




General Outpatient Clinic Public-Private Partnership Programme

 - Bulletin



Issue 36 (8/10/2020)

Delegation of Clinic Administrator Role

Dear Doctors,

We would like to bring up for your attention in case you're not aware of a useful function available in the GOPC PPP IT platform that enables you to assign a staff of your clinic to take care of the administrative work of the Programme on your behalf.

Please find below some highlights of the function for your information.

Functions of GOPC PPP Clinic Administrator

Patient Attendance Registration

Register and manage patient attendance records



Patient Admission Checking

Check the remaining consultation quota



Drug Order Management

View, create and update drug orders



Reporting

Access to the patient enrolment list



If any of your clinic staff has already possessed an eHRSS account, just filled in the attached "Clinic Administrator" enrolment form and return to us by e-mail gopcPPP@ha.org.hk or fax to 2199 9622 for us to follow up. It usually takes not more than 14 days for the function to become effective. For clinic staff who yet to register eHRSS, please contact eHRSS hotline 3467 6230 for assistance.

Should you have any queries, please feel free to contact us by email 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

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: _____