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

Jan 2025

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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:

Registered in Electronic Health Record Sharing System (eHealth)

Registered in Primary Care Directory (PCD)
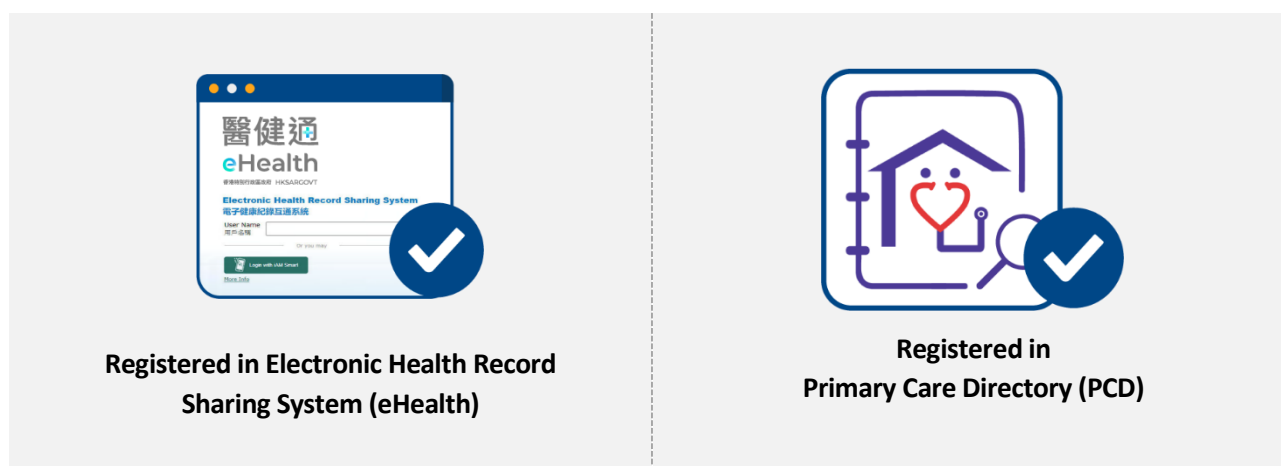
Please also make sure that your personal particulars are consistent across both eHealth and PCD.

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

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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

HCP

Full name: Healthcare Provider

HSL

Full name: Healthcare Service Location

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"*.
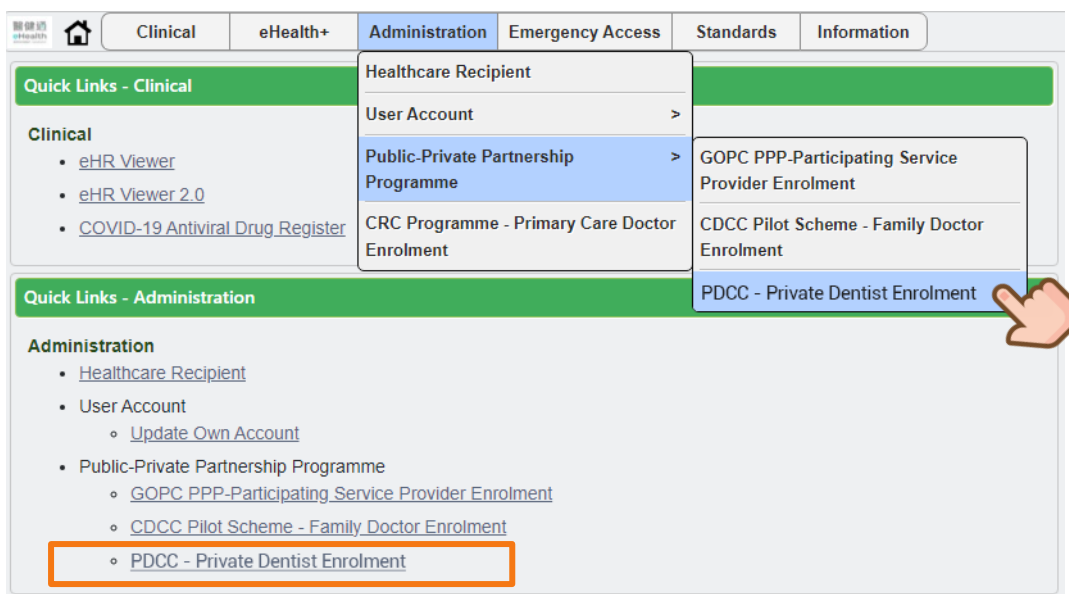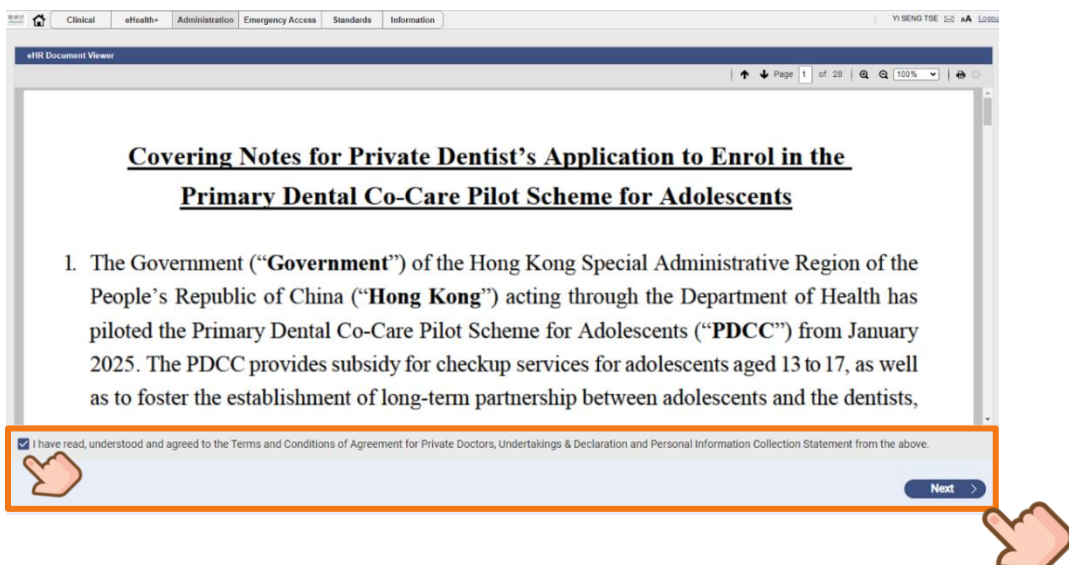

b.

