positive           |   |   | 30-Jun-2016 |             | First Claim   |  |
| <input type="checkbox"/>            | LI, APPLE        |       | Negative   | Negative           |   |   | 30-Jun-2016 |             | Claim         |  |
| <input type="checkbox"/>            | SUN, APPLE       |       | Negative   | Negative           |   |   | 30-Jun-2016 |             | Claim         |  |
| <input type="checkbox"/>            | WU, APPLE        |       | Negative   | Pending kit return |   |   | 30-Jun-2016 |             | Claim         |  |
| <input type="checkbox"/>            | ZHOU, APPLE      |       | Rejected   | Negative           |   |   | 30-Jun-2016 |             | Claim         |  |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- 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

C2

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending  Full-list BELL ELSA Change HCI

| Participant Name                     | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note |
|--------------------------------------|-------|------------|--------------------|---|---|--------|-------------|---------------|
|                                      |       | 1          | 2                  | 3 | 4 |        |             |               |
| FIT result uploaded (6 Items)        |       |            |                    |   |   |        |             |               |
| <input type="checkbox"/> QIAN, APPLE |       | Positive   | Negative           |   |   |        | 30-Jun-2016 | First Claim   |
| <input type="checkbox"/> ZHAO, APPLE |       | Positive   | Positive           |   |   |        | 30-Jun-2016 | First Claim   |
| <input type="checkbox"/> LI, APPLE   |       | Negative   | Negative           |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> SUN, APPLE  |       | Negative   | Negative           |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> WU, APPLE   |       | Negative   | Pending kit return |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> ZHOU, APPLE |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 | Claim         |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Click "Claim" button

C3

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending  Full-list BELL ELSA Change HCI

| Participant Name                     | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note |
|--------------------------------------|-------|------------|--------------------|---|---|--------|-------------|---------------|
|                                      |       | 1          | 2                  | 3 | 4 |        |             |               |
| FIT result uploaded (6 Items)        |       |            |                    |   |   |        |             |               |
| <input type="checkbox"/> QIAN, APPLE |       | Positive   | Negative           |   |   |        | 30-Jun-2016 | First Claim   |
| <input type="checkbox"/> ZHAO, APPLE |       | Positive   | Positive           |   |   |        | 30-Jun-2016 | First Claim   |
| <input type="checkbox"/> LI, APPLE   |       | Negative   | Negative           |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> SUN, APPLE  |       | Negative   | Negative           |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> WU, APPLE   |       | Negative   | Pending kit return |   |   |        | 30-Jun-2016 | Claim         |
| <input type="checkbox"/> ZHOU, APPLE |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 | Claim         |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

Alert

I confirm the participant(s) have been informed of the result or the participant(s) cannot be contacted despite repeated attempts.

- Click "OK" button

## Submitting Payment Claim for Negative FIT Results for Multiple Participants

C4

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending Full-list BELL ELSA Change HCI

| Participant Name                    | Phone       | FIT Result |                    |   |   | Report | Result Date | Consult. Note |             |
|-------------------------------------|-------------|------------|--------------------|---|---|--------|-------------|---------------|-------------|
|                                     |             | 1          | 2                  | 3 | 4 |        |             |               |             |
| FIT result uploaded (6 Items)       |             |            |                    |   |   |        |             |               |             |
| <input type="checkbox"/>            | QIAN, APPLE | Positive   | Negative           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input type="checkbox"/>            | ZHAO, APPLE | Positive   | Positive           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input type="checkbox"/>            | LI, APPLE   | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input checked="" type="checkbox"/> | SUN, APPLE  | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input checked="" type="checkbox"/> | WU, APPLE   | Negative   | Pending kit return |   |   |        | 30-Jun-2016 |               | Claim       |
| <input checked="" type="checkbox"/> | ZHOU, APPLE | Rejected   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Check boxes next to participant name
- Click "Claim All Selected" button

