Management of Healthcare Staff Index

[G68]

Version 1.6

October 2025

The Government of the Hong Kong Special Administrative Region

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This guide is to be read by colleagues who are working in

1. Commissioner for the Electronic Health Record
2. eHR Registration Office
3. eHR Healthcare Providers
4. eHR Information Standards Office

In particular, colleagues who are responsible for

1. administration of eHR Healthcare Staff Index (HCSI)
2. maintenance of HCSI data
3. handling registration of healthcare staff
4. any healthcare management process that is related to HCSI data or its data quality

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Document Summary

Document Item	Current Value
Document Title	Management of Healthcare Staff Index
Creation Date	30 Jun 2014
Date Last Modified	31 Oct 2025
Current Document Issue	Version 1.6
Document Description	The document introduces the content and standards of Healthcare Staff Index for the Electronic Health Record (eHR) of Hong Kong Special Administrative Region. This document should be read in conjunction with the Guide on Healthcare Staff Index Workflow.
Prepared by	eHR Information Standards Office
Proposed by	eHR Domain Group on Healthcare Provider Index
Endorsed by	Coordinating Group on eHR Content & Information Standards
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Amendment History

Version No.	Summary of Changes	Effective Date
V1.0	Original version	31 Jul 2014
V1.1	Minor revision	23 Sep 2014
V1.2	Minor revision to align with terms in eHRSS Ordinance	7 Aug 2015
V1.3	Minor revision	31 Jan 2022
V1.4	Amendment on the Name of Bureau from Food and Health Bureau to Health Bureau	1 Jul 2022
V1.5	● Change of eHealth Logo ● Change source of reference for the codex Chinese Title, Country/region and English Title following the re-organisation of Office of the Government Chief Information Officer (OGCIO) and Efficiency Office (EffO) and set-up of the Digital Policy Office on 25 July 2024	25 July 2024
V1.6	1. Revised the Intellectual Property Rights Notice and Disclaimer to align terminology with the Electronic Health System Ordinance amendment 2. Amendment of the following terms: ● Changed “Electronic Health Record Sharing System” or “eHR Sharing System” to “Electronic Health System” ● Changed “eHRSS” to “eHealth”	1 Dec 2025

Abbreviations

Abbreviation	Full Name
CPL	Common Professional List
eHR	Electronic Health Record
eHR RO	Electronic Health Record Registration Office
eHR SAM	Electronic Health Record Sign-on and Access Management System
eHRC	Commissioner for the Electronic Health Record
eHealth	Electronic Health System
HCP	Healthcare Provider
HCS	Healthcare Staff
HCSI	Healthcare Staff Index
HKIC	Hong Kong Identity Card

1 INTRODUCTION

1.1. The Healthcare Staff Index (HCSI) is a listing of the personal identification record of healthcare staff (HCS) who take part in the Electronic Health System (eHealth). For healthcare professionals, information on professional qualification is also included.

1.2. HCSI serves as a foundation for identification and authentication of HCS who work under the Healthcare Provider (HCP) and are required to access to eHealth.

1.3. HCSI is administered by the Commissioner for the Electronic Health Record (eHRC) with the operation support of Electronic Health Record Registration Office (eHR RO) and HCPs. Maintaining HCSI accuracy is the responsibility of all eHR stakeholders, including eHRC, eHR RO, HCPs and HCS.

1.4. The data of a HCS is captured through Electronic Health Record Sign-on and Access Management System (eHR SAM) upon the registration of HCS to eHealth by HCP.

1.5. The standard operation on registration of HCS is crucial to the data integrity of HCSI and security of eHealth. This document introduces the data content of HCSI and provides general principles in maintaining and improving the quality of HCSI. These principles are applied to HCS registration and the subsequent updates of HCSI.

2 HEALTHCARE STAFF INDEX (HCSI) PRINCIPLES

2.1 UNIQUE RECORD AND IDENTIFICATION OF HEALTHCARE STAFF

2.1.1 eHRC maintains a unique HCSI to identify individual HCS and his / her role at the HCP for stratified levels of access to the eHealth.

2.1.2 Once a HCS registers to the eHR, HCSI will issue a unique identifier to that particular HCS. Each HCS should have only one record in eHealth.

2.1.3 HCS will be re-assigned with the previous identifier if he / she has left and then re-registers the eHealth subsequently.

2.2 ACCURATE HEALTHCARE STAFF INFORMATION

2.2.1 HCP should ensure her staffs' records are up-to-date and accurate to prevent unauthorised access to eHealth. Whenever there is any change to information of HCS, especially the personal particulars, communication means or professional registration information, HCP should update the record in HCSI accordingly. Please refer to Section 4 for details.

