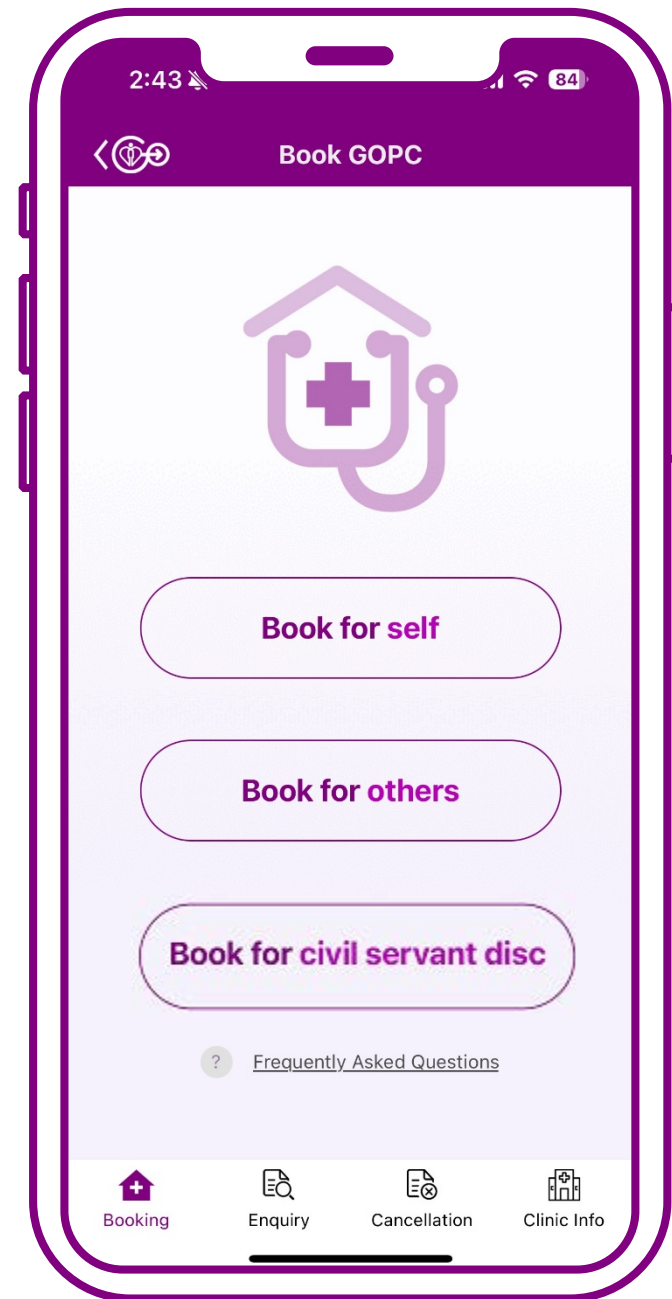
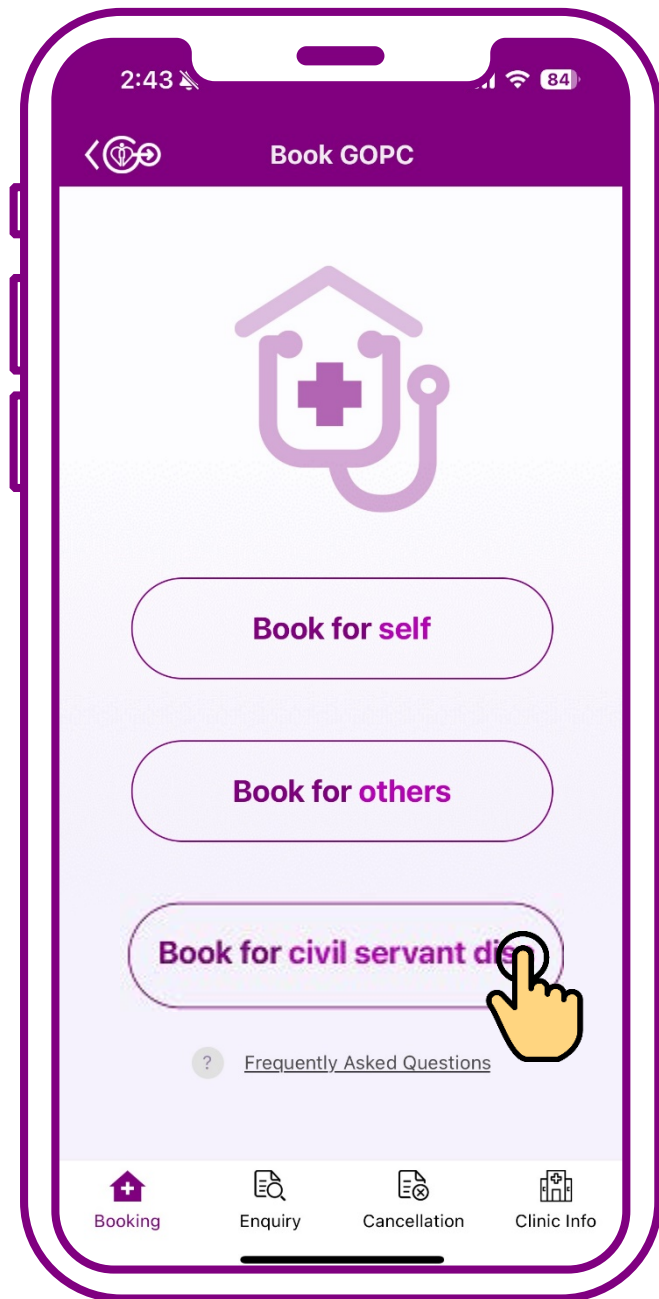


