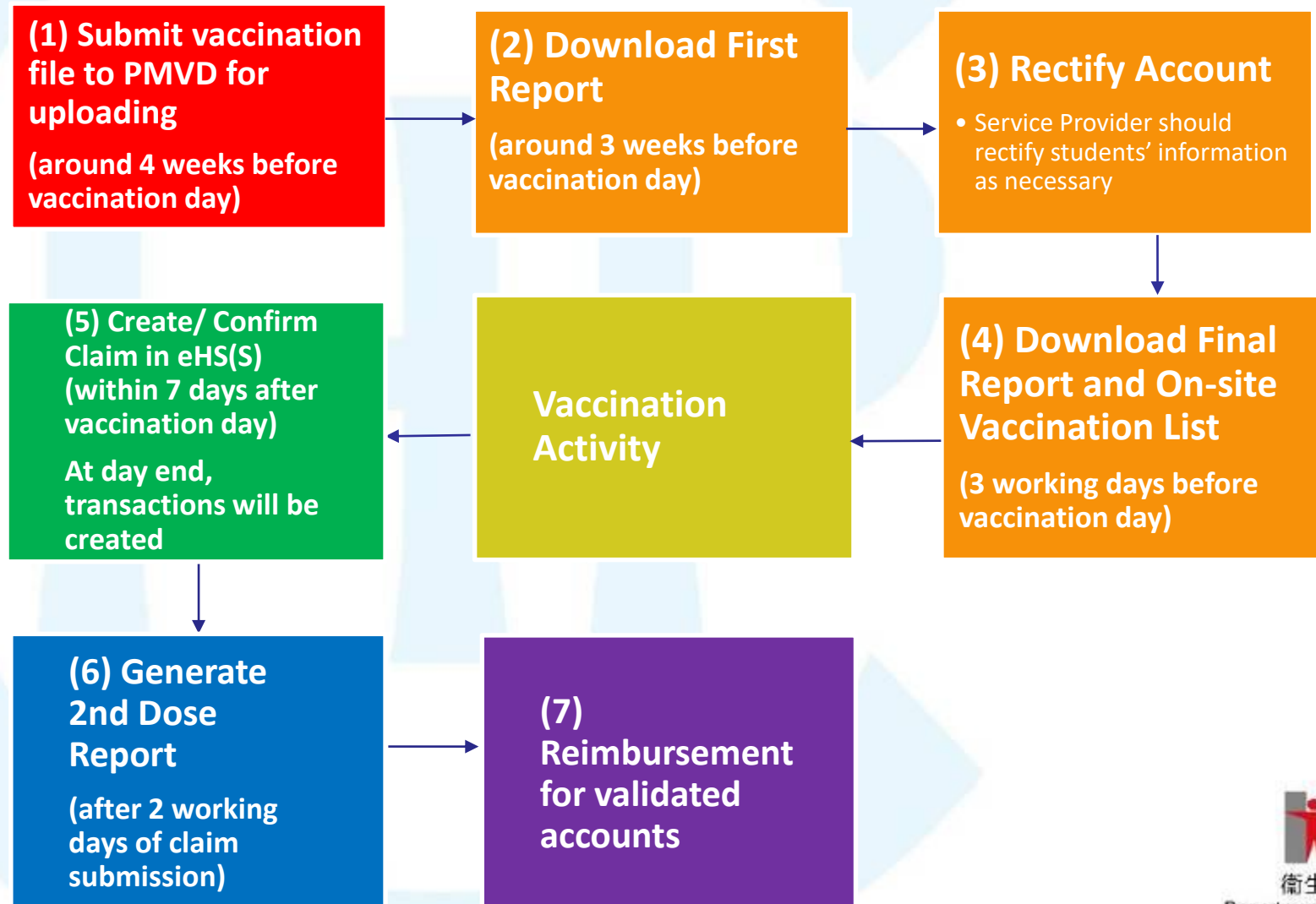


2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme

eHS(S) Walkthrough and Claiming of Injection Fees



Workflow of eHS(S) under 2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge)



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

- around **4 weeks before** vaccination day



1. Submission of Vaccination File (Consented Student List) around 4 weeks before vaccination day

2023/24 季節性流感疫苗學校外展(免費)計劃
注射式疫苗

填寫注意事項：
● 請仔細閱讀第一至第三部分的資料，請用黑色或藍色原子筆以正確填寫適當的部分，並在合適的 內加上「✓」號。
● 如同意接種，請只填寫第四部分(同意書)。
● 如不同意接種，請只填寫第五部分(不同意書)，請勿同時填寫第四部分及第五部分。

(如同意接種) 第四部分【同意書-注射式疫苗】(請家長填妥後交回學校)

