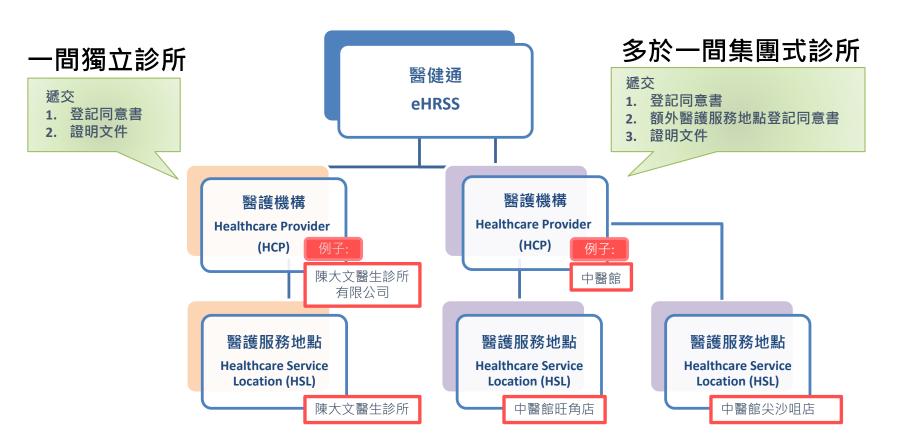
中醫醫護機構登記流程



醫師參與醫健通是以醫護機構為單位





如何登記

醫護機構登記醫健通







準備證明文件



填寫登記表格

閱讀下列文件

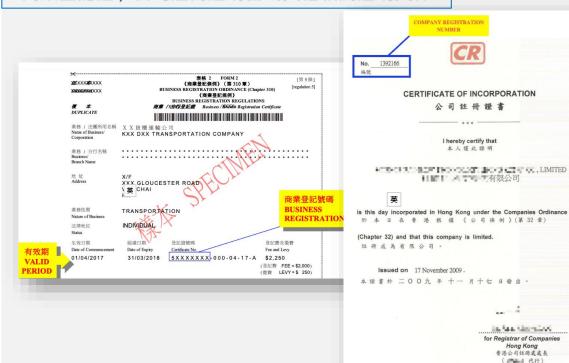
- 醫護機構指南 📟
- 電子健康紀錄通訊組件及香港臨床醫療 術語表特許協議 □ (只有英文版)
- 醫護機構登記醫健通的條件
 私家醫院 (只有英文版) / 非私家醫院 (只有英文版)
- 使用電子健康紀錄作醫護用途的實務守則

• 按醫護機構類別,準備有效的證明文件

- 登記同意書 🚾 (只有英文版)
- 額外醫護服務地點登記同意書
 (如有多過一個醫護服務地點)(只有 英文版)

準備證明文件

商業登記證 / 公司註冊證明書或其他相關證明文件



醫護專業人員執業證書

| | 普港中醫樂 CHINESE MEDICINE CO (中醫療 (第54) CHINESE MEDICI (Chapt 註冊·醫療 Practising Co Registered Chinese M | UNCIL OF HONG K(條例) 9 章) NE ORDINANCE er 549) 读題明書 rtificate for ledicine Practitioner | |
|-----------------|---|--|---|
| D | | | |
| 徽。直至。 | (註册編 | |) 有權在香港從事中醫塾 下列條件和限制: |
| | 牌守由否准中智等管理委員會中聲組出 | | |
| | (Registration No. | | ne Ordinance (Cap. 549), registered Chinese medicine |
| | |).a | |
| practitioner, i | (Registration No. |) , a in Hong Kong until and restrictions: for Registered Chinese Medicine Practition | registered Chinese medicine 13 April 2020 (Date) ficine Practitioners |
| practitioner, i | (Registration No. s entitled to practise Chinese medicine inpliance with the following conditions comply with the Code of Professional Conduction in Hong Kong in force as published by the |) , a in Hong Kong until and restrictions: for Registered Chinese Medicine Practition | registered Chinese medicine 13 April 2020 (Date) ficine Practitioners |