Manage **Civil Servant Disc** appointment at GOPC (Book, Enquire, Cancel)



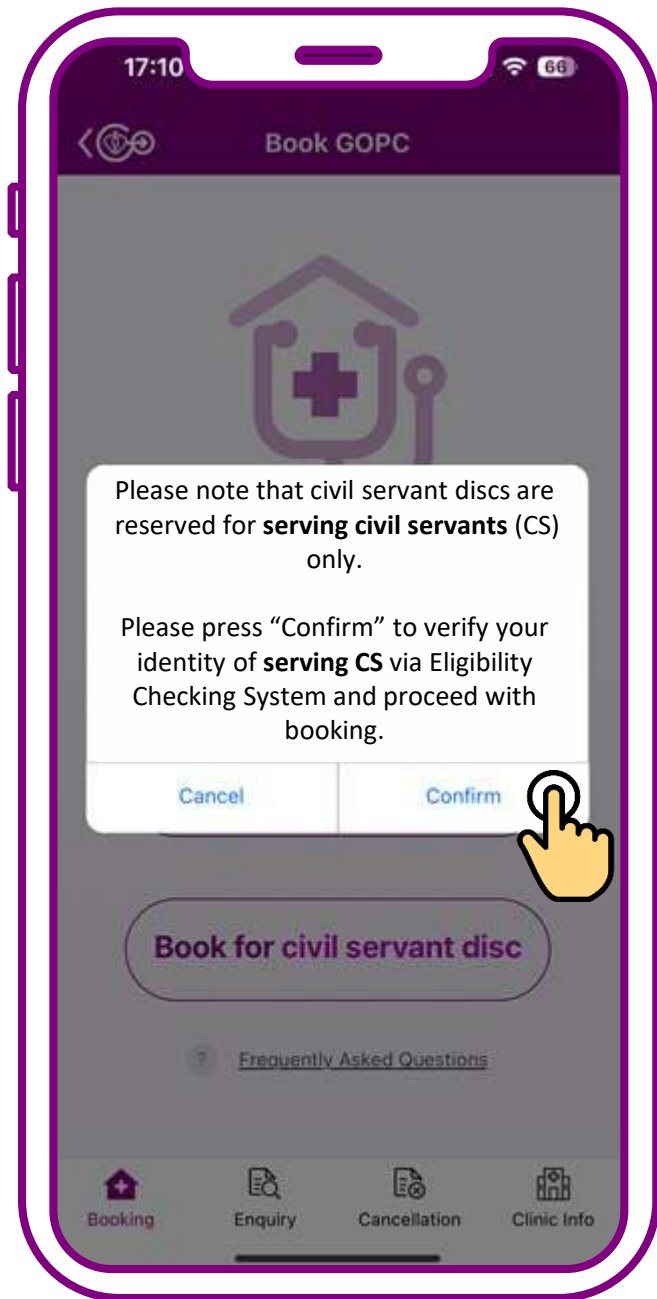
Book Civil Servant Disc Appointment





Press “Book for civil servant disc”





Press "Confirm"

