

## 回港易/來港易檢測申請流程

### 一、 向實驗室預約

以電話(3400 8807)/電郵([covid.survey@polyu.edu.hk](mailto:covid.survey@polyu.edu.hk))向實驗室查詢該測試服務。實驗室會要求申請者以其理大電郵賬號向實驗室電郵發送書面測試申請,以作(理大)身份核實。電郵需註明以下測試申請事項:

- 測試要求是依據回港易/來港易計劃。
- 要求可於本實驗室測試之日期\*。

[\*回港易/來港易計劃皆要求申請人於抵港第 3 天、第 5 天、第 9 天、第 12 天、第 16 天及第 19 天進行共 6 次檢測,當中第 19 天必須在社區檢測中心進行檢測。而本實驗室星期六、日休息。故計算可於本實驗室要求進行測試之日期為:

(6 次測試之日期 - 第 19 天之測試日期 - 星期六/日之測試日期)

測試申請須於至少兩個工作天前向實驗室申請,實驗室恕不受理任何即日申請]

### 二、 填寫及提交檢測申請表及 2019 冠狀病毒病電子檢測紀錄申請表

收到申請者電郵後實驗室將提供測試申請表及電子檢測紀錄申請表之連結/電郵附件。申請人需依據以下指示填寫該文件:

#### a) 檢測申請表

##### 1) 填妥申請人資料:

- 證件以香港身份証為首選,如沒有香港身份証則可選填其他證件(見附件三);
- 英文名字必須填上,中文名字(如有)亦請填上。

##### 2) 申請人聯絡資料:

- 填上能收取短訊信息(SMS)之香港手提電話號碼;
- 電郵賬號必需為理大之賬號。

##### 3) 樣本採集資料:

- 選填鼻腔和咽喉合併拭子;
- 樣本採集日期及時間無須填寫(由採樣人員即場填寫)。

##### 4) 轉介醫生資料

無須填寫。

##### 5) 化驗所專用

填上要求可於實驗室作測試之日期(如: 12, 14, 18, 21 & 25 Jan 2022)。

(請參照附件一以填寫上述資料)

填妥之檢測申請表應盡快以掃描方法(請勿拍照或用螢幕截圖)轉為 pdf 檔並電郵至實驗室。實驗室於未收到檢測申請表前將不會處理任何申請個案。

#### b) 2019 冠狀病毒病電子檢測紀錄申請表

- 填寫所有資料,除樣本採集日期無須填寫(由採樣人員即場填寫);
- 所填寫之資料需和檢測申請表上之資料一致。

填妥之電子檢測紀錄申請表請於第一次採樣當日交予採樣人員。

### 三、 實驗室審核及確認

收到檢測申請表作正式申請後,實驗室將審核是否接納該申請,審核時間為一至兩個工作天。

### 四、 預約採樣及測試

實驗室確認測試申請後向申請者依據其要求測試日期作鼻腔和咽喉合併拭子採樣,一般採樣時間為要求之測試日期早上 10:30 (注:請準時,採樣人員只會由預約時間起計等候 15 分鐘,錯過該時段將無法於當日得到測試服務)。樣本採集亭位置請見附件二。

### 五、 測試週期及結果發佈

測試結果將於採樣當日由政府以短訊(SMS)發送至申請人提供之手提電話號碼,並上載致 2019 冠狀病毒病電子疫苗接種及檢測紀錄系統 (<https://www.evt.gov.hk>)。申請人可以身份證明文件號碼及樣本號碼查詢及下載檢測結果

## **Test Application Workflow under Return2hk / Come2hk Travel Scheme**

### **A. Make Appointment to the Laboratory**

Contact the laboratory via phone (3400 8807) / email ([covid.survey@polyu.edu.hk](mailto:covid.survey@polyu.edu.hk)) for preliminary contact for service request. The laboratory would ask the requestor to email via his/her PolyU email account to the laboratory's email address to verify the requestor's PolyU identity. In the email, please specify:

- test request under Return2hk / Come2hk Travel Scheme
- the requestable test dates\*

