

# Briefing Sessions on Application for Clinic Licence and Letter of Exemption (For Clinics with Dental Practice)

Dental Regulatory and Law Enforcement Office

Dental Services

Department of Health

## For CPD / CME registration:

1. The **Display Name** [e.g. CHAN Tai Man (D00001)] is used to verify your identity for CPD / CME registration. If you **failed to provide it, we could not process your CPD / CME registration.**
2. If you are unable to change your display name, please **refer to para. 2 and 3 of the confirmation email** for relevant steps.

The briefing will start at 3:00 p.m.



# Background of the Private Healthcare Facilities Ordinance (PHFO)

- Gazetted on 30 November 2018
- Premises-based
- Under the Ordinance, all Private Healthcare Facilities (PHFs) where registered medical practitioners and/or registered dentists practise must obtain a licence or a letter of exemption
- PHFs must meet certain standards/requirements for licensing or exemption and apply accordingly

# Background of the Private Healthcare Facilities Ordinance (PHFO)

- The Government has been implementing the Ordinance in phases based on the risk level of various types of PHFs
- Application for clinic licence and request for letter of exemption for small practice clinic will start on **13 October 2025**

# Meaning of clinic



Premises where registered medical practitioners or registered dentists provide medical services **without lodging**



Continuous confinement of patients within the clinic **should not exceed 12 hours**



Cannot provide the **scheduled medical procedures** specified in the PHFO or the **hospital-only medical procedures** stipulated in the "Code of Practice for Day Procedure Centres"

# Scheduled Medical Procedures (附表醫療程序)

- Procedures specified in **Schedule 3** to the Ordinance that are carried out in ambulatory settings
- Include the following **eight classes of specialized services** –
  - **Surgical procedure**
  - Endoscopic procedure
  - **Dental procedure**
  - Chemotherapy
  - Haemodialysis
  - Interventional radiology and lithotripsy
  - **Anaesthetic procedure (such as general anaesthesia and deep sedation)**
  - Radiotherapy
- Refer to **Section 2** of the Ordinance on the interpretation of “Scheduled Medical Procedure” and **Column 2 of Schedule 3** “Classes of Specialized Services” on the particular medical procedures



Cap. 633  
Schedule 3

# Scheduled medical procedures

(附表醫療程序)

- Schedule 3 Column 3
  - Exceptions to medical procedures described in column 2



Cap. 633 , Schedule 3

| Column 1<br>Class of specialized services | Column 2<br>Particular medical procedures | Column 3<br>Exceptions to medical procedures described in column 2 |
|---|---|--|
|   | (e) Insertion of prosthesis or implant    | (i) Insertion of prosthesis in ear, nose and throat cavity         |
|   |   | (ii) Insertion of dental prosthesis and implant                    |
|   |   | (iii) Insertion of facial implant                                  |
|   |   | (iv) Insertion of extra-ocular prosthesis and implant              |
|   |   | (v) Insertion of intrauterine or vaginal prosthesis                |
|   |   | (vi) Insertion of bulking agent of urethra                         |
|   |   | (vii) Insertion of prostatic urethral stent                        |
|   |   | (viii) Insertion of urethral sling                                 |
|   |   | (ix) Insertion of testicular prosthesis                            |

# Scheduled medical procedures

(附表醫療程序)

- Schedule 3 Column 2



Cap. 633 , Schedule 3

| Schedule 3                                |  |   |
|---|--|---|
| [ss. 2, 15, 103 & 123]                    |  |   |
| Classes of Specialized Services           |  |   |
| Column 1<br>Class of specialized services | Column 2<br>Particular medical procedures  | Column 3<br>Exceptions to medical procedures described in column 2  |
| 3. Dental procedure                       | Maxillofacial surgical procedure that extends beyond dento-alveolar process, including but not limited to—<br>(a) Maxillary osteotomies and mandibular osteotomies (including angle reduction)<br>(b) Open reduction and fixation of complex maxillofacial fracture<br>(c) Surgical treatment of diagnosed malignancies<br>(d) Surgical treatment of complex haemangioma<br>(e) Surgery involving major salivary glands<br>(f) Open surgery of temporomandibular joint<br>(g) Harvesting of autogenous bone from outside oral cavity<br>(h) Primary cleft lip and palate surgery | (i) Temporomandibular arthrocentesis<br>(ii) Temporomandibular arthroscopy<br><br><b>NOT Scheduled Medical Procedures</b> |

# **External sinus lift / lateral window sinus lift**



**Office for Regulation of Private Healthcare Facilities**

**Department of Health**

**Guidance Notes for Application for Day Procedure Centre Licence**



Guidance Notes for Application for Day Procedure Centre  
Licence



# External sinus lift / lateral window sinus lift

**Q11** Is external sinus lift / lateral window sinus lift a scheduled medical procedure?

**A11** External sinus lift / lateral window sinus lift would not fall into the scope of scheduled medical procedures under Column 2 of Schedule 3 to the Ordinance, on condition that –

- (i) the procedure reconstructs / restores a resorbing, or severely resorbed, dental-alveolar process to its original form and such reconstruction / restoration is performed within the dento-alveolar process; and
- (ii) the procedure, including the surgical access, involves areas which belonged to or originally belonged to the dento-alveolar process and does not involve area beyond the original dento-alveolar process.

# Scheduled Medical Procedures (附表醫療程序)

- ✓ GA
- ✓ Sedation
  - ✓ Use of sedative or analgesic drugs with reasonable expectation that it will, in the manner used, result in deep sedation for a significant percentage of a group of patients

## Schedule 3

[ss. 2, 15, 103 & 123]

### Classes of Specialized Services

| Column 1<br>Class of<br>specialized<br>services | Column 2<br>Particular medical<br>procedures  | Column 3<br>Exceptions to medical<br>procedures described in<br>column 2 |
|---|---|--|
| 7. Anaesthetic procedure                        | (a) General anaesthesia<br>(b) Neuroaxial blocks (including spinal, epidural and caudal)<br>(c) Major plexus block (including brachial, lumbar and sacral)<br>(d) Intravenous regional anaesthesia<br>(e) Intercostal nerve block<br>(f) Major nerve block—<br>(i) Glossopharyngeal nerve, vagus nerve or their terminal branches (including superior, inferior and recurrent laryngeal nerves);<br>(ii) Sciatic and femoral nerves;<br>(iii) Posterior tibial nerve, pudendal nerve or paracervical block<br>(g) Use of sedative or analgesic drugs with reasonable expectation that it will, in the manner used, result in deep sedation for a significant percentage of a group of patients<br>(h) Tumescant anaesthesia |  |

# Scheduled Medical Procedures (附表醫療程序)

- ✓ GA
- ✓ Sedation

✓ 使用鎮靜或鎮痛藥物，而按所使用方式，有合理預期會導致相當大比率的病人處於深度鎮靜狀態

(私營醫療機構條例)

S3-15  
第 633 章

附表 3


| 第 1 欄<br>專門服務的<br>種類 | 第 2 欄<br>特定醫療程序                                | 第 3 欄<br>第 2 欄所描述的醫療程<br>序的例外情況 |
|----------------------|--|---------------------------------|
|                      | (g) 使用鎮靜或鎮痛藥物，而按所使用方式，有合理預期會導致相當大比率的病人處於深度鎮靜狀態 |                                 |
|                      | (h) 腫脹麻醉                                       |                                 |

# Providing sedation service in clinic – message to dentists

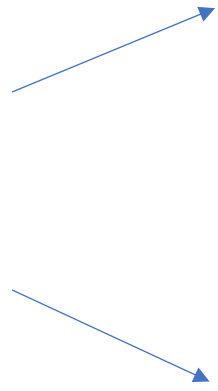
- if MAC is planned:
  - **Communicate with the anesthesiologist** about the treatment plan of the case, particularly on **the level of sedation going to achieve**
  - **Document** clearly in the record
  - Can perform sedation **in clinics**, but **only up to conscious level**
  - **If deep sedation is intended, must be performed in licenced Day Procedure Centre/Private Hospital**
  - In accordance with the Guideline on Procedural Sedation (2025) promulgated by the HKAM (香港醫學專科學院)



# Licence vs Letter of Exemption

|   | Licence   | Letter of exemption   |
|---|---|---|
| Applicable PHF  | DPC and Clinic  | Small Practice Clinic (SPC)                                   |
| Renewal   | DPC – 3 years<br>Clinic – 5 years   | Not required  |
| Fee  | Licence fee depends on scale of DPC /<br>Clinic   | No application fee  |
| Operation standards   | Licensing requirements and<br>the Code of Practice  | Exemption condition, requirements<br>promulgated by MCHK/DCHK |
| Premises  | Distinct and separate premises with separate entrance<br>(exception: clinic with provisional licence) |   |

**Clinic  
Licence**



**Provisional  
Licence**

in operation on 30 November 2018

meeting relevant criteria

Apply within the period  
13 Oct 2025 – 13 April 2026

**Full  
Licence**

**Letter of  
exemption**

1. Number of  
doctors or  
dentists

2. The exclusive  
right of operators  
to use the  
premises

3. Locum  
arrangements

- Number of doctors/dentists
- The exclusive right of operators to use the premises
- Locum arrangements

Performance of scheduled medical procedures?

Yes  
➔

Day procedure centre  
**LICENCE**

↓ No

Eligible for exemption as small practice clinic?