2.2.2 The healthcare staff data can be updated by eHR RO, HCP, and HCS respectively as appropriate.

2.3 SUPPORT ROLE BASED ACCESS IN eHealth

2.3.1 To ensure that healthcare recipients' eHR records is accessed by HCS under the 'need-to-know' basis, a role-based access control with pre-defined differentiated access rights set in accordance with the clinical need or function of different healthcare professionals is implemented in eHealth.

2.3.2 To support the implementation of role-based access, there are two types of HCS in the HCSI.

2.3.3 The healthcare administrative / ancillary staff is responsible for eHR registration of healthcare recipient or related functions in eHealth, such as activation of eHR account and handling the giving of sharing consent of healthcare recipient.

2.3.4 The healthcare professional involving in the delivery of care for healthcare recipients is able to access the health data of the healthcare recipients in the eHealth on the need-to-know basis as decided by HCP. One should be registered under respective professional board or council supported by the Department of Health in the HKSAR.

2.4 VALID PROFESSIONAL STATUS OF HEALTHCARE PROFESSIONAL

2.4.1 To ensure that only authorised healthcare professionals can access the healthcare recipient's eHR record, the professional registration status of healthcare professionals will be validated upon eHR HCS registration and / or change of any information (Please refer to Section 4.2 for details).

2.4.2 The eHR HCS registration for healthcare professional will only be completed after the validation check is successful.

2.5 RELATIONSHIP OF HEALTHCARE STAFF AND HEALTHCARE PROVIDER(S)

2.5.1 To ensure a HCS is under a HCP in eHealth, a relationship between HCS and his / her HCP should be kept in eHealth.

2.5.2 When a HCP registered a HCS, a 'Prime' relationship is established between the HCP and the HCS. As long as the HCS participates in eHR sharing, the 'Prime' relationship should remain established for his / her access to eHealth.

2.5.3 The HCP with ‘Prime’ relationship is responsible to maintain the accuracy of the HCS’s account in HCSI.

2.5.4 If the HCS works at two or more HCPs and requires to access eHealth under both HCPs, in addition to the existing ‘Prime’ relationship, an ‘affiliate’ relationship can be established by the affiliate HCP.

2.5.5 When the HCS does not have any relationship with any HCPs, e.g. the HCS no longer works at any HCPs, his / her access to eHealth will be terminated.

2.5.6 Details of change in relationships between HCS and his ‘Prime’ HCP or ‘affiliate’ HCPs can be referred to the Code of Practice for information.

3 HEALTHCARE STAFF INDEX (HCSI) DATA

3.1 INTRODUCTION TO HCSI DATA

3.1.1 Each HCS record in HCSI includes the follow categories of information:

3.1.1.1 HCS identifier,

3.1.1.2 Type of HCS,

3.1.1.3 Personal information, including HCS identity and HCS contact,

3.1.1.4 Information on professional registration (for healthcare professionals), and

3.1.1.5 Other HCS information.

3.1.2 See Annex for the details of HCSI data.

3.2 HEALTHCARE STAFF IDENTIFIER

3.2.1 The HCS identifier is a unique identifier being assigned to each HCS for registration in eHealth.

3.2.2 It is a number automatically generated and assigned to HCS by eHR SAM.

3.2.3 The eHR SAM will NOT re-assign the same HCS identifier to another HCS.

3.2.4 HCP should keep the HCS identifier of her HCS who has been registered in eHealth to facilitate the identification and authentication of the HCS.

3.3 TYPE OF HEALTHCARE STAFF

3.3.1 There are two types of HCS in eHealth, namely healthcare administrative / ancillary staff and healthcare professional in HCSI.

3.3.2 Healthcare professional should provide the corresponding professional registration information, with relevant supporting document(s) as appropriate, for validity check against the Common Professional List (CPL) upon registration to eHealth. CPL is a

central database in eHealth platform which contains professional registration information of healthcare practitioners who have registered in various healthcare professional boards and / or councils at HKSAR. Please refer to Section 3.6 for details.

3.4 HEALTHCARE STAFF IDENTITY

3.4.1 Introduction to Healthcare Staff Identity

3.4.1.1 HCS identity is comprised of the following data to uniquely identify a HCS :

(a) HCS English name, including surname and given name

(b) HCS Hong Kong Identity Card (HKIC) number (for HKIC holder)

(c) HCS identity document type (for non-HKIC holder)

(d) HCS identity document number (for non-HKIC holder)

3.4.1.2 Other data related to HCS identity includes:

(a) HCS identity document issuing country/region

(b) HCS Chinese name

(c) HCS English and Chinese title

(d) HCS user name

3.4.2 Healthcare Staff English Name

3.4.2.1 The English name includes the surname and given name of the person in English as indicated on the person's identity / travel document.

3.4.2.2 In HKIC, the convention of displaying the bearer's name is that the surname is displayed first, followed by a comma, then the given name.

3.4.2.3 The name typed into the system should correspond to the one on the **identity document**, including the spelling and the spacing. If the identity document indicates the patient's surname is Szeto, DO NOT type Sze To.