(一) 學生資料
學校名稱：**香城學校**

班別：**2A** 班號：**2** 性別： 男
 女

學生姓名[中文](請依照身份證明文件填寫)
姓：**陳** 名：**小豪**

學生姓名[英文](姓氏先行，名字隨後)
姓：**CHIAI N** 名：**S I U H O**

出生日期：**13** 日 / **09** 月 / **2017** 年

(二) 身份證明文件
貴子女是否 12 歲以下並擁有香港出生證明書？
 是，請填寫香港出生證明書號碼：**1 A 1 2 3 4 5 6 (7)**
 否，請填寫以下 (i) 或 (ii)

(i) 香港身份證號碼： 及
簽發日期： 日 / 月 / 年

(ii) 其他身份證明文件，請註明
類別：
號碼：
並必須隨同意書附上該身份證明文件的副本

(三) 疫苗接種記錄
貴子女是否曾經接種流感疫苗？
 是，最近一次接種日期： 月 / 日 / 年
 否

(四) 接種同意書
● 本人已閱讀及明白附頁第一至第三部分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 2023/24 年度流感疫苗第一劑及第二劑，並同意學校提供相關資料予衛生署安排的疫苗接種隊作核對之用 (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。)

家長/監護人簽署：**Taining**
家長/監護人姓名：**陳大明**

家長/監護人身份證明文件及號碼：
 香港身份證號碼： ()
 其他身份證明文件，請註明
類別：
號碼：

與學生關係： 父 母 監護人
家長/監護人聯絡電話：
簽署日期： 日 / 月 / 年

請注意：
(i) 如 貴子女 (適用於已簽署同意書的學生) 在此疫苗接種外展接種日前已接種 2023/24 年度流感疫苗，請立即通知學校。
(ii) 如 貴子女錯過了在學校的接種日，將不會再安排在學校內補接種疫苗，請到疫苗資助計劃下的私家診所接種疫苗。

(如不同意接種) 第五部分【不同意書-注射式疫苗】(請家長填妥後交回學校)

學生姓名[英文](姓氏先行，名字隨後)：
姓：
名：

班別： 班號： 性別： 男
 女

與學生關係： 父 母 監護人
簽署日期： 日 / 月 / 年

第六部分 以下資料只由提供疫苗接種的醫護人員填寫

第一劑接種日	第二劑接種日
<input type="checkbox"/> 有為學生接種流感疫苗	<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： <input type="text"/>)	<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： <input type="text"/>)
接種職員簽署： <input type="text"/>	接種職員簽署： <input type="text"/>
已配對醫生姓名： <input type="text"/> 醫生	已配對醫生姓名： <input type="text"/> 醫生
外展日期： <input type="text"/>	外展日期： <input type="text"/>

SIVSO_S_A4
最後更新: 2023 年 4 月

(如同意接種) 第四部分【同意書-注射式疫苗】(請家長填妥後交回學校)

(一) 學生資料
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 女

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(二) 身份證明文件
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(i) 香港身份證號碼： 及
簽發日期： 日 / 月 / 年

(ii) 其他身份證明文件，請註明
類別：
號碼：
並必須隨同意書附上該身份證明文件的副本

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

around **4 weeks before** vaccination day

Before data entry, please screen the consent form, particularly the contraindication part.

1. Vaccination file template will be sent out soon
2. Send the vaccination file around **4 weeks before vaccination date** to designated email siv_1@dh.gov.hk / siv_2@dh.gov.hk / siv_3@dh.gov.hk



upload file

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*)

around **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**
 - **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*)

around **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

- around **3 weeks before** vaccination day



2. Download First Report

around **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)*

Points to note:

1. Download with Service Provider (SP) account in eHS(S)
2. Set password for the file before downloading



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

1. The account that required rectification will be marked in **RED**
2. The account that is under editing will be marked in **YELLOW**
3. The account edited will be marked in **Green**



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**
- ***Manual Validation*** - Please **provide the copy of Identity Document** by Fax at [2320 8505](tel:23208505) or designated Email for further action (late submission will cause late reimbursement)



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 2nd dose for children under 9 years old.

- Provide list of student being vaccinated to schools
- Remind schools to remind parents



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

Point to note:

- a) Create Claim (By Data Entry Account)
- b) Confirm Claim (By Service Provider account)

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

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

** **After confirming** to proceed, **no amendments can be made**. SP are required to **inform PMVD** by designated email to make changes, if incorrect claim was detected



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 **1st claim** is created, the **claim result** will be ready on **next day**
2. **2nd dose batch file** is generated **after 2 working days of claim submission**
3. SP can rectify the accounts similar to the procedures in 1st dose batch
4. Rules on 2nd dose:
 - ❖ 1st dose should have been **injected**
 - ❖ 1st dose must be under **same school** and **same scheme**



6. Generate 2nd Dose Report

- Check the vaccination history of the student generated by eHS(S)
- Must check with the vaccination record quoted from parents in the consent form
- Please clarify with parents should there is any discrepancy between two vaccination history



Thank You

