



User Guide of eHRSS

Information Technology Office

醫健通
ehealth
香港特別行政區政府 HKSAR GOVT

November, 2020

 菲臘牙科醫院
The Prince Philip Dental Hospital



Application

What you need to do?

- Download and complete Application Form (PPDH1047) (https://support.ppdh.org.hk/ost/ppdh/forms/PPDH_1047.pdf)
- Read and agree to comply with [Regulations Governing Use of Computers and Portable Electronic Storage Devices of the Hospital](#) and [Code of Practice for Healthcare Professionals using eHRSS](#)
- Submit the completed PPDH1047 form to IT Office





Application

After submission of the application, ...

- your personal data shall be shared with the Electronic Health Record Registration Office of the Government for verification of your registration status with the respective councils/ boards
- once verified, you shall be given a user name, a password and a security token for the use of eHRSS



Training Materials (in PPDH's support ticket system)

All training materials can be found at
<https://support.ppdh.org.hk/ost/pages/ehrss-corner>

Training Materials (in eHRSS's web portal)

After the successful login, goto the User Documents section at the bottom right-hand corner to read those

Training Materials

Logon History

/-2020 10:47:28


scheduled on every 3rd and 4th Friday/Saturday of each month. You may
interruption in accessing all system functions and patients' clinical records may

Non-regular system maintenance
None

User Documents

- ▶ **release note**
- ▶ **Manual & User Guide**
- ▶ **Security Policy**
- ▶ **eHRSS Training Materials (for eHR Registration Centres at Department of Health)**
- ▶ **eHRSS Training Materials (for eHR Registration Centres at Hospital Authority)**
- ▶ **eHRSS Training Materials (for other eHR Registration Centres)**
- ▶ **eHRSS Training Materials (for eHR HCP)**

Electronic Health Record Sharing System 電子健康紀錄互通系統

User Name
用戶名稱 

Important Reminder

1. All patient information is strictly confidential
2. Only access patient data for providing healthcare purpose
3. All access is logged
4. Do not share your account / token
5. Please change your password regularly

重要提示

1. 所有病人的資料都必須嚴格保密
2. 只可在提供醫護服務及有需要時取覽病人的資料
3. 每次的取覽均會被記錄
4. 切勿與其他人士共用你的帳戶/保安編碼器
5. 請定期更改密碼

[Personal Information Collection Statement](#)

[Privacy Policy Statement](#) [ALTH RECORD](#)

[Regular System Maintenance Schedule](#)

收集個人資料聲明

私隱政策聲明

定期系統提升時間表

- Type your user name (to be provided by IT Office upon successful application)