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

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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].

f.

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

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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___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 Practicing 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+".
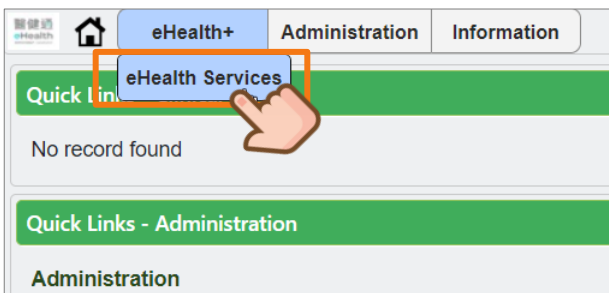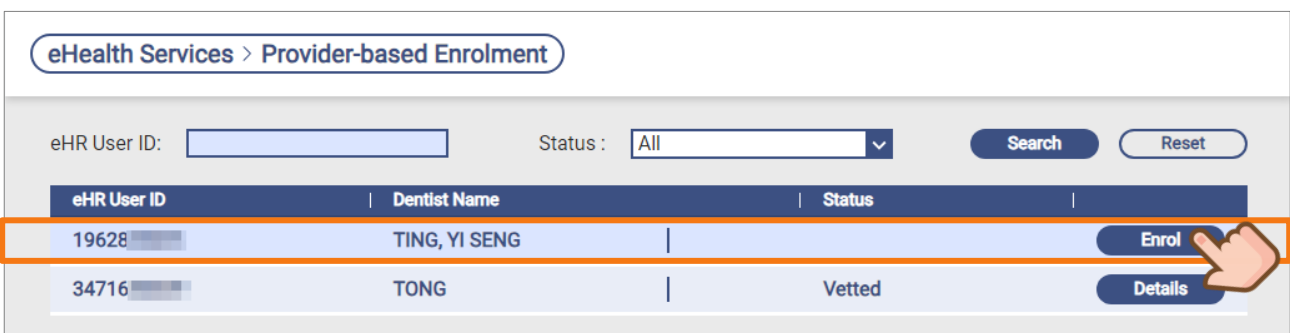

b.

Click [Provider-based Enrolment] under Administrative.
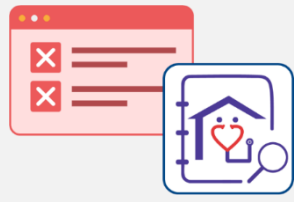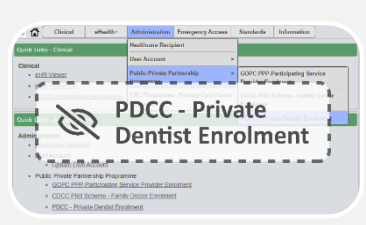

c.

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).

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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:

eHealth registered information DOESN'T match with the information in PCD

NOT yet registered in PCD or the PCD status is NOT active

HAS NOT been granted the corresponding role group

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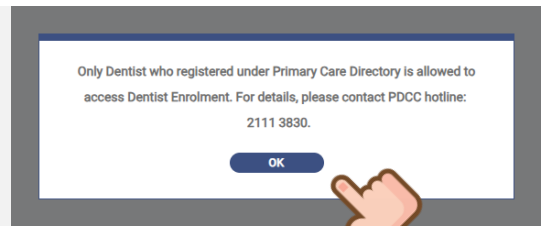
Solution: Update the latest personal information in eHealth and/ or PCD.

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.
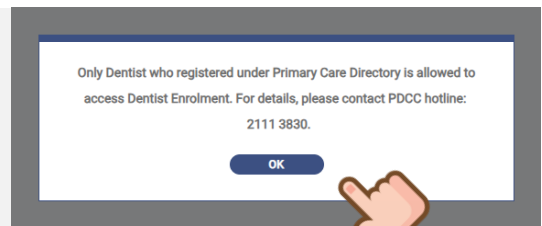
Solution: Register/update status in PCD.

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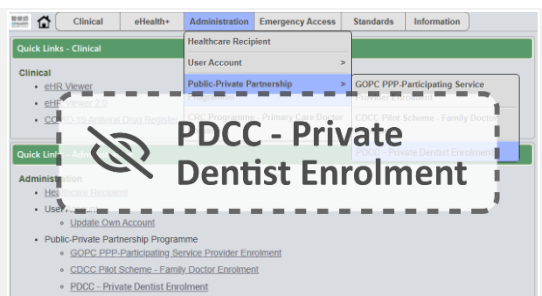
Solution: Contact your HCP UA to grant you the corresponding role group for enrolling as PDCC – Private Dentist.

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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].

b.

Click [Edit].

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c.

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

d.

Click [Submit] to update your enrolment details.

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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 able to edit your enrolment details in "PDCC – Private Dentist Enrolment" module.
The [Edit] button will be dimmed:

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

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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

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Helpdesk Support

Support Team	Phone No.	Email
PDCC Call Centre	2111 3830	am3_cds@dh.gov.hk

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