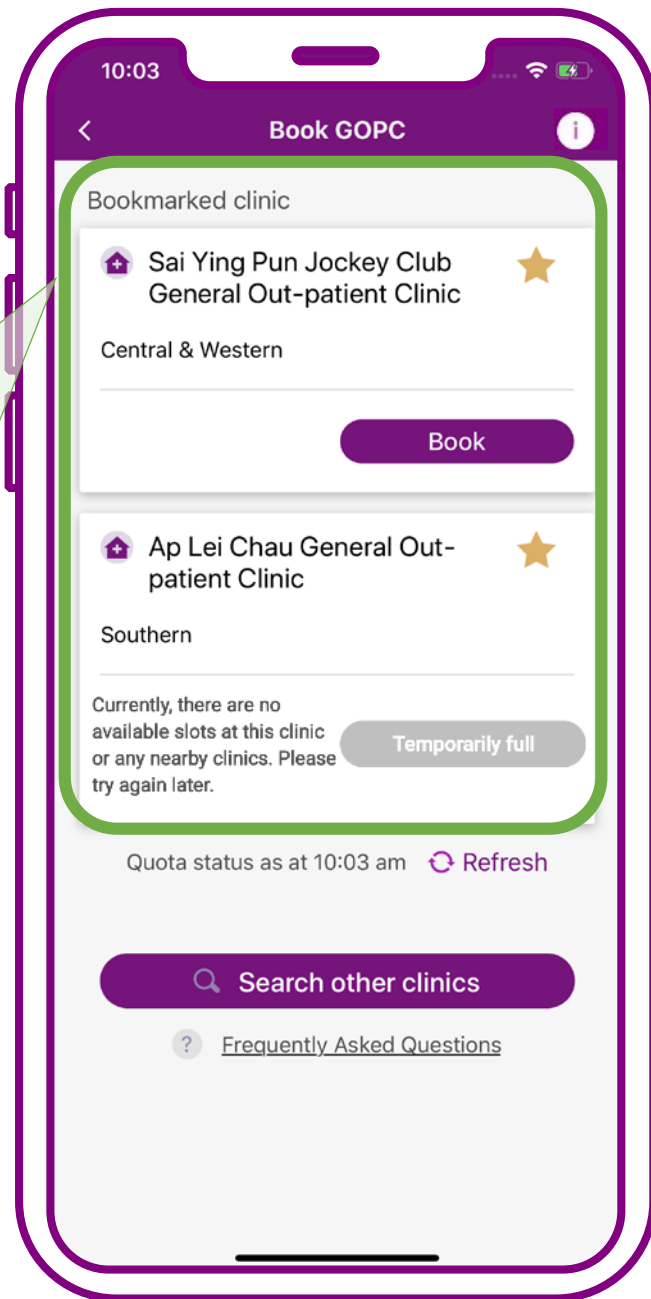


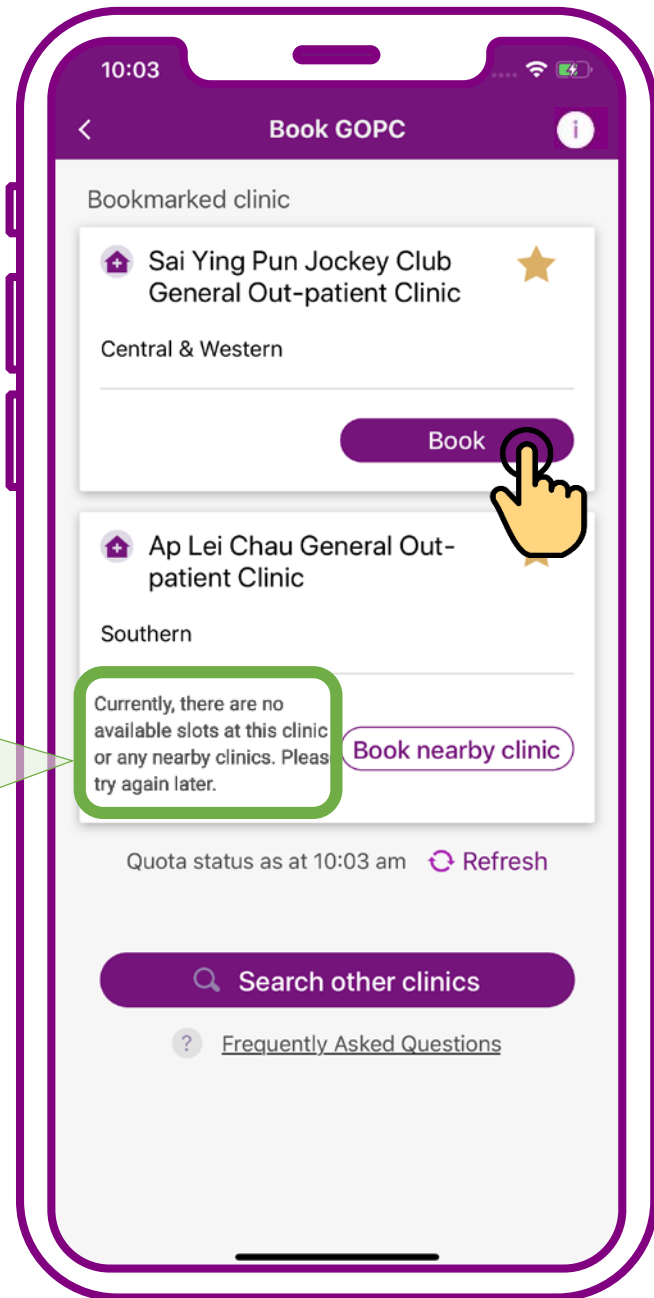


Tips

Bookmarked clinic(s) will be placed on the booking interface (if civil servant disc is applicable)

(For the steps to bookmark clinic(s), please refer to User Guide 1)