Login page

Please login the system via
<https://apps.core.ehr.gov.hk>

Password and Token Passcode



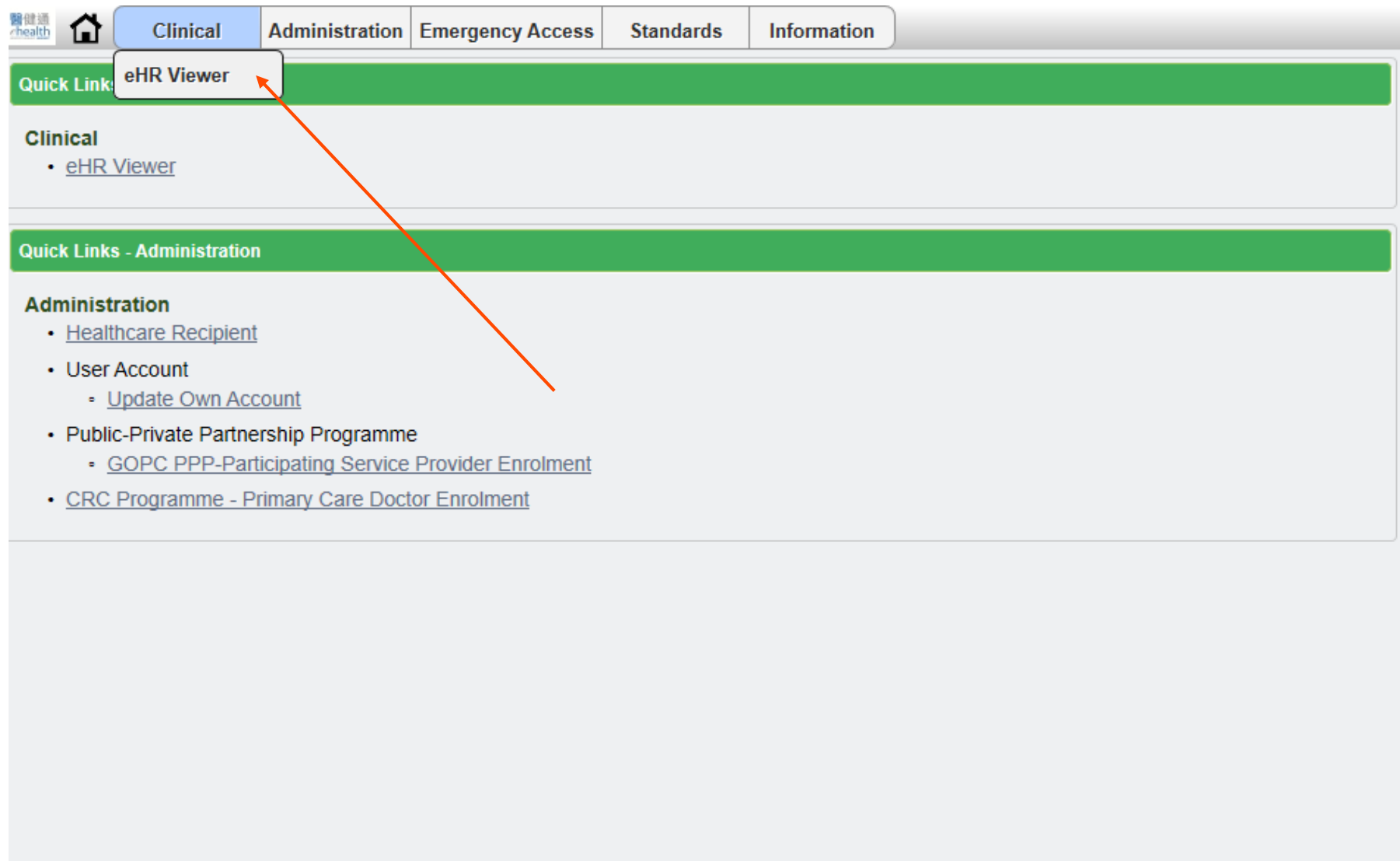
Password

Token Passcode



- Type the password
- Type the 6-digit token passcode as indicated therein (*passcode shall be updated every minute*)

View the Medical Record



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Home

Clinical Administration Emergency Access Standards Information

Quick Links

eHR Viewer

Clinical

- [eHR Viewer](#)

Quick Links - Administration

Administration

- [Healthcare Recipient](#)
- User Account
 - [Update Own Account](#)
- Public-Private Partnership Programme
 - [GOPC PPP-Participating Service Provider Enrolment](#)
- [CRC Programme - Primary Care Doctor Enrolment](#)

- Move the cursor to “Clinical” and choose “eHR Viewer”



Patient selection by HK Smard ID card

Patient Selection Panel

Fill in **ONE** of the following items

ID Doc Type Please Select ▼

ID Doc No.

eHR No.

