

# **2021/22 Seasonal Influenza Vaccination School Outreach (Free of Charge)**

## **eHS(S) Walkthrough and Claiming of Injection Fees**

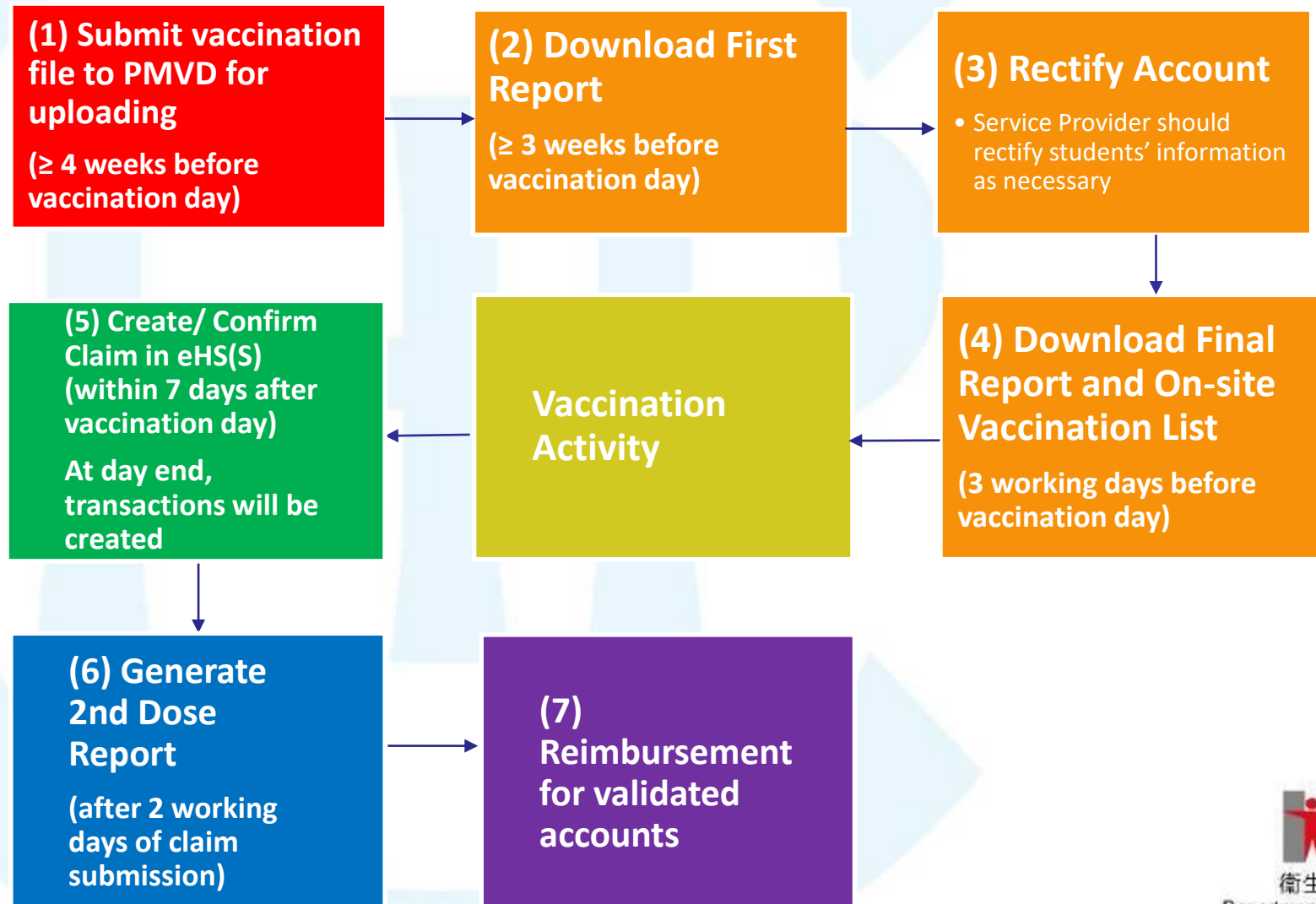


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# Workflow of eHS(S) under 2021/22 Seasonal Influenza Vaccination School Outreach (Free of Charge)



# 1. Submission of Vaccination File (*Consented Student List*)

- at least **4 weeks before** vaccination day



# 1. Submission of Vaccination File (Consented Student List) at least **4 weeks before** vaccination day

【同意書 - 注射式疫苗】讀妥後請交回學校			
2021/22 季節性流感疫苗學校外展 (免費) - 注射式疫苗			
<b>填寫注意事項:</b> <ul style="list-style-type: none"> <li>請用黑色或藍色原子筆以正楷填寫，在合適的 <input type="checkbox"/> 內加上「✓」號</li> <li>身份證明文件資料必須清楚填寫，如 貴子女持有香港身份證，請填寫香港身份證資料；如 貴子女未持有香港身份證，請填寫香港出生證明書或其他身份證明文件資料，如選擇其他身份證明文件，則必須附上證明文件副本。</li> </ul>		<b>(三) 疫苗接種記錄</b> 貴子女是否曾經接種流感疫苗？ <input type="checkbox"/> 是，最近一次接種日期：____月/____年 <input type="checkbox"/> 否	
<b>(四) 接種同意書</b> 本人已閱讀及明白附頁流感疫苗接種資料的內容，包括禁忌症和收集個人資料的用途聲明，及同意 小兒/ 小女 (左附資料) 接種衛生署安排的 2021/22 年度流感疫苗第一劑及第二期*，並同意學校提供相關資料予衛生署安排的疫苗接種隊伍核對之用 (如有需要)。( *9 歲以下從未接種過流感疫苗的學生，在完成第一劑後至少 4 星期，本署將會安排接種第二劑疫苗。)		<b>與學童關係:</b> <input type="checkbox"/> 父 <input type="checkbox"/> 母 <input type="checkbox"/> 監護人 家長/監護人聯絡電話: _____	
<b>學生資料</b> 學校名稱: _____ 班別: _____ 班號: _____		<b>性別:</b> <input type="checkbox"/> 男 <input type="checkbox"/> 女	
<b>學童姓名[中文] (請依照身份證明文件填寫)</b> 姓: _____ 名: _____ 學童姓名[英文] (姓氏先行，名字隨後): 姓 _____ 名 _____		<b>家長/監護人姓名:</b> _____ <b>家長/監護人簽署:</b> _____ <b>簽署日期:</b> ____月/____日/____年	
<b>(二) 身份證明文件</b> 貴子女有否持有香港身份證? <input type="checkbox"/> 有，請必須填寫香港身份證號碼: _____ (____) 及簽發日期: ____月/____日/____年 <input type="checkbox"/> 沒有，請填寫香港出生證明書號碼: _____ (____) (如沒有香港身份證或香港出生證明書，請必須附上其他身份證明文件副本。)		<b>簽署日期:</b> ____月/____日/____年	
【不同意書 - 注射式疫苗】讀妥後請交回學校			
2021/22 季節性流感疫苗學校外展 (免費) - 注射式疫苗			
<b>學生資料</b> 學童姓名: _____ 班別: _____ 性別: _____ 姓: _____ 名: _____ 班號: _____ <input type="checkbox"/> 男 <input type="checkbox"/> 女		本人已閱讀及明白附頁流感疫苗接種資料的內容，包括禁忌症和收集個人資料的用途聲明，及 <b>不同意</b> 小兒/ 小女 (左附資料) 接種衛生署安排的 2021/22 年度流感疫苗。	
<b>與學童關係:</b> <input type="checkbox"/> 父 <input type="checkbox"/> 母 <input type="checkbox"/> 監護人 家長/監護人姓名: _____ 家長/監護人簽署: _____		<b>簽署日期:</b> ____月/____日/____年	
以下資料只由提供疫苗接種的醫護人員填寫			
<b>第一劑接種日</b> <input type="checkbox"/> 有為學生接種流感疫苗 <input type="checkbox"/> 沒有為學生接種流感疫苗，原因是學生: <input type="checkbox"/> 缺課 <input type="checkbox"/> 拒絕接種 <input type="checkbox"/> 身體不適 <input type="checkbox"/> 其他 (請註明: _____)		<b>第二劑接種日</b> <input type="checkbox"/> 有為學生接種流感疫苗 <input type="checkbox"/> 沒有為學生接種流感疫苗，原因是學生: <input type="checkbox"/> 缺課 <input type="checkbox"/> 拒絕接種 <input type="checkbox"/> 身體不適 <input type="checkbox"/> 其他 (請註明: _____)	
<b>接種職員簽署:</b> _____ <b>已配對醫生姓名:</b> _____ 醫生 <b>日期:</b> _____		<b>接種職員簽署:</b> _____ <b>已配對醫生姓名:</b> _____ 醫生 <b>日期:</b> _____	
SIVSO_S_A4 最後更新: 2021 年 6 月			

## 填寫注意事項:

- 請用黑色或藍色原子筆以正楷填寫，在合適的  內加上「✓」號
- 身份證明文件資料必須清楚填寫。如 貴子女持有香港身份證，請填寫香港身份證資料；如 貴子女未持有香港身份證，請填寫香港出生證明書或其他身份證明文件資料。如選擇其他身份證明文件，則必須附上證明文件副本。

學童姓名[中文] (請依照身份證明文件填寫)

姓: \_\_\_\_\_ 名: \_\_\_\_\_

性別:

男  女

學童姓名[英文] (姓氏先行，名字隨後):

姓 \_\_\_\_\_

名 \_\_\_\_\_

出生日期: \_\_\_\_月/\_\_\_\_日/\_\_\_\_年

(二) 身份證明文件

貴子女有否持有香港身份證?

