Guide for Healthcare Provider Registration

Electronic Health Record Sharing System

Welcome to Join

What are the benefits?

Are we eligible?

How to register?

Welcome to Join

Food and Health Bureau

www.ehealth.gov.hk

3467 6230
Registering in Electronic Health Record Sharing System (eHRSS) for ... 

- secure and more comprehensive health record in electronic format for your patients
- a health record always available online for providing your services
- efficient and quality-assured clinical practice with reduced errors and less repeated tests
- joining an information technology (IT) platform for healthcare public-private partnership programmes

Key Concepts of eHR Sharing

<table>
<thead>
<tr>
<th>Voluntary Participation</th>
<th>Registering eHRSS is completely voluntary</th>
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<tbody>
<tr>
<td>Patient-under-care</td>
<td>Healthcare providers (HCPs) can only access eHR data of patients under their care with consent</td>
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<tr>
<td>Need-to-know</td>
<td>Data in eHRSS is accessed on a need-to-know basis and for providing healthcare to the patients</td>
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<tr>
<td>eHR Sharable Data</td>
<td>Only participating patients’ information within eHR sharable scope will be uploaded and shared</td>
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</table>
Scope of eHR Sharable Data

Discharge Summary (Not Clinical Notes)

Personal Identification and Demographic Data

Appointment

Referral Between Providers

Problem, Procedure, Drug Prescribed / Dispensed

Adverse Reactions and Allergies

Laboratory and Radiology Test Report

Birth and Immunisation Records

Other Investigation Results
HCP Registration

Which entity can apply?

- Private Hospital
- Nursing Home
- Medical Clinic
- Dental Company
- Residential Care Homes (Elderly Persons) [engaged with registered healthcare professional (HCProf)]
- Residential Care Homes (Persons with Disabilities) [engaged with registered HCProf]
- Specified entity that engages a registered HCProf to perform healthcare at one premises in Hong Kong
How to Register?

Preparation

1. Complete a registration form
2. Prepare supporting documents
3. Read the following documents at eHRSS website:
   (a) Conditions of Registration of HCP in eHRSS
   (b) Code of Practice for Using Electronic Health Record for Healthcare

Submission to eHR Registration Office

Successful Registration

HCP will receive:
1. A notification letter
2. eHRSS label for display at HCP’s premises to indicate eHRSS participation
3. Security tokens for HCProf to access the eHRSS
4. Hong Kong identity card reader for patient registration
5. Technical advice on eHRSS connection
HCP providing healthcare at more than one service location can register all its service locations as a single HCP in eHRSS, or as a separate HCP for each location that it chooses to register.

IT Requirement
Basically, an eHR-compatible computer system connected to internet is sufficient for accessing eHRSS.

- **Government Software**
  - ✅ free clinic management software – Clinical Management System (CMS) On-ramp and CMS Adaptation Modules are available to support the operation of clinic and hospital to enable secure access to eHRSS

- **HCP Software**
  - ✅ HCPs can choose not to use Government-developed software
  - ✅ HCPs’ electronic medical record systems can be connected to eHRSS if their systems comply with technical and security requirements

- **eHR Portal**
  - ✅ web-based portal providing a quick access channel for HCPs not ready to install eHR-compatible system

We will provide the following free of charge:

- ✅ communication module for connection to eHRSS (technical advice for installation will be provided)
- ✅ Hong Kong identity card reader for patient registration
## Supporting Documents

<table>
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<tr>
<th>Type of Establishment</th>
<th>Supporting Document</th>
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<tbody>
<tr>
<td>Private Hospital</td>
<td>• Certificate of Registration of Private Hospital</td>
</tr>
<tr>
<td>Nursing Home</td>
<td>• Certificate of Registration of Nursing Home</td>
</tr>
<tr>
<td>Medical Clinic</td>
<td>• Certificate of Registration of Medical Clinic</td>
</tr>
<tr>
<td>Dental Company</td>
<td>• Acknowledgement Letter issued by the Department of Health in receipt of “Particulars of Directors or Managers or Persons who perform dental operations”</td>
</tr>
<tr>
<td>Residential Care Homes (Elderly Persons)</td>
<td>• Licence of Residential Care Home for the Elderly • Practising Certificate of HCProf</td>
</tr>
<tr>
<td>Residential Care Homes (Persons with Disabilities)</td>
<td>• Licence of Residential Care Home for Persons with Disabilities / Certificate of Exemption of Residential Care Home for Persons with Disabilities • Practising Certificate of HCProf</td>
</tr>
<tr>
<td>Specified entity that engages a HCProf to perform healthcare at one premises</td>
<td>• Business Registration Certificate / Certificate of Incorporation or any other document as a proof of establishment (organisation) • Identity Document (individual) • Practising Certificate of HCProf</td>
</tr>
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HCProf Access to eHRSS

Who are HCProfs?

- 13 groups of HCProfs specified in the eHRSS Ordinance (Cap. 625)
- During initial launch of eHRSS, access to eHR will be enabled for (a) Medical Practitioner; (b) Registered or Enrolled Nurse; and (c) Dentist
- Access to eHR by other groups will be enabled at later stages

How to Obtain Access?

- HCProf with valid professional registration status can apply to HCP which he / she works for
- Access right would be granted by his / her HCP according to the role-based access control mechanism
Access to eHRSS is on HCP basis. For a doctor who is the clinic owner and also a visiting medical officer (VMO) of a private hospital, he/she needs to obtain an access account of HCProf under his clinic and the private hospital to gain access to eHRSS at both places.

Fee

Joining eHRSS is voluntary and free of charge.
**Withdrawal, Cancellation and Suspension of Registration**

Registered HCP can withdraw from eHRSS at anytime.

Registered HCP should withdraw its registration from eHRSS if it no longer fulfils the registration requirements, e.g. change of nature of services or termination of business.

The Government may cancel or suspend a HCP’s registration under the circumstances specified in the eHRSS Ordinance (Cap. 625). In doing so, the Government have to inform the HCP the reasons and the effective date for cancellation or suspension.

**HCP Register**

- Name of HCP, the address of registered service location, and contact phone numbers will be published on the HCP register. The register is available on the eHRSS website.

- eHRSS label will be provided for HCP’s display at its premises to indicate eHRSS participation.
Enquiry

Website www.ehealth.gov.hk
Email ehr@ehealth.gov.hk
Fax No. 3467 6099

Electronic Health Record Registration Office
Unit 1193, 11/F, Kowloonbay International
Trade & Exhibition Centre, 1 Trademart Drive,
Kowloon Bay, Hong Kong

Hotline ☎ 3467 6230

The content of this booklet is subject to updates published by the
Electronic Health Record Office from time to time. The latest version of
the booklets published at eHRSS website (www.ehealth.gov.hk) shall
prevail wherever there is a discrepancy between the website version and
printed version.

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