| DART 1 Hankbarr Davids | (HCD) Information | | |
|---|---------------------------------------|--|--|
| PART 1 – Healthcare Provider Name of Business / Corporation (documents) | · · · | ss Registration Certificate/ Other supporting | Healthcare provided at Service Location (can ✓ more than one): |
| Name of Business / Corporation (| · | | General and/or specialist medical service Dental Elderly - Residential / |
| Company Phone Number Fax Number Official Email Address Official Website | | | Day Care / Others* Rehabilitation – Residential , Day Care / Others* |
| Room/Floor Building | , | | Laboratory Radiology |
| Street District | | | Pharmacy Occupational therapy Physiotherapy |
| Number of <u>Additional</u> Healthcare | Service Location(s) 1:(please com | plete and submit Additional Healthcare Service Locatio | |
| PART 2 – Authorised Person a | nd User(s) Information | | |
| 2.1 Authorised Person Title (Mr/Mrs/Ms/Dr) | Post Title | HKID No. [A 123456(7)] | *Delete as appropriate |
| Name (English) | Name (Chinese) | Mobile Phone Number ² if also apply as User Administrator (852) | Official Use |
| Office Telephone Number Same as above | Fax Number Same as above (852) | Contact Email Address Same as above | _ |
| (852) Correspondence Address (if differ | Processed by | | |
| 2.2 User Administrator & O | | | |
| User Administrator (UA) ³ | | ovide a copy of professional practicing cer | tificate) |
| Title (Mr/ Name (English & Chin /Dr) | ese) Roles Profession Registration | | Address Mobile Phone Number ² |
| | UA Professional | | |
| | TUA | | |

| | - Important Notes for Application for Registration in eHRSS | | | |
|---|---|--|--|--|
| 3.1 | Responsibilities of Registered Healthcare Providers | | | |
| • Upo | in acceptance of the application for registration, this form will constitute an agreement between the HCP and eHR HK Limited in relation to the | | | |
| Enca | apsulated Linkage Security Application (ELSA) licence referred to in Part 3.4 below. | | | |
| Please refer to the Checklist for Submission of Application on the next page, Guide for Healthcare Provider Registration, ELSA & HKCTT License, Conditions of | | | | |
| Registration of HCPs in eHRSS and Code of Practice for Using eHR for Healthcare (COP) before filling the form. (Updated information is available at | | | | |
| ww | w.ehealth.gov.hk). | | | |
| • HCP | shall comply with the Electronic Health Record Sharing System Ordinance (Cap 625) (eHRSSO), Personal Data (Privacy) Ordinance (Cap 486) (PD(P)O). | | | |
| | issued by the Commissioner for the Electronic Health Record (eHRC), Conditions of Registration of HCPs in eHRSS, and any other requirements set out | | | |
| | HRC for joining and using eHRSS. | | | |
| • HCP | shall indemnify the Government of the Hong Kong SAR for any loss or damages resulting from: | | | |
| | ny breach by the HCP of the conditions imposed by eHRC in accordance with the eHRSSO; | | | |
| - ar | ny breach of any applicable laws by the HCP or its staff in relation to any access or use of eHRSS; or | | | |
| - ar | ny allegation for copyright infringement due to sharing of data provided to eHRSS | | | |
| 3.2 | Use of Data | | | |
| • A re | gistered healthcare recipient (HCR)'s health data in eHRSS is not a complete health record and the information contained in it may not be up-to-date or | | | |
| | urate and shall not be taken as a substitution of the clinical records held by the HCP. | | | |
| | 's and their staff must not solely rely on the data and information obtained from eHRSS for providing healthcare as they are intended to be for reference | | | |
| only | | | | |
| | . Complete no representation or warranty regarding eHRSS that: | | | |
| | is fit for a particular purpose; | | | |
| | is free from any computer virus or any risk of causing damage to others' systems; | | | |
| | is available, accurate and in proper functioning at any time. | | | |
| • eHR | C is not responsible for delivery of data over the internet or handling of data by systems that are not owned or operated by eHRC. | | | |
| • Req | uirements and specifications governing the operation of eHRSS may be amended and updated from time to time. | | | |
| | pre-existing intellectual property rights in the data provided to eHRSS remains unaffected under the operation of eHRSS. | | | |
| 3.3 | Limitation of Liability | | | |
| | • | | | |
| | C would endeavour to ensure proper operation and security protection of eHRSS. However eHRC is not in a position to verify the accuracy of the data | | | |
| | ng shared in the eHRSS and it is not possible for the eHRC to completely prevent any misuse of the data. | | | |
| | C is not liable for: | | | |
| | ny unauthorised access or use of eHR but eHRC will take appropriate and reasonable steps to protect the security of the data in eHRSS; | | | |
| | ny direct, indirect, special or consequential losses or damages arising from access to or use of eHRSS, use of any eHR in eHRSS, or providing or obtaining ata or information to and from eHRSS; | | | |
| | | | | |
| 3.4 | uch act or thing for which any liability is excluded by the eHRSSO. ELSA Licence | | | |
| | A (including all its versions, updates and fixes if any) is a security program to allow the IT systems of HCP to securely share and access information with | | | |
| | SS. ELSA is held, maintained and licensed by eHR HK Limited. | | | |
| | in the acceptance of this application for registration, the HCP shall have entered into a licence with eHR HK Limited for the use of ELSA on the terms of | | | |
| | licence available at www.ehealth.cov.hk. | | | |
| the | incence available at www.enceating.gov.ns. | | | |
| PART | 4 – Declaration of Authorised Person | | | |
| By sign | ing this form, I declare that | | | |
| | I have the lawful authority from the healthcare provider to submit the application. | | | |
| - The healthcare provider applying for registration in eHRSS provides healthcare under the definition in Section 2 of eHRSSO (Cap 625) in the healthcare | | | | |
| | locations specified in this form and any Additional Healthcare Service Location Form submitted. | | | |
| - | The healthcare provider shall comply with the requirements of "Application by healthcare providers for registration" according to Section 19 of | | | |
| | eHRSSO. | | | |
| - The healthcare provider shall use the data and information contained in an electronic health record in compliance with Section 28 of eHRSSO (Cap | | | | |
| | 625). | | | |
| - | The information given in Part 1 and Part 2 of this application and any Additional Healthcare Service Location Form is true and correct to the best of | | | |
| | my knowledge. I have read and agree to the Conditions of Registration of HCPs in eHRSS and Code of Practice for Using eHR for Healthcare set out in Part 3.1 above. | | | |
| - : | I have read and agree to the Conditions of Registration of HCPs in eHRSS and Code of Practice for Using eHR for Healthcare set out in Part 3.1 above. I have read the ELSA Licence and agree to its terms. | | | |
| Signati | ure of Authorised Person Organisation Chop | | | |
| - | Organisation Chop | | | |
| | | | | |
| Date | | | | |



