



Patient Attendance Registration

Dear Doctors,

To enhance the financial integrity across all public-private partnership (PPP) programmes, authentication of patient attendances together with the corresponding consultation records is required for future reimbursement claims.

New Function - “Register Attendance”

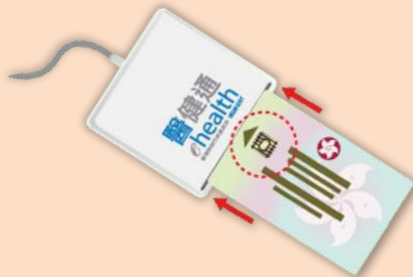
In line with this direction, a new “**Register Attendance**” function will soon be introduced on the GOPC PPP IT platform to facilitate the capture of patient attendance by three simple methods:

Electronic Process

Method 1

Smart ID

Insert patient’s HKID into eHRSS card reader



Method 2

One-time password (OTP)

Input password received by patient via SMS or email




Patient attendance registration using Smart ID / OTP is convenient and fast. This can also minimize the risk of manual input errors and speed up the payment process with no further verification required.

To optimize your experience in attendance registration using Smart ID, you can simply open the patient’s GOPC PPP profile by inserting his/her Smart ID to the eHRSS card reader. The IT platform can help to automatically register his/her attendance for you.

Patient Selection Panel

Fill in **ONE** of the following items

☐ ID Doc Type Please Select 


ID Doc No.

☐ eHR No.

☒ Smart ID



Register Attendance

 The patient does not have an attendance record today yet. Do you wish to register attendance for the patient now?

In case registration through Smart ID / OTP is not successful, you can still use pre-filled attendance sheet to confirm patient attendance. However, this manual process will involve more manual effort as each pre-filled attendance sheet requires both PSP and patient signature. You will also have to fax the completed sheet to eHRSS for further verification.

Manual Process

Method 3

Pre-filled Attendance Sheet

- 1) Print out the attendance sheet from IT platform
- 2) Obtain patient's signature
- 3) Fax the completed sheet to the designated fax number
- 4) Retain the original copy for 6 months for possible future audit

The new “**Register Attendance**” function is also available for clinic staff with “Clinic Administrator” role assigned on the IT Platform. If you would like to delegate your clinic staff to register patient attendance for you as soon as the patient arrives, simply complete and return the attached “Clinic Administrator” enrolment form to us for further set up.

Implementation

To ensure a smooth implementation, the mandatory requirement for the presence of patient attendances together with the corresponding consultation records for reimbursement claims will be introduced in phases **commencing October 2020**. PSPs will be further contacted individually with arrangement of webinar session to introduce the new function. Reference materials including quick guide and demo video will also be available to help you and your clinic staff familiarize with the new requirement.

Should you have any queries, please feel free to contact us at gopcphp@ha.org.hk or via Programme hotline 2300 7300 for assistance (after selecting language, press “5” to speak directly with our hotline staff). Thank you for your attention.

Yours faithfully,
GOPC PPP Programme Office
Hospital Authority

Attendance + Consultation = Faster Reimbursement



插卡登記好 EASY

診症 CLAIM 錢快夾易



General Outpatient Clinic Public-Private Partnership Programme
Enrolment Form – Clinic Administrator

Note: This Form is subject to and shall be interpreted under the Terms and Conditions (“T&Cs”) of the Programme. In the event of conflict between this form and T&Cs, the T&Cs shall prevail.

(A) About the Private Doctor

Name in English: Prof. / Dr * (* delete as inappropriate)

HKID no. _____

(B) About the clinic administrator(s)

Title (Mr / Mrs / Ms / Dr)	Name in English	Name in Chinese	HKID No.	eHRSS User Name

(C) Undertakings

- (a) The Private Doctor designates the clinic administrator(s) to have access to the GOPC PPP Interface Module under the Electronic Health Record Sharing System (eHRSS) to handle relevant administrative functions on behalf of the Private Doctor.
- (b) The Private Doctor undertakes to inform the Programme Office immediately if there is any update/change made, in the future or thereafter, to the information provided above.

(D) eHRSS

The clinic administrator(s) is/are a registered user(s) in the eHRSS and authorized by a Healthcare Provider (HCP) to access and use the eHRSS.

Signature of Private Doctor: _____ Date: _____