3.4.2.4 HCSI will store the surname and given name in two separate data fields as [Healthcare Staff English Surname] and [Healthcare Staff English Given Name]. For example, if the identity / travel document indicates the name of the HCS is 'Chan, Sau Mui', input 'Chan' in the [Healthcare Staff English Surname] field and 'Sau Mui' in the [Healthcare Staff English Given Name] field.

3.4.2.5 Do NOT add any remarks after the name of HCS if it is not on the HCS's identity document.

3.4.3 Healthcare Staff HKIC Number

3.4.3.1 HKIC number is the HKIC bearer's number printed on the HKIC, include the check digit.

3.4.3.2 The 'Code of Practice on the Identity Card Number and Other Personal Identifiers' issued by Office of the Privacy Commissioner for Personal Data recognises the importance of and provides guidance on collecting a person's HKIC number to identify an individual and one's account in eHealth.

3.4.3.3 The format of HKIC number includes alphabetic prefix with 1 or 2 digit(s), six numeric digits and a check digit. The system will validate the HKIC number against the check digit to avoid possible typing mistake.

3.4.3.4 To facilitate future reference, a standardised format is adopted when entering [HKIC number]:

(a) Enter the character / number as indicated on the person's HKIC and the character / number in the brackets accordingly. The brackets are not required when entering the [HKIC number].

3.4.3.5 eHR SAM will use the HKIC number of the HCS for checking the professional registration of healthcare professional with the relevant registration board or council. Please refer to Section 3.6 for details.

3.4.4 Healthcare Staff Identity Document Type

3.4.4.1 Identity document type refers to the type of identity / travel document of the HCS presented for eHR registration, update of identity information, or other personal information, and etc.

3.4.4.2 Always register the HCS with one's HKIC. If the HCS does not possess a HKIC, register him / her with an identity / travel document.

3.4.5 Healthcare Staff Identity Document Number

3.4.5.1 The identity document number is the number indicated in the identity / travel document of the HCS presented for eHR registration, update of identity or other personal information, and etc. This does not include the HKIC number.

3.4.5.2 It is captured under [Healthcare Staff Identity Document Number].

3.4.5.3 There are circumstances that the HCS may renew the identity / travel document which gives a new identity / travel document number. HCS should present the old / expired identity / travel document that was previously used for registration for checking and verification by HCP and / or eHRC as far as possible.

3.4.6 Healthcare Staff Identity Document Issuing Country / Region

3.4.6.1 The identity document issuing country / region refers to the issuing country / region of the identity / travel document HCS presented for eHR registration. This does not apply to HKIC.

3.4.6.2 It should correspond to the [Type of identity document] and [Identity document number] of HCS.

3.4.7 Healthcare Staff Chinese Name

3.4.7.1 Chinese name is the full name of HCS in Chinese as indicated on HCS's identity / travel document, if any.

3.4.7.2 The Chinese surname and given name are captured together under [Healthcare Staff Chinese Name].

3.4.7.3 The eHealth adopts the ISO / IEC 10646 as the Chinese characters standards. The eHR SAM can only display Chinese characters that have the corresponding ISO / IEC 10646 code.

3.4.7.4 The system supports the use of simplified Chinese characters. For HCS presenting identity / travel document with the name written in simplified Chinese characters, enter HCS's name according to the presented document.

3.4.7.5 If the system cannot produce any one of the Chinese characters, leave the whole Chinese name blank to avoid confusion.

3.4.7.6 Do NOT add any remarks after the name of HCS if it is not indicated in HCS's identity / travel document.

3.4.8 Healthcare Staff English Title and Chinese Title

3.4.8.1 The English title is a prefix preceding the English name of HCS and the Chinese title is a suffix after HCS's Chinese name for addressing that HCS, e.g. Doctor and Professor.

3.4.9 Healthcare Staff User Name

3.4.9.1 It is the unique user name of HCS issued by eHealth for accessing to the healthcare recipient's eHR record.

3.5 HEALTHCARE STAFF CONTACT

3.5.1 Communication Means

3.5.1.1 Communication means refers to the means for HCS to receive eHR communication.

3.5.1.2 eHealth requires to contact HCS for administration purposes, e.g.

(a) advising HCS about his / her account information, e.g. account log-in information and account status,

(b) notifying HCS about changes on his / her personal information, and

(c) informing HCS about changes on his / her relationship with the healthcare provider(s).

3.5.1.3 HCS can select a desirable communication means to receive information related to eHR administration, including

(a) by SMS, or

(b) by email.

3.5.2 Healthcare Staff Mobile Phone Number and Internet Email Address

3.5.2.1 The purpose of recording HCS's mobile phone number and / or internet email address is to facilitate the eHealth to communicate with HCS for administration purposes.

