



## Application Form For eKG Personal Account

### eKG personal account subscription is offered to healthcare professionals in Hong Kong.

**Your personal eKG account entitles you to the following:**

1. Access to eKG from home or office via Internet;
2. Use of Electronic Document Delivery Service (EDDyS);
3. Receive customized eKG Alerts via email;
4. Use of HA's major libraries' services throughout Hong Kong, including book loans.

**To use eKG at home or office, you need to:**

- Get hardware ready (recommended minimum configuration)
  1. Pentium III based PC
  2. 256 MB RAM
  3. Printer (optional)
  4. Internet connection by any Internet Service Provider
- Get software ready
  1. Windows 2000 or XP
  2. Internet Explorer 6.0 or above (128 bit)
  3. Adobe Acrobat 5.0 or above

**Payment for eKG personal account and EDDyS**

1. eKG subscription fee will be automatically debited from your VISA/Master card quarterly.
2. Cancellation of subscription can only be made by written notice from you 2 weeks prior to the next quarterly charging.
3. All future document delivery charges will be debited from your credit card monthly if the amount owing is ≥ HK\$100; otherwise, quarterly.
4. The monthly/quarterly statement will be sent to you by email in the first week of the month. The statement is for your record only; you do not need to pay from this statement.
5. Payments made cannot be refunded.

**To submit your application, please:**

1. Complete Parts A, B and C on the right.
2. Attach a copy (both sides) of your credit card for our verification.

If you are **Hong Kong Healthcare Professionals**, please also submit the following:

- Two recent photos (1"x1.5") for your library card;
- Proof of your professional status (e.g. MCHK registration, practicing certificate).

Please return the completed application form to:  
**Knowledge Management Unit (KMU),  
Hospital Authority Head Office,  
Rm 211N, Hospital Authority Building,  
147B Argyle Street, Kowloon  
Fax: 2882 4378**

### Part A: Personal Details

Title: Dr.  Mr.  Mrs.  Ms.   
 HKID: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Hospital/Clinic: \_\_\_\_\_  
 Post: \_\_\_\_\_  
 Specialty/Dept. : \_\_\_\_\_  
 Tel no. : \_\_\_\_\_ (Office),  
 \_\_\_\_\_ (Mobile/Pager)  
 Fax no. : \_\_\_\_\_  
 Office address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Delivery address for receiving articles (if different):  
 \_\_\_\_\_  
 \_\_\_\_\_

Internet Email for electronic document delivery & receiving bill statement:  
 \_\_\_\_\_

### Part B: Direct Debit Payment Authorization

Please direct debit from my designated VISA/Master card\* (for eKG subscription to be paid QUARTERLY, i.e. **\$240 (HA staff) /\$300 (Hong Kong Healthcare Professionals)\***, EDDyS document delivery and other charges related to library use.)

Payee information: Hospital Authority

Credit Card Issuing Bank: \_\_\_\_\_

Credit Card a/c no.:  
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Cardholder's Name: \_\_\_\_\_

Expiry Date: □□-□□ (Credit card must be valid for 6 months or more.)  
 (M)(M) (Y)(Y)

### Terms and conditions:

I hereby agree that the Hospital Authority has the right to charge my credit card account for the purchased items or services (e.g. eKG account subscription or EDDyS document delivery) in regular manner as agreed upon by me and the Hospital Authority. The recurring direct debit transaction will not be terminated until the Hospital Authority has been informed by my written notification of service termination. I agree the validity of this agreement will continue before or after the expiry date of the credit card account.

I will inform KMU on any change (including the new expiry date) in the information provided above.

Cardholder's signature: \_\_\_\_\_  
 (must match with credit card signature)

(Please attach a copy (both sides) of your credit card for our verification.)

\* Please delete as appropriate.

### Part C: Declarations

1. I have read and understood the content of the "eKG User Records Notice" overleaf (Part D) and I give consent to the inclusion of the above data in the eKG system.
2. I agree with the terms stipulated in the "User Agreement for eKG Personal Account" overleaf (Part E).
3. I will inform the KMU about any changes in the above data provided.
4. I will abide by all licensing restrictions displayed on eKG.
5. I will abide by all library regulations in force.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part D: eKG User Records Notice

**Please read this notice before you provide any Personal Data to us.**

The Hospital Authority (HA) provides eKG services for its staff members and selective external healthcare professionals. Our staff may ask you to provide your Personal Data for purposes related to the eKG services.

When you provide Personal Data to us, please make sure that the data is accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, our provision of eKG services to you will be affected.

**Please also note that your Personal Data may be made available to:**

1. appropriate persons in the HA;
2. government or ex-subservent organizations or any other relevant parties who require it for matters related to the eKG services; or
3. any relevant government departments/appropriate authorities when the HA is required to provide it under the relevant legislation for use for the purposes of that legislation.

**In addition to the above, we will only use, disclose or transfer the Personal Data you provide to us:**

1. for those purposes relating to the eKG services or directly related purposes; or
2. where permitted by law.

We will obtain your consent before using your Personal Data for any other purposes.

If you wish to require access to and/or correction of your Personal Data, you may do so under Personal Data (Privacy) Ordinance. For request(s), please contact Knowledge Management Unit, Hospital Authority.

## Part E: User Agreement

**This agreement shall be binding upon eKG account holder.**

1. The eKG account provided is to be used for a SINGLE logon to eKG at a time on a single workstation. More than one concurrent logon with the same eKG account is strictly prohibited.
2. The user should not disclose the account login information and password to a third party.
3. The eKG account and the subscription cannot be shared or transferred.
4. All Hospital Authority materials published in eKG remain the property of the Hospital Authority, and subject to copyright protection. Links to and information from third party web sites are provided for users' convenience only. Users are advised to make their own clinical discretion and judgement in using the information on eKG. HA accepts no responsibility nor liability over the misuse of the materials.
5. The user should observe any other conditions as stipulated by the relevant database and software provider(s), and the copyright notice(s) displayed on the screens.
6. HA reserves the right to vary the provision of electronic resources. The decision will be based on publishers' current licensing conditions. Any changes will be posted on eKG.
7. Subscription payments cannot be refunded.
8. Users of HA library services are bound by all library regulations in force.

9. Late return of borrowed books will incur an overdue fine of \$5/day.
10. Loss/damage of borrowed books will incur a charge of the cost for replacement plus 10% surcharge.
11. Hospital Authority reserves the right to withhold usage of the eKG account and library services if eKG or library services are abused.

For Official Use only
Professional status verification by: _____
Payment authorization verification by: _____
Endorsement by SM(KM): _____
Seq No.: _____
User ID: _____
Customer's a/c no: _____
Date: _____