有，請必須填寫香港身份證號碼: \_\_\_\_\_ (\_\_\_\_)

及簽發日期: \_\_\_\_月/\_\_\_\_日/\_\_\_\_年

沒有，請填寫香港出生證明書號碼: \_\_\_\_\_ (\_\_\_\_)

(如沒有香港身份證或香港出生證明書，請必須附上其他身份證明文件副本。)

## 1. Submission of Vaccination File (*Consented Student List*)

at least **4 weeks before** vaccination day

1. Vaccination file template has been sent out on 24 August 2021
2. Send the vaccination file at least **4 weeks before vaccination date** to designated email [siv\\_1@dh.gov.hk](mailto:siv_1@dh.gov.hk) / [siv\\_2@dh.gov.hk](mailto:siv_2@dh.gov.hk)
3. PMVD will upload the vaccination file to eHS(S)
4. eHS(S) will then match the information with validated account or create temporary account (for **ImmD validation**), **check the vaccination records** and **generate checking reports**



## 1. Submission of Vaccination File (*Consented Student List*)

at least **4 weeks before** vaccination day

- Points to note:
  - **ONE** school per excel file and **ONE** class per sheet
  - **Read the remarks** in excel carefully before data entry
  - Use an **updated Identity Document**
  - **Use HKID card** for student holding both HKID card and Birth Certificate
  - **No Need** to include those **unconsented** students
  - **Do not skip any rows** between the data
  - **Do not edit** the template including **formats** and existing textboxes



## 1. Submission of Vaccination File (*Consented Student List*)

at least **4 weeks before** vaccination day

- Points to note:

- For “Travel doc – overseas” holder:

- input **Visa number** in **column H** and **Passport number** in **column L**

- Input **Date of Issue** for holders of:

- HK Identity card (香港居民身份證);
    - HKSAR Document of Identity for Visa Purposes (香港特別行政區簽證身份書);
    - HKSAR Re-entry Permit (香港特別行政區回港證);
    - Certificate of Exemption (豁免登記證明書)





## 2. Download First Report

- at least **3 weeks before** vaccination day



## 2. Download First Report

at least **3 weeks before** vaccination day

- **First Report** will normally be ready **within 1 week after submission** of the Vaccination File (Consented Student List) to PMVD
  - First Report (Vaccination Record Checking Report Notice )
  - Vaccination Name List (On-site Vaccination List Notice)
- *Purpose: To check the consented students' eHS(S) accounts status and show students who have been vaccinated before through eHS(S)*



## 2. Download First Report

at least **3 weeks before** vaccination day

### 1. Service Provider (SP) will receive a notice in eHS(S)



eHealth System (Subsidies) - Inbox - Internet Explorer

eHealth System (Subsidies)

CHAN, TOK ENG

Home Inbox Logout

醫健通 ehealth

09/10/2019 12:30:27

Inbox

Vaccination Record Checking Report Notic... X

Inbox (5)	Subject	Vaccination Record Checking Report Notice - HKKG001
Trash	Receive Date	09 Oct 2019 04:02
	Status	Read

**HKKG001 聖道明中英文幼稚園的疫苗接種記錄檢查報告已經完成。**

請到「疫苗接種檔案」下載並查閱報告，以便閣下準備於2019年10月30進行第一劑疫苗接種活動。

衛生署衛生防護中心  
疫苗計劃辦事處

Please note that the Vaccination Record Checking Report of HKKG001 St Dominic Anglo-Chinese Kindergarten has already been completed.

Please go to "Vaccination File Management" for downloading and checking the report so as to prepare for the 1st dose vaccination activity on 30 Oct 2019.

Vaccination Office  
Centre for Health Protection  
Department of Health

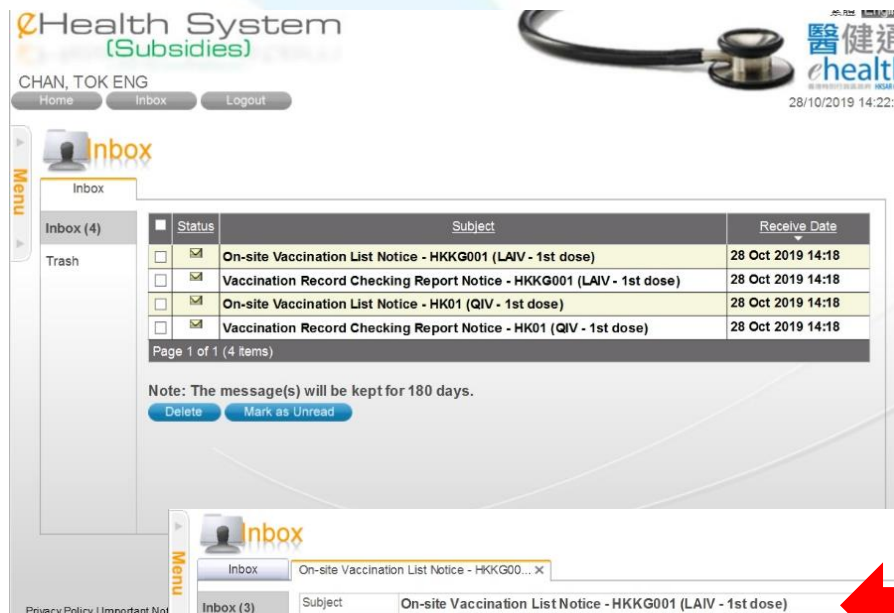
Delete Mark as Unread



## 2. Download First Report

at least **3 weeks before** vaccination day

## 2. Check the new message with subject



eHealth System (Subsides)  
CHAN, TOK ENG  
Home Inbox Logout  
28/10/2019 14:22:28  
醫健通 health

Status	Subject	Receive Date
<input type="checkbox"/>	On-site Vaccination List Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	Vaccination Record Checking Report Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	On-site Vaccination List Notice - HK01 (QIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	Vaccination Record Checking Report Notice - HK01 (QIV - 1st dose)	28 Oct 2019 14:18

Page 1 of 1 (4 items)

Note: The message(s) will be kept for 180 days.  
Delete Mark as Unread



Inbox Vaccination Record Checking Report Notic... X

Subject	Vaccination Record Checking Report Notice - HKKG001 (LAIV - 1st dose)
Receive Date	28 Oct 2019 14:18
Status	Read

HKKG001 聖道明中英文幼稚園的疫苗接種記錄檢查報告已經完成 (檔案編號 - VF20191008-011)。

請到「疫苗接種檔案」下載並查閱報告，以便閣下準備於2019年10月30進行第一劑疫苗接種活動。

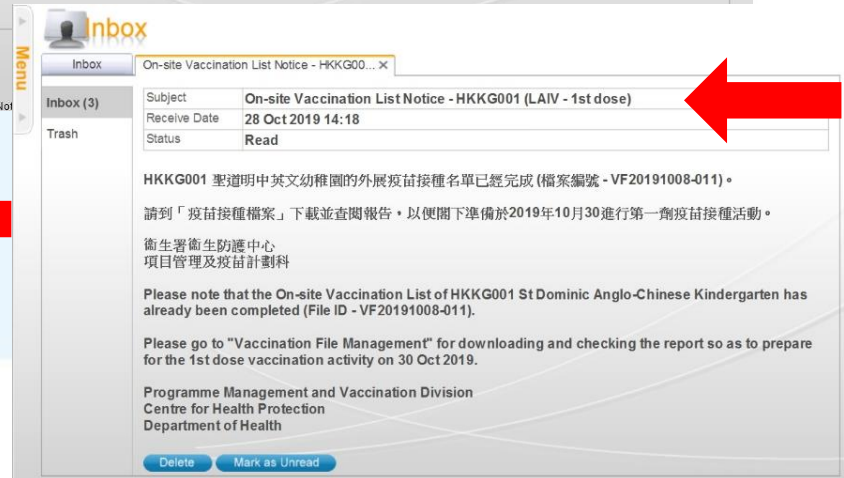
衛生署衛生防護中心  
項目管理及疫苗計劃科

Please note that the Vaccination Record Checking Report of HKKG001 St Dominic Anglo-Chinese Kindergarten has already been completed (File ID - VF20191008-011).

Please go to "Vaccination File Management" for downloading and checking the report so as to prepare for the 1st dose vaccination activity on 30 Oct 2019.

Programme Management and Vaccination Division  
Centre for Health Protection  
Department of Health

Delete Mark as Unread



Inbox On-site Vaccination List Notice - HKKG001... X

Subject	On-site Vaccination List Notice - HKKG001 (LAIV - 1st dose)
Receive Date	28 Oct 2019 14:18
Status	Read

HKKG001 聖道明中英文幼稚園的外展疫苗接種名單已經完成 (檔案編號 - VF20191008-011)。

請到「疫苗接種檔案」下載並查閱報告，以便閣下準備於2019年10月30進行第一劑疫苗接種活動。

衛生署衛生防護中心  
項目管理及疫苗計劃科

Please note that the On-site Vaccination List of HKKG001 St Dominic Anglo-Chinese Kindergarten has already been completed (File ID - VF20191008-011).

Please go to "Vaccination File Management" for downloading and checking the report so as to prepare for the 1st dose vaccination activity on 30 Oct 2019.

Programme Management and Vaccination Division  
Centre for Health Protection  
Department of Health

Delete Mark as Unread

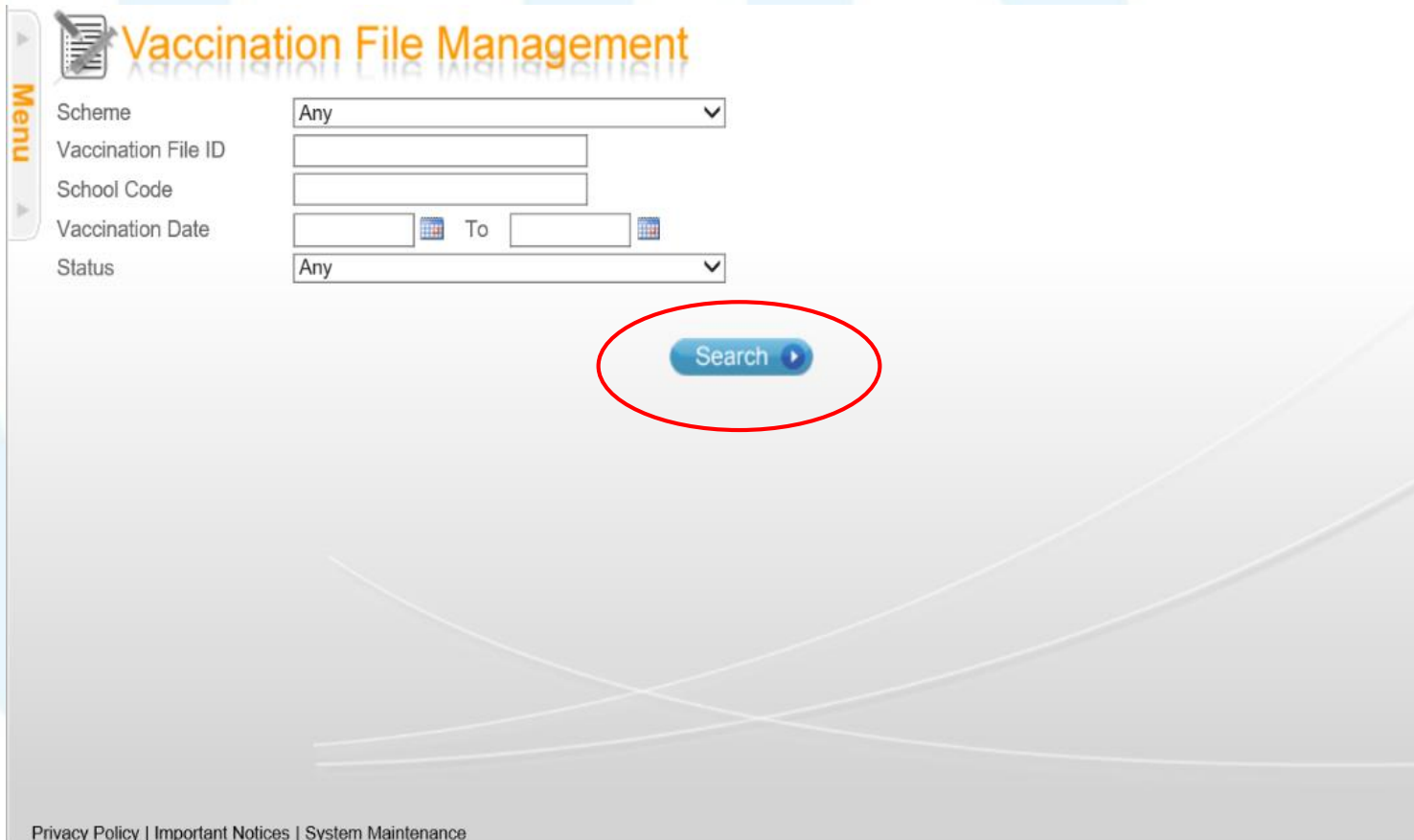
## 2. Download First Report

at least **3 weeks before** vaccination day

### 3. Click “Vaccination File Management”

Search “SIV School Outreach – KG/CCC”

or “SIV School Outreach – Primary School” scheme



**Vaccination File Management**

Menu

Scheme: Any

Vaccination File ID:

