Colorectal Cancer Screening Pilot Programme
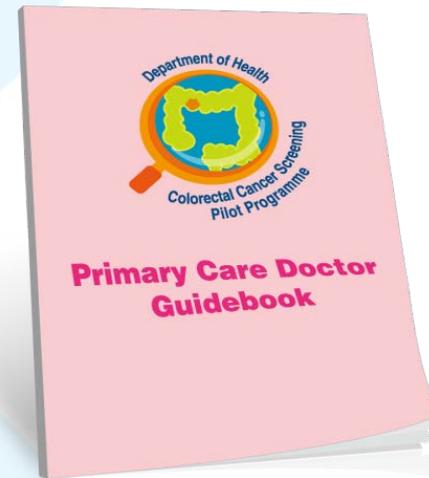
Primary Care Doctor Welcome Briefing Session
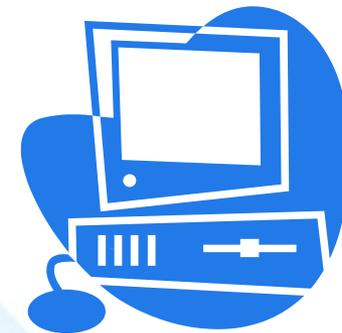
(ver. August 2016)

Welcome!

- Thank you for submitting your application to enrol as a Primary Care Doctor in the Colorectal Cancer Screening Pilot Programme

What's next?

- Be familiar with the following:

    - Screening workflow

    - Operation of the CRC IT System

Notes

What is screening?

Eligible participants

First recruitment phase

Faecal immunochemical test (FIT)

Two-tier screening approach

First Consultation

Result notification

Second Consultation

CRC IT System: overview

What is screening?

- CRC is one of the few cancers that can be detected early by screening

- Carrying out of tests on people **without symptoms** to detect disease or identify people at increased risk of having disease, so that treatment can be commenced earlier to improve the disease outcome

- People with symptoms should not be screened, but managed accordingly as a matter of priority

Eligible participants

- Born in the years 1946 to 1955;

- Have already registered in the Electronic Health Record Sharing System (eHRSS); and

- Have a valid Hong Kong Identity Card (HKIC) or a valid Certificate of Exemption

First recruitment phase

Year of birth (Age)	Phase 1
1955 (61)	
1954 (62)	
1953 (63)	
1952 (64)	
1951 (65)	
1950 (66)	
1949 (67)	
1948 (68)	
1947 (69)	
1946 (70)	

- Implemented by phases
- Phase1: **participants born in 1946 to 1948**
- Implementation timeline for phase 2 and 3 will be announced later

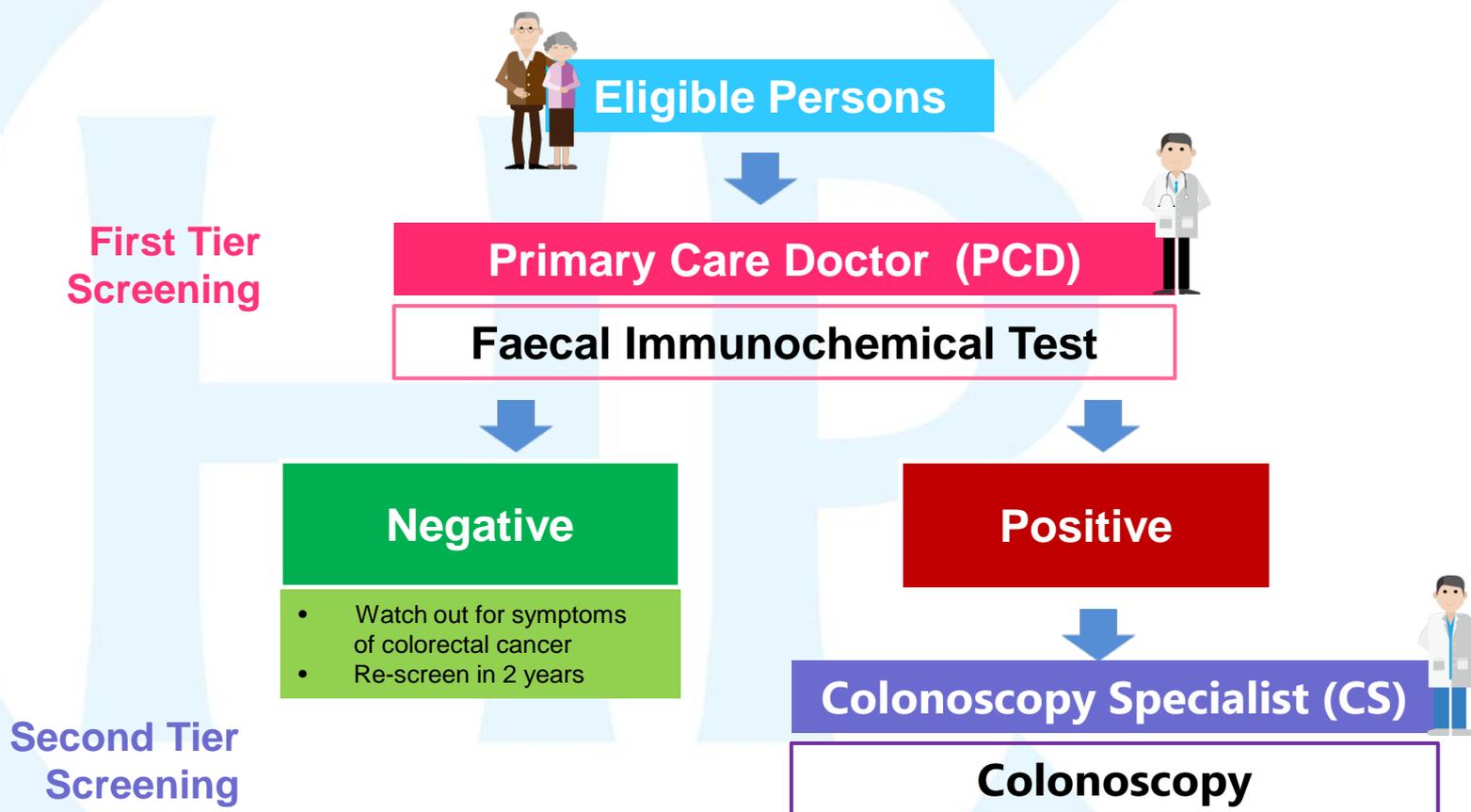# Faecal immunochemical test (FIT)