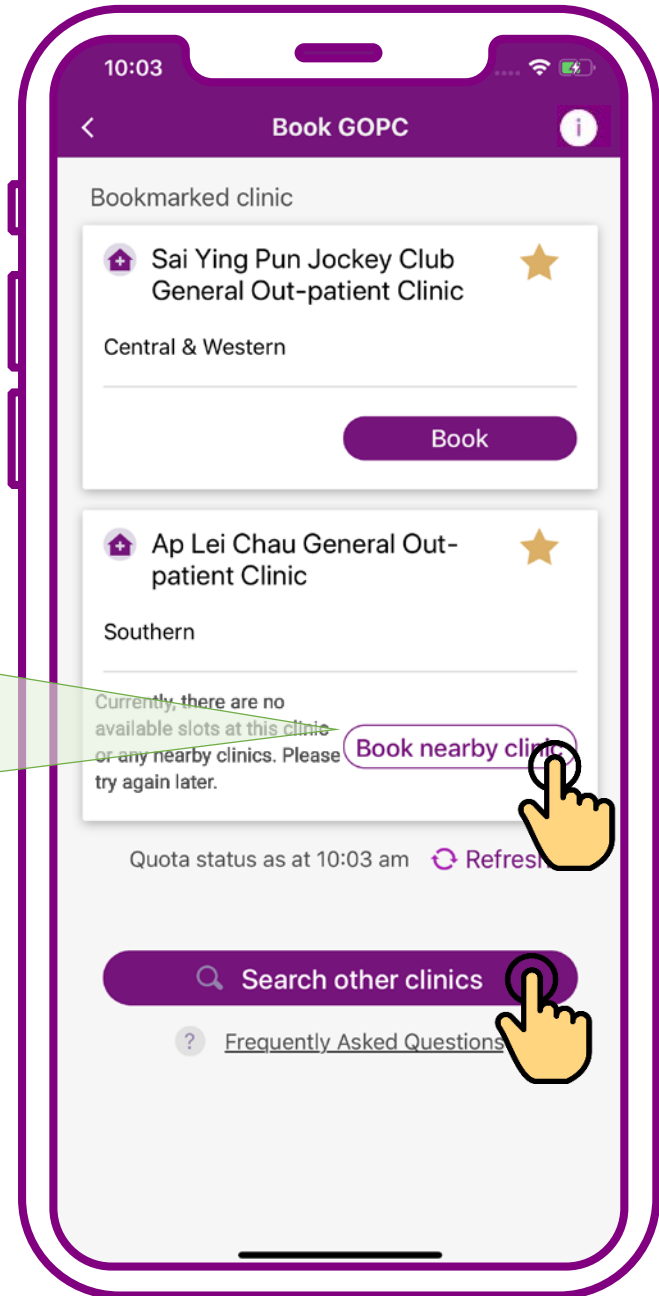



Tips

Clinic quota status for reference

When quota available in clinic, press **“Book”**





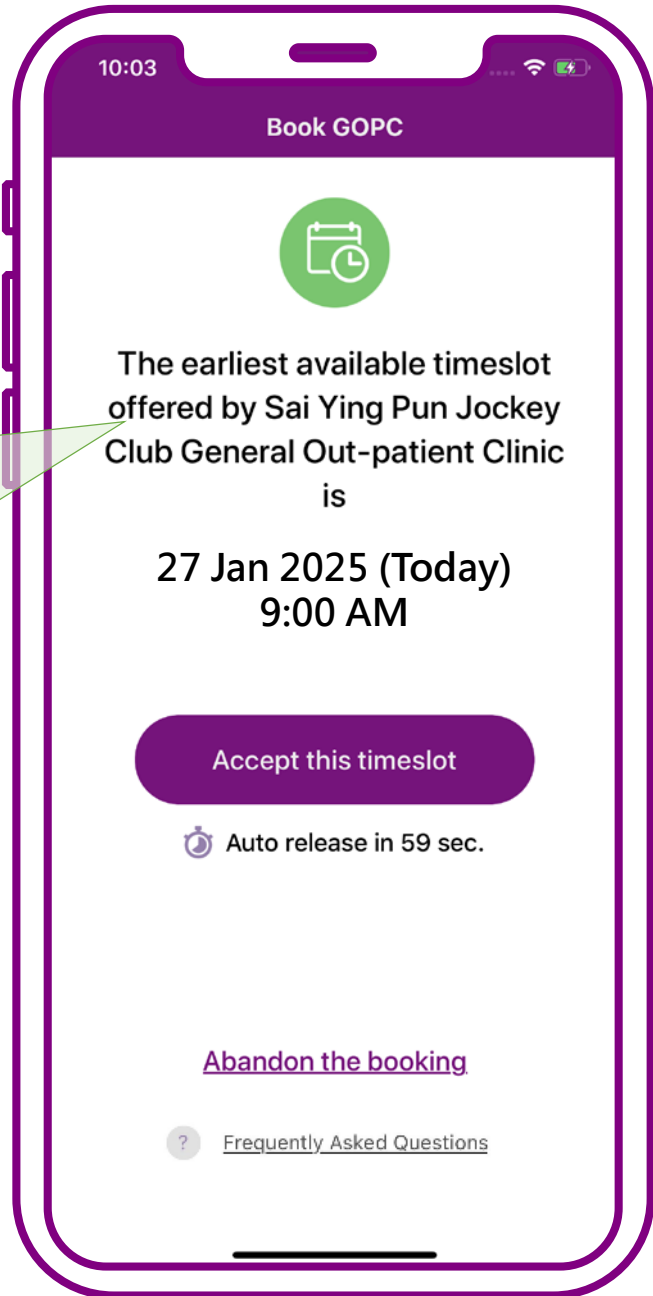
 **Tips**
If the quota of the selected clinic is full, user may check available civil servant disc in nearby clinics(s)

When no quota available in clinic, press “Book nearby clinic” or “Search other clinics”