School Code:

Vaccination Date:  To

Status: Any

**Search**

Privacy Policy | Important Notices | System Maintenance

## 2. Download First Report

at least **3 weeks before** vaccination day

## 4. Reports are ready for download

eHealth System (Subsidies) - Vaccination File Enquiry - Internet Explorer



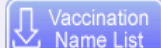
Health System PrePromotion (Subsidies)

醫健通 ehealth

Logout | Inbox | Home | Welcome ADM, ONE | Change Password | 31/07/2020 18:41:30

Service Provider | Claim Management | Reimbursement | eHealth (Subsidies) Account | Report and Download | Administration

### Vaccination File Enquiry

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress				Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date		
VF20200730-001	[ NTE40 ] PLK Tin Ka Ping Primary School	PPP-PS QIV-C 2019/20 Only/1st Dose	2020-07-30		2020-07-01 2020-07-06	2020-07-03 2020-07-08	Pending Final Report Generation	 

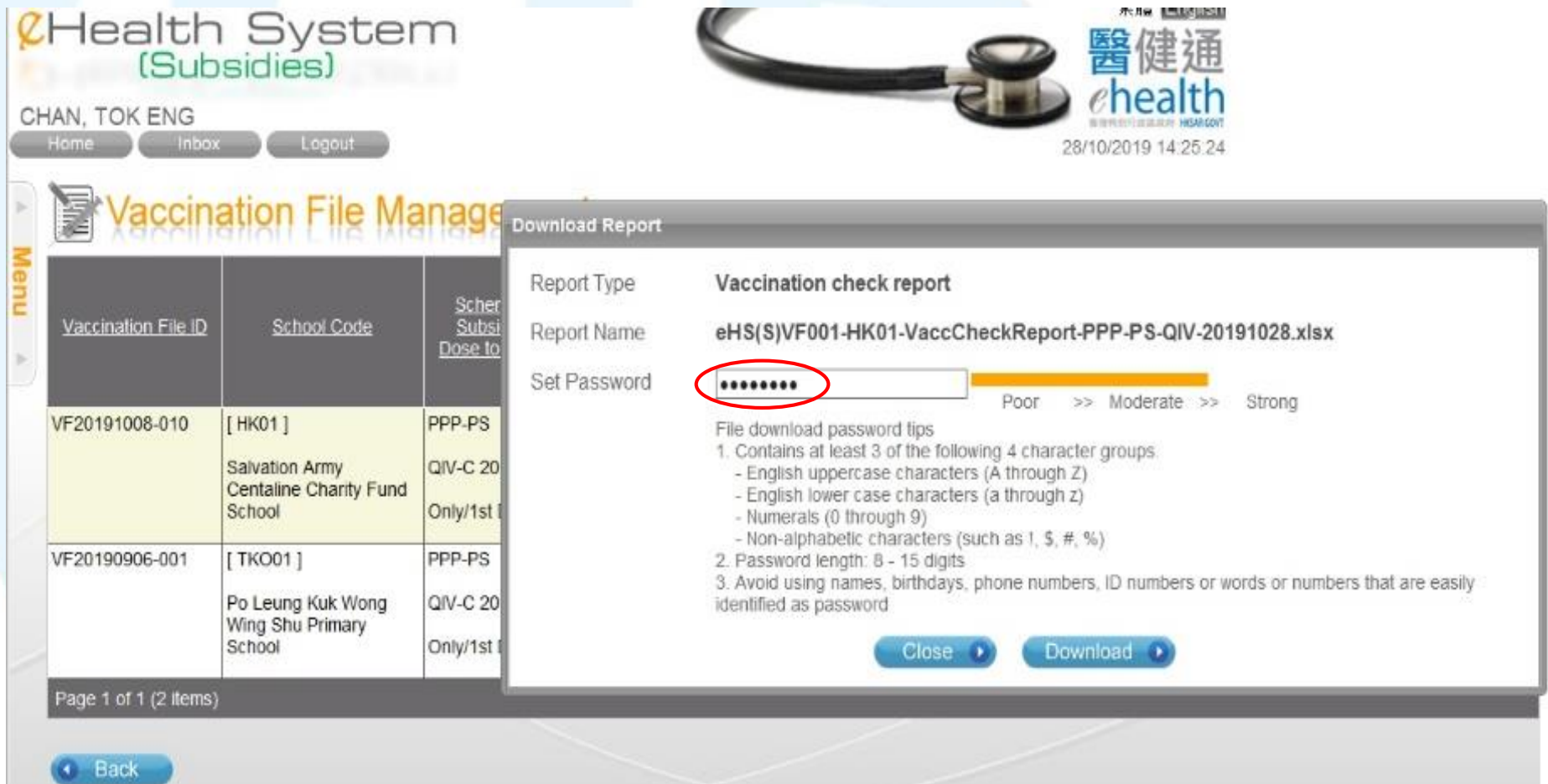
Page 1 of 1 (1 items)

Back

## 2. Download First Report

at least **3 weeks before** vaccination day

5. Set password for the file before downloading



The screenshot shows the 'Health System (Subsidies)' interface. The user is logged in as 'CHAN, TOK ENG'. The main content area is titled 'Vaccination File Manager' and displays a table of vaccination records. A 'Download Report' dialog box is open, showing the report type as 'Vaccination check report' and the report name as 'eHS(S)VF001-HK01-VaccCheckReport-PPP-PS-QIV-20191028.xlsx'. The 'Set Password' field is highlighted with a red circle, and a password strength indicator shows a yellow bar, indicating a moderate password. Below the password field, there are 'File download password tips' and a 'Download' button.

**Health System (Subsidies)**  
 CHAN, TOK ENG  
 Home | Inbox | Logout

**Vaccination File Manager**

Vaccination File ID	School Code	Scher Subsi Dose to
VF20191008-010	[ HK01 ] Salvation Army Centaline Charity Fund School	PPP-PS QIV-C 20 Only/1st
VF20190906-001	[ TKO01 ] Po Leung Kuk Wong Wing Shu Primary School	PPP-PS QIV-C 20 Only/1st

Page 1 of 1 (2 items)

**Download Report**

Report Type: **Vaccination check report**

Report Name: **eHS(S)VF001-HK01-VaccCheckReport-PPP-PS-QIV-20191028.xlsx**

Set Password:  Poor >> Moderate >> Strong

File download password tips

- Contains at least 3 of the following 4 character groups:
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
- Password length: 8 - 15 digits
- Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

[Close](#) [Download](#)

### 3. Account Rectification in eHS(S)





### 3. Account Rectification in eHS(S) by Service Provider

#### Rectify student information by eHealth Account Rectification:

- I. Reimbursement through the eHS(S) will only be processed for a **validated account**
- II. Situations you may encountered:

Example A: Account with **incorrect/missing information**

Example B: Account with 'Others' in document type

Example C: **Manual Validation**



**Rectification of the student's information is needed**



### 3. Account Rectification in eHS(S) by Service Provider

1. Choose **Vaccination File Management**  
Search  
“**SIV School Outreach –KG/CCC**”  
or  
“**SIV School Outreach – Primary School**” scheme

eHealth System (Subsidies) - Vaccination File Management - Internet Explorer

Health System (Subsidies)

CHAN, TOK ENG

Home | Inbox | Logout

Vaccination File Management

File Type: Vaccination File

Scheme: Any

Vaccination File ID: [ ]

School Code: [ ]

Vaccination Date: [ ] To [ ]

Status: Any

Search

2. Click “**Rectify**” to verify the account

Vaccination File Management

Vaccination File ID	School Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191008-010	[HK01] Salvation Army Cercaline Charity Fund School	PPP-PS QIV-C 2019/20 Only/1st Dose	2019-10-08 ✓	Rectify	2019-10-28	2019-10-30	Pending Final Report Generation	<a href="#">First Report</a> <a href="#">Vaccination Name List</a>	
VF20190906-001	[TKO01] Po Leung Kuk Wong Wing Shu Primary School	PPP-PS QIV-C 2019/20 Only/1st Dose	2019-09-06 ✓	✓	2019-10-05 Review	2019-10-23	Pending Upload Vaccination Claim	<a href="#">Final Report</a> <a href="#">Onsite Vaccination</a>	

Page 1 of 1 (2 items)

### 3. Account Rectification in eHS(S) by Service Provider

3. Click the **dropdown button** to show all accounts' information in the vaccination file

4. The account that required rectification will be marked in **RED**

**Vaccination File Management**

● Vaccination File

Vaccination File ID: VF20191008-010  
 Scheme: SIV School Outreach - Primary School  
 School Code: HK01  
 School Name: Salvation Army Centaline Charity Fund School  
 Service Provider ID: 00677272  
 Service Provider Name: CHAN, TOK ENG  
 Practice: First Clinic (1)  
 Subsidy: QIV-C 2019/20

Only/1st Dose: 2nd Dose  
 30 Oct 2019: 04 Dec 2019  
 28 Oct 2019: 02 Dec 2019

Status: Pending Final Report Generation

No. of Class: 1  
 No. of Student: 10

Account Type	No. of Records
Validated Account	10
Temporary Account	0
Without Account	0

● Class and Student Information

Class Name: 4甲

Seq No.	Class No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	To be injected	Account ID / Reference No.	Status	Account Validation Result	File Differ
1	1	[Edit]	HKIC EI020894(3)		NGAI, FUK SANG (艾福生)	F	04-02-2009	• Date of Issue: 27 Jul 2009	Yes	EHA502960247	Active		No
2	2	[Edit]	HKIC R0015932(A)		TONG, WONG FUK (唐國福)	M	12-06-2009	• Date of Issue: 30 Jul 2009	Yes	EHA503015942	Active		No

● Class and Student Information

Class Name: K2 ( Pending Rectify )