- FIT is an improved version of faecal occult blood test
  - Does not require diet and medication restriction before testing

- Used for population based screening
  - Simple, hygienic and absolutely safe

- FIT haemoglobin positivity cut-off level adopted by the Pilot Programme is 100ng/mL
  - FIT is regarded as positive when the result is ≥ 100ng/mL
  - This level will be revised if necessary, accordingly to experience gained from the Pilot Programme

FIT tube for specimen collection

Two-tier screening approach

Eligible Persons

Primary Care Doctor (PCD)

Faecal Immunochemical Test

Negative

- Watch out for symptoms of colorectal cancer
- Re-screen in 2 years

Positive

Colonoscopy Specialist (CS)

Colonoscopy

First Consultation by PCD

What PCD does	How DH supports
Programme enrolment Check HKIC Open CRC account Obtain consent for enrolment	Insert HKIC into card reader CRC IT System print consent form
Screening education Assess suitability for screening Explain the purpose and limitation Issue lab request form	Cue card and checklist Cue card CRC IT System print out
Issuance of Participant's Pack (FIT tubes) Label FIT tube with participant name Give instructions on specimen collection, handling and submission	Participant's Pack (containing FIT tubes) & materials

FIT tube for specimen collection

Participant's Pack (zipper bag)

10

Result notification

● FIT results viewed via the "To-do List" of the CRC IT System

● 3 possible result categories:
  - Negative
  - Positive (call back for second consultation)
  - Rejected (call back for re-issue)

Second Consultation by PCD

For participants with **positive FIT result** only

| What PCD does	How DH supports
Retrieve FIT result	To-do List from CRC IT System
Explain FIT result and suggest the need for further assessment	Cue cards
Refer for colonoscopy	Print referral letter from CRC IT System
Supply signed referral letter and resource materials	
Learn about outcome of colonoscopy at a later date	CRC IT System

CRC IT System: overview

- Rides on territory-wide eHRSS
- Therefore, to use the CRC IT System, all persons (PCD & clinical assistants), Health Care Providers and Health Care Institutions engaged in the provision of service under the Pilot Programme must be registered in eHRSS

- Three key functions:
    - **Clinical**: capturing and tracking processes, activities, transactions, test results and screening outcomes, as well as providing an online checklist to remind PCD to follow-up tasks
    - **Processing payment**: submitting payment claim and viewing submitted payment claim for the Government subsidy
    - **Administrative**: submitting request to amend and change information, assigning relieving doctors, assigning clinical assistants

