



A New Request Form
for Unlocking and Inputting Consultation Record

Dear Doctor,

Thank you for your participation and continual support to the Programme. We are pleased to inform you that the Request Form for Unlocking and Inputting Consultation Record will be revised to allow greater flexibility. The new form will be available for download at the eHRSS portal landing page (under “User Documents” > “Manual & User Guide”) with effect from **31 August 2018**. Please find attached a copy for your advanced reference.

Salient Points to Note:

- (1) For inputting a missing consultation record, prior creation of a record in the GOPC PPP Profile before submitting an unlock request is no longer required, please submit an unlock request directly.
- (2) For editing of consultation date or input of missing consultation, you are kindly reminded to provide clinic record as supporting document. The patient will also be notified by a SMS of such change.
- (3) Upon approval of your request, you will be notified by email, and the time period for editing has been extended to 7 calendar days.

We would appreciate your timely inputting of consultation records which is particularly important for continuity of patient care.

Should you have any enquiries regarding the GOPC PPP, please feel free to contact us at gopcPPP@ha.org.hk or via the Programme hotline 2300 7300 (after selecting language, press 5 to speak directly with our hotline staff).

Best regards,

Connie LAU
Manager (Transformation Projects)
Hospital Authority