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

D1

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending Full-list BELL ELSA Change HCI

| Participant Name                    | Phone       | FIT Result |                    |   |   | Report | Result Date | Consult. Note |             |
|-------------------------------------|-------------|------------|--------------------|---|---|--------|-------------|---------------|-------------|
|                                     |             | 1          | 2                  | 3 | 4 |        |             |               |             |
| FIT result uploaded (6 Items)       |             |            |                    |   |   |        |             |               |             |
| <input checked="" type="checkbox"/> | QIAN, APPLE | Positive   | Negative           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input checked="" type="checkbox"/> | ZHAO, APPLE | Positive   | Positive           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input type="checkbox"/>            | LI, APPLE   | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/>            | SUN, APPLE  | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/>            | WU, APPLE   | Negative   | Pending kit return |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/>            | ZHOU, APPLE | Rejected   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Click the [+] button next to the participant's name

D2

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending  Full-list BELL ELSA Change HCI

| Participant Name   | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note |             |
|--|-------|------------|--------------------|---|---|--------|-------------|---------------|-------------|
|  |       | 1          | 2                  | 3 | 4 |        |             |               |             |
| <b>FIT result uploaded (6 Items)</b>   |       |            |                    |   |   |        |             |               |             |
| <input checked="" type="checkbox"/> QIAN, APPLE  |       | Positive   | Negative           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input checked="" type="radio"/> Participant will turn up for CS referral encounter<br><input type="radio"/> Participant could not be contacted despite repeated attempts for 4 weeks<br><input type="radio"/> Participant refuses follow-up, reason |       |            |                    |   |   |        |             |               |             |
| <input checked="" type="checkbox"/> ZHAO, APPLE  |       | Positive   | Positive           |   |   |        | 30-Jun-2016 |               | First Claim |
| <input type="checkbox"/> LI, APPLE   |       | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/> SUN, APPLE  |       | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/> WU, APPLE   |       | Negative   | Pending kit return |   |   |        | 30-Jun-2016 |               | Claim       |
| <input type="checkbox"/> ZHOU, APPLE   |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 |               | Claim       |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Select the appropriate radio-button
- Click "First Claim" button

D3

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending  Full-list BELL ELSA Change HCI

| Participant Name                                | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note |                     |
|---|-------|------------|--------------------|---|---|--------|-------------|---------------|---------------------|
|   |       | 1          | 2                  | 3 | 4 |        |             |               |                     |
| <b>FIT result uploaded (6 Items)</b>            |       |            |                    |   |   |        |             |               |                     |
| <input checked="" type="checkbox"/> QIAN, APPLE |       | Positive   | Negative           |   |   |        | 30-Jun-2016 |               | Update Claim Reason |
| <input checked="" type="checkbox"/> ZHAO, APPLE |       | Positive   | Positive           |   |   |        | 30-Jun-2016 |               | First Claim         |
| <input type="checkbox"/> LI, APPLE              |       | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim               |
| <input type="checkbox"/> SUN, APPLE             |       | Negative   | Negative           |   |   |        | 30-Jun-2016 |               | Claim               |
| <input type="checkbox"/> WU, APPLE              |       | Negative   | Pending kit return |   |   |        | 30-Jun-2016 |               | Claim               |
| <input type="checkbox"/> ZHOU, APPLE            |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 |               | Claim               |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Click the icon under "Consult. Note" heading to proceed to Second Consultation

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

D4

Colorectal Cancer Screening Pilot Programme

Enrolment (28-Jun-2016) → Issue FIT (28-Jun-2016) → Follow up (Today)

**Participant Option**

PPP
  Private
  HA
  Refuse Referral
  Others

Save, Print Letter and Submit for 2nd Claim

- Select the appropriate radio-button for “Participant Option”
- Click “Save, Print Letter and Submit for 2nd Claim” button

E. Assign Clinical Assistant

E1

Colorectal Cancer Screening Pilot Programme

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

**To-do List**

Action Pending
  Full-list
 BELL ELSA Change HCI

| Participant Name              | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note |                     |
|-------------------------------|-------|------------|--------------------|---|---|--------|-------------|---------------|---------------------|
|                               |       | 1          | 2                  | 3 | 4 |        |             |               |                     |
| FIT result uploaded (6 Items) |       |            |                    |   |   |        |             |               |                     |
| QIAN, APPLE                   |       | Positive   | Negative           |   |   |        | 30-Jun-2016 |               | Update Claim Reason |
| 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               |
| ZHOU, APPLE                   |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 |               | Claim               |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Click “My Profile” button