PCD workflow video
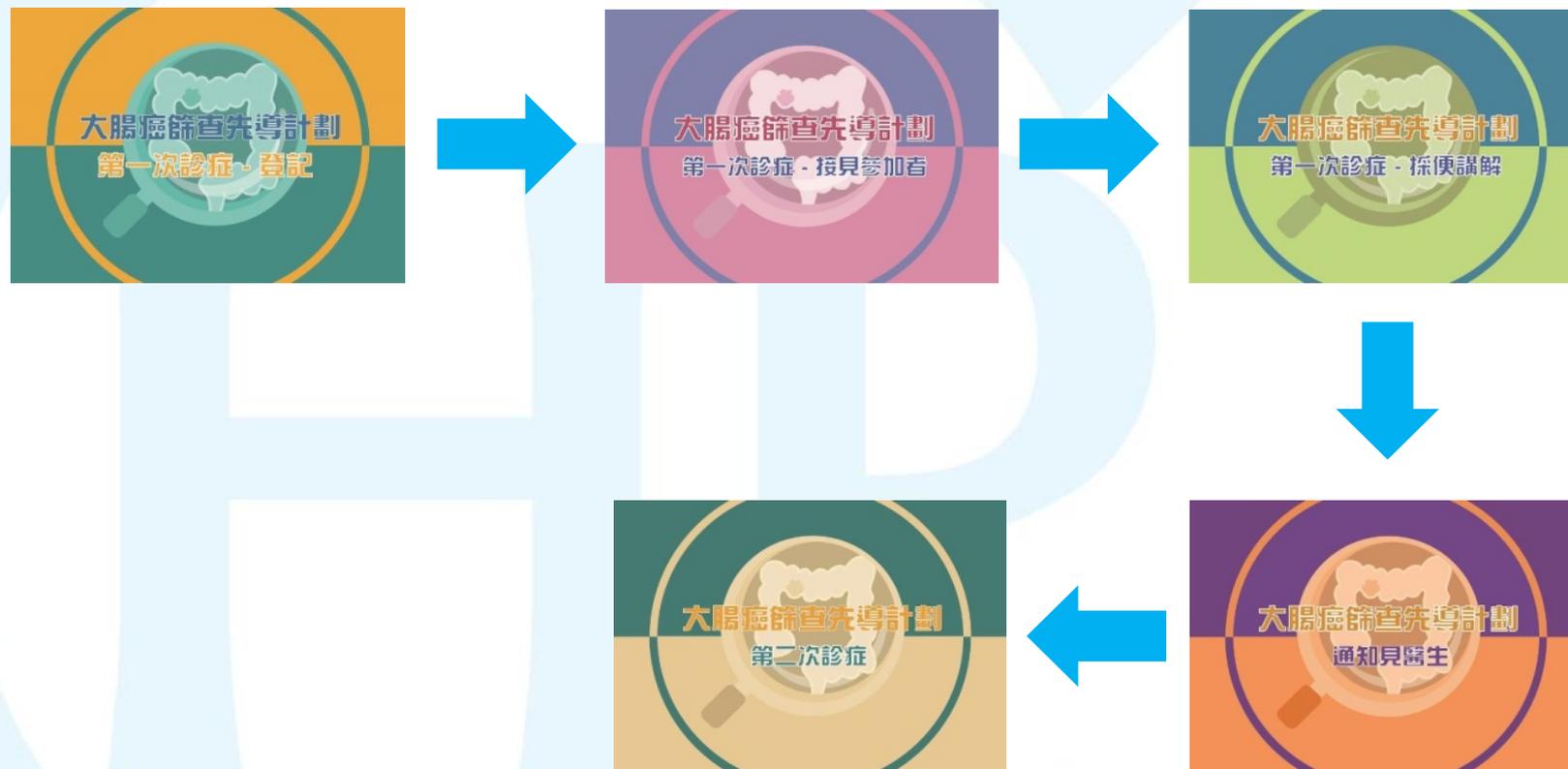
First Consultation
Participant enrolment
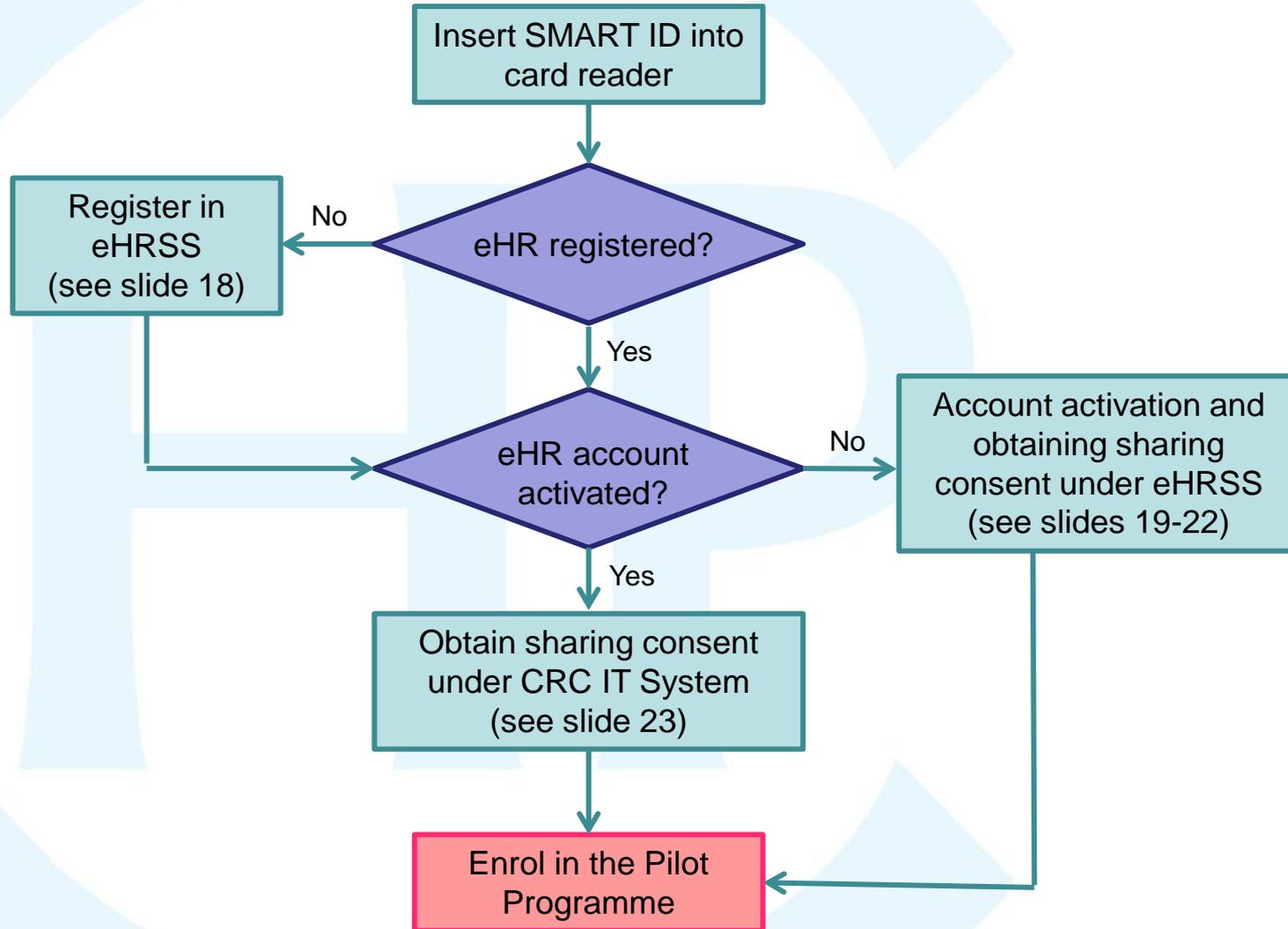
Participant Enrolment