3.6 INFORMATION ON PROFESSIONAL REGISTRATION

3.6.1 Introduction to Healthcare Professional Registration

3.6.1.1 The information of healthcare professional registration is only applicable to the healthcare professionals. It is not applied to the Healthcare administrative or ancillary staff.

3.6.1.2 To ensure that only authorised healthcare professionals can access the healthcare recipient's eHR record, their professional registrations will be verified against CPL, please refer to Section 3.3.2.

3.6.1.3 The following data of the healthcare professional will be passed from eHealth to CPL to ascertain the validity of professional registration of the healthcare professional:

(a) English name,

(b) HKIC number, and

(c) professional registration number.

3.6.1.4 The healthcare professional who does not possess a valid professional registration is not allowed to access the healthcare recipient's eHR record.

3.6.2 Healthcare Professional Category Name

3.6.2.1 This is professional category of the healthcare professional as defined by the eHealth, e.g. registered medical practitioner, registered nurse, etc.

3.6.2.2 The eHR professional category of the healthcare professional should correspond to the registration board or council who issued the professional registration to the respective healthcare professional.

3.6.3 Healthcare Professional Registration Board or Council

3.6.3.1 Registration board / registration council is a body responsible for the registration of the respective healthcare professionals and related issues.

3.6.3.2 The name of registration board or council under the legislation of the HKSAR is captured under [Healthcare Professional Registration Board or Council].

3.6.4 Healthcare Professional Registration Number

3.6.4.1 Healthcare professional registration number is the registration number of the healthcare professional issued by respective professional boards or councils under legislation of the HKSAR.

3.6.4.2 Healthcare professional is required to provide his / her professional registration number for verification on one's professional registration status at HKSAR.

3.6.5 Healthcare Professional Registration Status

3.6.5.1 It indicates the latest professional registration status of the healthcare professionals at the corresponding registration board or council.

3.6.5.2 This status will be updated according to the information provided by the registration board or council as appropriate.

3.6.5.3 Healthcare professional who does not possess a valid professional registration status is not allowed to access the healthcare recipient's eHR record.

3.7 OTHER HEALTHCARE STAFF INFORMATION

3.7.1 Certain HCS data is collected for account creation in eHealth, e.g. user name, administrative institution, details of e-Certificate, etc, as appropriate.

4 MANAGEMENT OF HEALTHCARE STAFF INDEX

4.1 INTRODUCTION

4.1.1 Maintaining an accurate and updated HCSI will facilitate the identification and authentication of HCS who wishes to access eHealth.

4.2 UPDATE PERSONAL DATA

4.2.1 There are circumstances that HCS's personal data has been changed, updating HCSI is necessary.

4.2.2 The personal data of HCS in HCSI can only be updated by HCP who has a 'Prime' relationship with HCS. If HCS wants to update one's information in HCSI, he / she may contact his / her 'Prime HCP'.

4.2.3 HCP with 'Prime' relationship with HCS is responsible for updating HCSI and maintaining the data accuracy.

4.2.4 The personal data of HCS in HCSI should not be changed casually. Any updates on HCS personal data in HCSI should be supported by relevant supporting document(s) as appropriate for future reference.

4.3 UPDATE PROFESSIONAL REGISTRATION INFORMATION

4.3.1. To ensure only authorised healthcare professionals with valid professional registration can access to eHealth, any changes in professional registration information, for example change of professional category from dentist to medical practitioner, will automatically trigger a validation check with CPL for authentication. The changes will take effect only after CPL ascertains the validity of the new registration status.

4.4 UPDATE OTHER INFORMATION

4.4.1. To prevent un-authorised access to healthcare recipient's eHR record, HCS's records in HCSI should be accurate and up-to-date.

4.4.2. Whenever there are any changes of information relating to HCS, especially the change in role and employment status of HCS in HCP, HCS record in HCSI should be updated accordingly, for example:

4.4.2.1 when the role / duty of HCS is changed, e.g. type of HCS is changed from healthcare professional to healthcare administrative staff or vice versa.

4.4.2.2 when a HCS no longer works at a HCP, the HCP should terminate the relationship with HCS in HCSI.

4.4.3. If the update of HCSI involves the changes on the type of HCS in eHealth (i.e. role of HCS in the HCP), the stratified levels of access to eHealth will be changed; if the update of HCSI involves the establishment or termination on the relationship with HCP(s), the access to eHealth will be granted or ceased respectively.

4.5 CONTINUOUS ASSESSMENT

4.5.1 Reasonable steps should be taken to ensure the accuracy of HCSI, for examples

4.5.1.1 maintains the completeness and correctness of HCSI records, and

4.5.1.2 monitor the changes in any personal data and / or professional registration.

4.5.2 Timely actions should be taken upon:

4.5.2.1 any changes in any personal data, and

4.5.2.2 any changes in professional registration.