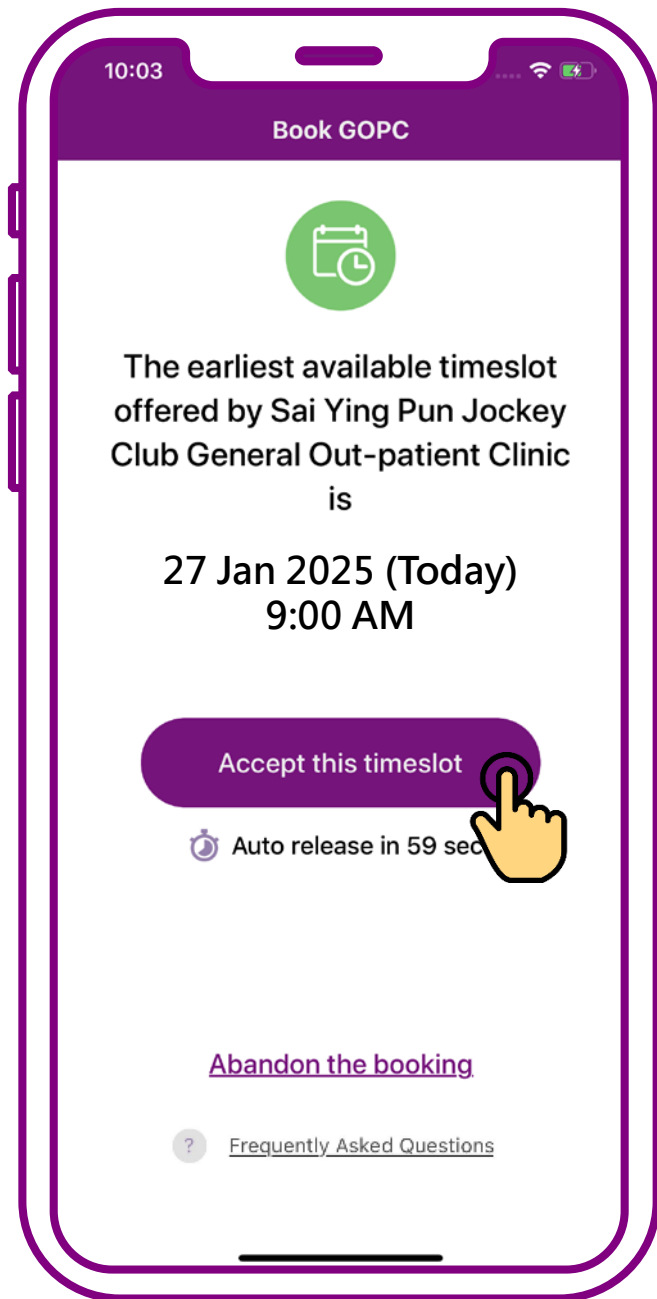
Tips

System would identify the earliest available timeslot of the session



Press “Accept this timeslot”