- Ask participant for the **original HKIC** (or Certificate of Exemption)

- Ascertain whether the person is the bearer of the identity documented by checking against the photo

- Check the year of birth

- Look for presence of a **"C" or "U" symbol** below the Date of Birth field on the **HKIC** which necessitates verification of the eligibility status of the person with the Programme Office during office hours

3565 5665
Programme Office

出生日期 Date of Birth
01-01-1948
★★★ AZ

eHRSS related issues

Insert SMART ID into card reader

eHR registered?

No → Register in eHRSS (see slide 18)

Yes

eHR account activated?

No → Account activation and obtaining sharing consent under eHRSS (see slides 19-22)

Yes

Obtain sharing consent under CRC IT System (see slide 23)

Enrol in the Pilot Programme
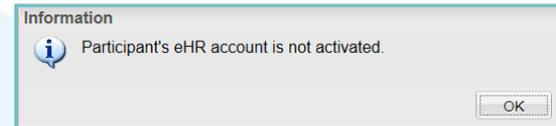
eHRSS related issues (2)

- If the **participant has not yet registered in eHRSS**, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader

- Participant should first register in eHRSS via one of the the following methods:
  - Register in person at eHR Registration Centres
  - Submit registration form online, by post, via drop-in box or by fax

www.ehealth.gov.hk

eHRSS related issues (3)

- If the participant has already registered with eHRSS, but **account not yet activated**, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader

- To activate account, go to the eHRSS menu bar, click "Healthcare Recipient" under "Administration"

- Click "Record Activation" under "HCR Management"

eHRSS related issues (4)

- Ask participant to insert HKIC into the card reader, then click "Next" button

- The system will automatically proceed to building sharing consent with the participant

eHRSS related issues (5)

- Obtain sharing consent (for sharing clinical information kept in eHRSS) from participant by clicking the radio-button for "Indefinite Sharing Consent"

- Click "Next"

- Confirm participant's contact information

- Click "Next"

- Click "Yes" when the participant has acknowledged understanding the Participant Information Notice of the eHRSS

eHRSS related issues (6)

- Only the "Indefinite Sharing Consent" option will be allowed for enrolling in the Pilot Programme in order to promote the continuity of care

- After confirming the details, click "Print Notification Letter" to confirm eHR account activation and sharing consent given

- The participant is now ready for enrolling in the Pilot Programme

Obtaining sharing consent under CRC IT System

- If the participant has already activated eHR account but **not yet given sharing consent**, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader

- No printing of confirmation is required if sharing consent is given under CRC IT System using SMART ID card method
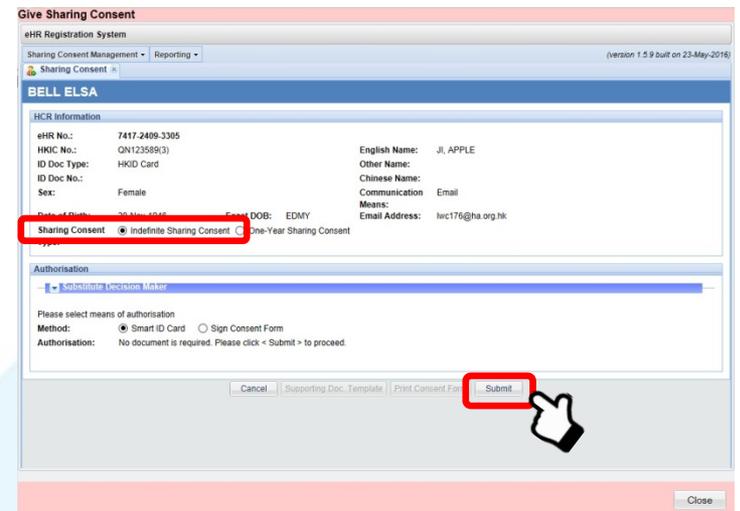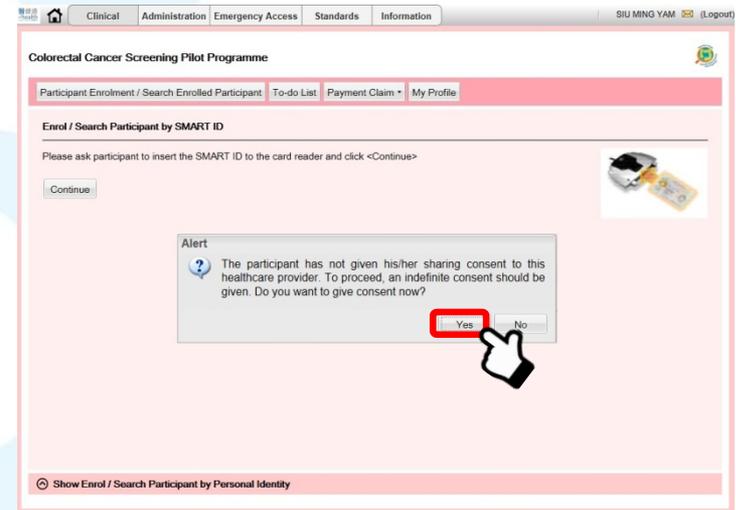
Participant Enrolment