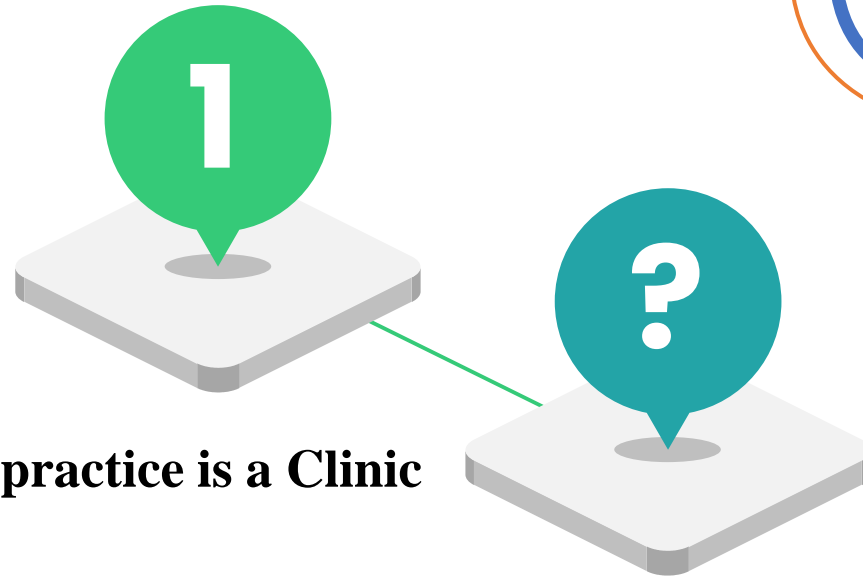
Yes  
➔

Small practice clinic (SPC)  
**LETTER OF EXEMPTION**

↓ No

**Clinic LICENCE**

- In operation on 30 Nov 2018 and meeting relevant criteria will be issued with a **provisional licence**



**My practice is a Clinic**

**Fulfill the criteria  
of Small Practice Clinic**

**Is my practice eligible for  
the Letter of Exemption?**



# Criteria for exemption of SPC

For company, the name of the directors should be the same as the directors in the record of Company Registry

|  | Clinic operated under a sole proprietorship | Clinic operated under a partnership / company |
|--|---|---|
|--|---|---|

**Number of medical practitioners or dentists**

Operated by a **registered medical practitioner or registered dentist**



The partnership / company **having not more than 5 partners / directors**

**All** partners / directors must be **registered medical practitioners or registered dentists**



**No medical practitioners or dentists other than the operator(s) serve the clinic**

**Right to use the premises**

The sole proprietor has the exclusive right to use the premises

At least one partner / director of the partnership/ company has the exclusive right to use the premises

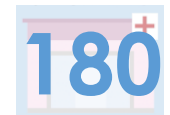
**Not exceeding 60 days** in a calendar year per operator



**Locum arrangement**

/

The **aggregate** number of days **not exceeding 180 days** for all the partners or directors in a calendar year



**Operator(s):** The sole proprietor, all partners in the partnership or all director(s) in the company operating the clinic.

**Locum:** a registered dentist who takes up the duties of a sole proprietor / director/ partner in the clinic because of that person's absence from the clinic

# Meaning of SPC

## Exclusive Rights to Use the Premises

Operator(s) of an SPC should **remain responsible for all services provided or activities** carried out on that premises

- **Cannot employ** other medical practitioners or dentists (except for locum arrangements)
- **Must not lease** any part of the premises to other person

# Requirements on operators for an exemption



## ➤ **Not inappropriate** to carry on the practice in the clinic without a licence

- Refer to *Guidance Notes for Considering Inappropriateness for a Person to be Issued with a Letter of Exemption for Small Practice Clinic to Carry on Practice in a Clinic Without a Licence.*
- The criteria of the assessment include, but not limited to, contravention of or conviction of offences under the Private Healthcare Facilities Ordinance, professional competence, and business arrangement or financial status

## ➤ Each registered medical practitioner / registered dentist may request for exemption for **up to 3 SPCs** at the same time

- The operator is required to apply for a licence for the 4th and each of the subsequent clinics

# Inappropriate to carry on the practice in the clinic without a licence



Factors considered in determining inappropriateness for a person making the request to carry on the practice in the clinic without a licence:

| Relevant factors  | Duration for the decision to be valid  |
|---|--|
| <b>(A) Contravention of / conviction of offences under PHFO</b>   |  |
| Operator(s) contravenes or has contravened PHFO resulting in revocation of a letter of exemption of an SPC  | 1 year from the date of the revocation   |
| Operator(s) have been convicted of any offences under the PHFO, for which the person has been sentenced to imprisonment (where suspended or not)  | 3 years from the date of the conviction  |
| Operator(s) have been convicted of any offences under the PHFO, for which the person has been fined at level 6 or above   | 1 year from the date of the conviction   |
| <b>(B) Professional competence</b>  |  |
| Operator(s) have been found guilty of professional misconduct by DCHK, MCHK or similar authorities outside Hong Kong, resulting in removal from the register                                | Until restoration to the register  |
| Operator(s) have history of non-compliance with the codes of practice / condition of licence / direction issued under PHFO resulting in suspension or cancellation of licence of a facility | 3 years from the date of suspension or cancellation of licence of the facility |

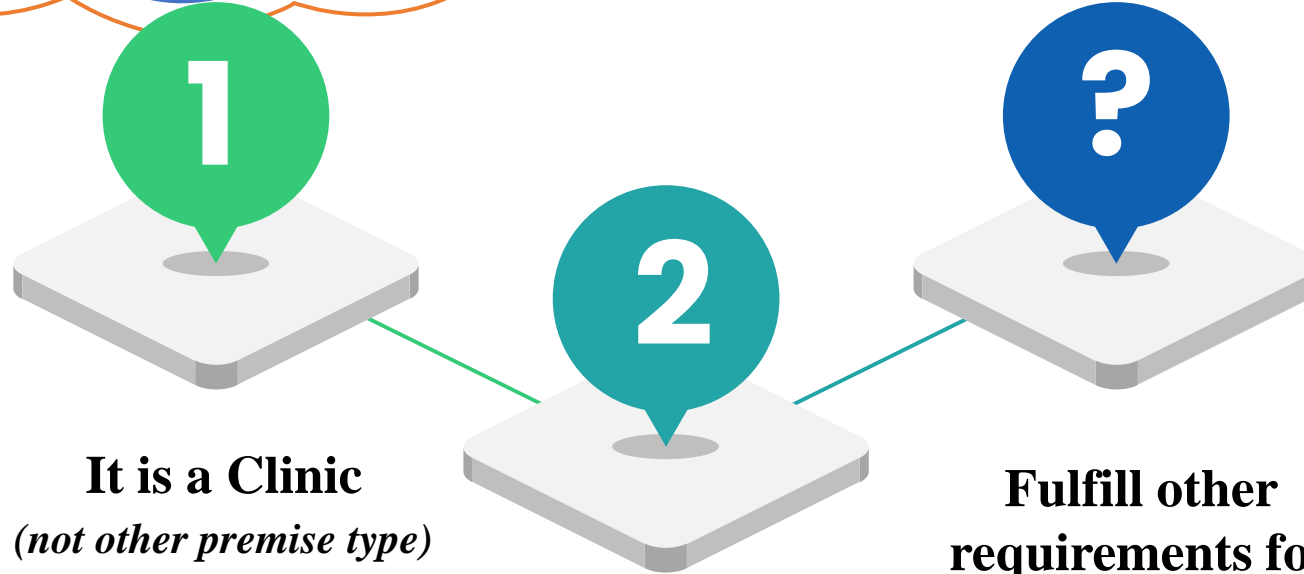
# Inappropriate to carry on the practice in the clinic without a licence (con't)



| Relevant factors  | Duration for the decision to be valid             |
|---|---|
| <b>(C) Business arrangement / financial status</b>  |   |
| The individual has become bankrupt or made a voluntary arrangement with the individual's creditors within the meaning of the Bankruptcy Ordinance (Cap. 6) (if the person that operates, or intends to operate, the clinic is an individual as a sole proprietor) | Until the bankruptcy is discharged                |
| The company has commenced to be wound up or dissolved (if the person that operates, or intends to operate, the clinic is a company)   | Not applicable*                                   |
| <b>(D) Other reasons</b>  |   |
| The person making the request under Section 42 in relation to the clinic has made a false statement in the request, or in any information or document required by the Director under this Ordinance   | Each case to be considered on an individual basis |
| The Director considers that the clinic has been operated in a way contrary to the public interest   |   |
| The Director considers it otherwise inappropriate for the person making the request to carry on the practice in the clinic without a licence  |   |

\* Such company is considered inappropriate to be issued with a letter of exemption for small practice clinic.

Is my practice eligible for the Letter of Exemption?