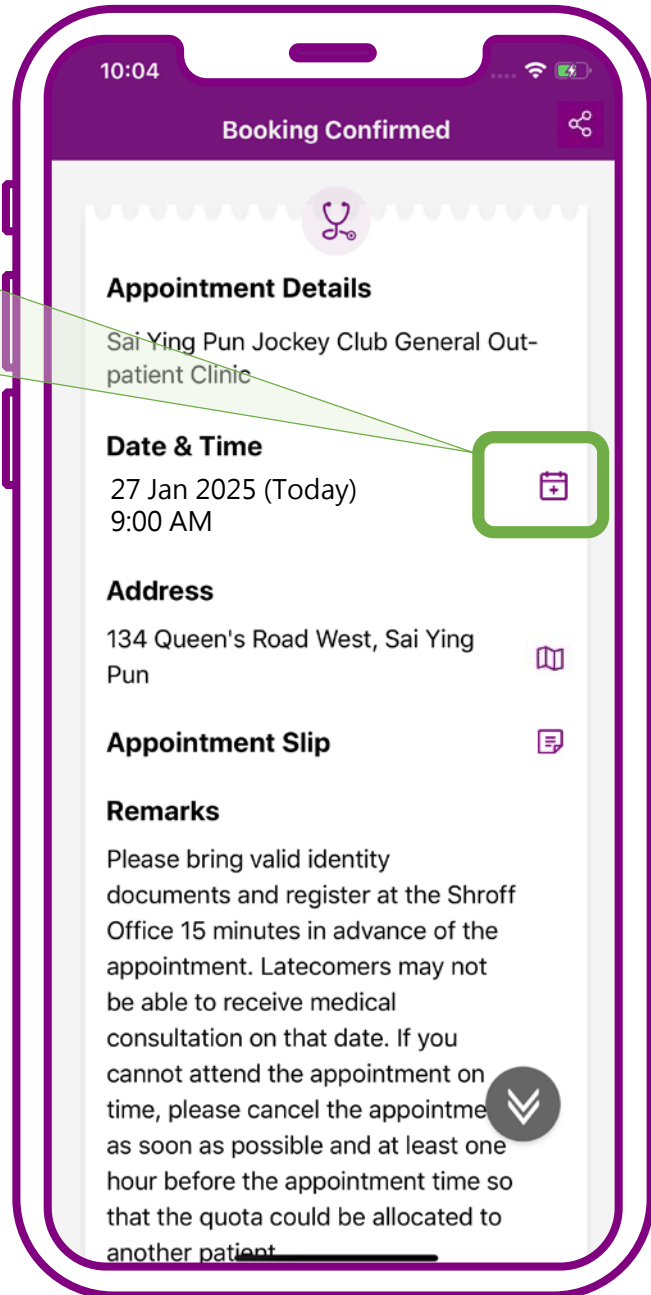


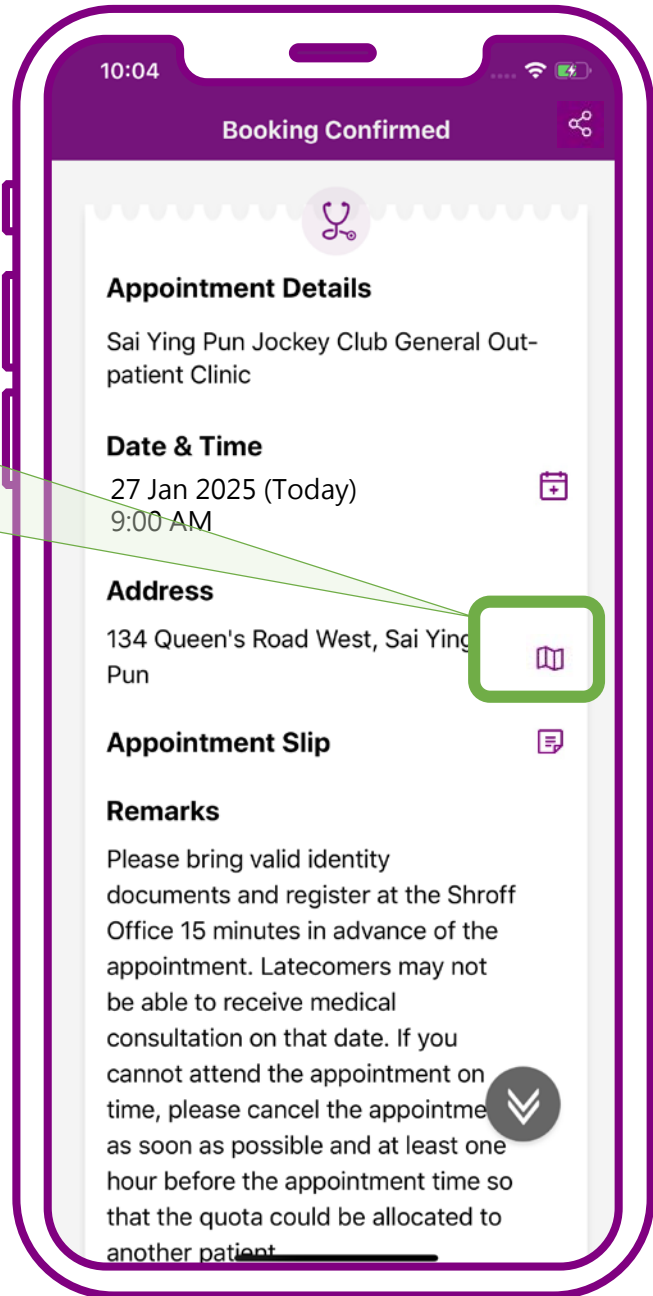
Press “Accept this timeslot”