- After the aforementioned steps in eHRSS, participant enrolment should be done under CRC IT System

- During participant enrolment, the participant should be asked about agreeing to be approached by research institutions for cancer-related research

- Note that research institutions = third party which does NOT belong to the Government

First Consultation
Doctor's consultation

First Consultation by PCD

What PCD does	How DH supports
Programme enrolment Check HKIC Open CRC account Obtain consent for enrolment	Insert HKIC into card reader CRC IT System print consent form
Screening education Assess suitability for screening Explain the purpose and limitation Issue lab request form	Cue card and checklist Cue card CRC IT System print out
Issuance of Participant's Pack (FIT tubes) Label FIT tube with participant name Give instructions on specimen collection, handling and submission	Participant's Pack (containing FIT tubes) & materials

FIT tube for specimen collection

Participant's Pack (zipper bag)

Screening checklist

- Facilitates the PCD in the initial screening of potential participants before enrolling in the Pilot Programme

- Displayed in cue card and large reading card

身體狀況評估

患有遺傳性的腸病，或有直系親屬患有此病

大腸長期發炎的病歷

曾患大腸癌

過去兩年內曾接受大便隱血測試

有兩位或以上的直系親屬患有大腸癌

不適合篩查

過去五年內曾接受乙狀結腸鏡檢查

大腸瘜肉的病歷

大腸癌症狀例如大便帶血或大量黏液

經醫生確認不適宜進行大腸鏡檢查

過去十年內曾接受大腸鏡檢查

Signing of consent form

大腸癌計劃編號

大腸癌篩查先導計劃
參加者同意書

簽署此同意書前，請先閱讀"承諾及聲明"部分。

參加者個人資料

姓名(中文及英文)：	
香港身份證號碼：	
電子健康紀錄互通系統編號：	
出生日期：	性別：

本人已細閱並完全明白此同意書，包括"承諾及聲明"部分。本人同意當中所載內容。

本人確認已登記使用電子健康紀錄互通系統。本人現同意參加大腸癌篩查先導計劃("先導計劃")。

本人同意研究機構就癌症相關的研究與本人聯絡。為此，本人同意並授權政府向相關研究機構披露本人的姓名、聯絡電話號碼及通訊地址。

本人不同意研究機構就癌症相關的研究與本人聯絡。

參加者簽署(如不懂讀寫，請印上指模)：＿＿＿＿＿＿＿＿

登記日期：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

如參加者不懂讀寫，才須填寫此欄
此文件已在本人面前向參加者讀出並加以解釋。

＿＿＿＿＿＿＿＿　　＿＿＿＿＿＿＿＿＿　　＿＿＿＿＿＿
見證人姓名　　　　　見證人香港身份證號碼　　見證人簽署

＿＿＿＿＿＿＿＿
日期

基層醫療醫生: [基層醫療醫生姓名][基層醫療醫生的電子健康紀錄互通系統用戶帳號]

(2016 年 5 月版本)

1

- System-generated, two copies will be printed

- **Participant to sign both copies**: one to be retained by the participant and one by the PCD for Programme Office to collect on a regular basis

- Illiterate person: finger print instead of signature, witness is required

Important points when prescribing FIT

- FIT tubes supplied are specific to the Pilot Programme, they should not be used for any other purposes

- Check the **expiry date on each FIT tube** and ensure that there should be **at least 3 months' time** before the date of expiry for the participant to collect stool specimens

FIT tube label: hourglass indicates date of expiry

Important points when prescribing FIT (2)

- **Write the participant's** name on each FIT tube

- Peel off the **duplicate barcode label** on each FIT tube and **stick it onto the laboratory request form**

FIT tube label

Laboratory request form

Important points when prescribing FIT (3)

Fold the laboratory request form in half, with **personal information facing inside**

Place the folded laboratory request form into the sealable pocket of the **large plastic bag** and **seal the pocket**

- Advise participant to **finish collecting two specimens within 4 days** counting from the first day of specimen collection

- If **only one specimen** was collected within 4 days, participant **should still return** that specimen