Seq No.	Class No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	To be injected	Account ID / Reference No.	Status	Account Validation Result	File Differ
1	1	[Edit]	HKBC BC981451(8)	91112233	TUNG, CHEONG	F	24-12-2015		Yes	EHA511371883	Active		No
2	2	[Edit]	HKIC ID338477(0)	97845632	CHAM, KAM SHUI (詹金水)	M	26-05-2016	• Date of Issue: 28 Jul 2016	Yes	EHA511371907	Active		No
3	3	[Edit]	ADOPC S940023/80012	98744444	HO, TAK HO	M	22-11-2016		Yes	EHA511347503	Active		No
4	4	[Edit]	Doc/I 990016521	96522222	WU, YIM NGAN	M	24-12-2015	• Date of Issue: 25 Feb 2016	Yes	EHA511347566	Active		No
5	5	[Edit]	EC X0682636(9)	69874512	CHU, MAN FAI (朱文輝)	F	25-10-2013	• Date of Issue: 15 Dec 2014 • Serial No.: 1305803 • Reference: F0KCC-1263848-56 (8)	Yes	EHA511371919	Active		No
6	6	[Edit]	ID235B ID811099	98745126	LEUNG, TAK YUE	F	22-11-2016	• Permitted to Remain Until: 05 Sep 2019	Yes	C19A08-107-0	Not for ImmD Validation	Incorrect format/Missing Information	No
7	7	[Edit]	ID235B ID811159	98745126	SHEK, MO SANG	M	12-02-2015	• Permitted to Remain Until: 30 Jun 2020	Yes	C19A08-108-1	Pending Validation	Pending Manual Validation	No
8	8	[Edit]	VISA JAPN-9902304-91(1)	96632254	LEUNG, KAM SHUI	M	24-12-2015	• Foreign Passport No.: GX12345678	Yes	EHA511347527	Active		No
9	9	[Edit]	OW 03045667	98745126	WU, YIM NGAN	M	24-12-2015		Yes	C19A08-109-0	Pending	Pending Manual	No

### 3. Account Rectification in eHS(S) by Service Provider

#### Example A: Account with incorrect/missing information

1. Press “**Edit**” to modify account’s information

Seq. No.	Class No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	To be injected	Account ID / Reference No.	Status	Account Validation Result	Field Differ
15	15	[Edit]	HKIC A583480(9)	95684555	TO, YUNG TAI (涂容弟)	M	06-11-2016		Yes	C19A09-132-2	Not for ImmD Validation	Incorrect format/Missing Information	No



### 3. Account Rectification in eHS(S) by Service Provider

2. The account that is under editing will be marked in **YELLOW**

2	2	[Edit]	HKIC ID338477(0)	97845632	CHIM, KAM SHUI (詹金水)	M	26-05-2016	• Date of Issue: 28 Jul 2016	Yes	EHA511371907	Active		No
3	3	[Edit]	ADOPC S940023/80012	98744444	HO, TAKHO	M	22-11-2016		Yes	EHA511347503	Active		No
4	4	[Edit]	Doc/I 990016521	96522222	WU, YIM NGAN	M	24-12-2015	• Date of Issue: 25 Feb 2016	Yes	EHA511347566	Active		No
5	5	[Edit]	EC					• Date of Issue:					No
6	6	[Edit]	ID									Incorrect format/Missing Information	No
7	7	[Edit]	ID									Pending Manual Validation	No
8	8	[Edit]	VI										No
9	9	[Edit]	O'									Pending Manual Validation	No
10	10	[Edit]	RI										No
11	11	[Edit]	TV									Pending Manual Validation	No
12	12	[Edit]	RI									Pending Manual Validation	No
13	13	[Edit]	O'									Pending Manual Validation	No
14	14	[Edit]	HI										No
15	15	[Edit]	HKIC A563480(9)	95684555	TO, YUNG TAI (涂容弟)	M	06-11-2016		Yes	C19A09-132-2	NOT FOR IMMID Validation	Incorrect format/Missing Information	No

**Rectify eHealth (Subsidies) Account Information**

● **Class and Student Information**

Class Name: **K2**  
 Class No.: **15**  
 Chinese Name ( Upload ): **涂容弟**  
 Contact No.:   
 To be injected:

● **Rectify eHealth (Subsidies) Account Information** Help

Reference No.: **C19A09-132-2**  
 Document Type: **Hong Kong Identity Card**  
 HKIC No.: **A563480(9)**  
 Date of Birth:   
 Name in English:  (Surname),  (Given name)  
 Chinese Commercial Code:       Chinese Name  
 Chinese Name: **涂容弟**  
 Gender:  Female  **Male**  
 Date of Issue:   
 Status: **Not for ImmD Validation**

Page 1 of 1 (15 items)

### 3. Account Rectification in eHS(S) by Service Provider

#### Example B: Account with “Others” in document type

1. “No account creation for the document type Others”  
Press “**Edit**” to modify the account’s information

13	13	[Edit]	OTHER 6550472	69874512	WU, CHOI YUK (胡彩玉)	F	22-11-2016	• Date of Issue: 24 Jan 2017	Yes			Create account failed, no account creation for the doc type 'Other'	No
----	----	--------	------------------	----------	-----------------------	---	------------	---------------------------------	-----	--	--	---	----



### 3. Account Rectification in eHS(S) by Service Provider

#### 2. Choose the **correct** document type, then click “Next”

Seq No.	Cross No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	TPBC injected	Account ID Reference No.	Status	Validation Result	Diff
1	1	[Edit]	HKBC BC981451(8)	91112233	TUNG, CHEONG	F	24-12-2015		Yes	EHA511371883	Active		No
2	2	[Edit]	HKIC ID338477(0)	97845632	CHIM, KAM SHUI (詹金水)	M	26-05-2016	• Date of Issue: 28 Jul 2016	Yes	EHA511371907	Active		No
3	3	[Edit]	ADOPC S940023/80012	98744444	HO, TAK HO	M	22-11-2016		Yes	EHA511347503	Active		No
4	4	[Edit]	Doc/I 990016521	96522222	WU, YIM NGAN	M	24-12-2015	• Date of Issue: 25 Feb 2016	Yes	EHA511347566	Active		No
5	5	[Edit]	EC XX682636(9)	69874512	CHU, MAN FAI (朱文輝)	F	25-10-2013	• Date of Issue: 15 Dec 2014 • Serial No.: 1305803 • Reference: RXKC-1263848-56 (8)	Yes	EHA511371919	Active		No
6	6	[Edit]	ID ID									Incorrect format/Missing Information	No
7	7	[Edit]	ID ID									Pending Manual Validation	No
8	8	[Edit]	VI JA 91										No
9	9	[Edit]	O' 13									Pending Manual Validation	No
10	10	[Edit]	RE RE										No
11	11	[Edit]	TW 5761484	98742344	CHOW, WING JAK	M	24-12-2015		Yes	C19A08-110-5	Pending Validation	Pending Manual Validation	No
12	12	[Edit]	RFNo8 5621546	96522222	HA, YAU TONG	F	26-05-2016		Yes	C19A08-111-6	Pending Validation	Pending Manual Validation	No
13	13	[Edit]	OTHER 5550472	69874512	WU, CHOI YUK (胡彩玉)	F	22-11-2016	• Date of Issue: 24 Jan 2017	Yes			Create account failed, no account creation for the doc type 'Other'	No

**Document Type**

Document Type

Hong Kong Identity Card

Hong Kong Birth Certificate (Established)

Non-Hong Kong Travel Documents

Two-way Permit

Certificate of Exemption

Hong Kong Re-entry Permit

Certificate issued by the Births and Deaths Registry for adopted children

Recognizance (Form No. 8)

Document of Identity

Permit to Remain in HK SAR (ID 235B)

One-way Permit

### 3. Account Rectification in eHS(S) by Service Provider

3. The account edited will be marked in **Green**

7	7	[Edit]	ID235B ID811159	98745128	SHEK, MO SANG	M	12-02-2015	Until: 30 Jun 2020	Yes	C19A08-108-1	Pending Validation	Pending Manual Validation	No
8	8	[Edit]	VISA JAPN-9902304- 91(1)	96632254	LEUNG, KAM SHUI	M	24-12-2015	• Foreign Passport No.: GX12345678	Yes	EHA511347527	Active		No
9	9	[Edit]	OW 1362855	93945567	MUI, SAU KEI	M	26-05-2016		Yes	C19A08-109-2	Pending Validation	Pending Manual Validation	No
10	10	[Edit]	REFMIT RE9784131	97845632	LO, CHUNG KWAI	M	22-11-2016	• Date of Issue: 24 Jan 2017	Yes	EHA511347541	Active		No
11	11	[Edit]	TW 5761484	98742344	CHOW, WING JAK	M	24-12-2015		Yes	C19A08-110-5	Pending Validation	Pending Manual Validation	No
12	12	[Edit]	RFNo8 5621546	96522222	HA, YAU TONG	F	26-05-2016		Yes	C19A08-111-6	Pending Validation	Pending Manual Validation	No
13	13	[Edit]	OW 9550472	69874512	WU, CHOI YUK	F	22-11-2016		Yes	C19A09-131-1	Pending Validation	Pending Manual Validation	No

Page 1 of 1 (13 items)

4. Document type is updated and is “Pending Validation”

Seq. No.	Class No.	Action	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to Inject	Account ID / Reference No.	Status	Account Validation Result	Field Difference
13	13	[Edit]	OW 1306425	50216518	CHAN, KAM NIN	M	17 Dec 2015		No	C19915-61-4	Pending Validation	Pending Manual Validation	No



### 3. Account Rectification in eHS(S) by Service Provider

#### Points to note:

- Service providers are able to edit all the incorrect information highlighted in “**RED**” **EXCEPT** the **Document Type, Document Number**
- “Others in document type” will only create **a temporary account**
- Service providers can **revise the document type** in system **ONCE only**



### 3. Account Rectification in eHS(S) by Service Provider

#### Example C: Manual Validation

Please **provide the copy of Identity Document** by Fax at [2320 8505](tel:23208505) or designated Email to [siv\\_1@dh.gov.hk](mailto:siv_1@dh.gov.hk) / [siv\\_2@dh.gov.hk](mailto:siv_2@dh.gov.hk) for further action

11	11	[Edit]	TW 5761484	98742344	CHOW, WING JAK	M	24-12-2015		Yes	C19A08-110-5	Pending Validation	Pending Manual Validation	No
----	----	--------	---------------	----------	----------------	---	------------	--	-----	--------------	--------------------	---------------------------	----