E2

Colorectal Cancer Screening Pilot Programme

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

Last Online Amendment Submission Date: 27-May-2016 | Amendment Status: Discarded | Cancel Submission | View Detail

Personal Particulars | HCP & HCI | Bank Information

|                                  |   |
|----------------------------------|---|
| Primary Care Doctor Name         | YAM, SIU MING   |
| eHR User ID                      | 5310317077  |
| Hong Kong Identity Card No.      | A123456(3)  |
| Correspondence Address           | ROOM/FLAT FLAT B, FLOOR 11/F, BLOCK C, KOWLOON CHAMBER OF COMMERCE BUILDING, KOWLOON CHAMBER, 2 LIBERTY AVE, KOWLOON TONG, KOWLOON CITY DISTRICT, KLN |
| Contact Email Address            | lww142@ha.org.hk  |
| Daytime Contact Telephone Number | N/A   |
| Fax Number                       | N/A   |
| Professional Registration Number | ENG9000136  |
| Enrolment Reference No.          | PCD00201  |

Relieving Doctor and Clinical Assistant | Edit

● Click "Relieving Doctor and Clinical Assistant" button

E3

Colorectal Cancer Screening Pilot Programme

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

Relieving Doctor | Clinical Assistant

You have not nominated any clinical assistant.

Edit | Cancel

● Click "Edit" button

E4

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 SIU MING YAM. Below the navigation, there are menu options: Participant Enrolment / Search Enrolled Participant, To-do List, Payment Claim, and My Profile. The main content area has two tabs: 'Relieving Doctor' and 'Clinical Assistant'. The 'Clinical Assistant' tab is active. It displays the HCP Name (HCP ID) as BELL ELSA (6515286304). Below this, there is a section for 'Clinical Assistant' with an 'eHR User ID' field containing '3895854376' and a 'Search' button. A hand cursor is pointing at the 'Search' button. Other fields include 'Name (eHR User ID)', 'Daytime Contact Telephone Number', and 'Accessible HCI', with an 'Edit' button. An 'Add' button is located at the bottom left. At the bottom right, there are 'Save' and 'Cancel' buttons.

- Under the “Clinical Assistant” tab, type in eHR User ID of the Clinical Assistant
- Click “Search” button

E5

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 SIU MING YAM. Below the navigation, there are menu options: Participant Enrolment / Search Enrolled Participant, To-do List, Payment Claim, and My Profile. The main content area has two tabs: 'Relieving Doctor' and 'Clinical Assistant'. The 'Clinical Assistant' tab is active. It displays the HCP Name (HCP ID) as BELL ELSA (6515286304). Below this, there is a section for 'Clinical Assistant' with an 'eHR User ID' field and a 'Search' button. The search results show 'Name (eHR User ID)' as YAM SIU MING CA (3895854376), 'Daytime Contact Telephone Number' as N/A, and 'Accessible HCI' with an 'Edit' button. A hand cursor is pointing at the 'Edit' button. An 'Add' button is located at the bottom left. At the bottom right, there are 'Save' and 'Cancel' buttons.

- Click “Add” button when details of the desired clinical assistant have been found
- Click “Edit” button to select HCI where the clinical assistant can have access to

E6

Colorectal Cancer Screening Pilot Programme

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

Accessible HCI

| HCI Name (HCI ID)                             | Address  | Telephone Number |
|---|--|------------------|
| <input checked="" type="checkbox"/> BELL ELSA | FLOOR 16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN | 32569801         |
| <input type="checkbox"/> BELL ELSA - S        | FLOOR 15/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN | 32569801         |

OK Close

Save Cancel

- Check box next to the appropriate HCI
- Click "OK" button
- Click "Save" button

## F. Assign Relieving Doctor

F1

Colorectal Cancer Screening Pilot Programme

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

To-do List

Action Pending Full-list

BELL ELSA Change HCI

| Participant Name | Phone | FIT Result |                    |   |   | Report | Result Date | Consult. Note       |
|------------------|-------|------------|--------------------|---|---|--------|-------------|---------------------|
|                  |       | 1          | 2                  | 3 | 4 |        |             |                     |
| QIAN, APPLE      |       | Positive   | Negative           |   |   |        | 30-Jun-2016 | Update Claim Reason |
| 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               |
| ZHOU, APPLE      |       | Rejected   | Negative           |   |   |        | 30-Jun-2016 | Claim               |

Total 6 record(s)

Show the To-do List of relieved doctor(s) Please select relieved doctor...