First Consultation
Instructions on specimen collection

Instruction Sheet on FIT Specimen Collection

Instruction sheet on FIT specimen collection

Result notification

FIT Result Interpretation

- One FIT tube will be sufficient to produce an interpreted result

- Two FIT tubes increase the yield of a positive test result

- **Positive** result
  - At least one analysed FIT tube shows occult blood above the FIT haemoglobin positivity cut-off value (ie. ≥100ng/mL)
  - Call back participant for Second Consultation

- **Negative** result
  - None of the analysed FIT tubes shows occult blood above the FIT hemoglobin positivity cut-off value
  - Re-screening after 24months is recommended

FIT Result Interpretation (2)

- Uninformative result
  - Usually due to problems with the tubes (e.g. leakage/damaged/expired) or the forms (e.g. missing or wrong information, or a mismatch between the information on the form and tube)
  - Call back the participant for re-issue of another pair of FIT tubes (Additional Encounter)

- No result
  - Usually due to participant failing to return the specimen by 8 weeks
  - PCD will be alerted if no specimen is received by 4 weeks after the issuing date, so that the PCD may contact the participant to understand the reason, re-issue the tubes as appropriate and remind them to return the tubes to a Specimen Collection Point within 4 weeks

Second Consultation

Second Consultation by PCD

For participants with **positive FIT result** only

What PCD does	How DH supports
Retrieve FIT result	To-do List from CRC IT System
Explain FIT result and suggest the need for further assessment	Cue cards
Refer for colonoscopy	Print referral letter from CRC IT System
Supply signed referral letter and resource materials	
Learn about outcome of colonoscopy at a later date	CRC IT System

Colonoscopy Referral Options for FIT Positive Participants

For management of a positive FIT result, participant can choose either one of the following referral options:

- **CS enrolled under the Pilot Programme**
  - Participants will receive the highly subsidised "Standard Package of Colonoscopy Service" provided by enrolled CS
  - May be required to pay co-payment fee which should be no more than $1,000
  - In general, waiting time for colonoscopy is usually less than 8 weeks

- **Private sector (usual care)**
  - Participant will exit the Pilot Programme and no Government subsidy will be provided
  - Participant will need to pay all the charges out-of-pocket

- **Hospital Authority (usual care)**
  - Participant will exit the Pilot Programme and receive usual care under the usual pathway in the public sector
  - Participant will be required to pay for charges applicable to HA services

List of enrolled CS

- Initial copies of the list will be provided to PCD in the PCD Welcome Pack

- Provide the list for participants during the Second Consultation

- Remind participant to make a decision on which CS to consult and seek advice from CS as soon as possible

- Most up-to-date information regarding the list on enrolled CS and co-payment fees, if any, is available at Prevent Colorectal Cancer website (www.ColonScreen.gov.hk)

PCD workflow summary chart
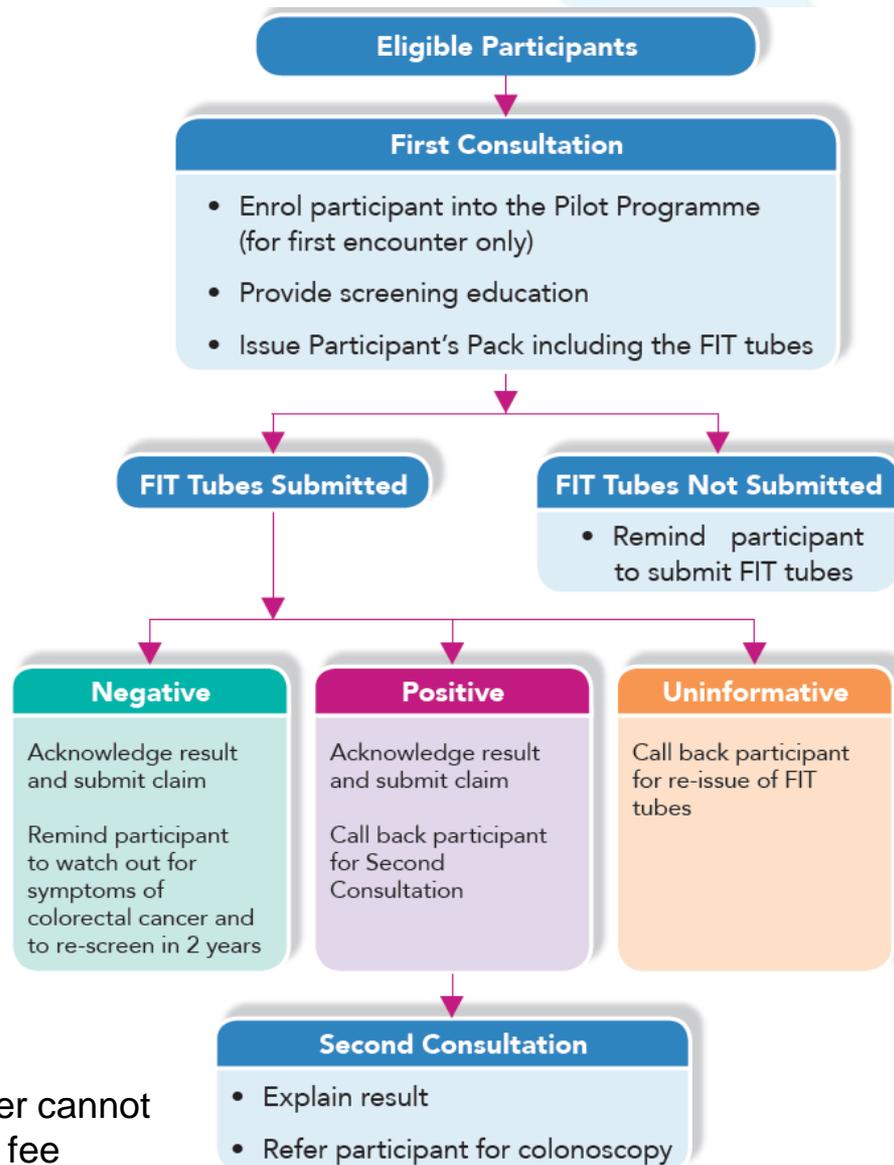
Note that Health Care Voucher cannot be used to settle co-payment fee