[Note: both Return2hk / Come2hk Travel Scheme request travelers must undergo testing on the 3rd, 5th, 9th, 12th, 16th and 19th day following the person's arrival at Hong Kong that the 19th day testing must be conducted in a Community Testing Centre. While the laboratory test service is unavailable on Saturday and Sunday and therefore, the requestable test service date to be:

*(The 6 test dates – the 19th test day – Saturday / Sunday test day(s))*

Test requestor should reserve at least 2 working days for laboratory processing on the test application. Same day test application would not be entertained]

### **B. Complete Test Request Form and COVID-19 Electronic Testing Record Application Form**

Upon receiving the test request email, the laboratory would provide Test Request Form and Electronic Testing Record Application Form via hyperlink / email attachment. Requestor should complete the forms according to the below instructions:

- a) Test Request Form
  - 1) Fill in Requestor Information
    - HKID should be the first priority of identification document. If without HKID, then requestor should fill in Other Travel Document Number with possible document type as listed in Annex 3
    - must enter English name. Chinese name, if available, should fill in also.
  - 2) Fill in Patient Contact Information
    - enter a Hong Kong cell phone number for the receipt of SMS
    - the entered Email Address must be PolyU email account
  - 3) Sample Collection Information
    - choose Combined Nasal and Throat Swab (CNTS) as sample type
    - leave Specimen Collection Date and Time Blank (to be filled by specimen collection personnel onsite)
  - 4) Referral Doctor Information  
Leave this section blank
  - 5) Laboratory Use Only  
Enter the requestable test date (e.g. 12, 14, 18, 21 & 25 Jan 2022)

(Refer to Annex 1 for the above Test Request Form filling instruction)

The completed Test Request Form should be scanned (don't take photo or screen capture) and emailed to the laboratory as a pdf file. The laboratory would not process any test case before receiving the completed request form.

b) COVID-19 Electronic Testing Record Application Form

- fill in all sections besides the Date of Specimen Collection (to be filled by specimen collection personnel onsite)
- the filled information should align with the ones in the Test Request Form

The completed Electronic Testing Record Application Form should handover to the sample collection personnel upon the first sample collection date.

**C. Laboratory Review and Approval**

Upon the received of Test Request Form as the formal application, the laboratory would take 1 to 2 working day for review and approval on the request.

**D. Appointment for Sample Collection and Testing**


Upon confirmation, the laboratory would contact the requestor for appointment on CNTS collection according to the requested test date(s). Collection time would normally be 10:30am of the requested test date (note: please be punctual as the collection personnel would only wait for a maximum of 15 minutes since the appointed timeslot. No test service would be provided on the day if one missed the collection). The location of the sample collection booth should refer to Annex 2.

**E. Test Turnaround Time and Result Issue**

Test result would be issued via the government SMS to the provided cell phone number on the same day of sample collection. Such result would also be uploaded to the COVID-19 Electronic Vaccination and Testing Record System (<https://www.evt.gov.hk>) where the requestor could review and download electronic test result with the use of identification document number and the specimen number.

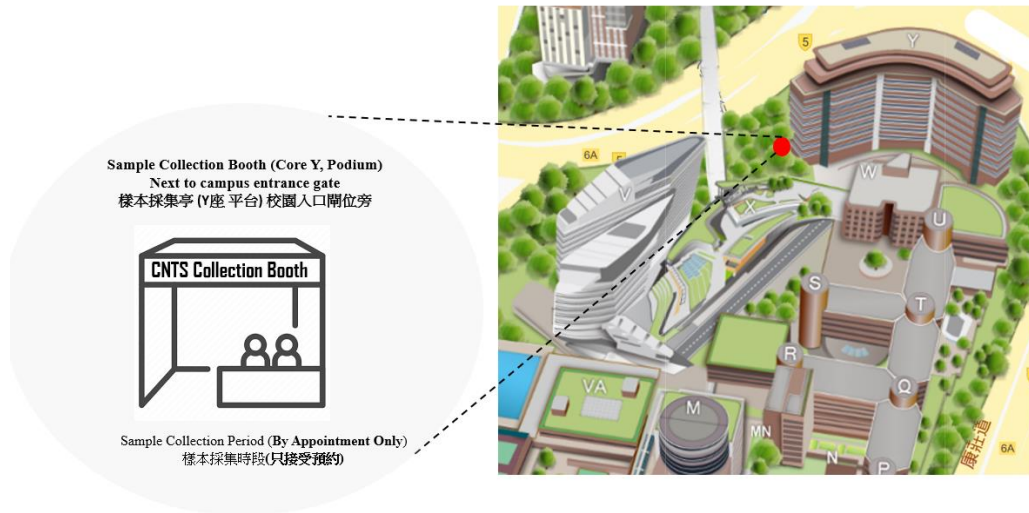
## Annex 1 – Test Request Form Filling Instructions