5 SUMMARY

5.1 To ensure the authorised access to eHealth, HCSI should be accurate and up-to-date to identify and authenticate HCS.

5.2 HCS information captured in eHR SAM should correspond to the one on HCS's identity / travel document.

5.3 HCSI provides essential HCS information to support a two-tier control mechanism (at the HCP level and eHealth level) in eHealth. This ensures the healthcare recipient's eHR is only accessible by the healthcare professionals delivering care to them.

5.3.1 HCP level: The role-based access control in eHealth ensures HCS accessing the healthcare recipient's eHR record in a 'need-to-know' basis.

5.3.2 eHealth level: Professional registration status of healthcare professionals is authenticated and validated against the CPL in eHealth to support the role-based access control.

APPENDIX A – HEALTHCARE STAFF DATASET

Entity Name	Definition	Data Type	Code Table	Data requirement (Certified Level 3)
Healthcare staff identifier	A unique identifier assigned by eHR Healthcare Staff Index to each healthcare staff for participation in the Electronic Health System	String	-	M
Type of healthcare staff	[eHR value] of the "Type of healthcare staff" code table which is used to identify the type of healthcare staff under the eHR Healthcare Staff Index	Coded Element	Type of healthcare staff	M
Personal information (including HCS identity and HCS contact)				
Healthcare staff HKIC number	Hong Kong Identity Card number of the healthcare staff	String	-	M if [Healthcare staff identity document number] is blank
Healthcare staff identity document type	[eHR value] of the "Type of identity document for healthcare staff enrolment " code table which is used to identify the type of identity / travel document the healthcare staff presented for eHR enrolment	Coded Element	Type of identity document for healthcare staff enrolment	M
Healthcare staff identity document number	The number of the identity / travel document the healthcare staff presented to enrolment other than HKIC number	String	-	M if [Healthcare staff HKIC number] is blank
Healthcare staff identity document issuing country / region	[eHR value] of the "Country/region" code table which is used to identify the type of identity / travel document the healthcare staff presented for eHR enrolment	Coded Element	Country/region	M, and If [healthcare staff identity document type] is ID, [Country/region] must be 'HK'.
Healthcare staff English title	[eHR value] of the "Title" code table, a prefix preceding the eHR healthcare staff's English name for addressing that healthcare staff	Coded Element	English Title	O
Healthcare staff Chinese title	[eHR value] of the "Chinese title" code table, a suffix after the eHR healthcare staff's Chinese name for addressing that healthcare staff	Coded Element	Chinese title	O
Healthcare staff English surname	English surname of the healthcare staff as indicated on the identity / travel document	String	-	M
Healthcare staff English given name	English given name of the healthcare staff as indicated on the identity / travel document	String	-	O

Entity Name	Definition	Data Type	Code Table	Data requirement (Certified Level 3)
Healthcare staff Chinese name	Chinese name of the healthcare staff as indicated on the identity / travel document	String	-	O
Communication means	[eHR value] of the "Communication means for eHR healthcare staff " code table, to indicate the route for receiving the communication	Coded Element	Communication means for eHR healthcare staff	M
Healthcare staff mobile phone number	Mobile phone number of the healthcare staff	String	-	M if [Communication means] is 'SMS'
Healthcare staff internet email address	Email address of the healthcare staff	String	-	M if [Communication means] is 'EM'
Information on professional registration (for healthcare professionals)				
Healthcare professional category name	[eHR value] of the "Professional category " code table which is to identify the name of the eHR professional category of the healthcare professional	Coded Element	Professional category	M if [Type of healthcare staff] is 'Prof'
Healthcare professional registration board or council	[eHR value] of the "Registration board" code table which is to identify the name of registration board or council under the HKSAR legislation	Coded Element	Registration board	M if [Type of healthcare staff] is 'Prof'
Healthcare professional registration number	The registration number of the Healthcare professional issued by statutory boards or councils under HKSAR legislation.	String		M if [Type of healthcare staff] is 'Prof'
Healthcare professional registration status	[eHR value] of the "Healthcare professional registration status" code table. It is used to indicate the latest validity of the professional registration status of the Healthcare professional in the corresponding professional board or council	Coded Element	Healthcare professional registration status	M
Other HCS information				
Healthcare staff user name	A unique staff user name provided by healthcare staff for logging in the Electronic Health System	String	-	M
Administrative institution	[Healthcare institution identifier] in the Healthcare Provider Index for the healthcare institution who created the healthcare staff account	String	-	M

