



# User Manual for Primary Dental Co-Care Pilot Scheme for Adolescents (PDCC) - Private Dentist Enrolment [G173]

Jan 2025

The Government of the Hong Kong Special Administrative Region

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[For printing purpose in case of need]

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## Document Summary

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## *Introduction*

**About this manual**

**Important information to know before enrolling  
as a PDCC – Private Dentist**

**Abbreviations and Acronyms**

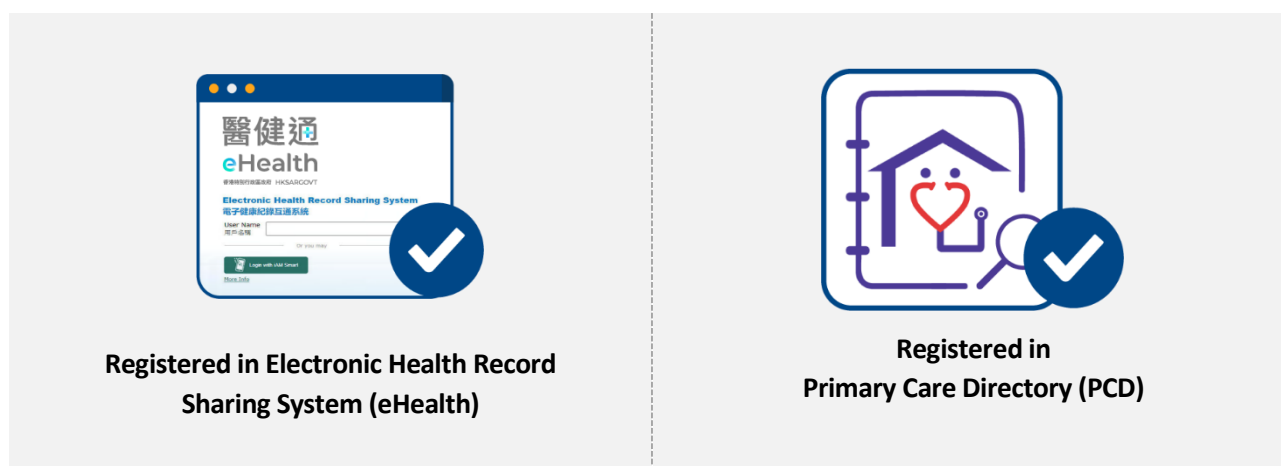
# Introduction

## About this manual

The PDCC-Private Dentist Enrolment module is designed for the dentists who want to enrol in Primary Dental Co-care Pilot Scheme for Adolescents (PDCC) as PDCC-Private Dentists. It facilitates doctors to submit their enrolment to Programme Office (PO). This user manual aims at providing eligible dentists with the detailed information of the PDCC-Private Dentist Enrolment modules.

## Important information to know before enrolling as a PDCC-Private Dentist

Before enrolling as a PDCC-Private Dentist, please make sure that you have completed the following:



Please also make sure that your personal particulars are consistent across both eHealth and PCD.

Further details about registration for eHealth and PCD can be found in the following:



### eHealth

<https://www.ehealth.gov.hk/en/healthcare-provider-and-professional/how-to-register/index.html>



### PCD

[https://www.pcdirectory.gov.hk/primary\\_care\\_provider/enrolment.html?lang=2](https://www.pcdirectory.gov.hk/primary_care_provider/enrolment.html?lang=2)

## Abbreviations and Acronyms



### PDCC

Full name: Primary Dental Co-care Pilot Scheme for Adolescents

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### eHealth

Full name: Electronic Health Record Sharing System

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### HCP

Full name: Healthcare Provider

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### HSL

Full name: Healthcare Service Location

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### PCD

Full name: Primary Care Directory

---



### PO

Full name: Programme Office

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*Primary Dental Co-care  
Pilot Scheme for Adolescents  
(PDCC)*

