

Application for Reactivation of Account in the Primary Care Directory

Application Form (Applicable to doctors only)

I hereby apply for reactivation of my account in the Primary Care Directory (“the Directory”).
Details of my personal particulars and other required information are set out below.

Part I. Personal Particulars			
Name (as on HKIC):	Surname	Given name	Chinese name
Hong Kong Identity Card (HKIC) No.*:			
MCHK Registration No.:			
Correspondence address (in English)*:			
Daytime telephone. no.*:			
E-mail address*:			

* Will not be disclosed to the public

Part II. Fulfilment of the Criteria for Reactivation of Account in the Directory (please tick the appropriate box(es))
<p>(a) For doctors who are specialists:</p> <p><input type="checkbox"/> I am listed in the Specialist Register with the Specialist Registration No. _____ .</p>
<p>(b) For doctors who are non-specialists:</p> <p><input type="checkbox"/> I have obtained Continuing Medical Education (CME) Certificate issued by the Medical Council of Hong Kong (MCHK) for the past calendar year - CME cycle¹: Jan / Jul² _____(Year) to Dec/ Jun² _____ (Year).</p> <p><input type="checkbox"/> I have been awarded a total of _____ CME points in the past calendar year - CME Cycle¹: Jan/ Jul² _____(Year) to Dec/ Jun² _____ (Year); and meet the minimum requirement for the MCHK CME certification.³</p> <p>I have registered with the following CME Programme Administrator approved by the MCHK or organisation for administration of my CME record (please tick ONE only):</p> <p><input type="checkbox"/> Hong Kong Academy of Medicine</p> <p><input type="checkbox"/> Hong Kong Doctors Union</p> <p><input type="checkbox"/> Hong Kong Medical Association</p> <p><input type="checkbox"/> Hong Kong College of Family Physicians (<i>only for College members who have registered with the Hong Kong Academy of Medicine as their CME Programme Administrator for the Medical Council of Hong Kong CME Programme</i>)</p>

¹ MCHK CME cycle starts in January or July every year.

² Please delete as appropriate.

³ MCHK CME certification requires accumulation of 30 or more CME points in a year, among which a maximum of 20 credit points can be awarded for self-study per year under the Credit Point System.
(www.mchk.org.hk/english/cme/files/Guidelines_on_Credit_Point_System.pdf)

Part III. Undertaking and Declaration for Application of Reactivation of Account in the Directory

In consideration of the Government of the Hong Kong Special Administrative Region (“the Government”), as represented by the Director of Health, considering and /or approving this application for reactivation of account in the Directory, I hereby acknowledge, confirm, undertake, warrant, declare and agree with continuing effect as follows:

1. I have carefully read, fully understand and agree with the Terms and Conditions of the Primary Care Directory, “Notes on Application for Reactivation of Account in the Primary Care Directory”, the Personal Information Collection Statements therein respectively and all other related relevant documents with respect to the Directory.
2. I am eligible to apply for reactivation of account in the Directory according to the eligibility criteria set out in the “Notes on Application for Reactivation of Account in the Primary Care Directory”; and fulfil the eligibility criteria for enrolment in the Directory as set out in the Terms and Conditions of the Primary Care Directory.
3. All the information provided to the Government in or in connection with this application are up-to-date, true, accurate and complete in all aspects.
4. I undertake to inform the Government immediately if any information provided in or in connection with this application is no longer applicable, true, accurate or complete.
5. I consent and authorise the Government, any of its agents or officers (including the Director of Health) and any other person authorised by the Government to collect, use and disclose my information from/to the MCHK and/or the CME Programme Administrator or organisation which I have registered with and as indicated in Part II of this Application Form, including the information and personal data they hold about me, to process and verify this application including verification of the eligibility for this application, and for the purposes set out in the Personal Information Collection Statements included in the “Notes on Application for Reactivation of Account in the Primary Care Directory” and the Terms and Conditions of the Primary Care Directory respectively.
6. I shall procure the MCHK and/or the CME Programme Administrator or organisation which I have registered with and as indicated in Part II of this Application Form, to release at any time my information and personal data held by any of them to the Government, any of its agents or officers (including the Director of Health) and any other person authorised by the Government for the purpose of processing this application and, where necessary, for verification of this application.
7. This application may not be processed by the Government if any information or document(s) required by the Government is not provided by me, the MCHK and/or the CME Programme Administrator or organisation which I have registered with and as indicated in Part II of this Application Form.
8. If any undertaking, warranty or declaration given by me in this Undertaking and Declaration is not up-to-date, true, accurate or complete or if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this Undertaking and Declaration or in law, the Government shall be entitled to reject immediately this application or, as the case may be, delist me from the Directory.
9. The Government has the sole discretion of determining whether or not to approve the application notwithstanding anything provided herein.
10. I have carefully read the provisions of Undertaking and Declaration of this application and as set out in the Terms and Conditions of the Primary Care Directory; and fully understand the obligations and liabilities under the Undertaking and Declaration.