Tips

Add the GOPC appointment details to the personal calendar of your mobile





Tips

Check the clinic location on the map of your mobile

10:04

Booking Confirmed



Appointment Details

Sai Ying Pun Jockey Club General Out-patient Clinic

Date & Time

27 Jan 2025 (Today)
9:00 AM



Address

134 Queen's Road West, Sai Ying Pun



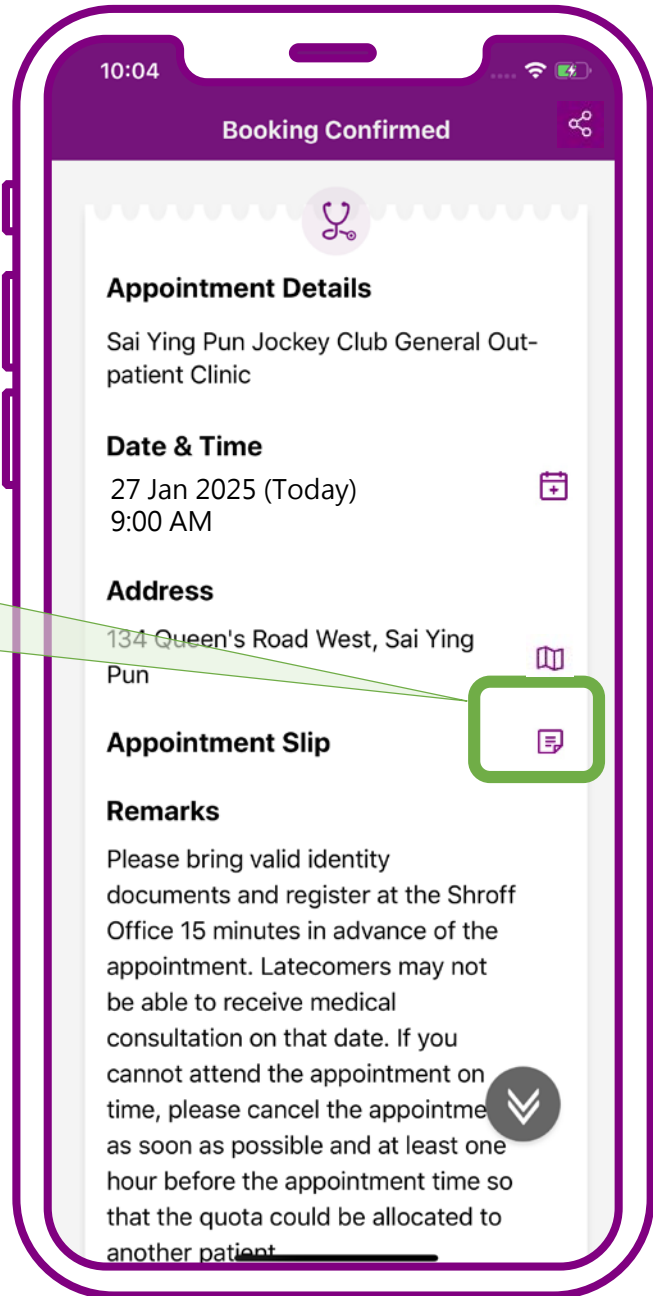
Appointment Slip



Remarks