Smart ID

Choose "Smart ID" and "Submit"

Smart ID Card

 Current HKID Card reading software will expire on 31 Dec 2020.
Users with IT Admin rights please Click the UPDATE button or contact your local IT.
Enquiry: 34676230

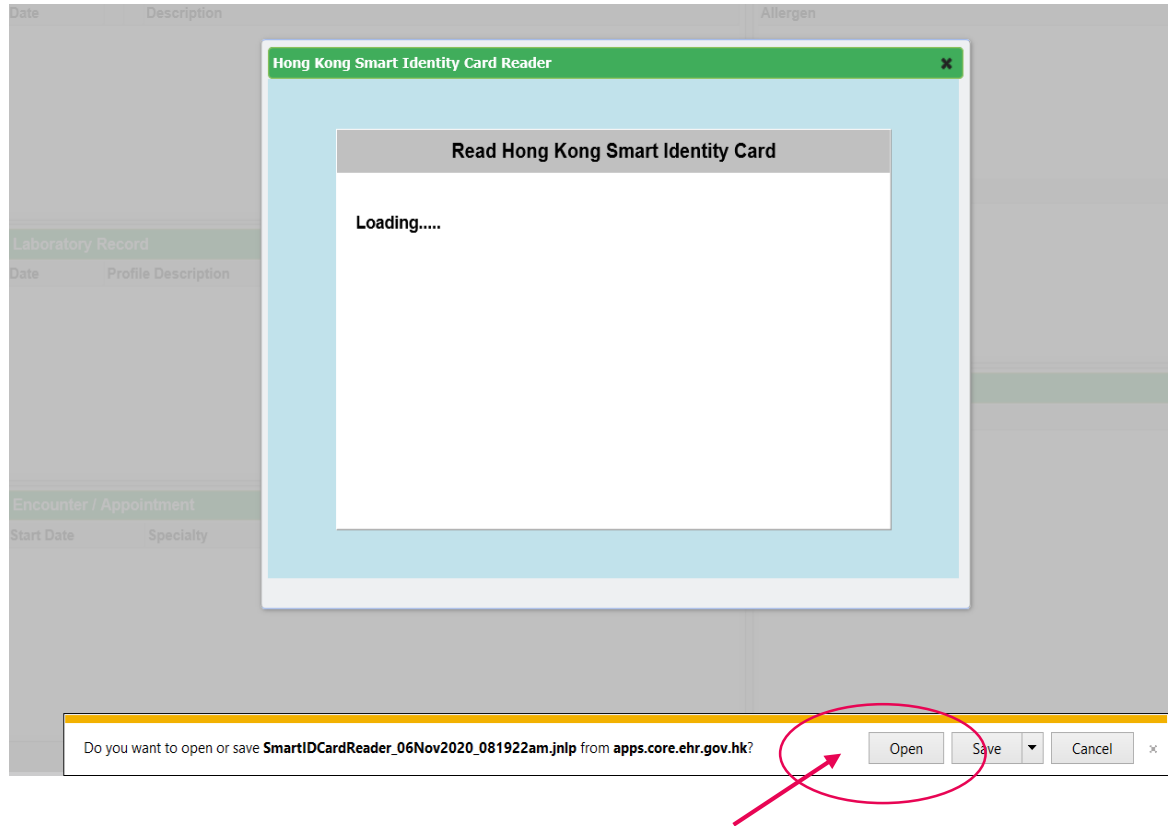
Please Select:

New

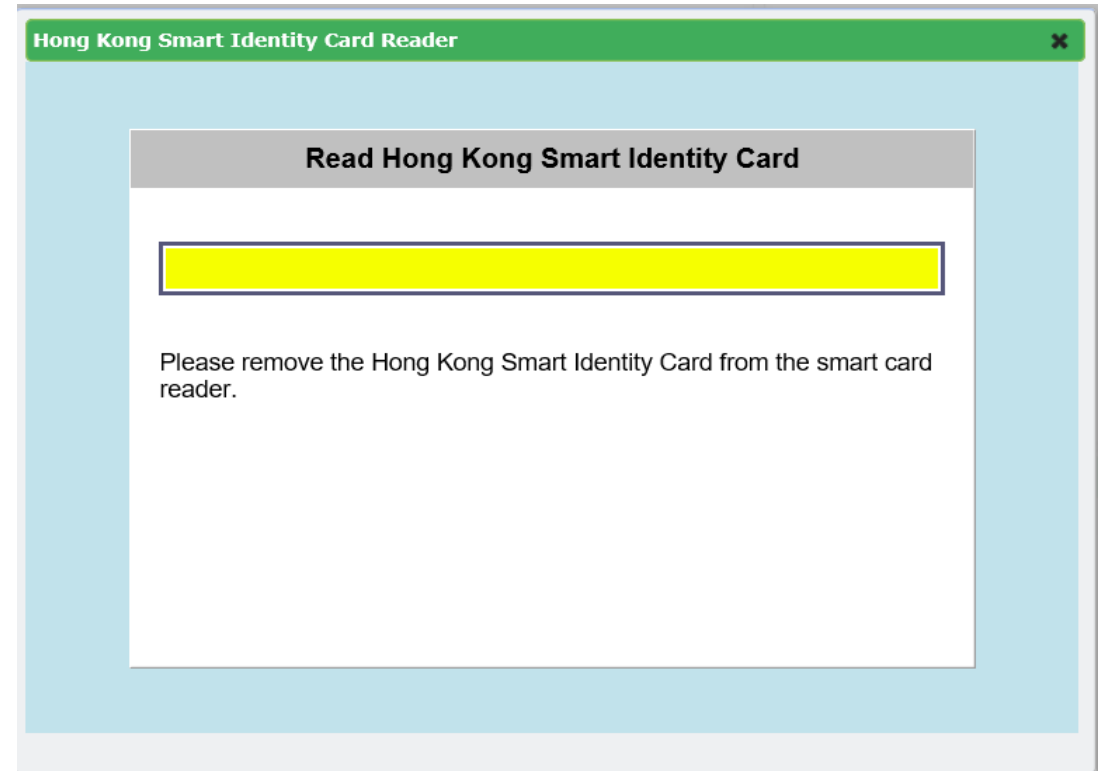
 

Please select "New" or "Old" ID card

Patient selection by HK Smart ID card (Cont'd)



Click “Open”



Patient ID

Consent Confirmation

You can obtain patient's sharing consent by selecting consent type and authorisation method.

Consent to be given by patient

Terms of Sharing Consent: Indefinite One-year

Consent Means: Smart ID Card Access Key Other [i](#)

Application submitted by Authorized Person (AP) or Substitute Decision Maker (SDM)

Consent

- Please ask the patients whether their medical records can be shared **indefinitely or one year; OR**
- Choose “Application was submitted by AP or SDM” (purple arrow) for the underage or Mentally Incapacitated Person (MIP)



HKID card reader

- Insert patient's HKID card into the card reader machine, which has been installed at the back of the monitor.

Sample Layout

The screenshot displays a medical information system interface. At the top, there are navigation tabs: Clinical, Administration, Emergency Access, Standards, and Information. Below these, a patient information bar includes fields for HKIC No., DOB, Age (years), and Sex, with a Details link. On the right of this bar are buttons for View / Add Allergy & ADR, Select Patient, and Close Record. A left sidebar contains the '醫健通 health' logo and a menu with categories: Encounter / Appointment, Problem & Procedure (with sub-item Problem / Diagnosis), Medication (with sub-items Prescribing History and Dispensing History), Radiology Record (with sub-item General Radiology), and Immunisation Record. The main content area is divided into several sections: 1. 'Problem / Diagnosis' with a table with columns Date and Description. 2. 'Laboratory Record' with a table with columns Date, Profile Description, and Institution, showing 'No Record'. 3. 'Encounter / Appointment' with a table with columns Start Date, Specialty, and Institution, also showing 'No Record'. 4. 'Allergy & Adverse Drug Reaction' with sub-sections for Allergen, ADR Causative Agent, and ADR Information, each displaying 'No record, please verify with patient to confirm.'. 5. 'Prescribing History' with a table with columns Date and Medication. At the bottom left is a Feedback button and social media icons. At the bottom right is a '>>More' link.



**Do NOT forget to
logout after used**





Enquiry

IT Office



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<https://support.ppdh.org.hk>