### 附件一 – 檢測申請表填寫指示

 <p>THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學</p>	<p>Lab Use Only 化驗所專用</p>	<p>Specimen Received Date &amp; Time 樣本接收日期及時間</p>
<p><b>SARS-CoV-2 PCR Test Request Form 新型冠狀病毒核酸檢測申請表</b></p>		
<p><b>Requestor Information 申請人資料 a) 1)</b></p>		
Name 姓名:	Date of Birth 出生日期:	
HKID Number 香港身份證號碼:	Gender 性別:	
Other Travel Document Number 其他旅遊證件號碼:		
<p><b>Patient Contact Information 申請人聯絡資料 a) 2)</b></p>		
Contact No. 聯絡電話號碼:	Email Address 電郵地址:	
<p><b>Sample Collection Information 樣本採集資料 a) 3)</b></p>		
Specimen type 樣本種類		
<input type="checkbox"/> Deep throat saliva 深喉唾液 <input checked="" type="checkbox"/> Combined Nasal and Throat Swab 鼻腔和咽喉合併拭子 <input type="checkbox"/> Nasopharyngeal swab 鼻咽拭子 <input type="checkbox"/> Others 其他 _____		
Specimen Collection Date (yyyy/mm/dd): 樣本採集日期:(年/月/日):	Specimen Collection Time (Hour : Minute : Second): 樣本採集時間:(時:分:秒): _____ : _____ : _____	
<p><b>Referral Doctor Information 轉介醫生資料 a) 4)</b></p>		
Name & Authorized Signature 姓名及簽署/蓋章:	Centre Name 機構名稱:	Reference No. 參考編號:
<p><b>Laboratory Use Only 化驗所專用 a) 5)</b></p>		
<p>Test Request Dates - 12, 14, 18, 21 &amp; 25 Jan 2022</p>		

## Annex 2 – Sample Collection Booth Location

### 附件二 – 採集亭位置



### Annex 3 – Other Travel Document Type

#### 附件三 – 其他旅遊證件選項

Doc. Type	Description in English	Description in Chinese	Format of ID Doc. No.
CH	Exit-Entry Permit for Travelling to and from Hong Kong and Macau	內地居民港澳通行證	W, C, K, Q or A, + 1 alphanumeric character except I and O, + 7 numeric characters
CH_IDCARD	People's Republic of China Resident Identity Card	中國居民身份證	18 alphanumeric characters, NOT allow special character
CH_PASS	People's Republic of China Passport	中國護照	9 alphanumeric characters, NOT allow special character
HC	Mainland Travel Permit for Hong Kong and Macau Residents	港澳居民來往內地通行證 (即回鄉證)	H or M, + 8 numeric characters, + 2 numeric characters for renewal count (換證次數)
HK_IDCARD	Hong Kong Identity Card	香港身份證	Alphanumeric characters including check digit, brackets for check digit is NOT required
HK_PASS	Hong Kong Special Administrative Region (HKSAR) Passport	香港特區護照	Alphanumeric characters, NOT allow special character
MO_IDCARD	Macao Special Administrative Region (SAR) Resident Identity Card	澳門居民身份證	Alphanumeric characters, NOT allow special character
HCTP	Mainland Travel Permit for Taiwan Residents	台灣居民來往大陸通行證	8 numeric characters, + 2 numeric characters for issuance count (簽發次數)
OTH_PASS	Other passports or travel documents	其他護照或旅遊證件	Alphanumeric characters, NOT allow special character