機構英文名稱

機構中文名稱

聯絡資料

英文地址

額外地點(分店)數目

如沒有,請填0

負責人的資料

- 如負責人= *帳戶管理員, 請選擇 User Administrator(UA)
- 如負責人= 中醫師/其他醫護專業,請選擇Healthcare Professional

機構其他用戶的資料(可多選)

如用戶是醫師,請選擇Professional並輸入註冊號碼 如用戶是帳戶管理員,請選擇UA

機構資訊科技同事聯絡(如適用)

*「帳戶管理員」詳情請參考第10頁

| 醫健通 ∉health | lectronic Health Record Healthcare Provide | • | | 樣本 | |
|--|---|--|---------------------------------|---|----------|
| PART 1 – Healthcare Provider (H | • | | | | |
| Name of Business / Corporation (En documents) | glish) (Please provide a copy of Business Re | gistration Certificate, | | lealthcare provided at Service | |
| DR. CHAN 1 | TAI MAN CLINIC LIMI | TED | | ocation (can ✓ more than one): | |
| Name of Business / Corporation (Chi | nese) | | | General and/or specialist medical service | |
| 陳大文醫生 | ≘診所有限公司 | | | Dental | |
| Company Phone Number Fax N | I | dress Offic | ial Website | Elderly - Residential / Day Care / Others* | |
| (852) <u>21345678</u> (852) | 29876543 info@ctmclini | c.com.hk www | v.ctmclinic.com.hk | Rehabilitation - Residential / | |
| | ce location and major healthcare provid | ed | - | Day Care/ Others* | |
| Room/Floor Rm 11, | | | | Laboratory Radiology | |
| Building ABC To | | | | Pharmacy | |
| | g Kong Street, | | | Occupational therapy | |
| District Hong K | | | | Physiotherapy | |
| Number of <u>Additional</u> Healthcare Se | rvice Location(s)1: | and submit Additional H | lealthcare Service Location For | Optometry | |
| | | | | Chinese Medicine | |
| PART 2 – Authorised Person and | User(s) Information | | | J | |
| 2.1 Authorised Person | | | | | |
| Title (Mr/Mrs/Ms/Dr) | Post Title | HKID No. [A 123 | 430(7)1 | Delete as appropriate | / |
| Mr. | Manager | | 23456(7) | Official Use | |
| CHAN Tai Man | Name (Chinese) 陳大文 | Mobile Phone N if also apply as U (852) 91 | Jser Administrator ¹ | PPP: | |
| Office Telephone Number Same as above | Fax Number Same as above | Contact Email A | | | |
| (852) | (852) | ctm@ | email.com | Processed by | |
| Correspondence Address (if different | t from above address) | | | | ` |
| | | | | | |
| 2.2 User Administrator & Oth | er User Accounts | | | | |
| Authorised Person also applies as: User Administrator (UA) ³ Healthcare Professional (Profe | ssional) accessing eHRSS (Please provide | a copy of professi | ional practicing certificate) | | |
| Title (Mr/ Mrs/Ms Name (English & Chinese /Dr) | Registration is | | Contact Email Address | Mobile Phone Number ² | |
| LEE E SZE | □UA Professional L013579 | 9 B234567(8) | leeesze@email.com | 6333 3333 | |
| Dr. 李依施 | | | | | 1 I |
| 查依施 李依施 | UA Professional | | | | |

