

**Electronic Health Record Sharing System (eHRSS)
User Account Creation Request Form**

Healthcare Provider		
Name of Healthcare Provider <i>(Company Name as registered in eHRSS)</i>		
User Account Information		
Title <i>(Mr/Mrs/Ms/Dr/Prof)</i>	Surname, Given Name	姓名
HKID no. <i>(e.g. A 123456(7))</i>	Post Title	Contact Email
Contact Phone Number 852-	Mobile phone no. <i>(optional)</i> 852-	Fax Number <i>(optional)</i> 852-
User's main working location <i>(Name of Healthcare Service Location as registered in eHRSS)</i>		
User will take up the following role(s) <i>(may select more than one):</i>		
<input type="checkbox"/> User Administrator - manage user accounts <input type="checkbox"/> Healthcare Professional - view patient's clinical record Professional Category : _____ <i>(e.g. Doctor, Registered Nurse, etc.)</i> Professional Registration No. : _____ <input type="checkbox"/> Patient Registration Staff - obtain patient's sharing consent <input type="checkbox"/> Others : _____		
<input type="checkbox"/> User will use the same security token to login eHRSS (Only for user who is participating in the Hong Kong Government's eHealth System (Subsidies), such as Health Care Voucher Scheme (醫療券計劃), Vaccination Subsidy Schemes (疫苗資助計劃))		
Remark: For existing PPI-ePR user, his/her login information, including user name, password and token, will remain unchanged		
Signature		Date

PERSONAL INFORMATION COLLECTION STATEMENT

Purposes of Collection

We, the Electronic Health Record Office under the Food and Health Bureau of HKSARG, may collect your personal information including *name, title, identity document number, contact information (e.g. address, telephone number(s) and email address) and professional registration information (if applicable)*.

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

Electronic Health Record Registration Office
Unit 1193, 11/F,
Kowloonbay International Trade & Exhibition Centre,
1 Trademart Drive,
Kowloon Bay, H.K.
Hotline: 3467 6300
Fax: 3467 6099
Email: ehr@ehealth.gov.hk