### 3. Account Rectification in eHS(S) by Service Provider

**FOUR** document types require **Manual Validation**

No.	Document Type	Short form	DH CIMS	ImmD valid.	PPP-KG and PPP-PS
1	HKID Card	HKIC	HKID Card	✓	✓
2	Birth Certificate	HKBC	Birth Certificate	✓	✓
3	Certificate of Exemption	EC	Certificate of Exemption	✓	✓
4	HKSAR Document of Identity for Visa Purposes	DOCI	HKSAR Document of Identity for Visa Purposes	✓	✓
5	HKSAR Re-entry Permit	REPMT	HKSAR Re-entry Permit	✓	✓
6	Permit to Remain in HKSAR	ID235B	Permit to Remain in HKSAR	Manual	✓
7	Travel document - overseas	VISA	Travel document - overseas	✓	✓
8	Adoption Certificate	ADOPC	Adoption Certificate	✓	✓
9	One-way Permit	OW	Permit for Proceeding to Hong Kong and Macao (One-way Permit)	Manual	✓
10	Two-way Permit	TW	Exit/Entry Permit for Travelling to and from Hong Kong and Macao	Manual	✓
11	Recognizance	RFNo8	-	Manual	✓
12	Others	OTHER			✓

## 4. Download Final Report and On-site Vaccination List

- **3 working days before** vaccination day



## 4. Download Final Report and On-site Vaccination List

**3 working days before** vaccination day

Final Report will be ready for download **3 working days before vaccination date**

- **Final Report** (Vaccination Record Checking Report Notice )
- **On-site Vaccination List** (On-site Vaccination List Notice)

*Purpose: To check the updated consented students' list, which may provide information about the need for 2<sup>nd</sup> dose for children under 9 years old.*



# 4. Download Final Report and On-site Vaccination List

3 working days before vaccination day

1. Check the new message with subject

Health System (Subsidies)  
CHAN, TOK ENG  
Home Inbox Logout  
28/10/2019 14:22:28

Inbox (4)	Status	Subject	Receive Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	On-site Vaccination List Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vaccination Record Checking Report Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	<input checked="" type="checkbox"/>	On-site Vaccination List Notice - HK01 (QIV - 1st dose)	28 Oct 2019 14:18
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vaccination Record Checking Report Notice - HK01 (QIV - 1st dose)	28 Oct 2019 14:18

Page 1 of 1 (4 items)  
Note: The message(s) will be kept for 180 days.  
Delete Mark as Unread

Inbox Vaccination Record Checking Report Notic... X

Inbox (2)	Subject	Receive Date	Status
<input type="checkbox"/>	Vaccination Record Checking Report Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18	Read

HKKG001 聖道明中英文幼稚園的疫苗接種記錄檢查報告已經完成 (檔案編號 - VF20191008-011)。  
請到「疫苗接種檔案」下載並查閱報告，以便閣下準備於2019年10月30進行第一劑疫苗接種活動。  
衛生署衛生防護中心  
項目管理及疫苗計劃科

Please note that the Vaccination Record Checking Report of HKKG001 St Dominic Anglo-Chinese Kindergarten has already been completed (File ID - VF20191008-011).

Please go to "Vaccination File Management" for downloading and checking the report so as to prepare for the 1st dose vaccination activity on 30 Oct 2019.

Programme Management and Vaccination Division  
Centre for Health Protection  
Department of Health

Delete Mark as Unread

Inbox On-site Vaccination List Notice - HKKG00... X

Inbox (3)	Subject	Receive Date	Status
<input type="checkbox"/>	On-site Vaccination List Notice - HKKG001 (LAIV - 1st dose)	28 Oct 2019 14:18	Read

HKKG001 聖道明中英文幼稚園的外展疫苗接種名單已經完成 (檔案編號 - VF20191008-011)。  
請到「疫苗接種檔案」下載並查閱報告，以便閣下準備於2019年10月30進行第一劑疫苗接種活動。  
衛生署衛生防護中心  
項目管理及疫苗計劃科

Please note that the On-site Vaccination List of HKKG001 St Dominic Anglo-Chinese Kindergarten has already been completed (File ID - VF20191008-011).

Please go to "Vaccination File Management" for downloading and checking the report so as to prepare for the 1st dose vaccination activity on 30 Oct 2019.

Programme Management and Vaccination Division  
Centre for Health Protection  
Department of Health

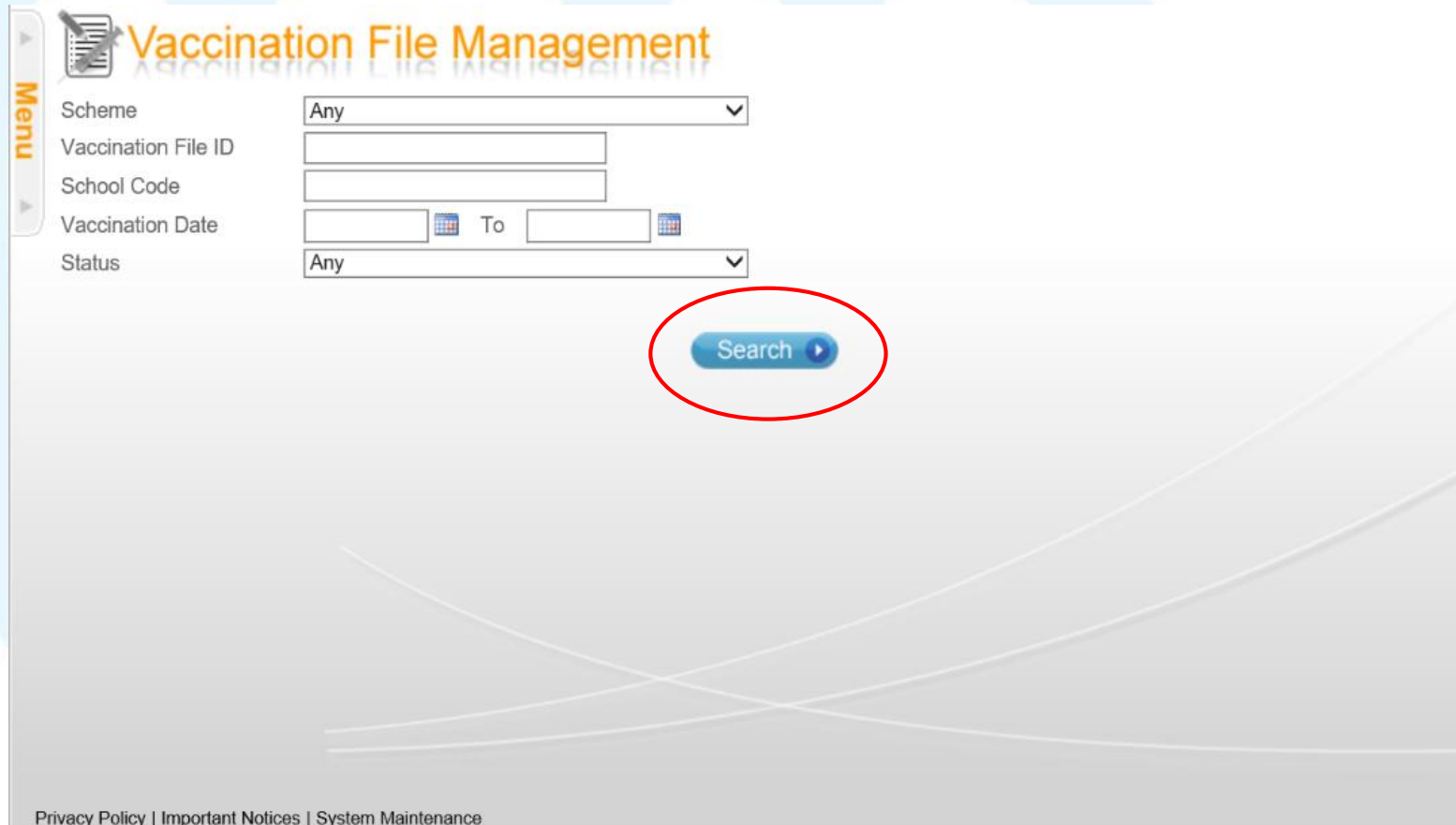
Delete Mark as Unread

## 4. Download Final Report and On-site Vaccination List

**3 working days before** vaccination day

### 2. Click “Vaccination File Management”

Search “**SIV School Outreach – KG/CCC**” or  
“**SIV School Outreach – Primary School**”  
scheme



**Vaccination File Management**

Menu

Scheme: Any

Vaccination File ID:


School Code:

Vaccination Date:  To

Status: Any

**Search**

Privacy Policy | Important Notices | System Maintenance



衛生署  
Department of Health

## 4. Download Final Report and On-site Vaccination List

**3 working days before** vaccination day

3. Reports are ready for download

Vaccination File Management

Vaccination File ID	School Code	Scheme / Subsidy / Dose to Inject	Progress				Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date		
VF20191008-010	[ HK01 ] Salvation Army Centaline Charity Fund School	PPP-PS QIV-C 2019/20 Only/1st Dose	2019-10-08 ✓	✓	2019-10-28 Review	2019-10-30	Pending Upload Vaccination Claim	<a href="#">Final Report</a> <a href="#">Onsite Vaccination</a>
VF20190906-001	[ TKO01 ] Po Leung Kuk Wong Wing Shu Primary School	PPP-PS QIV-C 2019/20 Only/1st Dose	2019-09-06 ✓	✓	2019-10-05 ✓	2019-10-23 ✓	Pending Upload Vaccination Claim	<a href="#">Final Report</a> <a href="#">Onsite Vaccination</a>

Page 1 of 1 (2 Items)

4. Set password for the file before downloading

eHealth System (Subsidies)

CHAN, TOK ENG

Home | Inbox | Logout

Vaccination File Management

Download Report

Vaccination File ID	School Code	Scheme / Subsidy / Dose to Inject
VF20191008-010	[ HK01 ] Salvation Army Centaline Charity Fund School	PPP-PS QIV-C 2019/20 Only/1st Dose
VF20190906-001	[ TKO01 ] Po Leung Kuk Wong Wing Shu Primary School	PPP-PS QIV-C 2019/20 Only/1st Dose

Page 1 of 1 (2 Items)

Report Type: Vaccination check report

Report Name: eHS/SIVE001-HK01-VaccCheckReport-PPP-PS-QIV-20191028.xlsx

Set Password:

File download password tips

- Contains at least 3 of the following 4 character groups:
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
- Password length: 8 - 15 digits
- Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

Close | Download



## 5. Create / Confirm Claim

- within **7 days after** vaccination day



## 5. Create / Confirm Claim

within **7 days after** vaccination day

1. Service Provider /Data Entry (e.g. nurse) flag the injection records in Vaccination File Management
2. Service Provider confirm the injection records (At day end, claims will be created)
3. Claim result will be ready on next day