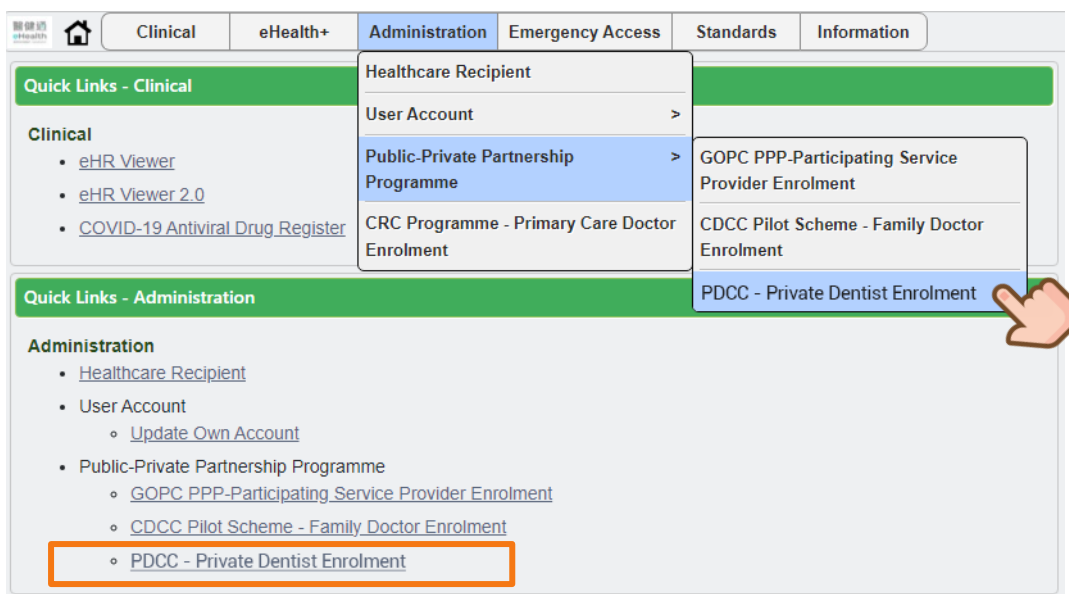
# Primary Dental Co-care Pilot Scheme for Adolescents (PDCC)

## 1. How to Submit Enrolment

Eligible dentists can access “PDCC – Private Dentist Enrolment” in eHealth Portal to proceed to enrol in PDCC Pilot Scheme for Adolescents. **After login to eHealth Portal:**

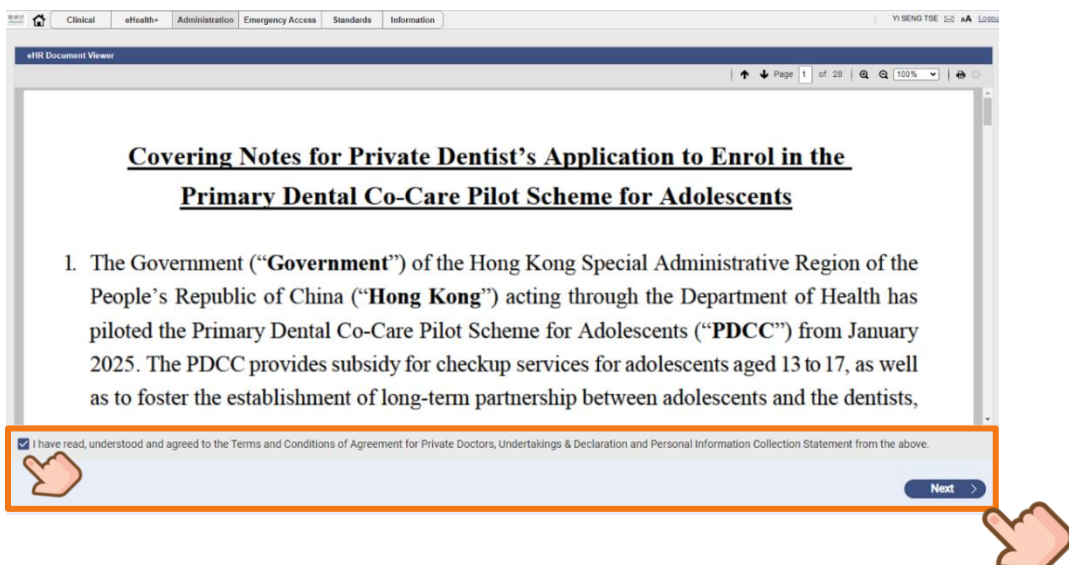
a.

Click [PDCC - Private Dentist Enrolment] under “Quick links – Administration”.



b.

Read the information. **Check all the checkboxes**  and click [Next].



C.

Fill in the personal particulars and click [Save and Next].

d.

Select the desired Healthcare Provider (HCP) and corresponding Healthcare Service Location (HSL) that you would provide service to participants. More than one HCP and HSL can be selected. Click [Save and Next].

e.