| Healthcare provided at Service |
|---------------------------------|
| Location (can ✓ more than one): |
| General and/or specialist |
| medical service |
| ☐ Dental |
| Elderly - Residential / |
| Day Care / Others* |
| Rehabilitation – Residential / |
| Day Care/ Others* |
| Laboratory |
| Radiology |
| Pharmacy |
| Occupational therapy |
| Physiotherapy |
| Optometry |
| Chinese Medicine |
| |
| |
| *Delete as appropriate |

選擇服務:「中醫」

登記同意書

| 西陸地 Healthcare Provider Registration Form | | | |
|---|--|--|--|
| PART 1 – Healthcare Provider | HCP) Information | | |
| DR. CHAN Name of Business / Corporation (C 陳大文醫: Company Phone Number (852) 21345678 Room/Floor Building ABC To | 生診所有限公司 Number Official Email A 29876543 Info@ctmcll idea location and major healthcare prov. 11/F., ower, ng Kong Street, | ddress Official Website nic.com.hk www.ctmclinic.com.hk | Healthcare provided at Service Losstion (can 4' more than one). General and/or specialist medical service Dental Elderly - Residential / Day Care / Others* Rehabilitation - Residential / Oay Care / Others* Laboratory Rydiology Pharmacy Occupational therapy Phyliotherapy |
| Number of <u>Additional</u> Healthcare S | | ete and submit Additional Healthcare Service Location Fo | (m) Optometry Chinese Medicine |
| 2.1 Authorised Person | | | |
| Title (Mr/Mrz/Mz/Dr) Mr. Name (English) CHAN Tai Man | Post Title Manager Name (Chinese) 陳大文 | MKID No. (A 123456(7)) A 123456(7) Mobile Phone Number? If also apply as User Administrator 3 (852) 91111111 | *Delete as appropriate Official Use PPP: |
| Office Telephone Number Same as above (852) Correspondence Address (if difference) | Fax Number Same as above (852) nt from above address) | Contact Email Address Same as above ctm@email.com | |
| | ther User Accounts [essional] accessing eHRSS (Please prov | | |
| Other User Accounts Title (Mr/ Mrs/Ms / Dr) Name (English & Chine / Dr) | Kegistration | No. A123456(7) | 簽署 |
| Dr. LEE E SZE 李依施 | UA LO135 UA Professional LO135 Professional Professional | 79 8234567(8) | 公司蓋章 日期 |