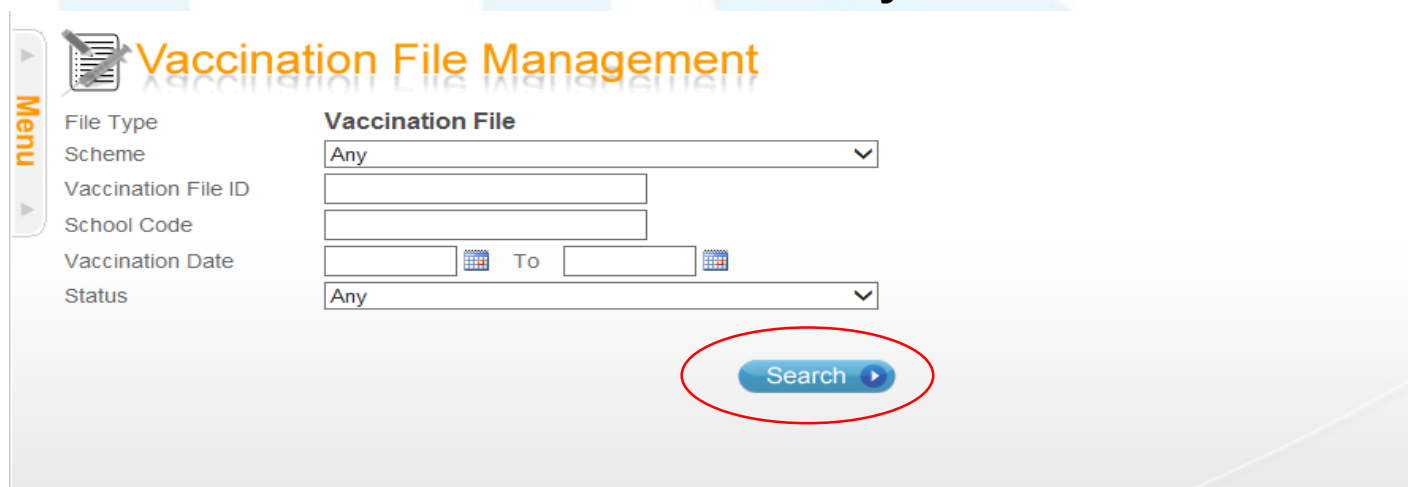


## **5(a) Demonstration of Create Claim (By Data Entry Account)**



## 5(a). Create Claim (By Data Entry Account)

1. Click **“Vaccination File Management”**  
 Select **“Any”** with **“SIV School Outreach – KG/CCC”** or **“SIV School Outreach – Primary School”** scheme



**Vaccination File Management**

File Type: Vaccination File

Scheme: Any

Vaccination File ID:

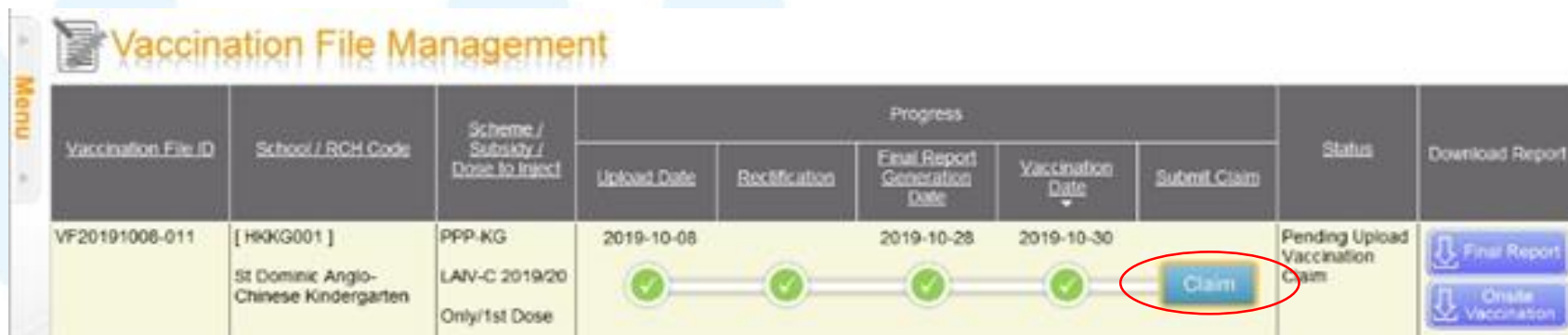
School Code:

Vaccination Date:  To

Status: Any

**Search**

2. Click **“Claim”**




**Vaccination File Management**

Vaccination File ID	School / BCH Code	Scheme / Subcity / Dose to Inject	Progress					Status	Download Report			
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim					
VF20191008-011	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAV-C 2019/20 Only/1st Dose	2019-10-08			2019-10-28		2019-10-30			Pending Upload Vaccination Claim	<a href="#">Final Report</a> <a href="#">Onsite Vaccination</a>

## 5(a). Create Claim (By Data Entry Account)

### 3. Status of the Vaccination File: “Pending Upload Vaccination Claim”



**eHealth System (Subsidies)**

CHAN, TOK ENG  
Home | Inbox | Logout

繁體 English  
醫健通 ehealth  
01/11/2019 15:16:26

**Vaccination File Management**

- Vaccination File
  - Vaccination File ID: VF20191008-011
  - Scheme: SIV School Outreach - KG/CCC
  - School Code: HKKG001
  - School Name: St Dominic Anglo-Chinese Kindergarten
  - Service Provider ID: 00677272
  - Service Provider Name: CHAN, TOK ENG
  - Practice: First Clinic (1)
  - Subsidy: LAIV-C 2019/20
  - Vaccination Date:
 

Only/1st Dose	2nd Dose
30 Oct 2019	04 Dec 2019
  - Final Report Generation Date:
 

28 Oct 2019	02 Dec 2019
  - Status: **Pending Upload Vaccination Claim**
  - No. of Class: 1
  - No. of Student: 13
  - Account Summary:
 

Account Type	No. of Records
Validated Account	7
Tempoary Account	6
Without Account	0
- Class and Student Information
  - Class Name: K2

## 5(a). Create Claim (By Data Entry Account)

### 4. Flag the Actual injected students with “1<sup>st</sup>”/ “No” after 1<sup>st</sup> visit/only visit

eHealth System (Subsidies) - Vaccination File Management - Internet Explorer

Account Summary

Account type	NO. OF RECORDS
Validated Account	0
Tempoary Account	5
Without Account	1

● Class and Student Information

Class Name: 1A

Seq. No.	Class No.	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	To be injected	Actual Injected		Account ID / Reference No.
									<input type="checkbox"/> 1st	<input type="checkbox"/> No	
1	1	OTHER ABCD1234	24157003	LUK, MING	M	06-07-2013		Yes	<input type="radio"/> 1st	<input type="radio"/> N	
2	2	Doc/I D84163137	23228466	CHEUNG, YU	F	20-08-2010		Yes	<input type="radio"/> 1st	<input type="radio"/> N	C20730-192-1
3	3	HKIC A792631(9)	20576568	KO, SAU (高珍)	M	09-08-2010		Yes	<input type="radio"/> 1st	<input type="radio"/> N	C20730-193-2
4	4	HKIC JA154520(7)	21086207	TUNG, YEE (鄧儀)	M	08-03-2012		Yes	<input type="radio"/> 1st	<input type="radio"/> N	C20730-194-3
5	5	HKBC R486732(6)	92232428	KWAN, SAU (關珍)	M	15-11-2011		Yes	<input type="radio"/> 1st	<input type="radio"/> N	C20730-195-4
6	6	VISA TCSD-1345627-55(7)	91558627	AU, HING	F	22-08-2008		Yes	<input type="radio"/> 1st	<input type="radio"/> N	C20730-196-5

Page 1 of 1 (6 items)

[Back](#)
[Save Current Page](#)
[Summary](#)

## 5(a). Create Claim (By Data Entry Account)

Note: For schools with two visits for 1<sup>st</sup> dose: Flag the Actual injected students with “1<sup>st</sup>”/ “2<sup>nd</sup>”/ “No” after 2<sup>nd</sup> visit

SP can input 1st or 2nd visit of 1st dose vaccination for each student

eHealth System (Subsidies) - Vaccination File Management - Internet Explorer

Account type	No. of Records
Validated Account	0
Temporary Account	5
Without Account	1

● Class and Student Information

Class Name: 1A

Seq. No.	Class No.	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Other Fields	To be injected	Actual Injected			Account ID / Reference No.
									1st	2nd	No	
1	1	OTHER ABCD1234	24157003	LUK, MING	M	06-07-2013		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	
2	2	Doc/I D84163137	23228466	CHEUNG, YU	F	20-08-2010		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	C20730-192-1
3	3	HKIC A792631(9)	20576568	KO, SAU (高珍)	M	09-08-2010		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	C20730-193-2
4	4	HKIC JA154520(7)	21086207	TUNG, YEE (鄧儀)	M	08-03-2012		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	C20730-194-3
5	5	HKBC R486732(6)	92232428	KWAN, SAU (關珍)	M	15-11-2011		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	C20730-195-4
6	6	VISA TCSD-1345627-55(7)	91558627	AU, HING	F	22-08-2008		Yes	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> N	C20730-196-5

Page 1 of 1 (6 items)

Back Save Current Page Summary

## 5(a). Create Claim (By Data Entry Account)

### 5. Click “Save Current Page”

8	8	HKIC WI138292(3)		PUN, SHUN WA (潘順華)	M	02-05-2015	• Date of Issue: 07 Jul 2015	No
9	9	HKIC NL164272(2)		CHUNG, YUET MING (鍾月明)	F	26-01-2014	• Date of Issue: 08 Apr 2014	No
10	10	HKIC NI141577(9)		MA, HA SHING (馬顯成)	M	24-12-2014	• Date of Issue: 31 Dec 2014	No

Page 1 of 1 (10 items)

### 6. Click “Confirm” when this message pop-up

Seq. No.	Class No.	Doc_Type Identity Doc. No.	Contact No.	Name	Sex	DOB	Other Fields	Confirm not to inject	Actual Injected <input type="checkbox"/> Yes <input type="checkbox"/> No	Account ID./ Reference No.	Status	Account Validation Result	D
1	1	HKIC EI020894(3)		NGAI, FUK SANG (艾口生)	F	04-02-2009	• Date of Issue: 27 Jul 2009	No	<input type="radio"/> Y <input checked="" type="radio"/> N	EHA502960247	Active		No
2	2	HKIC RC015932(A)		TONG, WONG FU (唐耀口)					<input type="radio"/> Y <input checked="" type="radio"/> N	EHA503015942	Active		No
3	3	HKIC V051492(1)		NG, FEI LIT (吳飛烈)					<input type="radio"/> Y <input checked="" type="radio"/> N	EHA503019546	Active		No
4	4	HKIC LE018819(7)		LUNG, MEI TAI (龍美婷)					<input type="radio"/> Y <input checked="" type="radio"/> N	EHA503049018	Active		No
5	5	HKIC J007860(7)		LEE, CHUNG HO (李松好)		10-02-2009	23 Nov 2009	No	<input type="radio"/> Y <input checked="" type="radio"/> N	EHA503063981	Active		No
6	6	HKIC RF130146(2)		LO, TUNG KWAI (羅冬桂)	F	16-01-2013	• Date of Issue: 25 Jan 2013	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA509028693	Active		No
7	7	HKIC UG126210(4)		SHUM, MO CHAU (岑基秋)	F	12-11-2013	• Date of Issue: 03 Jan 2014	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA510368316	Active		No
8	8	HKIC WI138292(3)		PUN, SHUN WA (潘順華)	M	02-05-2015	• Date of Issue: 07 Jul 2015	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA510883080	Active		No
9	9	HKIC NL164272(2)		CHUNG, YUET MING (鍾月明)	F	26-01-2014	• Date of Issue: 08 Apr 2014	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511181346	Active		No
10	10	HKIC NI141577(9)		MA, HA SHING (馬顯成)	M	24-12-2014	• Date of Issue: 31 Dec 2014	No	<input checked="" type="radio"/> Y <input type="radio"/> N	EHA511158538	Active		No

Page 1 of 1 (10 items)






**Confirmation**

Once confirmed to save, the "Vaccination Date" will be locked. If changes, the record of "Actual Injected" need to input again. Do you confirm to proceed?