Fill in the desired co-payment fee for each HSL. Read the information. **Check the checkbox**  and click [Save and Next].

Co-Payment set up for the HSL

(A) Participant's co-payment fee for PDCC dental consultation

(B) Participant's co-payment fee for PDCC subsidized dental treatments (scaling, full mouth fluoride)

The Government recommended total Co-payment amount of PDCC package [(A) + (B)] is HK\$ 200.

I understand that I may adjust the Co-Payment amount on an annual basis and such adjustments shall not take effect unless written confirmation by the Government or its representative has been provided.

[Delete](#)

[Back](#)
[Discard](#)
[Save as Draft](#)
[Save and Next >](#)
[Submit](#)

f.

Fill in the bank(s) information and click [Submit].

**PDCC - Private Dentist Enrolment**

Personal Particulars — HCP & HSL — **Bank Information**

**Bank Information 1**

Bank Account Number (Note A & C)\* **Bank Code**  **Branch Code**  **Account No.**

**Bank Name**

**Branch Name**

**Bank Account Name in English**

**Type of Bank Account**  Business Account  Personal Account

**Bank Information 2**

Bank Account Number (Note A & C)\* **Bank Code**  **Branch Code**  **Account No.**

**Bank Name**

**Branch Name**

**Bank Account Name in English**

**Type of Bank Account**  Business Account  Personal Account

[Back](#)
[Discard](#)
[Save as Draft](#)
[Save and Next >](#)
[Submit](#)

g.

Review the enrolment information and click [[Print Appendices](#)].

Submit the related supporting documents to the Programme Office via Fax or email.

✓ **PDCC - Private Dentist Enrolment submitted successfully**

Enrolment Reference Number	PDCC [REDACTED] 17
Dentist Name	TSE, YI SENG
eHR User ID	80278 [REDACTED]
Status	Pending Verification
Last Update On	09 December 2024

Your enrolment application (Enrolment Reference Number: PDCC [REDACTED] 17) has been completed. Please print the Appendices below and submit the following supporting documents to the Programme Office via fax (2515 [REDACTED]) or email ([REDACTED]@dh.gov.hk) at your earliest convenience (preferably within 30 calendar days from the date of submission).

- 1) Certified true copy of DCHK Annual Practising Certificate.
- 2) Certified true copy of bank correspondence (e.g. bank statement within 6 months) showing the bank name, bank account number and name of the account holder.
- 3) Duly signed and completed Authority for Payment to a Bank.
- 4) Certified true copy of Business Registration Certificate (applicable for corporate bank account).
- 5) Clinic Administrator Enrolment Form (if applicable).
- 6) Dental Hygienist Enrolment Form (if applicable).
- 7) Quotation Form for Fee of Dental Services to PDCC participants.

[View Enrolment Details](#) [Print Appendices](#)

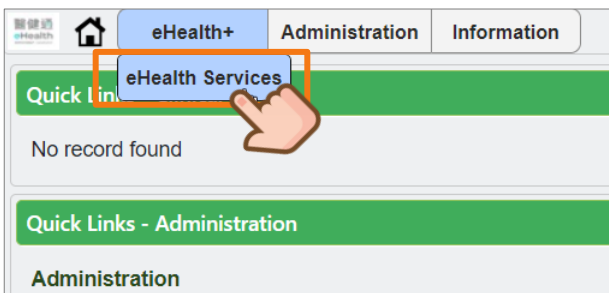
## 2. How to submit enrolment via central administrator under your Healthcare Provider

To streamline the enrolment process for healthcare providers, eligible dentists under their group practice can enrol as PDCC Private Dentist through their central administrator for provider-based enrolment. If your group practice is interested in helping your dentists to enrol as PDCC – Private Dentists, please contact the Programme Office for more details.

After Programme Officer grants access to your **central administrators**, they will be able to enrol on behalf of the eligible dentists:

a.

Login to eHealth Portal via Central Administrator, then click [eHealth Services] under “eHealth+”.