Entity Name	Definition	Data Type	Code Table	Data requirement (Certified Level 3)
Second authentication factor	[eHR value] of the "Second authentication factor" code table which is used to identify the type of second authentication factor assigned to the healthcare staff for accessing in the Electronic Health System, if needed	Coded Element	Second authentication factor	O
Healthcare staff English surname in e-Cert	English surname of healthcare staff in e-Cert which is a digit certificate issued by recognised certification authority for identification for conducting online transactions.	String	-	M if [Second authentication factor] is 'e-Cert USB'.
Healthcare staff English given name in e-Cert	English given name of healthcare staff in e-Cert which is a digit certificate issued by recognised certification authority for identification for conducting online transactions.	String	-	M if [Second authentication factor] is 'e-Cert USB'.
Email address in e-Cert	Email address of healthcare staff in e-Cert which is a digit certificate issued by recognised certification authority for identification for conducting online transactions.	String	-	O
Subscriber reference number of e-Cert	A unique number of e-Cert assigned by recognised certification authority for the healthcare staff.	String	-	M if [Second authentication factor] is 'e-Cert USB'.
Healthcare staff account effective date	The date the healthcare staff is created with an eHR healthcare staff account for access to the Electronic Health System	Time stamp		M
Healthcare staff account inactive date	The date the healthcare staff account is inactivated H56 the Electronic Health System	Time stamp		O
Healthcare staff account inactive reason	[eHR value] of the "Inactive reason of Healthcare Staff Index" code table. It is used to indicate the inactive reason of the healthcare staff account	Coded Element	Inactive reason of Healthcare Staff account	M if [Healthcare Staff Index inactive date] is not blank
Healthcare staff relationship-with-healthcare provider inactive reason	[eHR value] of the "Inactive reason of healthcare staff relationship with healthcare provider" code table. It is used to indicate the inactive reason of a relationship between the healthcare staff and healthcare provider	Coded Element	Inactive reason of healthcare staff relationship with healthcare provider	O

APPENDIX B – CODEX OF HEALTHCARE STAFF DATASET

Chinese Title

Purpose: To indicate personal title of a person in Chinese
Reference: Digital Policy Office

eHR Value	eHR Description
醫生	醫生
小姐	小姐
先生	先生
太太	太太
女士	女士
教授	教授
醫師	醫師

Remarks: The codex was initially developed with reference to the Office of the Government Chief Information Officer (OGCIO). The source of reference has changed to the Digital Policy Office as of July 2024 following the re-organisation of OGCIO and Efficiency Office (EffO) and set-up of the Digital Policy Office on 25 July 2024.

Communication means for eHR healthcare staff

Purpose: To indicate by which route for receiving the eHR communication
Reference: eHR

eHR Value	eHR Description
EM	Email
SMS	Short message service

Country/region

Purpose: The issuing country / region of the type of identity document for eHR enrolment
Reference: Digital Policy Office (ISO 3166-1-alpha-2 code)

eHR Value	eHR Description
AF	AFGHANISTAN
AX	ÅLAND ISLANDS
AL	ALBANIA
DZ	ALGERIA
AS	AMERICAN SAMOA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA AND BARBUDA
AR	ARGENTINA
AM	ARMENIA
AW	ARUBA
AU	AUSTRALIA
AT	AUSTRIA
AZ	AZERBAIJAN
BS	BAHAMAS
BH	BAHRAIN
BD	BANGLADESH
BB	BARBADOS
BY	BELARUS
BE	BELGIUM

BZ	BELIZE
BJ	BENIN
BM	BERMUDA
BT	BHUTAN
BO	BOLIVIA, PLURINATIONAL STATE OF
BQ	BONAIRE, SINT EUSTATIUS AND SABA
BA	BOSNIA AND HERZEGOVINA
BW	BOTSWANA
BV	BOUVET ISLAND
BR	BRAZIL
IO	BRITISH INDIAN OCEAN TERRITORY
BN	BRUNEI DARUSSALAM
BG	BULGARIA
BF	BURKINA FASO
BI	BURUNDI
KH	CAMBODIA
CM	CAMEROON
CA	CANADA
CV	CAPE VERDE
KY	CAYMAN ISLANDS
CF	CENTRAL AFRICAN REPUBLIC
TD	CHAD
CL	CHILE
CN	CHINA
CX	CHRISTMAS ISLAND
CC	COCOS (KEELING) ISLANDS
CO	COLOMBIA
KM	COMOROS
CG	CONGO
CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE
CK	COOK ISLANDS
CR	COSTA RICA
CW	CURAÇAO
CI	CÔTE D'IVOIRE
HR	CROATIA
CU	CUBA
CY	CYPRUS
CZ	CZECH REPUBLIC
DK	DENMARK
DJ	DJIBOUTI
DM	DOMINICA
DO	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
SV	EL SALVADOR
GQ	EQUATORIAL GUINEA
ER	ERITREA
EE	ESTONIA
ET	ETHIOPIA
FK	FALKLAND ISLANDS (MALVINAS)
FO	FAROE ISLANDS
FJ	FIJI
FI	FINLAND
FR	FRANCE