## 5(a). Create Claim (By Data Entry Account)

7. The batch claim had been submitted and pending for creation.

PPP	2019-10-08	2019-10-28	2019-10-30		Claim (Pending Claim Creation)
QIV-C 2019/20					
Only/1st Dose					

\*\* Please submit **within 7 days** from vaccination date

\*\* **Account will be suspended** for **late submission** (vaccination date is **beyond 7 days**)



## **5(b) Demonstration of Confirm Claim (By Service Provider account)**



## 5(b). Confirm Claim (By Service Provider account)

1. Click  
“Confirm”

### Vaccination File Management

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report		
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim				
VF20191008-011	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAIV-C 2019/20 Only/1st Dose	2019-10-08			2019-10-28		2019-10-30		<input type="button" value="Inputting"/> <input type="button" value="Confirm"/>	Claim (Pending SP Confirmation) <input type="button" value="Final Report"/> <input type="button" value="Onsite Vaccination"/>

Page 1 of 1 (1 Items)

2. Status of the Vaccination File  
“Claim (Pending for SP Confirmation)” will be shown

Health System (Subsidies)

CHAN, TOK ENG  
Home | Inbox | Logout

### Vaccination File Management

Menu

- Vaccination File

Vaccination File ID: VF20191008-011  
 Scheme: SIV School Outreach - KG/CCC  
 School Code: HKKG001  
 School Name: St Dominic Anglo-Chinese Kindergarten  
 Service Provider ID: 00677272  
 Service Provider Name: CHAN, TOK ENG  
 Practice: First Clinic (1)  
 Subsidy: LAIV-C 2019/20

Vaccination Date: Only/1st Dose (30 Oct 2019) | 2nd Dose (04 Dec 2019)  
 Final Report Generation Date: 28 Oct 2019 | 02 Dec 2019

Status: **Claim (Pending SP Confirmation)**

No. of Class: 1  
 No. of Student: 13  
 No. of Student (Injected): 13

Class	No. of Student	Actual Injected - Yes	Actual Injected - No	Match
K2	13	13	0	Yes
Total	13	13	0	Yes

Back | Confirm Claim

Privacy Policy | Important Notices | System Maintenance

## 5(b). Confirm Claim (By Service Provider account)

3. Click the Class

Class	No. of Student	Actual Injected - Yes	Actual Injected - No	Match
K2	13	13	0	Yes
Total	13	13	0	Yes

Back Confirm Claim

4. Class and Student Information in the vaccination file can be viewed

Class and Student Information

Class and Student Information


Class Name: K2  
 No. of Student: 13  
 No. of Student (Confirmed not to inject): 0  
 No. of Student (Actual injected): 13



Seq. No.	Class No.	Doc Type Identity Doc No.	Contact No.	Name	Sex	DOB	Confirmed not to Inject	Account ID / Reference No.	Injected
1	1	HKBC BC9814518	91112233	TUNG, CHEONG	F	24 Dec 2015	Yes	EHA511371883	Yes
2	2	HKC ID3384770	97845632	CHIM, KAM SHUI 詹金水	M	26 May 2016	Yes	EHA511371907	Yes
3	3	ADOPC 80012	98744444	HO, TAK HO	M	22 Nov 2016	Yes	EHA511347503	Yes
4	4	Doc/I 990016521	96522222	WU, YIM NGAN	M	24 Dec 2015	Yes	EHA511347566	Yes
5	5	EC XX6826369	69874512	CHU, MAN FAI 朱文輝	F	25 Oct 2013	Yes	EHA511371919	Yes
6	6	ID235B ID816099	98745126	LEUNG, TAK YUE	F	22 Nov 2016	Yes	C19A08-107-0	Yes
7	7	ID235B ID811159	98745126	SHEK, MO SANG	M	12 Feb 2015	Yes	C19A08-108-1	Yes
8	8	VISA JAPN9902304911	96632254	LEUNG, KAM SHUI	M	24 Dec 2015	Yes	EHA511347527	Yes
9	9	OV 1362655	93945567	MUI, SAU KEI	M	26 May 2016	Yes	C19A08-109-2	Yes
10	10	REPMT RE9784131	97845632	LO, CHUNG KWAI	M	22 Nov 2016	Yes	EHA511347541	Yes
11	11	TW 5761484	98742344	CHOW, WING JAK	M	24 Dec 2015	Yes	C19A08-110-5	Yes

Close

## 5(b). Confirm Claim (By Service Provider account)

5. Check the claim details, click “**Confirm Claim**”

Class	No. of Student	Actual Injected - Yes	Actual Injected - No	Match
 K2	13	13	0	Yes
Total	13	13	0	Yes

6. A pop-up message “*Do you confirm to proceed?*” will be shown, click “**Confirm**”

**Vaccination File Management**

- Vaccination File

**Vaccination File**

Vaccination File ID: VF20191008-011

Scheme: SIV School Outreach - KG/CCC

School Code: HKKG001

School Name: St Dominic Anglo-Chinese Kindergarten

Service Provider ID: 00677272

Service Provider Name: CHAN, TOK ENG

Practice: First Clinic (1)


Subsidy: LAIV-C 2019/20



Only/1st Dose: Only/1st Dose

Vaccination Date: 31 Oct 2019

Vaccination Report Generation Date: 28 Oct 2019

Confirmation

 Do you confirm to proceed?

## 5(b). Confirm Claim (By Service Provider account)

### Points to note:

- Before confirming to proceed, SP may revise claim details by “**Inputting**” button

#### Vaccination File Management

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191008-011	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAIV-C 2019/20 Only/1st Dose	2019-10-08 		2019-10-28 	2019-10-30 		Claim (Pending SP Confirmation)  	

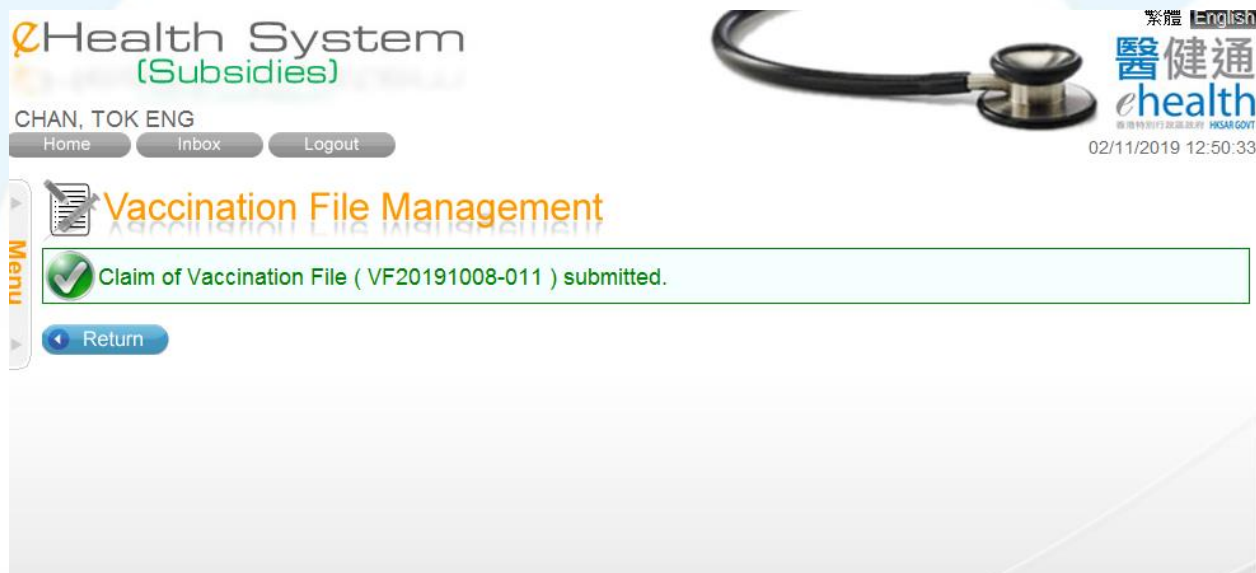
Page 1 of 1 (1 items)

- **After confirming** to proceed, **no amendments can be made**. SP are required to **inform PMVD** by designated email [siv\\_1@dh.gov.hk](mailto:siv_1@dh.gov.hk) / [siv\\_2@dh.gov.hk](mailto:siv_2@dh.gov.hk) to make changes, if incorrect claim was detected



## 5(b). Confirm Claim (By Service Provider account)

### 7. Claim of Vaccination File was submitted successfully



Health System (Subsidies)

CHAN, TOK ENG

Home | Inbox | Logout

繁體 English

醫健通 ehealth

02/11/2019 12:50:33

Vaccination File Management

Claim of Vaccination File ( VF20191008-011 ) submitted.

