

## Electronic Health Record Sharing System (eHRSS) Healthcare Provider Registration Form

### PART 1 – Healthcare Provider (HCP) Information

Name of Business / Corporation (English) *(Please provide a copy of Business Registration Certificate/ Other supporting documents)*

Name of Business / Corporation (Chinese)

Company Phone Number  
(852) \_\_\_\_\_

Fax Number  
(852) \_\_\_\_\_

Official Email Address

Official Website

Address (English) of healthcare service location and major healthcare provided

Room/Floor \_\_\_\_\_

Building \_\_\_\_\_

Street \_\_\_\_\_

District \_\_\_\_\_

Number of Additional Healthcare Service Location(s)<sup>1</sup>: \_\_\_\_\_ *(please complete and submit Additional Healthcare Service Location Form)*

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
- Others

### PART 2 – Authorised Person and User(s) Information

#### 2.1 Authorised Person

Title (Mr/Mrs/Ms/Dr)

Post Title

HKID No. [A 123456(7)]

Name (English)

Name (Chinese)

Mobile phone number if also apply as **User Administrator**<sup>2</sup>  
(852) \_\_\_\_\_

Office Telephone Number  
 Same as above

Fax Number  
 Same as above

Contact Email Address  
 Same as above

(852) \_\_\_\_\_

(852) \_\_\_\_\_

Correspondence Address (if different from above address)

*\*Delete as appropriate*

### Official Use

PPP:

Processed by \_\_\_\_\_

#### 2.2 User Administrator & Other User Accounts

Authorised Person also applies as:

- User Administrator (UA)**<sup>2</sup>
- Healthcare Professional (Professional)** accessing eHRSS *(Please provide a copy of professional practicing certificate)*

Other User Accounts

Title (Mr/Mrs/Ms/Dr)	Name (English & Chinese)	Roles	Professional Registration No.	HKID No. A123456(7)	Contact Email Address	Phone
		<input type="checkbox"/> UA <input type="checkbox"/> Professional				
		<input type="checkbox"/> UA <input type="checkbox"/> Professional				
		<input type="checkbox"/> UA <input type="checkbox"/> Professional				

Contact of **IT Support Person** of computer system in your organisation (if any): Name \_\_\_\_\_ Phone \_\_\_\_\_

<sup>1</sup> Please attach [Additional Healthcare Service Location Form \(HSL01\)](#) if registering for more than one service location

<sup>2</sup> User Administrator shall be the contact person in the HCP working with the Electronic Health Record (eHR) Office and managing sharing consent and user account matters. Please specify a person for these roles if the Authorised Person does not apply to be the User Administrator

## Part 3 - Important Notes for Application for Registration in eHRSS

### 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 Limited<sup>3</sup> 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, [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 [www.ehealth.gov.hk](http://www.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), 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](http://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 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 the ELSA Licence and agree to its terms.

Signature of Authorised Person

Organisation Chop

Date

<sup>3</sup> eHR HK Limited is a company incorporated under the Companies Ordinance to hold, maintain and license the intellectual property rights and assets related to the electronic health record programme.

## Checklist for Submission of Application

- Submit this **Healthcare Provider Registration Form** to Electronic Health Record Registration Office by email / fax / post:  
**Unit 1193, 11/F**  
**Kowloonbay International Trade & Exhibition Centre**  
**1 Trademart Drive, Kowloon Bay, Hong Kong**  
**Enquiry: (852) 3467 6230**  
**Fax: (852) 3467 6099**  
**Email: ehr@ehealth.gov.hk**
- Attach a scanned or photocopy of the following:
  - Business Registration Certificate / Certificate of Incorporation or any other document as a proof of establishment of the organisation or company**
  - Practicing Certificate of Healthcare Professional Registration**
  - Additional Healthcare Service Location Form (HSL01)** for each healthcare service location joining eHRSS (ONLY required for healthcare provider registering for more than one service location)
- Remind all authorised persons, who have applied as (1) User Administrator (UA) and/or (2) Healthcare Professional (Professional) accessing eHRSS, to read through the **Personal Information Collection Statement** provided.

### **A normal registration processes after your submission is illustrated for your reference -**

1. You may be requested to submit additional or missing information if required.
2. You will receive **Acceptance of Application and Notice for Technical Set Up**<sup>4</sup> of the computer system at your healthcare location and creation of user account(s) before effective registration. We will further contact your User Administrator for such arrangement (normally within 2 weeks after our receipt of all necessary information).
3. You will receive **Confirmation of Effective Registration** upon completion of all technical and user account set up and all required registration processes.



<sup>4</sup> Technical set up may include installation of a free, licensed and specified software package, "Encapsulated Linkage Security Application (ELSA) and the Hong Kong Clinical Terminology Table (HKCTT)", provided by eHR Office to allow your computer(s) to securely access eHRSS.

## **Personal Information Collection Statement**

### **Purposes of Collection**

We, the Electronic Health Record Office under the Food and Health Bureau of HKSARG, may collect a variety of information including *name, address, telephone number(s), business registration and healthcare provider registration information* of your organisation, and/or your personal information including *names, titles and contact information (e.g. telephone number(s) and email address) and professional registration information (if applicable)*.

The personal data or any information we collected from you and/or your organisation is used for the registration as a registered healthcare provider in the Electronic Health Record Sharing System (eHRSS), the creation and maintenance of user account as an authorised user working under a healthcare provider who have participated in eHRSS and related matters under the eHRSS Ordinance (Cap 625) (eHRSSO). Your registration is essential, as only authorised users working under registered healthcare providers, with valid accounts, can access information and function(s) in the eHRSS. Unless for specified purpose stated in the eHRSSO, using your personal information in eHRSS for direct marketing is an offence.

### **Classes of Transferees**

Except with your prior consent, we will not transfer or disclose the collected personal information to any third party except as stated below:

- (1) the Department of Health, Hospital Authority or any person or entity whom we may appoint in writing to assist in performing a function and exercising a power, pursuant to eHRSSO;
- (2) any personnel, agent, adviser, auditor, contractor or service provider engaged by us to provide services or advice (e.g. technical, security or data processing service, etc.) in connection with our operations;
- (3) any person to whom we are required to make disclosure under any law or court order applicable in Hong Kong.

### **Access and Correction of Your Personal Data**

You have the rights of access and correction of the personal data provided; please contact the Electronic Health Record Registration Office for more information. A non-excessive fee will be charged for complying with your data access request.

### **Enquiries**

Enquiries concerning personal data provided, including the making of access and correction should be addressed to:

Senior Executive Officer (eHR) RO 2  
Electronic Health Record Registration Office  
Address: Unit 1193, 11/F, Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, H.K.  
Hotline: 3467 6230  
Fax: 3467 6099  
Email: [ehr@ehealth.gov.hk](mailto:ehr@ehealth.gov.hk)