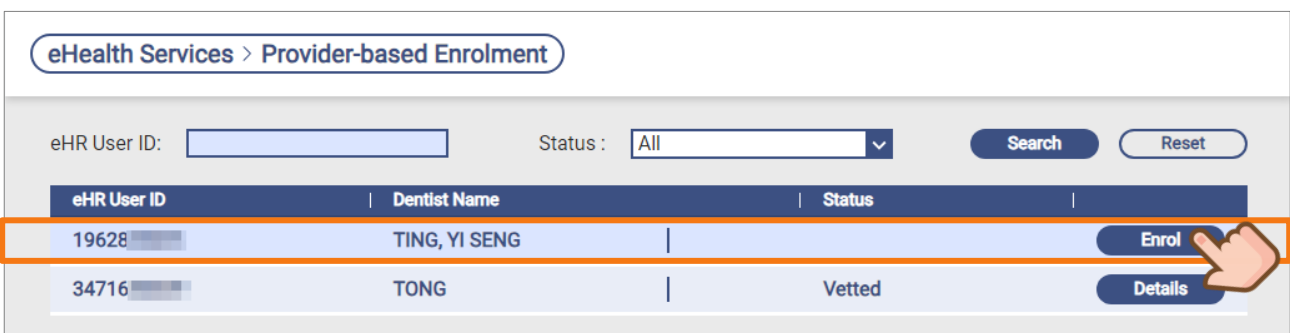
b.

Click [Provider-based Enrolment] under Administrative.



c.


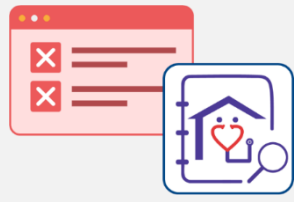
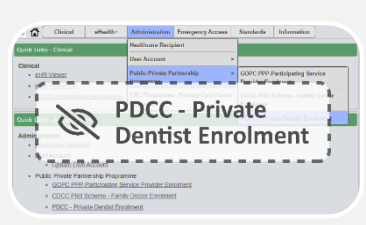
The list of requested dentists can be found. Click [Enrol] to proceed PDCC-Private Dentist enrolment on behalf of the eligible dentists. The enrolment flow will be the same as professional-based enrolment (please refer to [Section 1. How to Submit Enrolment](#) for details).



### 3. Common Problems

#### 3.1 Failed to proceed to PDCC-Private Dentist Enrolment

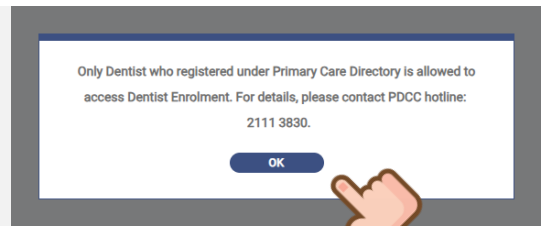
Some common reasons if you failed to initiate the PDCC Private Dentist Enrolment process:

 <p><b>eHealth registered information DOESN'T match with the information in PCD</b></p>	 <p><b>NOT yet registered in PCD or the PCD status is NOT active</b></p>	 <p><b>HAS NOT been granted the corresponding role group</b></p>
--	---	---

#### 3.2 eHealth registered information doesn't match with the information in PCD

Eligible candidates should have registered themselves in both eHealth and PCD.

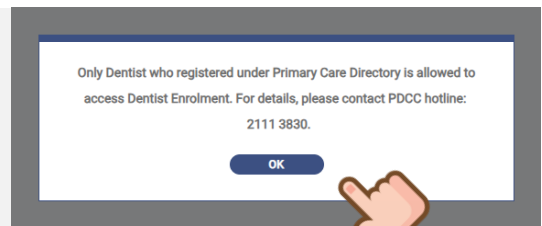
However, if the information (e.g. Professional Registration Number) between eHealth and PCD do not match, Private Dentist Enrolment may not be able to proceed and the following prompt will be triggered:



**Solution:** Update the latest personal information in eHealth and/ or PCD.

#### 3.3 Not yet registered in PCD or the PCD status is not active

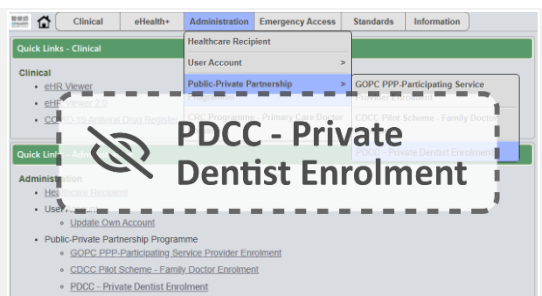
If you are not actively listed in PCD, you are not eligible to enrol as a PDCC-Private Dentist. Following prompt will be triggered.