**It is a Clinic**  
*(not other premise type)*

**Fulfill the criteria  
of Small Practice Clinic**

**Fulfill other  
requirements for  
Permitted Facilities**

*permitted facility (獲准機構) means—*  
*(a) a private healthcare facility for which*  
*a licence is in force; or*

*(b) an exempted clinic;*



Cap. 633  
Part 1, Section 2

# Other Requirements for the Permitted Facilities

|  | Small Practice<br>Clinic with<br>Letter of Exemption | DPC / Clinic<br>with full<br>licence |
|--|--|--------------------------------------|
| Distinct and separate premises<br>requirement <i>(PHFO, section 66)</i>                | ✓  | ✓                                    |
| Separate entrance requirement<br><i>(PHFO, section 67)</i>                             | ✓  | ✓                                    |
| Continuous confinement of patients<br><i>(PHFO, section 68)</i>                        | ✓  | ✓                                    |
| Prohibited use of “operating room” or<br>similar expressions <i>(PHFO, section 70)</i> | ✓  | ✓                                    |

## Premises and its entrance

### Sections 66, 67

- Physically separated from premises **not reasonably incidental to** the type / practice of facility
- Distinct and exclusive unit, able to perform functions independently
- Direct and separate entrance



Cap. 633 s66



Cap. 633 s67

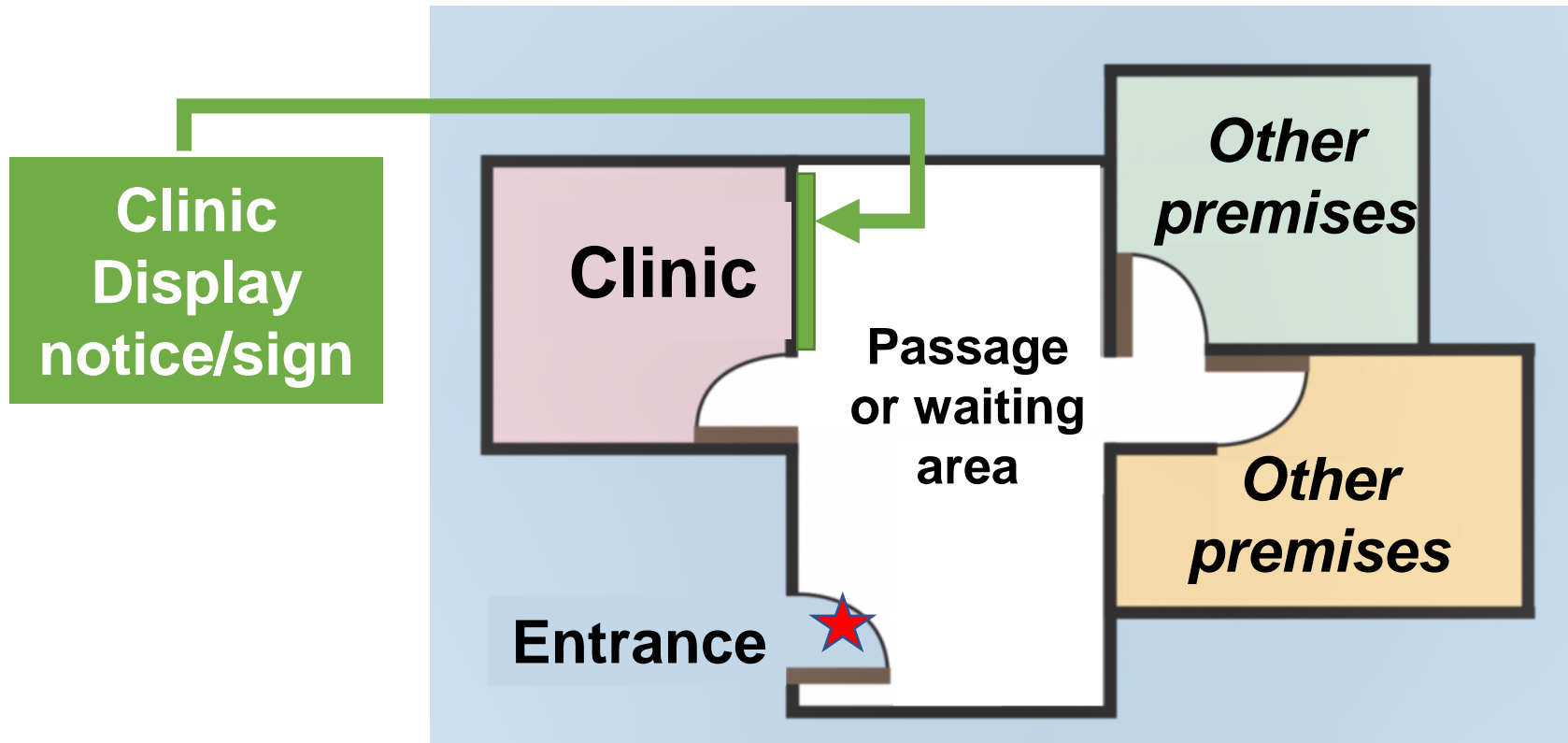


# Shared entrance acceptable in some cases (s138)



## ONLY for Clinic covered by a Provisional Licence

- Shared entrances allowed but...



Clinic having a private entrance that is shared with premises ([shared entrance](#)) that serve a purpose that is not reasonably incidental to the clinic (other premises) should satisfy:

- ✓ The other premises are also managed or controlled by the licensee
- ✓ Clinic notice/sign is only displayed only at, or in the immediate vicinity of, the direct entrance to the clinic;
- ✓ The passage area is not designated for a purpose other than passage or waiting
- ✓ The passage area is clear from obstruction that blocks access to the clinic
- ✓ Access to the other premises does not involve passing through the clinic

After considering the circumstances, the DH may issue a provisional licence.

If the requirements in s.138 is not complied with, provisional licence may not be granted.

# Continuous confinement of patients

## Sections 68

- This section applies in relation to any of the following private healthcare facilities—
  - (a) a day procedure centre for which a licence is in force;
  - (b) a clinic for which a licence is in force;
  - (c) an exempted clinic.
- Subject to subsection (3), **the operator of the facility must not provide to any person a medical procedure that may require the person's continuous confinement within the facility for more than 12 hours.**
- If the facility is a day procedure centre, the period of continuous confinement referred to in subsection (2) must be within the same calendar day.



# Use of names and descriptions

## Sections 70

- Except with the prior approval in writing of the Director, a room, unit or section of a private healthcare facility must not bear a name or description that includes the expression “operating room”, “operation room”, “operating theatre”, “operation theatre”, “手術室”, “手術房” or “手術間”, or a similar expression



Cap. 633 s70

# Small Practice Clinic - Letter of Exemption

**‘YES’ to all of the above:**



**Ask the Director of Health for a letter of exemption**



Exemption applies to 3 clinics of every registered medical practitioner (not under limited registration) / registered dentist, of his / her choice

# Small Practice Clinic - Letter of Exemption

|  | Licence | Letter of Exemption |
|--|---------|---------------------|
| Requirement on chief medical executive                                 | ✓       | ✗                   |
| Regular inspection   | ✓       | ✗                   |
| Renewal  | ✓       | ✗                   |
| Distinct and separate premises requirement (section 66)                |         | ✓                   |
| Separate entrance requirement (section 67)                             |         | ✓                   |
| Continuous confinement of patients (section 68)                        |         | ✓                   |
| Prohibited use of “operating room” or similar expressions (section 70) |         | ✓                   |

# Exempted clinics – reminder

- Private Healthcare Facilities Ordinance (Cap. 633)
  - Section 44 Notice of intended change or cessation
  - operator of exempted clinics must give DoH not less than 14 days' notice in writing of:
    - Any intended change of the clinic's operators
    - Any intended change of clinic's address
    - Any intended cessation of the clinic's operation
    - Any intended cessation of the clinic's operating as a small practice clinic



Cap. 633 s.44

# Exempted clinics – reminder



Cap. 633 s.46

- Private Healthcare Facilities Ordinance (Cap. 633)
  - Section 46 Grounds for revoking exemption
    - The grounds for revoking an exemption for a small practice clinic under section 45 are as follows—
      - (a) an operator of the clinic contravenes or has contravened this Ordinance;
      - (b) an operator of the clinic has been convicted of an offence under this Ordinance;
      - (c) for a clinic operated—
        - (i) by an individual as a sole proprietor—the individual has become bankrupt or made a voluntary arrangement with the individual’s creditors within the meaning of the Bankruptcy Ordinance (Cap. 6);
        - (ii) by a partnership—the partnership has been dissolved;
        - (iii) by a company—the company has commenced to be wound up or dissolved;

# Exempted clinics – reminder



Cap. 633 s.46

- Private Healthcare Facilities Ordinance (Cap. 633)
  - Section 46 Grounds for revoking exemption
    - The grounds for revoking an exemption for a small practice clinic under section 45 are as follows—
      - (d) the person making the request under section 42 in relation to the clinic has made a false statement in the request, or in any information or document required by the Director under this Ordinance;
      - (e) the Director is satisfied that the clinic has ceased to exist or be operated;
      - (f) the Director is satisfied that the clinic has ceased to be operated as a small practice clinic;
      - (g) the Director considers that the clinic has been operated in a way contrary to the public interest;
      - (h) The Director considers for another reason that it would be inappropriate for the exemption to continue to be in force.



# Exempted clinics – reminder

- Dentists Registration Ordinance (Cap. 156)
  - Section 16 Inspection of premises used for the practice of dentistry
  - Section 12G(5)
    - *must report to the Registrar any change of the address (including the address as changed and reported under this subsection) within 2 months after the date on which the change occurs*
- Code of Professional Discipline for the Guidance of Dental Practitioners in Hong Kong



Cap. 156 s.12G



Cap. 156 s.16



Code of Professional  
Discipline [DCHK]

# Making a request for Letter of Exemption

## Electronic submission



using



- Fast
- Identity verified by “iAM Smart+”
- No need to attend DH’s designated office in person for identity verification
- Decrease transcription errors
- Can check the request progress on e-Licensing
- Can retrieve the letter of exemption from e-Licensing anytime after its issuance



# Making a request for Letter of Exemption

## Preparation for electronic submission

### Clinic address proof

**Electronic copy** in pdf or .jpg format with the name of the clinic or the operator(s)

For examples:

- copy of a valid Business Registration Certificate
- bills or invoices issued by utility companies (i.e. water, electricity or town gas suppliers) within the last 3 months

### E-mail address(es)

Prepare e-mail addresses to fill in the request form:

- Correspondence information of the sole proprietor / partnership / company
- Contact information of the clinic, if available

### Appoint authorized partner / director

Partnership / company only

- For representing the partnership / company to communicate with the DH on matters related to the SPC
- For holding the e-Licensing account

### e-Licensing account

e-Licensing

- For filling form, signature, submission of request and future management of clinic profile
- Use the e-mail address of the sole proprietorship / partnership / company to register an account
- If the SPC is operated by a partnership / company, the authorized partner / director should maintain the account. All operators should have access to information related to the clinic

### “iAM Smart+”



- All operators need to have an “iAM Smart+” account in order to sign the form digitally

If you cannot sign the form using iAM Smart+ or cannot upload the clinic address proof electronically, you may still **fill the request form on e-Licensing system**. The completed form can be **printed out and signed on paper**. Then submit it to our office.