GF	FRENCH GUIANA
PF	FRENCH POLYNESIA
TF	FRENCH SOUTHERN TERRITORIES
GA	GABON
GM	GAMBIA
GE	GEORGIA
DE	GERMANY
GH	GHANA
GI	GIBRALTAR
GR	GREECE
GL	GREENLAND
GD	GRENADA
GP	GUADELOUPE
GU	GUAM
GT	GUATEMALA
GG	GUERNSEY
GN	GUINEA
GW	GUINEA-BISSAU
GY	GUYANA
HT	HAITI
HM	HEARD ISLAND AND MCDONALD ISLANDS
VA	HOLY SEE (VATICAN CITY STATE)
HN	HONDURAS
HK	HONG KONG
HU	HUNGARY
IS	ICELAND
IN	INDIA
ID	INDONESIA
IR	IRAN, ISLAMIC REPUBLIC OF
IQ	IRAQ
IE	IRELAND
IM	ISLE OF MAN
IL	ISRAEL
IT	ITALY
JM	JAMAICA
JP	JAPAN
JE	JERSEY
JO	JORDAN
KZ	KAZAKHSTAN
KE	KENYA
KI	KIRIBATI
KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF
KR	KOREA, REPUBLIC OF
KW	KUWAIT
KG	KYRGYZSTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LV	LATVIA
LB	LEBANON
LS	LESOTHO
LR	LIBERIA
LY	LIBYAN ARAB JAMAHIRIYA
LI	LIECHTENSTEIN
LT	LITHUANIA
LU	LUXEMBOURG

MO	MACAO
MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
MG	MADAGASCAR
MW	MALAWI
MY	MALAYSIA
MV	MALDIVES
ML	MALI
MT	MALTA
MH	MARSHALL ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MU	MAURITIUS
YT	MAYOTTE
MX	MEXICO
FM	MICRONESIA, FEDERATED STATES OF
MD	MOLDOVA, REPUBLIC OF
MC	MONACO
MN	MONGOLIA
ME	MONTENEGRO
MS	MONTSERRAT
MA	MOROCCO
MZ	MOZAMBIQUE
MM	MYANMAR (Burma)
NA	NAMIBIA
NR	NAURU
NP	NEPAL
NL	NETHERLANDS
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NI	NICARAGUA
NE	NIGER
NG	NIGERIA
NU	NIUE
NF	NORFOLK ISLAND
MP	NORTHERN MARIANA ISLANDS
NO	NORWAY
OM	OMAN
PK	PAKISTAN
PW	PALAU
PS	PALESTINIAN TERRITORY, OCCUPIED
PA	PANAMA
PG	PAPUA NEW GUINEA
PY	PARAGUAY
PE	PERU
PH	PHILIPPINES
PN	PITCAIRN
PL	POLAND
PT	PORTUGAL
PR	PUERTO RICO
QA	QATAR
RE	RÉUNION
RO	ROMANIA
RU	RUSSIAN FEDERATION
RW	RWANDA

BL	SAINT BARTHÉLEMY
SH	SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA
KN	TTS AND NEVIS
LC	SAINT LUCIA
MF	SAINT MARTIN
PM	SAINT PIERRE AND MIQUELON
VC	SAINT VINCENT AND THE GRENADINES
WS	SAMOA
SM	SAN MARINO
ST	SAO TOME AND PRINCIPE
SA	SAUDI ARABIA
SN	SENEGAL
RS	SERBIA
SC	SEYCHELLES
SL	SIERRA LEONE
SG	SINGAPORE
SX	SINT MAARTEN (DUTCH PART)
SK	SLOVAKIA
SI	SLOVENIA
SB	SOLOMON ISLANDS
SO	SOMALIA
ZA	SOUTH AFRICA
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SS	SOUTH SUDAN
ES	SPAIN
LK	SRI LANKA
SD	SUDAN
SR	SURINAME
SJ	SVALBARD AND JAN MAYEN
SZ	SWAZILAND
SE	SWEDEN
CH	SWITZERLAND
SY	SYRIAN ARAB REPUBLIC
TW	TAIWAN
TJ	TAJIKISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
TH	THAILAND
TL	TIMOR-LESTE
TG	TOGO
TK	TOKELAU
TO	TONGA
TT	TRINIDAD AND TOBAGO
TN	TUNISIA
TR	TURKEY
TM	TURKMENISTAN
TC	TURKS AND CAICOS ISLANDS
TV	TUVALU
UG	UGANDA
UA	UKRAINE
AE	UNITED ARAB EMIRATES
GB	UNITED KINGDOM
US	UNITED STATES
UM	UNITED STATES MINOR OUTLYING ISLANDS
UY	URUGUAY

UZ	UZBEKISTAN
VU	VANUATU
VE	VENEZUELA, BOLIVARIAN REPUBLIC OF
VN	VIET NAM
VG	VIRGIN ISLANDS, BRITISH
VI	VIRGIN ISLANDS, U.S.
WF	WALLIS AND FUTUNA
EH	WESTERN SAHARA
YE	YEMEN
ZM	ZAMBIA
ZW	ZIMBABWE

Remarks: The codex was initially developed with reference to the Office of the Government Chief Information Officer (OGCIO). The source of reference has changed to the Digital Policy Office as of July 2024 following the re-organisation of OGCIO and Efficiency Office (EffO) and set-up of the Digital Policy Office on 25 July 2024.