**Solution:** Register/update status in PCD.

#### 3.4 Has Not been granted the corresponding role group

If you are not granted the Role Group [Clinical Professional], "PDCC - Private Dentist Enrolment" function is NOT available on the eHealth homepage under the "Quick Links - Administration" section or menu bar.



**Solution:** Contact your HCP UA to grant you the corresponding role group for enrolling as PDCC – Private Dentist.

## 4. How to update your enrolment details

After submission of your enrolment, you may update it in one of two ways below:

### 4.1 Before PO confirms your enrolment

If your enrolment has not yet been confirmed by PO, you can edit your information through “PDCC – Private Dentist Enrolment” module directly.

a.

Click [[View Enrolment Details](#)].

**PDCC - Private Dentist Enrolment submitted successfully**

Enrolment Reference Number	PDCC-17
Dentist Name	TSE, YI SENG
eHR User ID	80278
Status	Pending Verification
Last Update On	09 December 2024

Your enrolment application (Enrolment Reference Number: PDCC-17) has been completed. Please print the Appendices below and submit the following supporting documents to the Programme Office via fax (2515 ) or email ( @dh.gov.hk) at your earliest convenience (preferably within 30 calendar days from the date of submission).

- 1) Certified true copy of DCHK Annual Practising Certificate.
- 2) Certified true copy of bank correspondence (e.g. bank statement within 6 months) showing the bank name, bank account number and name of the account holder.
- 3) Duly signed and completed Authority for Payment to a Bank.
- 4) Certified true copy of Business Registration Certificate (applicable for corporate bank account).
- 5) Clinic Administrator Enrolment Form (if applicable).
- 6) Dental Hygienist Enrolment Form (if applicable).
- 7) Quotation Form for Fee of Dental Services to PDCC participants.

[View Enrolment Details](#) [Print Appendices](#)

b.

Click [[Edit](#)].

**PDCC - Private Dentist Enrolment**

Personal Particulars | HCP & HSL | Bank Information

Dentist Name	TSE, YI SENG
Title	Doctor
Sex	Male
eHR User ID	8027
Professional Registration Number <sup>Ⓞ</sup>	D88
<small>Ⓞ Professional Registration Number is the number assigned by the Medical Council of Hong Kong to the Applicant upon registration.</small>	
Correspondence Address	16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN
Contact Email Address	<a href="mailto:tseyseng@clinic.com">tseyseng@clinic.com</a>
Daytime Contact Telephone Number	-
Fax Number (Optional)	-
Pager Number (Optional)	-
Enrolment Reference Number	PDCC-
Status	Pending Verification
Last Update On	09 December 2024

[Back](#) [Next](#) [Edit](#) [Close](#)



C.

Update the information and then click [Save and Next] to go through all sections “Personal Particulars”, “HCP & HSL” and “Bank Information”.

PDCC - Private Dentist Enrolment

Personal Particulars | HCP & HSL | Bank Information

Dentist Name: TSE, YI SENG  
 Title: Doctor  
 Sex:  Male  Female  Unknown  
 eHR User ID: 80278  
 Professional Registration Number: D88

Professional Registration Number is the number assigned by the Medical Council of Hong Kong to the Applicant upon registration.

Correspondence Address:  
 Room/Flat: [ ] Floor: 16/F Block: [ ]  
 Building: ONE KOWLOON  
 Estate/Village: ONE KOWLOON  
 Street No.: 1 Street/Road: WANG YUEN ST  
 Subdistrict: KWUN TONG District: KWUN TONG DISTRICT  
 Estate: KLN Select HSL Address

(Please provide documentary proof of correspondence address such as public utility bill or bank statements, and a copy of Hong Kong Identity Card).

Contact Email Address: tseyiseng@clinic.com  
 Daytime Contact Telephone Number: -  
 Fax Number (Optional): [ ]  
 Pager Number (Optional): [ ]

Back Save as Draft Save and Next Submit



d.

Click [Submit] to update your enrolment details.