3.1 Responsibilities of Registered Healthcare Providers

- Upon acceptance of the application for registration, this form will constitute an agreement between the HCP and eHR HK Limited⁴ in relation to the Encapsulated Linkage Security Application (ELSA) licence referred to in Part 3.4 below.
- Please refer to the Checklist for Submission of Application on the next page, <u>Suide for Healthcare Provider Registration</u>, <u>ELSA & HKCTT Licente</u>, <u>Conditions of Registration of HCPs in eHBSS</u> and <u>Code of Practice for Using eHR for Healthcare (COP)</u> before filling the form. (Updated information is available at www.ehealth.gov.hb).
- HCP shall comply with the Electronic Health Record Sharing System Ordinance (Cap 625) (eHRSSO), Personal Data (Privacy) Ordinance (Cap 486) (PD(P)O),
 COP issued by the Commissioner for the Electronic Health Record (eHRC), Conditions of Registration of HCPs in eHRSS, and any other requirements set out by eHRC for joining and using eHRSS.
- . HCP shall indemnify the Government of the Hong Kong SAR for any loss or damages resulting from:
- any breach by the HCP of the conditions imposed by eHRC in accordance with the eHRSSO;
- any breach of any applicable laws by the HCP or its staff in relation to any access or use of eHRSS; or
- any allegation for copyright infringement due to sharing of data provided to eHRSS

3.2 Use of Data

- A registered healthcare recipient (HCR)'s health data in eHRSS is not a complete health record and the information contained in it may not be up-to-date or accurate and shall not be taken as a substitution of the clinical records held by the HCP.
- HCPs and their staff must not solely rely on the data and information obtained from eHRSS for providing healthcare as they are intended to be for reference only.
- · eHRC makes no representation or warranty regarding eHRSS that:
- it is fit for a particular purpose;
- it is free from any computer virus or any risk of causing damage to others' systems;
- it is available, accurate and in proper functioning at any time.
- . eHRC is not responsible for delivery of data over the internet or handling of data by systems that are not owned or operated by eHRC.
- . Requirements and specifications governing the operation of eHRSS may be amended and updated from time to time.
- Any pre-existing intellectual property rights in the data provided to eHRSS remains unaffected under the operation of eHRSS.

3.3 Limitation of Liability

 eHRC would endeavour to ensure proper operation and security protection of eHRSS. However eHRC is not in a position to verify the accuracy of the data being shared in the eHRSS and it is not possible for the eHRC to completely prevent any misuse of the data.

eHRC is not liable for:

- any unauthorised access or use of eHR but eHRC will take appropriate and reasonable steps to protect the security of the data in eHRSS;
- any direct, indirect, special or consequential losses or damages arising from access to or use of eHRSS, use of any eHR in eHRSS, or providing or obtaining data or information to and from eHRSS;
- such act or thing for which any liability is excluded by the eHRSSO.

3.4 ELSA Licence

- ELSA (including all its versions, updates and fixes if any) is a security program to allow the IT systems of HCP to securely share and access information with
 eHRSS. ELSA is held, maintained and licensed by eHR HK Limited.
- Upon the acceptance of this application for registration, the HCP shall have entered into a licence with eHR HK Limited for the use of ELSA on the terms of
 the licence available at www.ehealth.gov.hk.

PART 4 - Declaration of Authorised Person

By signing this form, I declare that-

- I have the lawful authority from the healthcare provider to submit the application.
- The healthcare provider applying for registration in eHRSS provides healthcare under the definition in Section 2 of eHRSSO (Cap 625) in the healthcare locations specified in this form and any Additional Healthcare Service Location Form submitted.
- The healthcare provider shall comply with the requirements of "Application by healthcare providers for registration" according to Section 19 of
- The healthcare provider shall use the data and information contained in an electronic health record in compliance with Section 28 of eHRSSO (Cap 625).
- The information given in Part 1 and Part 2 of this application and any Additional Healthcare Service Location Form is true and correct to the best of
- I have read and agree to the Conditions of Registration of HCPs in eHRSS and Code of Practice for Using eHR for Healthcare set out in Part 3.1 above.
 I have read the ELSA Licence and agree to its terms.

Signature of Authorised Person



Organisation Chop

ABC Company Limited





Electronic Health Record Sharing System (eHRSS) Additional Healthcare Service Location Form