Signature: _____ Date : _____

Please send this completed and signed Application Form to the Primary Care Office by fax (3583 4549), email (pco@dh.gov.hk) or post to:

Primary Care Office, Department of Health

Room 1008, 10/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong

Notes on Application for Reactivation of Account in the Primary Care Directory *(Applicable to doctors only)*

1. About the Primary Care Directory

- (a) The Primary Care Directory (the Directory) is a web-based directory containing practice-based information and professional qualification of primary care providers in the community to facilitate the public to search for their own primary care providers.
- (b) A registered medical practitioner within the meaning of the Medical Registration Ordinance (Cap. 161) who holds a valid practising certificate issued under that Ordinance and commits to the provision of directly accessible, comprehensive, continuing and co-ordinated person-centred primary care services is eligible for enrolment in the Directory.
- (c) Please refer to the Terms and Conditions, and other information of the Primary Care Directory at the website of the Directory (www.pcdirectory.gov.hk) for more details.

2. Maintenance Requirement of the Primary Care Directory:

- (a) To maintain listing in the Directory, an enrolled doctor shall comply with the conditions for maintenance of listing as stipulated in the Terms and Conditions of the Primary Care Directory and the Continuing Medical Education (CME) requirements for enrolled doctors stated therein.
- (b) The Department of Health conducts regular checking of CME status of doctors enrolled in the Directory. The account of an enrolled doctor would be inactivated if he/she is found not fulfilling the CME requirements upon checking.

3. Criteria of Reactivation of Account in the Primary Care Directory:

For reactivation of account in the Directory:

- (a) doctors who are specialists shall be listed in the Specialist Register of the MCHK.
- (b) doctors who are non-specialists shall have obtained:
 - (i) CME Certificate issued by the Medical Council of Hong Kong (MCHK) for the past calendar year preceding the application; or
 - (ii) CME information provided by the CME Programme Administrators certifying that the CME points accumulated in the past calendar year have met the minimum requirement for the MCHK CME certification.

4. Application Procedures:

For doctors whose accounts have been inactivated and wish to reactivate the account, they should fulfill the criteria of reactivation of account as stated in paragraph (3) above and submit the completed and signed Application Form on “Application for Reactivation of Account in the Primary Care Directory” to the Primary Care Office of the Department of Health by fax, email or post.

5. Processing Application:

- (a) To process the application, the Department of Health will use the information submitted by the applicant, the MCHK and/or the CME Programme Administrators approved by the MCHK or the organization specified in Part II of the Application Form to assess the eligibility of reactivation of account in the Directory.
- (b) The Department of Health will check respective lists published on the MCHK website (www.mchk.org.hk) and/ or, with consent given and authorization granted by the applicant in Part III Undertaking and Declaration of the Application Form, approach the MCHK, the CME Programme Administrators or the organisation as specified in the Application Form to collect the information mentioned in paragraph 3 above or other information for processing and verifying the application.

- (c) The Department of Health will inform the applicant via email of whether the application for reactivation is approved or rejected.
- (d) The Government has the sole discretion of determining whether or not to approve the application notwithstanding anything provided therein.

6. Enquiries

Enquiries should be directed to the Primary Care Office of the Department of Health at:
Room 1008, 10/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong
Tel: 3576 3658
Fax: 3583 4549
Email: pco@dh.gov.hk

Personal Information Collection Statement

Purpose of Collection

1. Any information, including the personal data provided to the Government in connection with any application for reactivation of accounts in the Primary Care Directory will be used by the Government for one or more of the following purposes:
 - (a) for processing the application for reactivation of account in the Primary Care Directory, administration and monitoring of the Directory and any related purposes;
 - (b) for disclosing relevant information in the Directory to the public and primary care practitioners;
 - (c) for report, statistical, evaluation and research purposes; and
 - (d) for any other legitimate purposes as may be required, authorized or permitted by law.
2. The provision of any information, including the personal data is voluntary. However, if you do not provide sufficient information, we may not be able to consider your eligibility for reactivation of account in the Directory and may not process your application.

Classes of Transferees

3. The information, including the personal data provided may be disclosed and transferred to other bureaux/departments of the Government and parties outside the Government which are relevant to the application and for the purposes mentioned in paragraph 1 above, including but not limited to the Medical Council of Hong Kong, Hong Kong Academy of Medicine, Hong Kong Doctors Union, Hong Kong Medical Association and Hong Kong College of Family Physicians.

Access to Personal Data

4. You have the right to request access to or correction of the personal data provided in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). Written requests and enquiries concerning the personal data provided should be addressed to:
 - Executive Officer
 - Primary Care Office, Department of Health
 - Room 1008, 10/F, Guardian House
 - 32 Oi Kwan Road
 - Wan Chai, Hong Kong