PDCC - Private Dentist Enrolment

Personal Particulars | HCP & HSL | Bank Information

Bank Information 1

Bank Account Number (Note A & C)\*: [ ] Bank Code: 123 Branch Code: 456 Account No.: 789  
 Bank Name: HANG SENG BANK  
 Branch Name: KOWLOON BAY  
 Bank Account Name in English: TSE YI SENG  
 Type of Bank Account:  Business Account  Personal Account

Bank Information 2

Bank Account Number (Note A & C): [ ] Bank Code: 987 Branch Code: 654 Account No.: 789  
 Bank Name: BANK OF CHINA  
 Branch Name: KWUN TONG  
 Bank Account Name in English: VHC4  
 Type of Bank Account:  Business Account  Personal Account

**NOTE**

A. This form must be accompanied by a copy of bank correspondence (e.g. bank statement) showing the full name and number of the bank account. If the bank correspondence relates to an Applicant, the copy must be certified to be a true and complete copy by the Applicant. If the bank correspondence relates to a Health Care Provider, the copy must be certified to be a true and complete copy by the authorized signatory of the Health Care Provider.  
 B. For Business Account, this form must be accompanied by a copy of business registration.  
 C. If you do not know the bank code of your bank account, please contact your banker.  
 D. If virtual bank is used, please confirm with your virtual bank whether they can accept the autopay transaction.

Back Save as Draft Save and Next Submit



## 4.2 After PO confirmed your enrolment

If PO has already verified your enrolment, you will need to contact PO to submit a change request to update your enrolment details.

You will no longer be able to edit your enrolment details in “PDCC – Private Dentist Enrolment” module. The [Edit] button will be dimmed:

**PDCC - Private Dentist Enrolment**

Personal Particulars | HCP & HSL | Bank Information

Family Doctor Name	TSE, YI SENG
Title	Doctor
Sex	Male
eHR User ID	80278
Professional Registration Number <sup>o</sup>	D88
Professional Registration Number is the number assigned by the Medical Council of Hong Kong to the Applicant upon registration.	
Correspondence Address	16/F, ONE KOWLOON, ONE KOWLOON, 1 WANG YUEN ST, KOWLOON BAY, KWUN TONG DISTRICT, KLN
Contact Email Address	<a href="mailto:tseyiseng@clinic.com">tseyiseng@clinic.com</a>
Daytime Contact Telephone Number	-
Fax Number (Optional)	-
Pager Number (Optional)	-
Enrolment Reference Number	000671
Status	Vetted
Last Update On	08 August 2024

Buttons: Back, Next, **Edit** (dimmed), Close

However, if you would like to update your contact details that were shared with the registered information in eHealth, you can still edit or update them via the eHR portal by going to “Update Own Account” under “Administration”. The following information can be updated in the eHR portal:

### 1. Contact Email Address

### 2. Daytime Contact Telephone Number

Navigation: Clinical | eHealth+ | **Administration** | Emergency Access | Standards | Information

**Quick Links - Clinical**

- Clinical
  - eHR Viewer
  - COVID-19 Antiviral Drug Register

**Quick Links - Administration**

- Administration
  - Healthcare Recipient
  - User Account > **Update Own Account**
  - Public-Private Partnership Programme >
  - CRC Programme - Primary Care Doctor Enrolment

The screenshot displays the 'Update Own Account' page with the following sections:

- Personal Information:** eHR UID: 69999, Surname: DENG, Given Name: YI SENG, Chinese Name: [Redacted], Contact Phone No.: [Redacted], ID Doc Type: HKID Card, HKIC No.: L36[Redacted](4), Post Title: [Redacted], English Title: Doctor, Chinese Title: 醫生, Token Serial No. (in use): 2214[Redacted], Token Issuer HCP: 43108[Redacted].
- iAM Smart Information:** iAM Smart Authentication Date: [Redacted], iAM Smart Surname: [Redacted], iAM Smart Given Name: [Redacted].
- Professional Registration Information:** Professional Registration Status: Active, Professional Registration Number: ML9[Redacted], Registration Board or Council: Medical Council of Hong Kong, Professional Category: Registered Medical Practitioners.
- Update User Name:** Current User Name: pdccdrdeng, Modify button.
- Communication Means:** Selected Communication Means:  Email,  SMS.
- Update Mobile Phone No.:** Current Mobile Phone No.: [Redacted], Modify button.
- Update Internet Email Address:** Current Internet Email Address: pdccdrdeng@clinic.com, Modify button (highlighted with a hand cursor).

For **other enrolment information**, you can contact PO to submit a change request to update your enrolment details via email: [am3\\_cds@dh.gov.hk](mailto:am3_cds@dh.gov.hk)

## Helpdesk Support

Support Team	Phone No.	Email
PDCC Call Centre	2111 3830	<a href="mailto:am3_cds@dh.gov.hk">am3_cds@dh.gov.hk</a>



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