- Click "My Profile" button

F2

Colorectal Cancer Screening Pilot Programme

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

Last Online Amendment Submission Date: N/A | Amendment Status: N/A | Cancel Submission | View Detail

Personal Particulars | HCP & HCI | Bank Information

|                                  |   |
|----------------------------------|---|
| Primary Care Doctor Name         | YAM, SIU MING (葉小明)   |
| eHR User ID                      | 5310317077  |
| Hong Kong Identity Card No.      | A123456(3)  |
| Correspondence Address           | FLAT 201, 2/F, BLK A, TELFORD GARDENS, 33 WAI YIP ST, KWUN TONG DISTRICT, KLN |
| Contact Email Address            | lowfw@ha.org.hk   |
| Daytime Contact Telephone Number | N/A   |
| Fax Number                       | N/A   |
| Professional Registration Number | M99146  |
| Enrolment Reference No.          | PCD00618  |

Relieving Doctor and Clinical Assistant | Edit

- Click "Relieving Doctor and Clinical Assistant" button

F3

Colorectal Cancer Screening Pilot Programme

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

Relieving Doctor | Clinical Assistant

You have not nominated any relieving doctor.

Edit | Cancel

- Click "Edit" button

F4

Colorectal Cancer Screening Pilot Programme

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

**Relieving Doctor** Clinical Assistant

HCP Name (HCP ID) BELL ELSA (6515286304)

Relieving Doctor [Dropdown Menu] Delete

Name (eHR User ID)  
Daytime Contact Telephone Number  
Relieving Period (Max 1 year) DD-MM-YYYY to DD-MM-YYYY  
Accessible HCI Edit

Add

Save Cancel

● Under the “Relieving Doctor” tab, select name of the relieving doctor from the drop-down list

- 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.

F5

Colorectal Cancer Screening Pilot Programme

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

**Relieving Doctor** Clinical Assistant

HCP Name (HCP ID) BELL ELSA (6515286304)

Relieving Doctor CHOI SIU MING (9629885968) Delete

Name (eHR User ID) CHOI SIU MING (9629885968)  
Daytime Contact Telephone Number N/A  
Relieving Period (Max 1 year) DD-MM-YYYY to DD-MM-YYYY  
Accessible HCI BELL ELSA (2092284955) Edit

Add

Save Cancel

● Select appropriate relieving period

F6

Colorectal Cancer Screening Pilot Programme

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

Relieving Doctor Clinical Assistant

HCP Name (HCP ID) BELL ELSA (6515286304)

Relieving Doctor CHOI SIU MING (9629885968) Delete

Name (eHR User ID) CHOI SIU MING (9629885968)

Daytime Contact Telephone Number N/A

Relieving Period (Max 1 year) 07-Jul-2016 to 31-Aug-2016

Accessible HCI BELL ELSA (2092284955) Edit

Add Save Cancel

- Click "Edit" button to select HCI where the relieving doctor can have access to

F7

Colorectal Cancer Screening Pilot Programme

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

Accessible HCI

| <input type="checkbox"/>            | HCI Name (HCI ID) - | Address  | Telephone Number |
|-------------------------------------|---------------------|--|------------------|
| <input checked="" type="checkbox"/> | BELL ELSA           | FLOOR 16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN | 32569801         |

OK Close

Save Cancel

- Check box next to the appropriate HCI
- Click "OK" button
- Click "Save" button

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 SIU MING YAM (Logout). Below the title, there are menu options: Participant Enrolment / Search Enrolled Participant, To-do List, Payment Claim, and My Profile. The 'Relieving Doctor' tab is selected, showing details for BELL ELSA (6515286304). The details include:

- Name:** CHOI SIU MING (蔡小明)
- eHR User ID:** 9629885968
- Daytime Contact Telephone Number:** N/A
- Relieving Period (Max 1 year):** 07-Jul-2016 to 31-Aug-2016
- Accessible HCI (HCI ID):** BELL ELSA (2092284955)

Buttons for 'Edit' and 'Cancel' are located at the bottom right of the profile view.