樣本

(Please fill in for each additional Healthcare Service Location)

| PART 1 – Information of Healthcare Provider (H | Healthcare provided at Service | |
|--|--|--------------------------------|
| Name of Business/ Corporation (English) | Location (can ✓ more than one): | |
| DR. CHAN TAI MAN CLINIC LIMIT | General and/or specialist | |
| Name of Business/ Corporation (Chinese) | | medical service |
| 陳大文醫生診所有限公司 | ☐ Dental ☐ Elderly – Residential / | |
| PART 2 – Information of additional Healthcare | Service Location | Day Care / Others* |
| Name of Healthcare Service Location in eHRSS (Englis | b) | Rehabilitation – Residential / |
| DR. CHAN TAI MAN CLINIC - Cei | • | Day Care/ Others* |
| Name of Healthcare Service Location in eHRSS (Chine | ***** | Laboratory |
| 陳大文醫生診所中環 | ~, | Radiology |
| Company Phone Number | Fax Number (For document upload) | Pharmacy |
| (852) 2121 2121 | (852) 2121 2122 | Occupational therapy |
| | 7 2121 2122 | Physiotherapy |
| Address of Health Service Location (English) | | Optometry |
| Room/Floor Rm 1, 1/F., | | Chinese Medicine |
| Building ABC Tower, | | |
| Street 10 Hong Kong Street | t, | |
| District Hong Kong | | *Delete as appropriate |
| PART 3 – Information of Contact Person of Hea | Ithcare Service Location | Official Use |
| Title (Mr/Mrs/Ms/Dr) Mr. | Post Title Manager | PPP: |
| Name (English) CHAN Tai Man | Name (Chinese) 陳大文 | |
| Telephone Number ame as above | Email Address | |
| 9111 1111 | ctm@email.com | Processed by |
| 032) | | |
| | ; information if required. Failure to provide the information s received by eHR RO, such application will be deemed uns | |

| - | |
|---|---|
| | Healthcare provided at Service |
| | Location (can ✓ more than one): |
| - | General and/or specialist medical service |
| | Dental |
| - | Elderly - Residential / |
| | Day Care / Others* |
| | Rehabilitation – Residential / |
| | Day Care/ Others* |
| | Laboratory |
| | Radiology |
| | Pharmacy |
| | Occupational therapy |
| | Physiotherapy |
| | Optometry |
| | Chinese Medicine |
| | □ |
| | *Delete as appropriate |

帳戶管理員

User Administrator (UA)

- ▶ 管理 醫健通使用者帳戶
- ▶ 醫健通辦公室 與 醫健通用戶之間的溝通橋樑









技術支援

如申請被接納,醫健通技術支援組會透過電話預約, 上門協助安裝軟件及身份證讀卡器









常見問題

https://www.ehealth.gov.hk/tc/faq/index.html



遞交申請

透過以下其中一種途徑遞交申請至電子健康紀錄申請及諮詢中心:



電郵: ehr@ehealth.gov.hk



郵寄:香港九龍灣展貿徑1號九龍灣國際展貿中心11樓1193室



^{*}表格須由醫護機構的醫健通帳戶管理人遞交申請如有需要,可聯絡電子健康紀錄申請及諮詢中心,查詢貴機構的醫健通帳戶管理人 (電話: 3467 6230)

醫護機構登記指南





主要原則

參與同意



醫護提供者及病人 均己參與醫健通

自願登記

互通同意



病人向醫護提供者給予互通 同意以取覽其電子健康紀錄







醫護提供者可以取覽及 互通病人的電子健康紀錄

病人"正接受其護理" 及"有需要知道"



妥善保管 你的用戶資料



用戶只可以自己的帳戶取覽醫健通





<u>切勿</u>使用他人帳戶, 違例者可被檢控





醫健通用戶提示

- 1. 切勿透露或與他人共用自己的用戶名稱和 密碼
- 2. 設定高強度的密碼,並定期更改
- 3. 妥善保管帳戶登入資料
- 4. 使用系統後,緊記登出
- 5. 如發現可疑的取覽, 應立即舉報





帳戶管理人員提示

- 1. 為每位用戶設立個人專屬帳戶
- 2. 確保只有獲授權的醫護專業人員方可取覽 病人的電子健康紀錄
- 3. 適時更新用戶資料
- 4. 適時終止離職者的帳戶
- 5. 妥善記錄及管理每位 用戶的取覽權限
- 6. 如發現可疑的取覽, 應立即舉報







查詢

| 【 病人查詢熱線 | 3467 6300 |
|------------|---------------------------------|
| 【 醫護人員查詢熱線 | 3467 6230 |
| 傳真 | 3467 6099 |
| 電郵 | ehr@ehealth.gov.hk |
| 網頁 | www.ehealth.gov.hk |
| 1 地址 | 香港九龍灣展貿徑1號 九龍灣國際展貿中心11樓1193室 |