Preparation before the commencement of the Pilot Programme

Ordering Participant's Pack from the laboratory

Receiving PCD Welcome Pack

Displaying door decal and mini poster

Assigning clinical assistant: eHRSS-related steps

Ordering Participant's Pack

- 10 Participant's Pack will be delivered to each PCD (per HCI) before programme launch for initial use

- Subsequent Participant's Pack can be ordered from the commissioned laboratory by completing the Participant's Pack Request Form and faxing the form to the laboratory

- Participant's Pack Request Form is available from the PCD Welcome Pack

- Participant's Pack will only be supplied to enrolled PCD at their enrolled HCI

- Allow 3 working days for the delivery of the Participant's Pack

Ordering Participant's Pack (2)

- Participant's Pack contains:
  - Two FIT tubes
  - Two small plastic bags (for each individual FIT tube)
  - One large plastic bag (for attaching the laboratory request form and inserting both FIT tubes once sealed within separate small plastic bags)
  - One Instruction Sheet for Specimen Collection
  - One Participant Guidebook

Participant's Guidebook

Instruction Sheet for Specimen Collection

Participant's Pack

Two FIT tubes Two small plastic bags Large Plastic Bag

Ordering Participant's Pack (3)

- Keep an active balance of FIT tubes enough for use in 2-4 weeks, but no longer

- When making estimation on requested quantity, please take reference to:
  - Consumed quantity in past 2-4 weeks   (A)
  - Current stock in hand   (B)

- Estimation on requested quantity = (A) - (B)

- FIT tubes that will **expire in 3 months** should NOT be prescribed to participants

Receiving PCD Welcome Pack

- PCD Welcome Pack will be sent to enrolled PCD during mid-August

- **Programme materials**: PCD Guidebook, cue card, large reading card, door decal, mini-poster

- **Educational videos**

- **Materials for participants**: pamphlet, list of enrolled CS

- **Forms**: Participant's Pack Request Form, Materials Order Form

Displaying door decal and mini poster

- The door decal (logo) and mini poster bearing the co-payment fee (if any), shall **at all times be displayed** at the clinic where the First and Second Consultation are provided

Door decal (logo)

Mini poster bearing the co-payment fee

Displaying door decal and mini poster (2)

- Details of PCD's enrolled HCI and respective co-payment fees, if any, will be uploaded onto DH's Prevent Colorectal Cancer website (www.ColonScreen.gov.hk) before programme launch

Prevent Colorectal Cancer website

Assigning clinical assistant: eHRSS-related steps

- PCD may wish to assign clinical assistants to undertake certain tasks
    - Processing participant enrolment
    - Educating participant about the use of FIT, specimen collection and return of specimen to Specimen Collection Point
    - Viewing FIT results under the "To-do List" of assigned PCD
    - Contacting participant regarding FIT result and follow-up action

- PCD are strongly encouraged to assign clinical assistants well in advance in order to ensure the smooth running of screening service at their clinic

Assigning clinical assistant: eHRSS-related steps (2)

- User Administrator of the HCP must first **obtain separate token(s) for use by clinical assistants** because the system will prompt for that token's serial number when creating individual clinical assistant's eHR user account under eHRSS platform

- How to obtain the token?
  - Call eHR Registration Office at **3467 6230**
  - To facilitate the process, **one token will be sent to each clinic in second half of August 2016**, before programme launch. If more token is needed, call the above telephone number

Assigning clinical assistant: eHRSS-related steps (3)

- After obtaining the tokens, User Administrator should then perform the following steps:
  - Create **her user account** for clinical assistant
    System will prompt for the **token serial number**

  - Assign **2 role groups** to the clinical assistant

    CRC PCD Clinical Assistant

    Patient Registration Staff (Partial)

    Assign Role Group Information

    | Role Group Start Date*: | 26-Sep-2016 |
    | Role Group End Date: | dd-MMM-yyy |

	Role Group Code	Role Group Name
⊞	CRC_PCD_CLI_ASSISTANT	CRC PCD Clinical Assistant
⊞	PATIENT_REG_PARTIAL	Patient Registration Staff (Partial)

