

Roles and Responsibilities of User Administrator in Electronic Health Record Sharing System (eHRSS)

1. Manage user account and related administrative matters in healthcare providers to facilitate their participation and use of eHRSS. Such activities may include creation of user accounts with appropriate functions, maintenance of updated user list, user profile and professional registration information, distribution of security tokens, etc.;

2. Act as liaison person to communicate and cooperate with the Commissioner for the Electronic Health Record (eHR), in relation to use of eHRSS, to:
 - a. Collect feedback from users and to disseminated update of eHRSS operational information to users;
 - b. Handle enquiries or complaint;
 - c. Handle Data Correction Requests in accordance with Personal Data (Privacy) Ordinance;
 - d. Report to eHR Commissioner any suspected or confirmed data or security incident; and
 - e. Carry out audit, investigation and related matters.

3. Other administrative duties at healthcare providers as indicated by the Commissioner for the eHR for effective operation of eHRSS.