

**Covering Notes for Application by Health Care Provider for Enrolment in  
the Health Care Voucher Scheme, Vaccination Subsidy Scheme,  
Residential Care Home Vaccination Programme and Primary Care Directory**

(Please read these notes carefully before completing the Application Form)

1. To apply to enrol in any of the schemes/programme below, you must complete and sign the Application Form at Appendix A and provide all required information and documents. You should indicate clearly in Part I of the Form the schemes/programme that you apply to enrol. For enrolment in Health Care Voucher Scheme (“HCVS”), Vaccination Subsidy Scheme (“VSS”) and Residential Care Home Vaccination Programme (“RVP”), you must also complete and sign the Authority for Payment to a Bank at Appendix B together with the required information and documents.

- (a) The HCVS provides health care vouchers for eligible Hong Kong elders to partially subsidise their use of primary health care services in the private sector in accordance with the details set out at Appendix C. A brief introduction of HCVS is provided at the website: [www.hcv.gov.hk](http://www.hcv.gov.hk).
- (b) The VSS provides vaccination subsidy to Hong Kong residents in accordance with the Schedules at Appendix J. A brief introduction of these vaccination subsidy schemes is provided at the website: [www.chp.gov.hk](http://www.chp.gov.hk).
- (c) The RVP provides free vaccination to residents and/or health care workers of residential care homes in accordance with the Schedules at Appendix K. A brief introduction of RVP is provided at the website [www.chp.gov.hk](http://www.chp.gov.hk).
- (d) The Primary Care Directory (“PCD”) is a web-based electronic database containing practice information and professional qualification of primary care providers in the community to facilitate the public to search for suitable primary care providers in accordance with the details set out at Appendix F. A brief introduction of the PCD is provided at the website: [www.pcdirectory.gov.hk](http://www.pcdirectory.gov.hk).

2. A registered medical practitioner within the meaning of the Medical Registration Ordinance (Cap. 161) who holds a valid practising certificate issued under that Ordinance practising in the private sector may enrol in any or all of the above schemes/programme in paragraph 1.

3. A registered dentist within the meaning of the Dentists Registration Ordinance (Cap. 156) who holds a valid practising certificate issued under that Ordinance and a registered Chinese medicine practitioner within the meaning of the Chinese Medicine Ordinance (Cap. 549) who either holds a valid practising certificate issued under Cap. 549 or is registered under section 85 of Cap.549 practising in the private sector may enrol in HCVS and PCD.

4. Apart from registered medical practitioners, registered dentists, and registered Chinese medicine practitioners, the HCVS is also open for enrolment application for healthcare providers in any of the following professions practising in the private sector:

- (a) a registered chiropractor within the meaning of the Chiropractors Registration Ordinance (Cap. 428) who holds a valid practising certificate issued under that Ordinance;
- (b) a registered nurse or an enrolled nurse within the meaning of the Nurses Registration Ordinance (Cap. 164) who holds a valid practising certificate issued under that Ordinance;
- (c) a medical laboratory technologist who is registered under the Supplementary Medical Professions Ordinance (Cap. 359) ("SMPO") and who holds a valid practising certificate issued under the SMPO;
- (d) an occupational therapist who is registered under the SMPO and who holds a valid practising certificate issued under the SMPO;
- (e) a physiotherapist who is registered under the SMPO and who holds a valid practising certificate issued under the SMPO;
- (f) a radiographer who is registered under the SMPO and who holds a valid practising certificate issued under the SMPO; and
- (g) an optometrist who is registered under the SMPO (in Part I of the register) and who holds a valid practising certificate issued under the SMPO.

5. Transaction Documents include:

- (a) Application Form (Appendix A);

- (b) Authority for Payment to a Bank (Appendix B);
- (c) Definitions, and Terms and Conditions of Agreement for HCVS (Appendix C);
- (d) Definitions, Terms and Conditions of Agreement, and Schedule for VSS (Appendix J);
- (e) Definitions, Terms and Conditions of Agreement and Schedule for RVP (Appendix K); and
- (f) Terms and Conditions for PCD (Appendix F).

6. When applying for enrolment in HCVS, VSS and RVP, if you are employed or engaged by a medical organization (whether incorporated or not) to provide the relevant services with respect to the scheme(s) or if you provide the relevant services with respect to the scheme(s) under the name of a medical organization (whether as the sole proprietor, one of the partners, the shareholders, directors or other officers of the medical organization, and whether the medical organization is incorporated or not), the medical organization must also complete and sign the Appendix A and Appendix B together with the required information related to the medical organization.

7. Besides, if:

- (a) you are employed or engaged by more than one medical organization to provide health care services; or
- (b) you provide health care services under the name of more than one medical organization (whether as the sole proprietor, one of the partners, the shareholders, directors or other officers of the medical organization); or
- (c) you provide medical services in the circumstances described in both (a) and (b) above,

you and the relevant medical organization must each complete, sign and submit a separate set of Appendix A and Appendix B in respect of each medical organization.

8. The Government will notify you in writing (“Notification”) the result of your application. For application to enrol in HCVS, VSS or RVP, the Government will notify you the preliminary result in 14 working days. For PCD application, the Government will inform you of successful enrolment in 20 working days, and by then your personal and practice-based information will be available in the PCD for public search.

9. If your application is successful, a binding agreement on the terms and conditions set out in Appendices C, F, J and K with respect to the scheme(s)/programme the enrolment in which is being applied for as indicated in Part I of the Application Form shall be constituted between the Government, you and (if applicable) the medical organization specified in the Application Form and the Notification on the date of the Notification.

10. Without prejudice to any provision of the Application Form and the other transaction documents, by submitting an Application Form, you and the medical organization (if applicable) specified in the Application Form are taken to have agreed to observe and comply with all the terms and conditions of these Covering Notes and all transaction documents (Appendices C, F, J and K with respect to the scheme(s)/programme the enrolment in which is being applied for as specified in Part I of the Application Form) listed in paragraph 5 above.

11. For enquiry, please contact the following offices:

VSS and/or RVP

Programme Management and Vaccination Division

Department of Health -

Tel: 2125 2125; Fax: 2713 9576; or E-mail: [yacs@dh.gov.hk](mailto:yacs@dh.gov.hk)

HCVS

Health Care Voucher Division

Department of Health -

Tel: 3582 4102; Fax: 3582 4115; or E-mail: [hcvd@dh.gov.hk](mailto:hcvd@dh.gov.hk)

PCD

Primary Healthcare Office

Health Bureau -

The Government of the Hong Kong Special Administrative Region

Tel: 2205 2491; Fax: 2556 2638; or E-mail: [pho@healthbureau.gov.hk](mailto:pho@healthbureau.gov.hk)