- After completing the above steps, PCD can then assign clinical assistants via the CRC IT System
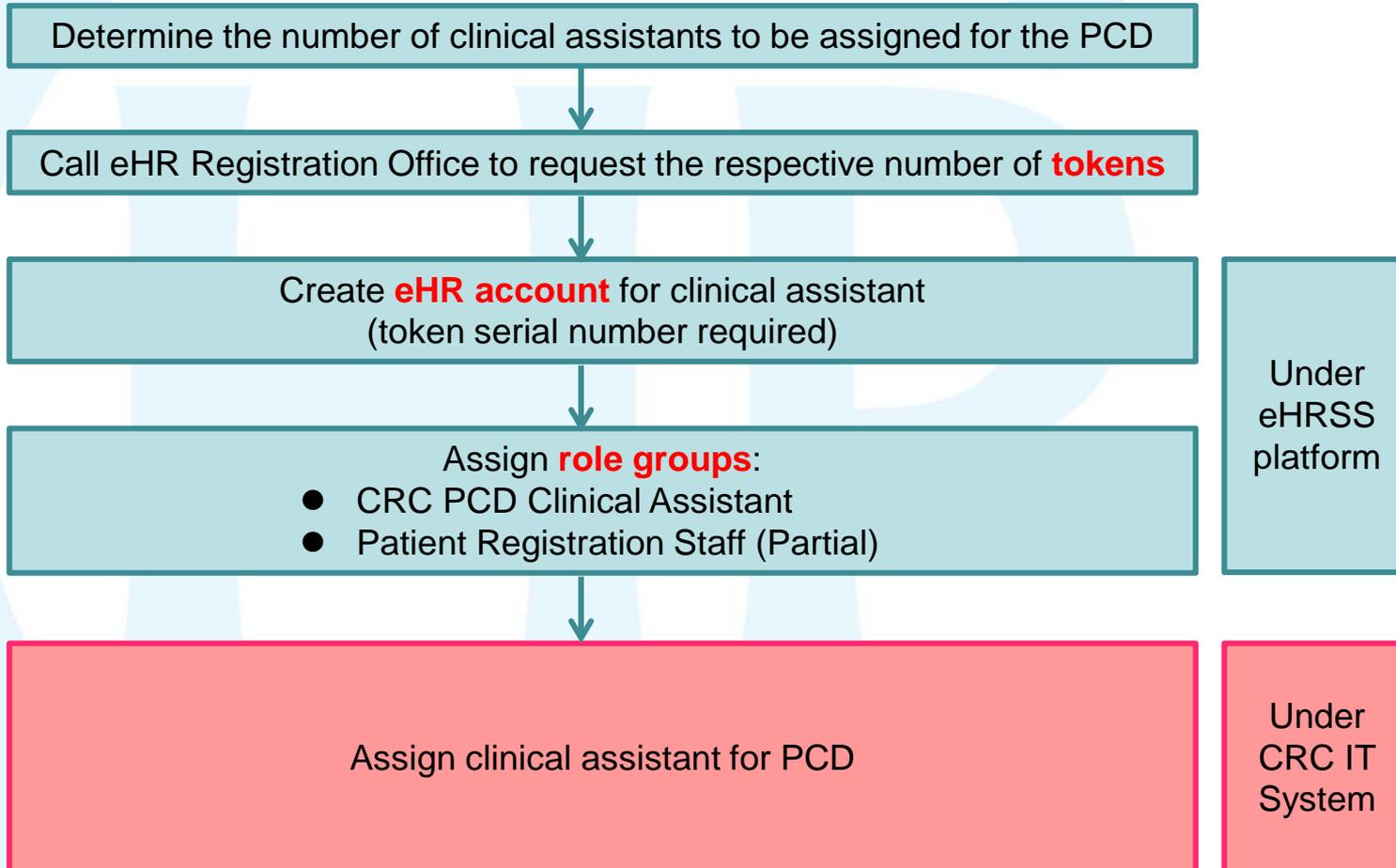
Assigning clinical assistant: eHRSS-related steps (4)

- A step-by-step guide is available at www.colonscreen.gov.hk/redirect/clinical-assistant.html

Assigning clinical assistant: summary of eHRSS-related steps

Determine the number of clinical assistants to be assigned for the PCD

⬇

Call eHR Registration Office to request the respective number of **tokens**

⬇

Create **eHR account** for clinical assistant
(token serial number required)

⬇

Assign **role groups**:
- CRC PCD Clinical Assistant
- Patient Registration Staff (Partial)

Under eHRSS platform

⬇

Assign clinical assistant for PCD

Under CRC IT System

Summary

- Participant's Pack
  - As a start, 10 packs will be delivered to each PCD (per HCI) before programme launch
  - Subsequently, Participant's Pack can be ordered by completing a designated form

- Display the door decal and mini-poster at the clinic

- Screening workflow
  - **First Consultation**:
    - Participant enrolment: sign two copies of consent forms
    - Assess suitability for screening
    - Provide screening education
    - Issuance of Participant's Pack
      - Write participant's name on each FIT tube
      - Peel off the duplicate barcode on each FIT tube and stick it on the laboratory request form

Summary (2)

- Screening workflow
  - **Result notification:** view results on To-do List of the CRC IT System
    - Negative
    - Positive (call back for second consultation)
    - Rejected (call back for re-issue of Participant's Pack)

  - **Second Consultation (for FIT positive participant):**
    - Explain results and referral options
    - Provide a system generated signed referral letter

Enquiries

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