# e-Licensing

Department of Health  
The Government of the Hong Kong Special Administrative Region

UAT

EN 繁

## SIGN IN

User ID

LOGIN

[Forgot Password?](#)

Continue with iAM Smart

[More Info](#)

## REGISTER

1. Register an e-Licensing account



[USER GUIDE](#)

[FAQS](#)

# e-Licensing



# e-Licensing

Department of Health  
The Government of the Hong Kong Special Administrative Region

## Licence Application

2. Request for a letter of exemption for SPC

### Exemption for Small Practice Clinic

#### Request for a letter of exemption

I would like to request a letter of exemption for

Small Practice Clinic



## Request for Letter of Exemption for Small Practice Clinic - New Request

|                |   |
|----------------|---|
| Reference No.  | C2500371E   |
| Request Type   | Letter of Exemption for Small Practice Clinic - New Request |
| Request Status | Pending Submission  |

Your request has **NOT** been submitted yet. Please upload the proof of address now.

| Checklist of Documents |   |
|------------------------|---|
| 1                      | PHF 51 Request for Letter of Exemption for Small Practice Clinics completely signed by all operators  |
| 2                      | Proof of address of the clinic with the name of the clinic or the operator (sole proprietor, one of the partners / directors or company)<br>e.g. bills or invoices issued by utility companies (i.e. water, electricity or towngas suppliers) or record of procurement / maintenance of drugs / medical equipment <b>within the last three months from the request date</b> , copy of a valid Business Registration Certificate, etc.<br><i>Provide upon submission of the request form</i> |

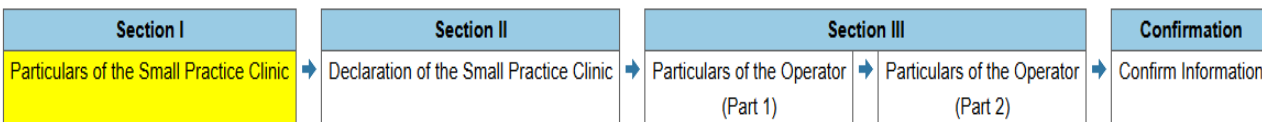
or enquiries, please contact the Department of Health by phone or email as indicated below.

4. Upload clinic address proof and digitally sign the request form using "iAM Smart+"

## Request for Letter of Exemption (For Small Practice Clinics)

3. Fill in request form

Reference No. C2500444E



# Address and contact information of DRLEO (Clinic involving dental practice only)

|                                  |  |
|----------------------------------|--|
| 地址:<br>Address:                  | 香港灣仔愛群道32號愛群商業大廈18樓1801室牙科規管及執法辦公室<br>Dental Regulatory and Law Enforcement Office<br>Dental Services, Department of Health<br>Room 1801, 18/F, Guardian House,<br>32 Oi Kwan Road,<br>Wan Chai, Hong Kong |
| 交表時間*:<br>Form submission time*: | 星期一至星期五<br>Monday to Friday: <b><u>08:45 – 12:30, 14:00 – 17:00</u></b><br><br>星期六、日及公眾假期休息<br>Saturday, Sunday and Public Holidays: <b><u>closed</u></b>  |
| 辦公室電話:<br>Office Tel:            | 2631 1782  |
| 電郵:<br>Email:                    | drleo@dh.gov.hk  |

\*Subject to change

# Provisional licence vs full licence

## Provisional licence

Applicable to clinic  
in operation on 30 Nov 2018 only

Documentary proof of operation of the  
relevant services at the premises  
on 30 Nov 2018

Will be followed by processing of  
full licence application

### Valid until

- 1) a full licence is issued;
- 2) the application of full licence is refused or withdrawn; or
- 3) a date specified by Secretary for Health

## Full licence

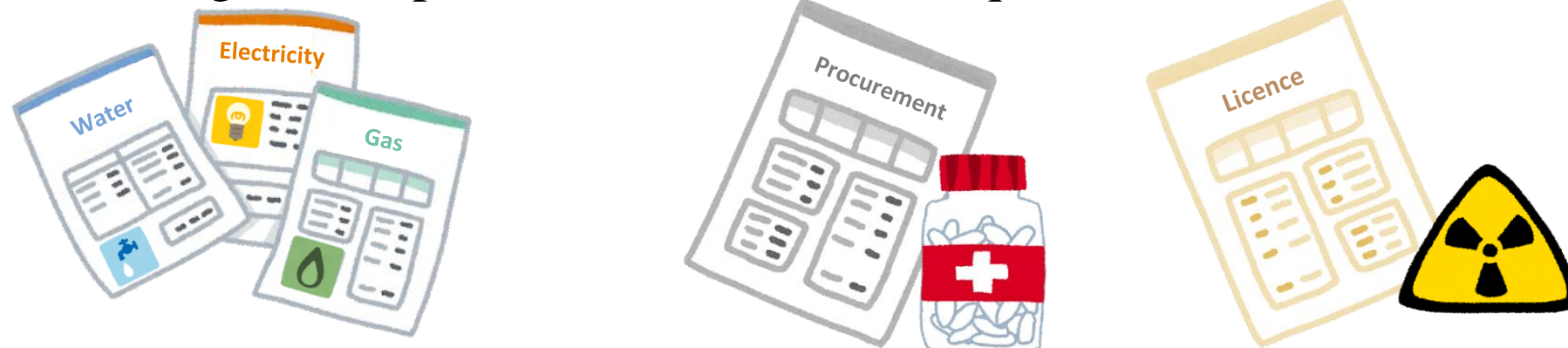
Applicable to ALL clinic

Proof of compliance of all  
licensing requirements and the  
Code of Practice

**Renewal: Clinic – every 5 years**

# Proof for eligibility for provisional licence

- Clinics eligible for provisional licence are required to submit:



**proof of address AND proof of providing clinic services**

that the clinic has been in operation at the premises since 30 November 2018.

- Alternatively, the applicant / authorized representative of the applicant shall make a **statutory declaration in person by appointment** at the ORPHF or DRLEO (applicable to dental clinic only)

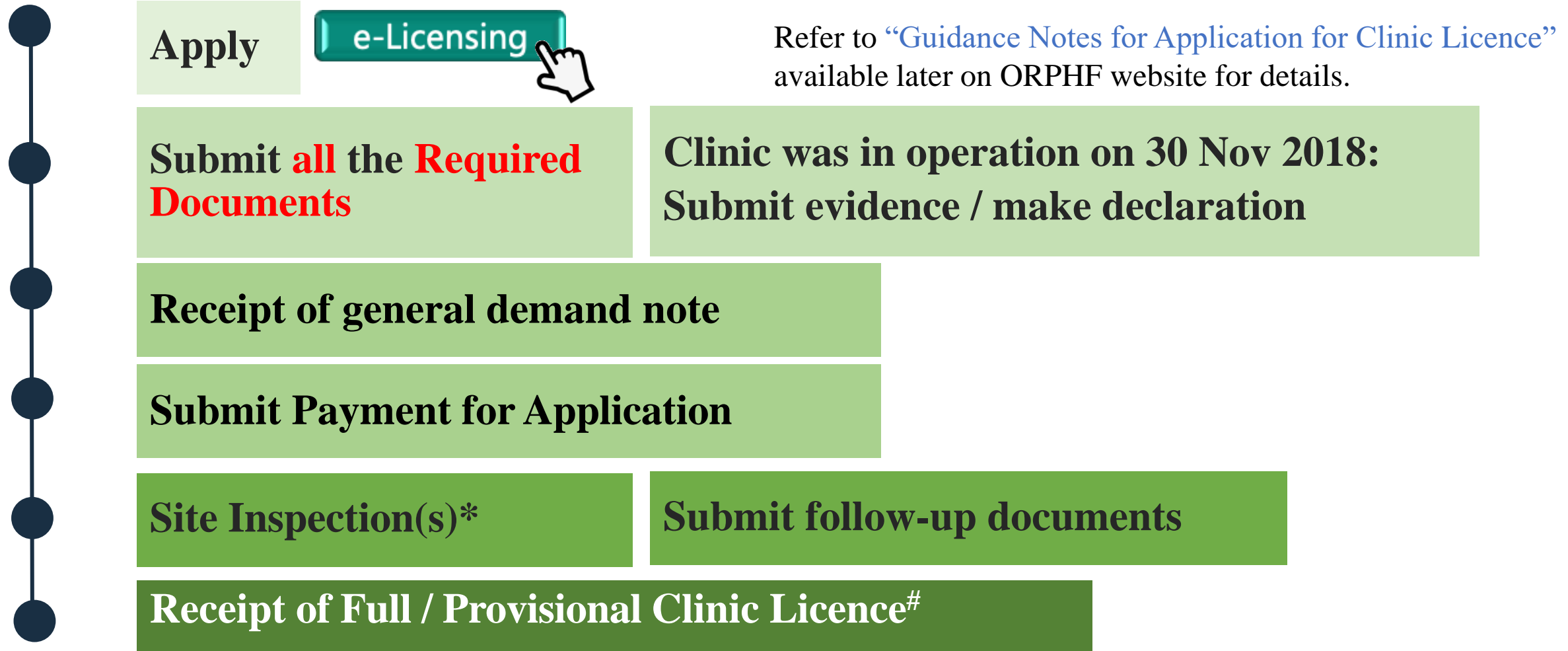
# Full licence (Clinic)

- for clinics which commenced operation after November 30, 2018  
(including those which started businesses or moved to new premises)
- Proof of compliance of all licensing requirements and Code of Practice
- Renewal every 5 years



# Process of application

Clinic  
LICENCE



\* Operators should ensure that the clinic fulfils the standards set out in the “Code of Practice for Clinics” and get ready the required documents prior to site inspection.