### G. Viewing Submitted Payment Claims

G1

The screenshot shows the 'Colorectal Cancer Screening Pilot Programme' interface. The 'Payment Claim' button is highlighted with a red box and a hand cursor. The 'To-do List' section shows 'Action Pending' selected. Below, there is a table of FIT results with columns for Participant Name, Phone, and FIT Result (1, 2, 3, 4, Report, Result Date, Consult, Note). The table lists several participants with their respective results and dates.

| Participant Name    | Phone    | 1        | 2        | 3        | 4        | Report | Result Date | Consult | Note |
|---------------------|----------|----------|----------|----------|----------|--------|-------------|---------|------|
| LEE, KIN HONG (李健康) | 97851323 | Positive | Positive |          |          |        | 23-Nov-2016 |         |      |
| CHAN, MAN (陳文)      | 98765432 | Rejected | Rejected |          |          |        | 18-Nov-2016 |         |      |
| CHAN, TIN KO (陳天高)  | 95231098 | Rejected | Rejected | Rejected | Rejected |        | 18-Nov-2016 |         |      |
| LI, CHEUK TAT (李卓達) | 92367410 | Negative | Negative |          |          |        | 18-Nov-2016 |         |      |
| CHAN, FAY SUM (陳非心) | 92233221 | Negative | Negative |          |          |        | 23-Nov-2016 |         |      |
| CHAN, TAI FAI (陳大輝) | 91122332 | Negative | Negative |          |          |        | 23-Nov-2016 |         |      |
| HO, SIU MEI (何小美)   | 95162961 | Negative | Negative |          |          |        | 23-Nov-2016 |         |      |

Buttons for 'Claim Enquiry' and 'Payment Statement' are visible in the dropdown menu. A 'Claim All Selected' button is also present. The total number of records is 11.

- Click "Payment Claim" button
- Click "Claim Enquiry" option

G2

Colorectal Cancer Screening Pilot Programme

Participant Enrolment / 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

Search Cancel

- Select desired time period for "Claim Date"
- Click "Search" button



G3

Colorectal Cancer Screening Pilot Programme

Participant Enrolment / 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

Search Cancel

| Claim Date  | Participant Name    | Nature of Claim                | Claim Amount (HKD) | Claim Status | Suspension / Cancellation Reason |
|-------------|---------------------|--------------------------------|--------------------|--------------|----------------------------------|
| 05-Oct-2016 | TSANG MING (曾明)     | 1st Claim (with enrolment fee) | 356                | Processed    | N/A                              |
| 05-Oct-2016 | WONG FAI CHUN (黃輝俊) | 1st Claim (with enrolment fee) | 356                | Processed    | N/A                              |
| 05-Oct-2016 | LEE CHOI YIN (李彩燕)  | 1st Claim (with enrolment fee) | 356                | Processed    | N/A                              |
| 05-Oct-2016 | LEE KWAI YING (李貴英) | 1st Claim (with enrolment fee) | 356                | Processing   | N/A                              |
| 05-Oct-2016 | LEE WAI KING (李惠瓊)  | 2nd Claim                      | 280                | Processed    | N/A                              |
| 05-Oct-2016 | TAM HUNG LAI (譚香麗)  | 1st Claim (with enrolment fee) | 356                | Processing   | N/A                              |
| 05-Oct-2016 | HO MEI LUNG (何美濃)   | 1st Claim (with enrolment fee) | 356                | Processed    | N/A                              |
| 05-Oct-2016 | WONG TAT MING (黃達明) | 2nd Claim                      | 280                | Processed    | N/A                              |

Claim Amount (HKD Total: 3,688)

## H. Building Indefinite Sharing Consent

**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.:       | 9468-9793-0549 | English Name:        | YUEN, NOCONSENT |
| HKIC No.:      | Q191997(7)     | Other Name:          |                 |
| ID Doc Type:   | HKID Card      | Chinese Name:        |                 |
| ID Doc No.:    |                | Communication Means: | SMS             |
| Sex:           | Male           | SMS Phone No.:       | 852-91234567    |
| Date of Birth: | 01-Jan-1946    | Exact DOB:           | EDMY            |
|                |                | Mobile Phone:        | 852-91234567    |
|                |                | Other Phone:         | 852-91234567    |