Return

### 8. Claims are created

Click “**Review**” to view the claim information

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress					Status	Download Report
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date	Submit Claim		
VF20191008-011	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAIV-C 2019/20 Only/1st Dose	2019-10-08		2019-10-28	2019-10-30	2019-11-01	Completed	<a href="#">Claim Result</a> <a href="#">Vaccination Name List</a>



## 6. Generate 2nd Dose Report

- **after 2 working days** of claim submission





## 6. Generate 2nd Dose Report

after 2 working days of claim submission

1. After 1<sup>st</sup> claim is created, the claim result will be ready on next day

Vaccination File Management

Vaccination File ID	School / RCH Code	Scheme / Subsidy / Dose to Inject	Progress				Status	Download Report	
			Upload Date	Rectification	Final Report Generation Date	Vaccination Date			Submit Claim
VF20191102-001	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAIV-C 2019/20 2nd Dose	2019-10-08 ✓	Rectify	2019-12-02	2019-12-04		Pending Final Report Generation	<a href="#">First Report</a> <a href="#">Vaccination Name List</a>
VF20191008-011	[ HKKG001 ] St Dominic Anglo-Chinese Kindergarten	PPP-KG LAIV-C 2019/20 Only/1st Dose	2019-10-08 ✓	✓	2019-10-28 ✓	2019-10-30 ✓	2019-11-01 Review	Completed	<a href="#">Claim Result</a> <a href="#">Vaccination Name List</a>

2. 2<sup>nd</sup> dose batch file is generated after 2 working days of claim submission

3. SP can rectify the accounts similar to the procedures in 1<sup>st</sup> dose batch

4. Rules on 2<sup>nd</sup> dose:

- ❖ 1<sup>st</sup> dose should have been injected
- ❖ 1<sup>st</sup> dose must be under same school and same scheme



2nd dose

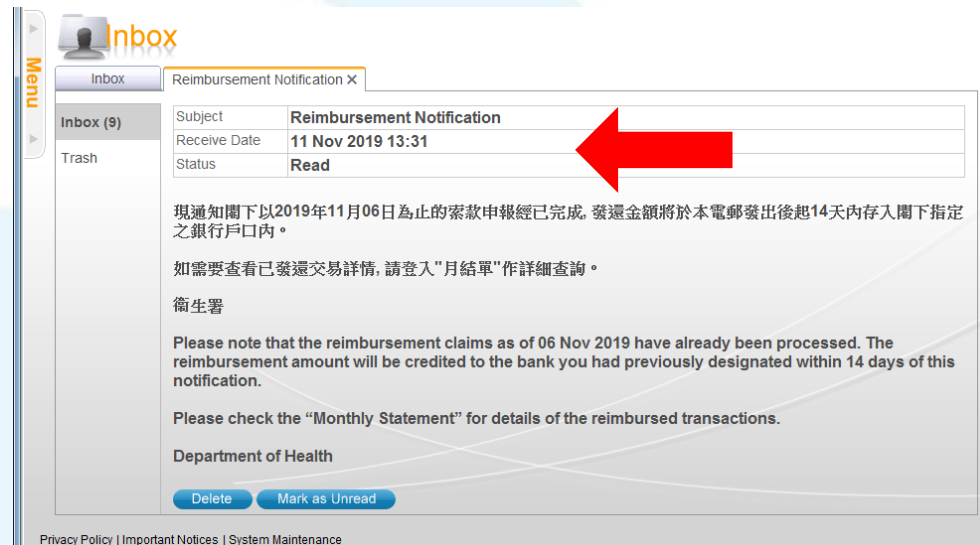


# 7. Reimbursement for Validated Account



## 7. Reimbursement for Validated Account

1. Receive a Reimbursement Notification in the **Service Provider account**



**Inbox**

Reimbursement Notification X

Subject	Reimbursement Notification
Receive Date	11 Nov 2019 13:31
Status	Read

現通知閣下以2019年11月06日為止的索款申報經已完成。發還金額將於本電郵發出後起14天內存入閣下指定之銀行戶口內。

如需要查看已發還交易詳情，請登入“月結單”作詳細查詢。

衛生署

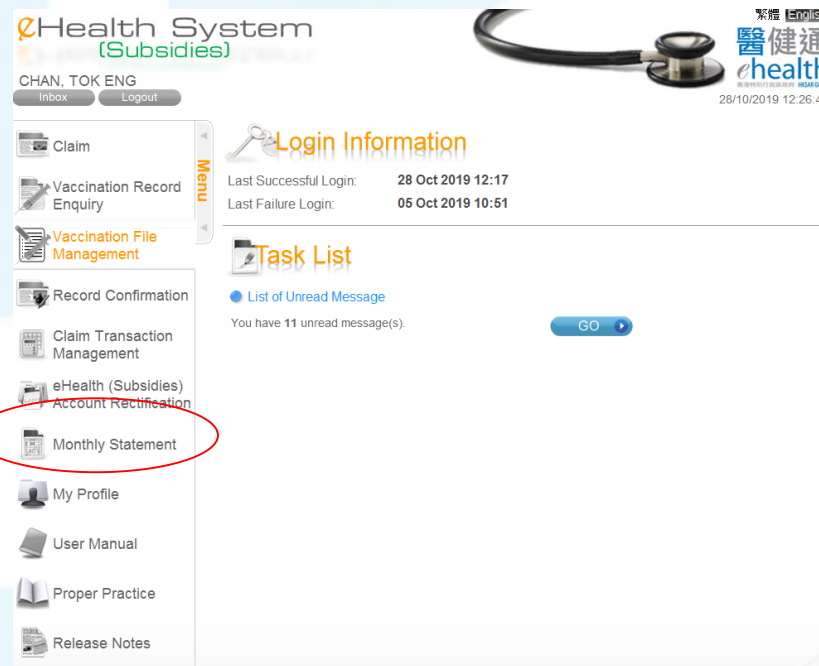
Please note that the reimbursement claims as of 06 Nov 2019 have already been processed. The reimbursement amount will be credited to the bank you had previously designated within 14 days of this notification.

Please check the “Monthly Statement” for details of the reimbursed transactions.

Department of Health

Delete Mark as Unread

2. Click “Monthly statement”



eHealth System (Subsidies)

CHAN, TOK ENG

Inbox Logout

Claim

Vaccination Record Enquiry

Vaccination File Management

Record Confirmation

Claim Transaction Management

eHealth (Subsidies) Account Rectification

**Monthly Statement**

My Profile

User Manual

Proper Practice

Release Notes

Login Information

Last Successful Login: 28 Oct 2019 12:17

Last Failure Login: 06 Oct 2019 10:51

Task List

List of Unread Message

You have 11 unread message(s)

GO


醫健通 ehealth

28/10/2019 12:26:41

## 7. Reimbursement for Validated Account

3. In Monthly Statement Summary, click “**View Details**”

Menu



### Monthly Statement

#### Monthly Statement Summary

Practice:

Statement:

[Search](#)

**eHealth System (Subsidies)**  
Monthly Statement As of 06 Nov 2019

Service Provider ID:	00677272	Statement Issue Date:	11 Nov 2019
Service Provider Name:	CHAN, TOK ENG		
Practice No.:	1		
Name of Practice:	First Clinic		
Bank Account No.:	123-X5X-X89X99		
Bank Account Name:	Chan Tok Eng		

---

**SIV School Outreach - KG/CCC (PPP-KG)**

<b>Children:</b>			
No. of LAIV-C 2019/20 (\$260):	7		
Sub-total (\$):		1,820	
No. of transaction(s), PPP-KG:	7		
Sub-total (\$), PPP-KG:		1,820	

---

Total Amount (\$):	<u>1,820</u>
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[View Details](#)

# 7. Reimbursement for Validated Account

## 4. Break Down of Monthly Statement by Schools

**Monthly Statement** Scheme list

Claim Record

Practice **KUNG CHUNG KONG - Branch 2 Clinic**

Statement **As of 26 Feb 2019**

	Scheme	No. of Transactions	Amount Claimed (\$)
1	<a href="#">HCVS</a>	7	240
2	<a href="#">VSS</a>	26	5,860
3	<a href="#">PPP-PS</a>	4	1040
4	<a href="#">ENHVSSO</a>	3	750

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	School Code	School Name	No. of Transactions	Amount Claimed (\$)
1	<a href="#">HKCCC001(148)</a>	Hong Kong Society for the Protection of Children Jessie Tam Day Creche (香港保護兒童會譚杜佩珍日託嬰兒園)	4	1040
2	<a href="#">HKCCC003(150)</a>	Lingnan Day Nursery (Siu Sai Wan) 嶺南幼兒園(小西灣)	5	1300

Practice **KUNG CHUNG KONG - Branch 2 Clinice**

Statement **As of 05 Nov 2019**

Scheme **PPP-KG**

**School Code** **HKCCC001(148)**

**School Name** **Hong Kong Society for the Protection of Children Jessie Tam Day Creche (香港保護兒童會譚杜佩珍日託嬰兒園)**

**Transaction list**

	Transaction No.	Transaction Time	Service Date	Doc Type Identity Doc No.	Name	Amount Claimed (\$)
1	<a href="#">PPP-KG TH19B07-1-9</a>	07 Nov 2019 17:03	11 Oct 2019	HKBC B812XXX(X)	DING, WING	260
2	<a href="#">PPP-KG TH19B07-2-1</a>	07 Nov 2019 17:03	11 Oct 2019	HKBC E908XXX(X)	BAO, BAO	260
3	<a href="#">PPP-KG TH19B07-3-3</a>	07 Nov 2019 17:03	11 Oct 2019	HKBC F216XXX(X)	DING, DING	260
4	<a href="#">PPP-KG TH19B07-4-5</a>	07 Nov 2019 17:03	11 Oct 2019	HKBC G883XXX(X)	DOU, YU	260

## 7. Reimbursement for Validated Account

5. In the Claim Record, Click **“Transaction No.”** to view the details of that transaction

**Monthly Statement**

Claim Record

Practice: First Clinic  
Statement: As of 06 Nov 2019  
Scheme: PPP-KG

	Transaction No. <sup>1</sup>	Transaction Time	Service Date	Doc Type Identity Doc No. <sup>1</sup>	Name	Amount Claimed (\$)
1	PPP-KG <a href="#">TH19B02-14-5</a>	02 Nov 2019 12:54	31 Oct 2019	HKIC ID338XXX(X)	CHIM, KAM SHUI (詹金水)	260
2	PPP-KG <a href="#">TH19B02-15-8</a>	02 Nov 2019 12:54	31 Oct 2019	ADOPC S940XXX80XXX	HO, TAK HO	260
3	PPP-KG <a href="#">TH19B02-16-0</a>	02 Nov 2019 12:54	31 Oct 2019	Doc/I 9900XXXX	WU, YIM NGAN	260
4	PPP-KG <a href="#">TH19B02-17-2</a>	02 Nov 2019 12:54	31 Oct 2019	EC XX682XXX(X)	CHU, MAN FAI (朱文輝)	260
5	PPP-KG <a href="#">TH19B02-19-6</a>	02 Nov 2019 12:54	31 Oct 2019	VISA JAPN-99023XX-XX(X)	LEUNG, KAM SHUI	260
6	PPP-KG	02 Nov 2019 2:54	31 Oct 2019	REPMT RE978XXXX	LO, CHUNG KWAI	260
		2 Nov 2019 2:54	31 Oct 2019	HKBC A266XXX(X)	KOT, KIT CHING	260

**Monthly Statement**

Claim Information

Account Information

Document Type: Hong Kong Identity Card

Name: CHIM, KAM SHUI (詹金水)      Date of Birth / Gender: 26-05-2016 / Male  
HKIC No.: ID338XXX(X)      Date of Issue: 28-07-16

Claim Information

Transaction No.: TH19B02-14-5 (02 Nov 2019 12:54)  
Confirmed Time: 02 Nov 2019 12:54  
Scheme: SIV School Outreach - KG/CCC  
Transaction Status: Reimbursed  
Service Date: 31 Oct 2019  
Practice: First Clinic (1)  
Bank Account No.: 123-X5X-X89X99  
Service Type: Registered Medical Practitioners  
Category: Children  
School Code: HKKG001  
School Name: St Dominic Anglo-Chinese Kindergarten

Subsidy <sup>1</sup>	Dose	Subsidy Amount
LAIV-C 2019/20	1st Dose	\$260
Total Subsidy Amount		\$260

Created By: Department of Health

[Back](#)

6. Account information and claim information can be viewed

***Thank You***