# First batch of clinic licences take effect tentatively around 12 months after commencement of application.



### SIGN IN

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[USER GUIDE](#)

### REGISTER

REGISTER ACCOUNT FOR LICENCE APPLICATION

REGISTER



### Register Account for Licence Application

Please fill in your information.

User ID  (4 - 20 characters)

Name (English)  (Surname),  (Given Name)

Email

Confirm Email   
(Notifications will be sent to this email throughout the application process)

Last 4 Digits of Phone No.

Confirm Last 4 Digits of Phone No.   
(This 4-digit number will be used for verification during account activation)

- ✓ Register a User ID for your clinic or clinic group
- ✓ Activate your e-Licensing account via emails from [orphf.system](http://orphf.system)
- ✓ Apply Licence / Letter of Exemption
- ✓ Track application processes
- ✓ View Licence / Exemption Profiles

# Create a clinic licence application (PHF 32)

Clinic  
LICENCE

The screenshot shows the e-Licensing portal interface. At the top left, there is a logo for 'e-Licensing' with the text 'Department of Health The Government of the Hong Kong Special Administrative Region'. On the right side of the top bar, it says 'UAT'. Below the top bar, there is a navigation bar with a 'Menu' button, a search bar, and a 'Logout' button. The 'My Application' menu item is highlighted with a red box and a hand cursor. The main content area is titled 'Licence Application' and features a 'New Licence' link with a question mark icon and a link to a 'Simple Guide for licence / exemption types'. Below this, there is a section 'I would like to apply for' with four radio button options: 'Hospital Licence', 'Day Procedure Centre Licence', 'Clinic Licence (Provisional and Full Licence) For Clinics in operation on 30 November 2018' (marked with a circled '1'), and 'Clinic Licence (Full Licence)' (marked with a circled '2'). A red box highlights the last two options.

## Choose ONE

- 1. Provisional and Full Licence**  
Clinics already operating on **30 Nov 2018**
- 2. Full Licence**  
Any clinics

# Fill in the application form (PHF 32) at e-Licensing

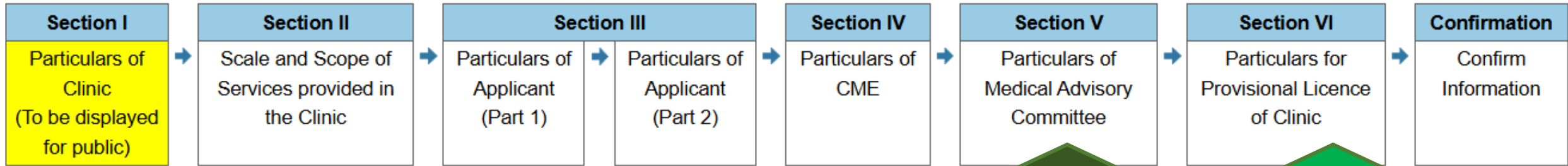
Clinic  
LICENCE

 Application for Clinic Licence

Reference No. C2500132P

 [Forms / Documents](#)

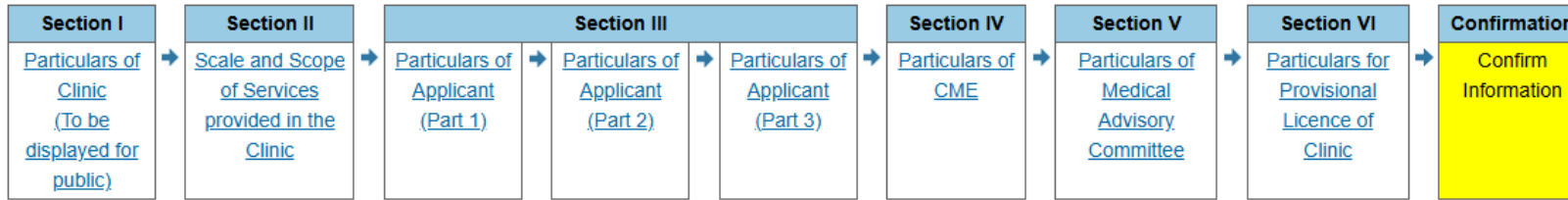
Print Draft 



Clinic operated in a group of 4 or more clinics under the SAME operator & CME

Clinic already operated on or before 30 Nov 2018 (Provisional Licence)

# Check and confirm information in the application form



## Important Notices

The information you have input are now displayed below for confirmation. The information cannot be amended online once it is confirmed. Any subsequent amendment must be submitted through written request.

**Section I - Particulars of Clinic (To be displayed for public)**

a. Name of the Clinic in Chinese: 示範健康診所  
 b. Name of the Clinic in English: Demo Healthy Clinic  
 c. Address of the Clinic in Chinese: 九龍旺角加列山道100號新陽光商業大樓10A至C室  
 d. Address of the Clinic in English: Flat A-C, 10, New Sunshine Commercial Building, 100 Mount Kellett Road, Mongkok, Kowloon  
 e. Telephone Number of the Clinic: 22002200 (Telephone Number 1)  
 22009988 (Telephone Number 2)  
 f. Fax Number of the Clinic: (Not provided)  
 g. E-mail Address of the Clinic: info@newclinic.com  
 h. Website of the Clinic: (Not provided)  
 i. Type(s) of practice of the Clinic: Medical Practice  
 Dental Practice

**Section II - Scale and Scope of Services provided in the Clinic**

| Room type      | Number |
|----------------|--------|
| Operating room | 8      |

I understand that the information cannot be amended online once it is confirmed.

← Back



Confirm Information >



# Submit completed form (PHF 32) and supporting documents to DH

Clinic  
LICENCE

## Application for Clinic Licence (Provisional and Full Licence) - New Application

|                           |   |
|---------------------------|---|
| Reference No.             | C2500132P   |
| Application Type          | Clinic Licence (Provisional and Full Licence) - New Application |
| Estimated Application Fee | HK\$ 10,900   |
| Application Status        | Pending Submission  |

[Forms / Documents](#)

Your application has NOT been completed yet. Please prepare the documents below and submit to the Office for Regulation of Private Healthcare Facilities through (i) electronic or (ii) paper channel.

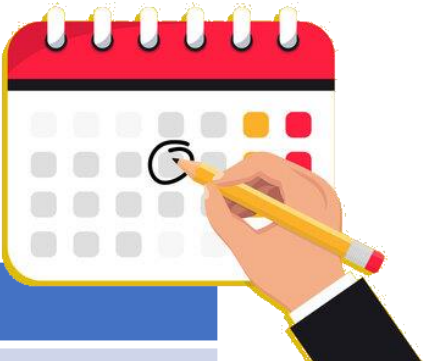
| # | Checklist of Documents  | Submission Channel                               |                                |
|---|---|--|--------------------------------|
|   |   | Electronic ⓘ                                     | Paper ⓘ                        |
| 1 | Application Form for Clinic Licence PHF 32  | <a href="#">Sign and Submit via "iAM Smart+"</a> | <a href="#">Print and Sign</a> |
| 2 | Declaration by the Chief Medical Executive of the clinic PHF 34   | <a href="#">Sign and Submit via "iAM Smart+"</a> | <a href="#">Print and Sign</a> |
| 3 | Documentation substantiating authorization in respect of the authorized representative to represent the applicant in the application for licence  | <a href="#">Upload</a>                           |                                |
| 4 | Layout plan of the clinic premises (drawn to the scale and format as specified in the Guidance note PHF(E) 32A)   | <a href="#">Upload</a>                           |                                |
| 5 | Report for Application for Clinic Licence PHF 35  | <a href="#">Upload</a>                           |                                |
| 6 | Proof of address on or before 30 November 2018<br>e.g. Photocopy of the Business Registration Certificate, bills issued by the utility companies (water, electricity, town gas)   | <a href="#">Upload</a>                           |                                |
| 7 | Proof of providing clinic services issued no more than 1 year prior to 30 November 2018<br>e.g. Record of procurement or maintenance of drugs and medical equipment, licence issued under the Radiation Ordinance (Cap. 303) for radioactive substances and irradiating apparatus | <a href="#">Upload</a>                           |                                |
| 8 | <a href="#">Checklist of documents of healthcare engineering systems and summary of healthcare engineering standards / code(s) PHF 212#</a>   | <a href="#">Upload</a>                           |                                |
| 9 | Schematic diagram(s) of the electrical installations#   | <a href="#">Upload</a>                           |                                |