**Sharing Consent**

| Healthcare Provider       | Healthcare Provider Chinese Name | Address                            | Phone    | Terms of Sharing Consent   |
|---------------------------|----------------------------------|------------------------------------|----------|--|
| BELL ELSA (Official Name) | 長者安康協會 (官方)                      | 16/F, ONE KOWLOON, ONE KOWLOON,... | 32569801 | <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.

Select version:



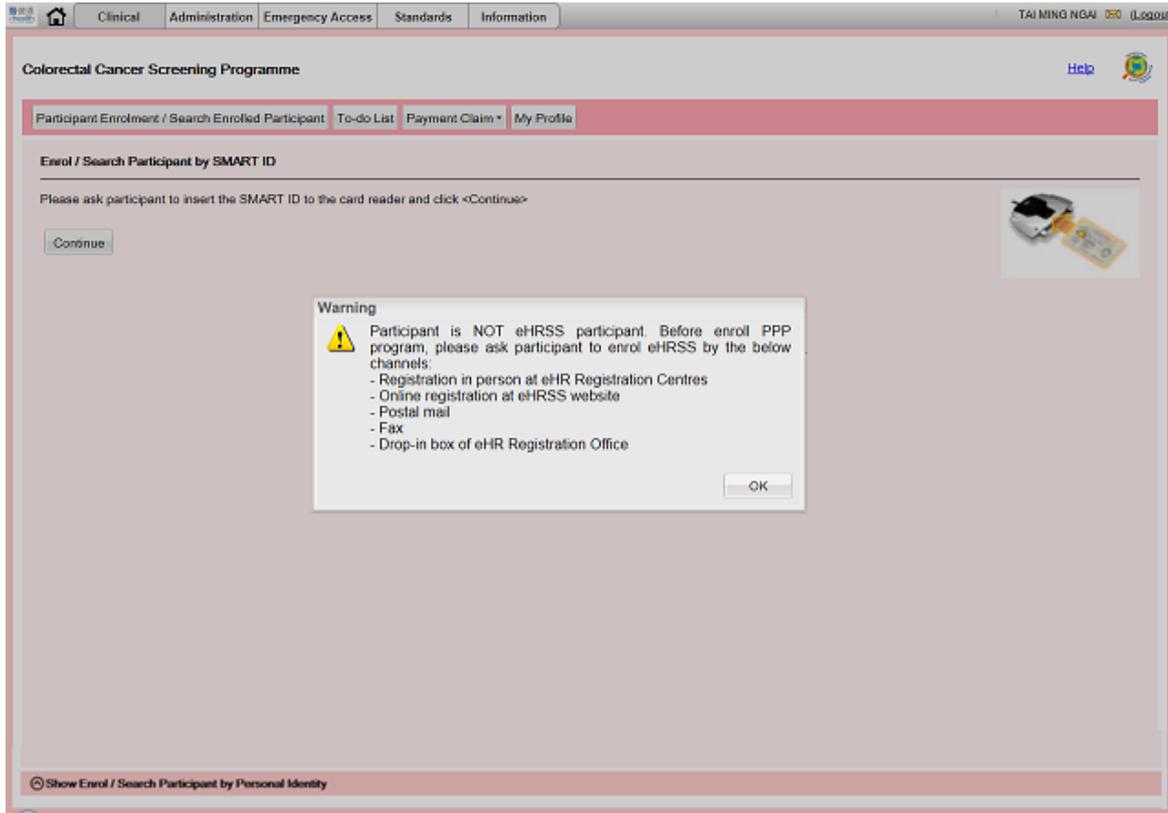
Cancel Print Consent Form **Submit**

Close

- Select "Indefinite Sharing Consent" radio-button
- Select appropriate HK ID Card Image
- Click "Submit" button

# I. eHRSS Registration at clinic

I1



I2 Please take reference to the training materials on the landing page after logging in the eHR