English Title

Purpose: To indicate personal title of a person

Reference: Digital Policy Office

eHR Value	eHR Description
Dr	Doctor
Miss	Miss
Mr	Mr
Mrs	Mrs
Ms	Ms
Prof	Professor

Remarks: The codex was initially developed with reference to the Office of the Government Chief Information Officer (OGCIO). The source of reference has changed to the Digital Policy Office as of July 2024 following the re-organisation of OGCIO and Efficiency Office (EffO) and set-up of the Digital Policy Office on 25 July 2024.

Healthcare professional registration status

Purpose: To indicate the professional registration status of the healthcare professional in the common professional list (CPL)

Reference: ---

eHR Value	eHR Description
N	No professional registration information can be found by the information provided
A	The professional registration information can be found in CPL database in active status. The only status to allow user access to the eHealth.
S	The professional registration information can be found in CPL database in suspended status
D	The professional registration information can be found in CPL database in deregistered status
P	The HKID of the profession requires further validation by DH.

Inactive reason of healthcare staff account

Purpose: To record the inactive reason of in the Healthcare Staff account, if any

Reference: eHR DG-Provider Registry meeting minutes

eHR Value	eHR Description
BC suspended	Suspended by Board / Councils
BC terminated	Terminated by Board / Councils
eHRC suspended	Suspended by eHR Commissioner
eHRC terminated	Termination (Re-registration by RO only)
Terminated	Termination
Other	Other inactive reason of healthcare staff account

Inactive reason of healthcare staff relationship with healthcare provider

Purpose: To record the reason why the relationship between the healthcare staff and healthcare provider was inactivated, if any

Reference: ---

eHR Value	eHR Description
U_RESIGN	Resigned from healthcare provider
H_WITHDRAW	Healthcare provider withdrawn from eHR sharing
C_CLOSE	Closure of healthcare provider
U_SUSPEND	Suspended by healthcare provider
U_EXPIRE	Relationship between healthcare staff and healthcare provider expired

Professional category

Purpose: To indicate the type of healthcare practitioner

Reference: EVS

eHR Value	eHR Description
RMP	Registered medical practitioners
RDT	Registered dentists
RCP	Registered chiropractors
RNU	Registered nurses
ENU	Enrolled nurses
RMT	Registered medical laboratory technologists
ROT	Registered occupational therapists
RPT	Registered physiotherapists
RRD	Registered radiographers
CMP	Chinese medicine practitioners
RPH	Registered pharmacist
RDH	Registered dental hygienist
ROP	Registered optometrist

Registration board

Purpose: A list of the healthcare practitioner registration boards that established under statutory requirement

Reference: Department of Health

eHR Value	eHR Description
MCHK	Medical Council of Hong Kong
DCHK	Dental Council of Hong Kong
CCHK	Chiropractors Council of Hong Kong
NCHK	Nursing Council of Hong Kong
MLTSMP	Medical Laboratory Technologists Board of the Supplementary Medical Professions Council
OTSMP	Occupational Therapists Board of the Supplementary Medical Professions Council
PTSMP	Physiotherapists Board of the Supplementary Medical Professions Council
RGSMP	Radiographers Board of the Supplementary Medical Professions Council
CMCHK	Chinese Medicine Council of Hong Kong
PPBHK	Pharmacy and Poisons Board of Hong Kong
OPTOB	Optometrists Board of the Supplementary Medical Professions Council

Second authentication factor

Purpose: To record the type of second authentication factor assigned to the healthcare staff for accessing in the Electronic Health System, if needed.

Reference: ----

eHR Value	eHR Description
OTP(SMS)	Short Message Service
OTP(Token)	Token
DPWD	Second password
ECERT	e-Cert USB
NONE	No second authentication factor
MODEA	Mode A

Type of healthcare staff

Purpose: To record the type of healthcare staff in eHR Provider Index

Reference: eHR DG-Provider Index meeting minutes

eHR Value	eHR Description
HCS	Healthcare administrative / ancillary staff
HCProf	Healthcare professional

Type of identity document for healthcare staff enrolment

Purpose: To identify the type of identity document the healthcare staff presented for eHR enrolment

Reference:

eHR Value	eHR Simple description	eHR Chinese description	eHR Full Description
ID	HKID Card	香港身份證	Hong Kong Identity Card
OD	Non-HKSAR identity/ travel document	非香港政府發之其他身份証明文件 / 旅遊証件	Other identity / travel documents not issued by HKSAR government