### Electronic submission

1. Sign the forms using iAM Smart +
2. Upload supporting documents to e-Licensing

# Key Dates for applying clinic licence



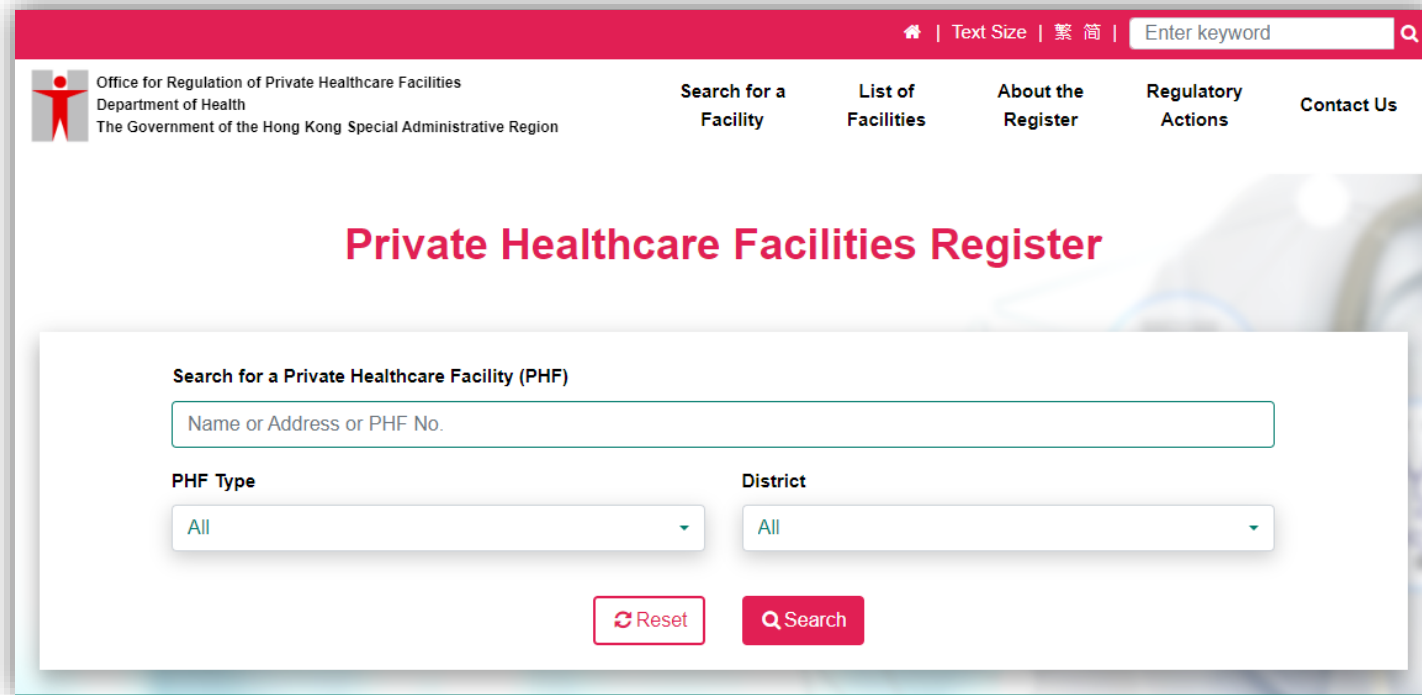
|   | Licence may apply for                       | Application period  |
|---|---|---|
| Clinics in operation on <b>30 November 2018</b>                                 | Full (with issuance of provisional) licence | <b>Between 13 October 2025 and 13 April 2026*</b><br>(both dates inclusive) |
| Clinics in operation or moved to another premises <b>after 30 November 2018</b> | Full licence                                | <b>On or after 13 October 2025</b>  |

\*Applicants who wish to issued a provisional licence must pay the application fee on/before the due date stated on the general demand note and no later than 13 April 2026, whichever is the earlier. **Late applications will not be accepted.**

# PHF Register

Relevant information (e.g. clinic name, address, contact information, type of practice, operator names) of exempted clinics will be uploaded to the Register.

The Register will be uploaded to the **ORPHF website** and will be available in **DH's designated office** for public inspection.



The screenshot shows the website for the Office for Regulation of Private Healthcare Facilities (ORPHF). The header includes the ORPHF logo and name, along with navigation links: "Search for a Facility", "List of Facilities", "About the Register", "Regulatory Actions", and "Contact Us". A search bar is located in the top right corner. The main heading is "Private Healthcare Facilities Register". Below this is a search form titled "Search for a Private Healthcare Facility (PHF)". The form contains a text input field labeled "Name or Address or PHF No.", two dropdown menus for "PHF Type" and "District" (both currently set to "All"), and two buttons: "Reset" and "Search".



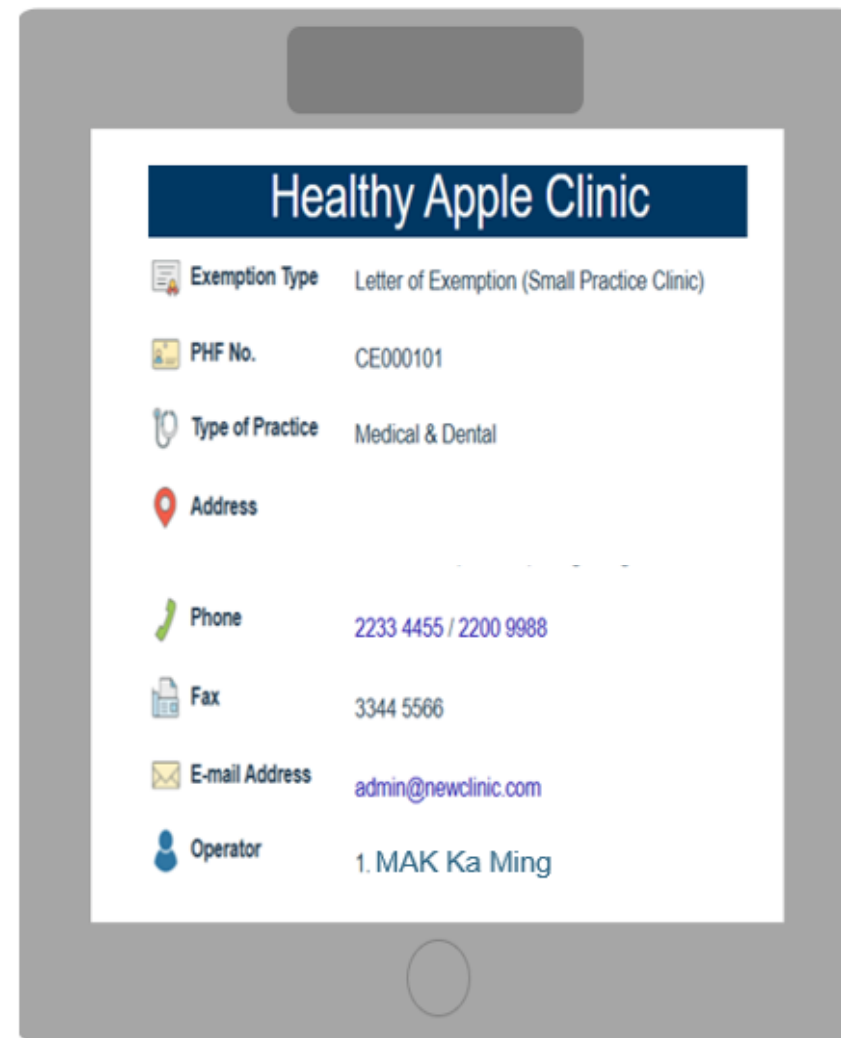
[www.directory.orphf.gov.hk](http://www.directory.orphf.gov.hk)



# PHF Register (con't)

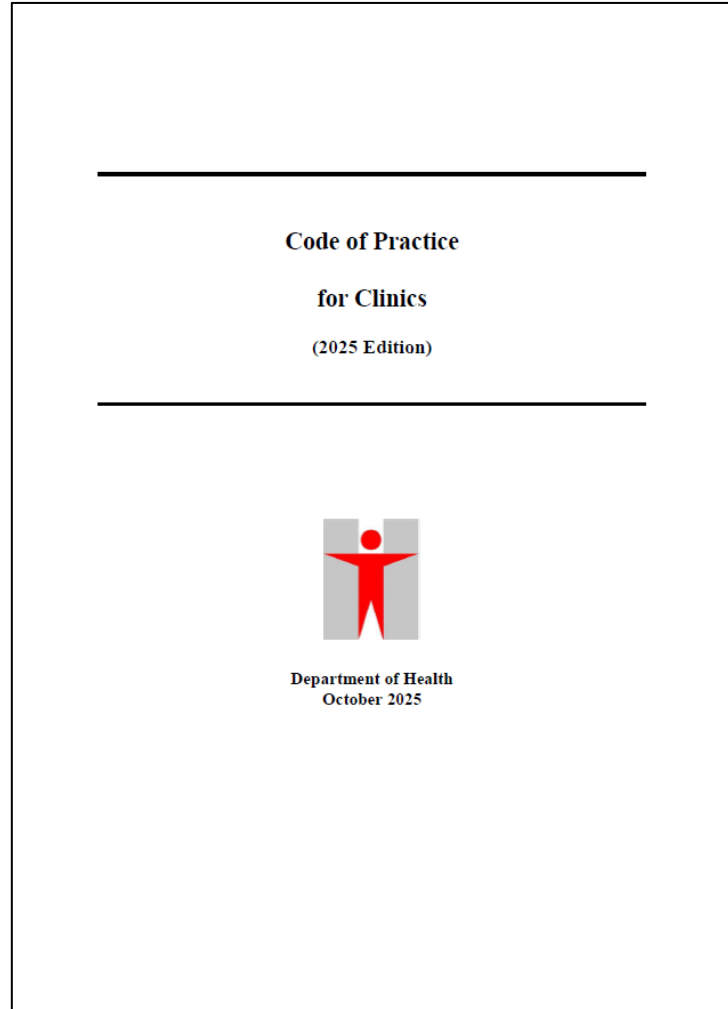
On the letter of exemption, you will receive a QR code, which links to the page of your exempted clinic on PHF Register.

You are recommended to **display the QR code** at your clinic to facilitate public to access information in the Register.



PHF Register

# Code of Practice for Clinics



- 2025 edition
- Applicable to all clinics
- Compliance is a condition for issuance and renewal of licences



CoP for Clinics

# Code of Practice for Clinics




- Management/Governance
- Physical Conditions
- Service Delivery and Care Process
- Infection Control
- Risk Management and Contingency

# Management and Governance

- The licensee is wholly responsible for the operation of the clinic to ensure that it complies with the requirements of the PHFO, licence and CoP
- The licensee must appoint a Chief Medical Executive (CME) for the clinic
  - Responsible for taking charge of the day to day administration of the clinic
  - adoption and implementation of the rules, policies and procedures concerning healthcare services provided in the clinic

# Chief Medical Executive (CME)

## (醫務行政總監)

|  |  |
|--|--|
| <p>For a clinic with medical practice</p>          | <p>the CME must be a registered medical practitioner</p>    |
| <p>If the clinic also provides dental practice</p> | <p>the licensee must also appoint a registered dentist to assist the CME (registered medical practitioner) in carrying out the day to day administration of the dental practice</p>  |
| <p>For a clinic with only dental practice</p>      | <p>the CME must be a registered dentist</p>   |

# Management and Governance

- Chief Medical Executive

|   | <b>Clinic</b>  | <b>Group of <math>\geq 4</math> clinics operated by the same licensee</b> |
|---|--|---|
| <b>General</b>                                  | <ul style="list-style-type: none"><li>• Must possess the necessary qualifications and experience</li><li>• Must be physically and mentally fit to administer a PHF</li><li>• Must be of integrity and good character</li></ul> |   |
| <b>Qualifications</b>                           | <ul style="list-style-type: none"><li>• Dental practice: Registered dentist</li><li>• Combined medical and dental practices: Registered medical practitioner (with a registered dentist appointed to assist CME)</li></ul>     |   |
| <b>Experience<br/>(registered in Hong Kong)</b> | $\geq 4$ years   | $\geq 8$ years  |

# Management and Governance

- Chief Medical Executive

|               | <b>Clinic</b>   | <b>Group of <math>\geq 4</math> clinics operated by the same licensee</b>  |
|---------------|---|--|
| <b>Others</b> | <p>Must not serve as CME of:</p> <ul style="list-style-type: none"><li>• More than 2 DPCs;</li><li>• More than 1 DPC &amp; 1 clinic; or</li><li>• More than 3 clinics,</li><li>• except for the case at the column on the right</li></ul> | <ul style="list-style-type: none"><li>• A person may serve as CME of <math>\geq 4</math> clinics of the same licensee at the same time, provided that –</li><li>• A Medical Advisory Committee is established for the clinics;</li><li>• For each clinic, a registered medical practitioner / registered dentist serving the clinic is appointed to assist CME; and</li><li>• The person does not serve as CME of another PHF at the same time</li></ul> |

# Medical Advisory Committee (MAC)

## (醫務顧問委員會)

| Type of practice | Chairperson          | Number of members   |
|------------------|----------------------|---|
| Medical          | Medical Practitioner | <ul style="list-style-type: none"> <li>• To be decided by the licensee</li> <li>• At least half of the members must be registered medical practitioners or registered dentists</li> <li>• Including one registered medical practitioner who is not employed by, or practising in the concerned PHF</li> </ul> |
| Medical + Dental | Medical Practitioner |   |
| Dental           | Dentist              |   |



# Medical Advisory Committee (MAC)



Both licensee and CME are responsible for ensuring that MAC's advice is properly implemented

# Physical Conditions

- Facility management
  - Design, size, layout and condition of the facility
  - Equipment are in good operational order
  - Clean and hygienic. Ventilation, lighting and signage are adequate and appropriate
- Equipment and store
  - Properly maintained (records)
  - Equipment intended for single use is not reused

# Service Delivery and Care Process

- Patient's rights
- Patient identification
- Medical records
  - Include at least the following:
    - Unique identifier, patient's name, gender, DOB, residential address, contact number, drug allergy, consultation notes and investigations, treatment, sick leave and referral records
  - Accurate, legible and up-to-date
  - Dated, signed and the person could be identified
  - Maintain and retain for specified minimum period
  - Confidential, kept secure, protect from unauthorized access, alternation or loss

# Service Delivery and Care Process

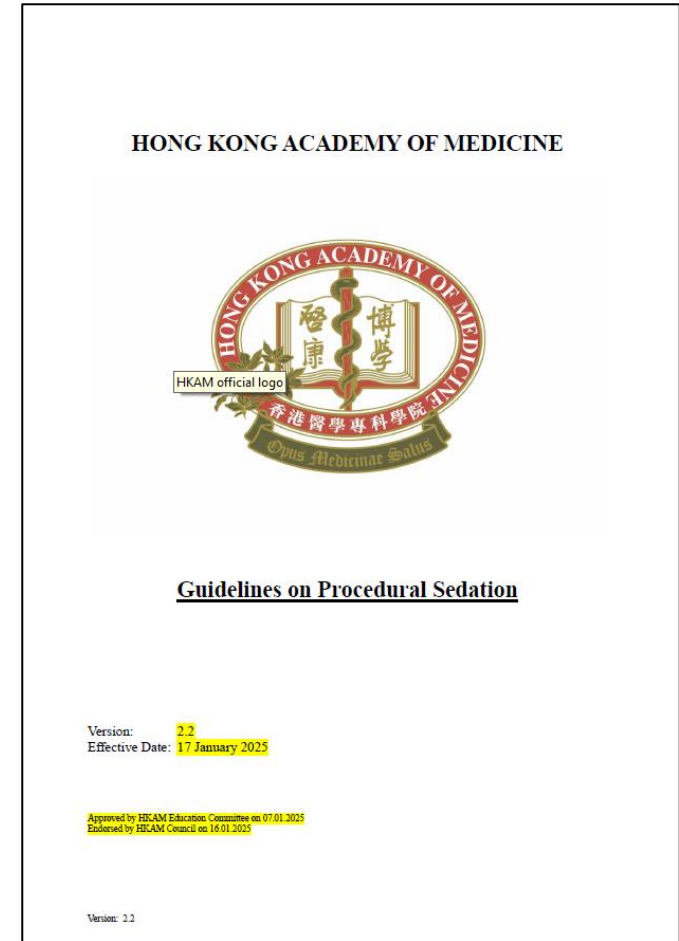
- Drug management
  - Codes of Professional Discipline for the Guidance of Dental Practitioners in Hong Kong promulgated by the DCHK
  - Keep up-to-date drug formulary
  - All medicines supplied are registered pharmaceutical products in HK
  - Drug procurement documents are kept for reference and inspection
  - All medicines are clearly labelled and stored
  - A system is in place to check the drug expiry dates
  - Expired medicines should be properly disposed of

# Service Delivery and Care Process

- Procedural sedation
  - In accordance with the Guideline on Procedural Sedation (2025) promulgated by the HKAM



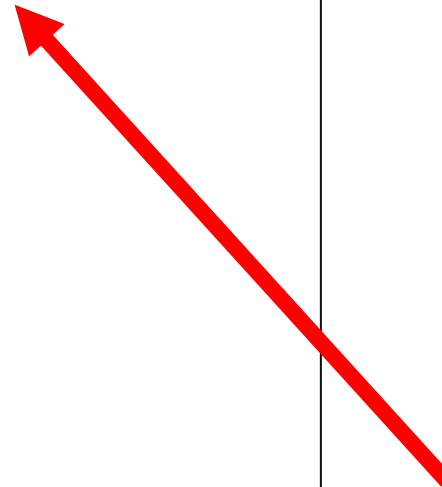
Guideline on Procedural Sedation (2025)



# Service Delivery and Care Process

- Use of sedative or analgesic drugs with reasonable expectation that it will, in the manner used, result in deep sedation for a significant percentage of a group of patients
- Deep Sedation
  - Scheduled Medical Procedure
  - Must be performed in Day Procedure Centre/  
Private Hospital

| Schedule 3                                      |  |  |
|---|--|--|
| [ss. 2, 15, 103 & 123]                          |  |  |
| Classes of Specialized Services                 |  |  |
| Column 1<br>Class of<br>specialized<br>services | Column 2<br>Particular medical<br>procedures   | Column 3<br>Exceptions to medical<br>procedures described in<br>column 2 |
| 7. Anaesthetic<br>procedure                     | (a) General anaesthesia<br>(b) Neuroaxial blocks<br>(including spinal,<br>epidural and caudal)<br>(c) Major plexus block<br>(including brachial,<br>lumbar and sacral)<br>(d) Intravenous regional<br>anaesthesia<br>(e) Intercostal nerve block<br>(f) Major nerve block—<br>(i) Glossopharyngeal<br>nerve, vagus nerve<br>or their terminal<br>branches<br>(including superior,<br>inferior and<br>recurrent laryngeal<br>nerves);<br>(ii) Sciatic and femoral<br>nerves;<br>(iii) Posterior tibial<br>nerve, pudendal<br>nerve or para-<br>cervical block<br>(g) Use of sedative or<br>analgesic drugs with<br>reasonable expectation<br>that it will, in the<br>manner used, result in<br>deep sedation for a<br>significant percentage<br>of a group of patients<br>(h) Tumescant anaesthesia |  |



# Prohibition on operating facility without licence



- **Penalty provision** pertaining to the operation of a hospital and a DPC without a licence has commenced on 1 January 2021 and 30 June 2022 respectively.
- Any person operating a **hospital** without a licence commits an offence and is liable on conviction to a fine of **HK\$5,000,000 and to imprisonment for five years**.
- Any person operating a **DPC** without a licence commits an offence and is liable on conviction to a fine of **HK\$100,000 and to imprisonment for three years**.
- The commencement of penalty provision pertaining to the operation of a clinic without a licence will be announced later.

# Service Delivery and Care Process

- Patient safety incident reporting and learning system
  - The CME ensures any sentinel event or serious untoward event is report to the Director of Health within 24 hours upon identification and a full report is submitted to the Director of Health within 4 weeks
  - The CME ensures that the following events are reported to the Director of Health upon identification:
    - Unplanned transfer of a patient to a hospital directly from a clinic during or after a planned procedure, which emergency management was required at the hospital; and
    - Other events of public health significance (e.g. radiation health incidents, or serious incidents, such as cessation of water or electricity supply, resulting in harm to patients who are receiving care in the facility)



# Service Delivery and Care Process

- Price information
  - Up-to-date price schedule
  - Covers all chargeable items
  - Readily available for patient's reference at the reception office, cashier and where appropriate
  - Fixed fee/ range/price information will be available upon request

# Service Delivery and Care Process

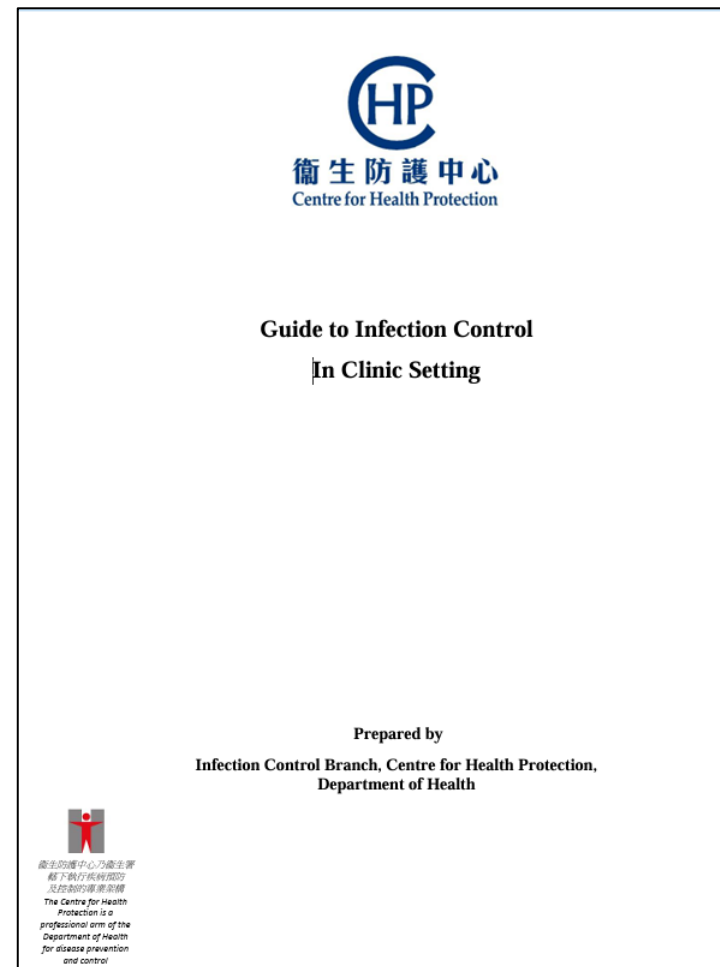
- Complaint handling
  - Complain handling mechanism (receiving, managing, responding and documentation, with a specified time frame)
  - Complaints Committee
- Closure
  - Make a request in writing to the Director of Health to cancel the licence
  - Not less than 6 weeks before the intended date of cessation of operation
  - Ensure continuity of care given to the patients after closure

# Infection Control

- All staff observe up-to-date infection control and preventive measures
- Relevant guidelines promulgated by international or local health authorities



Guide to Infection Control  
in Clinic Setting



# Infection control

- Reusable equipment and supplies used in invasive procedures involving sterile tissue or vascular system are properly reprocessed by appropriate disinfection and sterilization methods
- Store in a clean and dry area
- Regular checking of expiry of sterile supplies
- All sterilizing equipment is regularly inspected and maintained with proper documentation

# Infection control

- Clinical waste and chemical waste are handled properly (Waste Disposal Ordinance (Cap.354))




Cap.354



# Infection control


- Infection control in dental service - Leaflet



衛生署  
Department of Health

## Infection control in dental practice

Code of Practice for Clinics



QR code  
Code of Practice for Clinics

v1.06.2025


### Meaning of Clinics

Under Section 6 of the "Private Healthcare Facilities Ordinance" (Cap. 633),  
A clinic is any premises:

- that do not form part of the premises of a hospital, a day procedure centre or an outreach facility; and
- that are used ,or intended to be used, for
  - (i) providing medical services to patients, without lodging; or
  - (ii) carrying out minor medical procedures on patients, without lodging

### Infection Control Measures


- Observe up-to-date infection control and preventive measures, including but not limited to standard precautions of infections.
- Reference is made to relevant guidelines promulgated by international or local health authorities.



2631 1782  
(Dental-related enquiry)

drleo@dh.gov.hk  
(Dental-related enquiry)


www.orphf.gov.hk/en/home




QR code  
Website of ORPHF

Room 1801, 18/F, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong

**Application for Clinic Licence**




Items not designed to be reused or cannot be sterilised  
For examples,



↓  
Disposed of after use

Detachable handpieces (including ultrasonic scalers)



↓  
Sterilised after use

### Infection Control In Dental Practice

Dental laboratory items are appropriately disinfected before sending

↓ Disinfected

Dental laboratory

↓ Disinfected

Items are disinfected before putting into patients' mouth

### Measures are taken

To reduce aerosol and splatters generated during dental treatment

To protect X-ray equipment from contamination during taking and processing of radiographs

\*Contaminated X-ray equipment is appropriately disinfected

To minimise microbial level in Dental Unit Waterlines

\*Sterile irrigation solution is used for all surgical procedures

To protect suction tubing and suction tip connector from contamination

\*Contaminated suction tubing and suction tip connector are appropriately disinfected



QR code  
Promotional materials – Leaflets

# Infection control

- Infection control in dental service - Videos



<https://www.youtube.com/watch?v=-YCqcP-qm8k>



QR code  
Promotional materials – Videos/Animations

# Risk management and contingency

- Policy and procedures for resuscitation
- Equipment and emergency medications are easily accessible, checked at regular intervals and made ready in accordance with the age of patients
- Sufficient staff who are trained for CPR on duty while providing clinical service
- Protocol for emergency transfer



# Healthcare engineering systems

- Healthcare engineering systems (HES) in clinics:
  - electrical installation in critical care areas (such as operating room and recovery area);
  - specialized ventilation system of operating room; and
  - medical gas pipeline system for medical gas supplies
- Where HES are installed in the facility, the design, installation, operation and maintenance of the HES comply with the relevant requirements in the *Code of Practice for Day Procedure Centres*<sup>#</sup>.
- The applicant is required to submit relevant technical submission for assessment.

<sup>#</sup> A Practical Guide for Healthcare Engineering Systems in Day Procedure Centres is available on ORPHF website: <https://www.orphf.gov.hk/s/hesdpc1>



# Dental compressed air and vacuum systems

- Where dental compressed air and vacuum systems (DAVS) are installed in the facility, the CME may refer to the relevant requirements in the *Code of Practice for Day Procedure Centres* for **general guidance** on the design, installation, operation and maintenance of such systems<sup>#</sup>.
- The feasibility of implementing relevant requirements for DAVS as a regulatory requirement would be reviewed as appropriate. Licensees are encouraged to observe such requirements in preparation for its implementation.

<sup>#</sup> A Practical Guide for Dental Compressed Air and Vacuum Systems in Day Procedure Centres is available on ORPHF website: <https://www.orphf.gov.hk/s/davdpc1>



# For more information...

- Website of the Office for Regulation of Private Healthcare Facilities: [www.orphf.gov.hk](http://www.orphf.gov.hk)
- For dental-related enquiries,
  - Tel.: 2631 1782
  - Email: [drleo@dh.gov.hk](mailto:drleo@dh.gov.hk)



Q & A

You have


Questions

We have

Answers

# Upcoming briefing sessions!!!

## Online Briefing Sessions on Application for Clinic Licence and Letter of Exemption for Small Practice Clinic (For Clinics with Medical Practice)

 [Get QR Code](#)

### Briefing sessions (for clinics with medical practice)

| Date                             | Time          | Venue           | Enrolment deadline         |
|----------------------------------|---------------|-----------------|----------------------------|
| 17 September 2025<br>(Wednesday) | 3:00 – 4:00pm | Webinar session | 15 September 2025 (Monday) |
| 24 September 2025<br>(Wednesday) | 3:00 – 4:00pm | Webinar session | 22 September 2025 (Monday) |
| 30 September 2025<br>(Tuesday)   | 3:00 – 4:00pm | Webinar session | 26 September 2025 (Friday) |
| 8 October 2025<br>(Wednesday)    | 3:00 – 4:00pm | Webinar session | 3 October 2025 (Friday)    |
| 15 October 2025<br>(Wednesday)   | 3:00 – 4:00pm | Webinar session | 13 October 2025 (Monday)   |

[orphf.gov.hk](http://orphf.gov.hk)  
WHAT'S NEW > EVENT

More details to be announced next week...

STAY  
TUNED