Please bring valid identity documents and register at the Shroff Office 15 minutes in advance of the appointment. Latecomers may not be able to receive medical consultation on that date. If you cannot attend the appointment on time, please cancel the appointment as soon as possible and at least one hour before the appointment time so that the quota could be allocated to another patient.





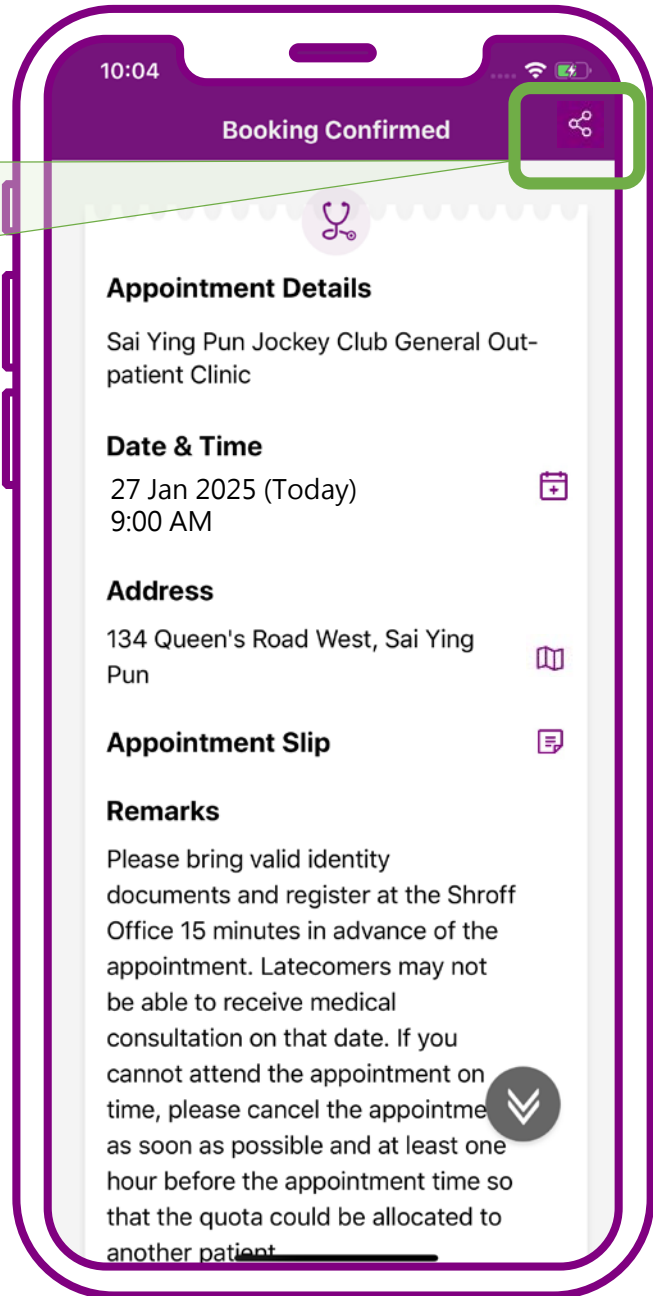
 **Tips**
Check the appointment slip





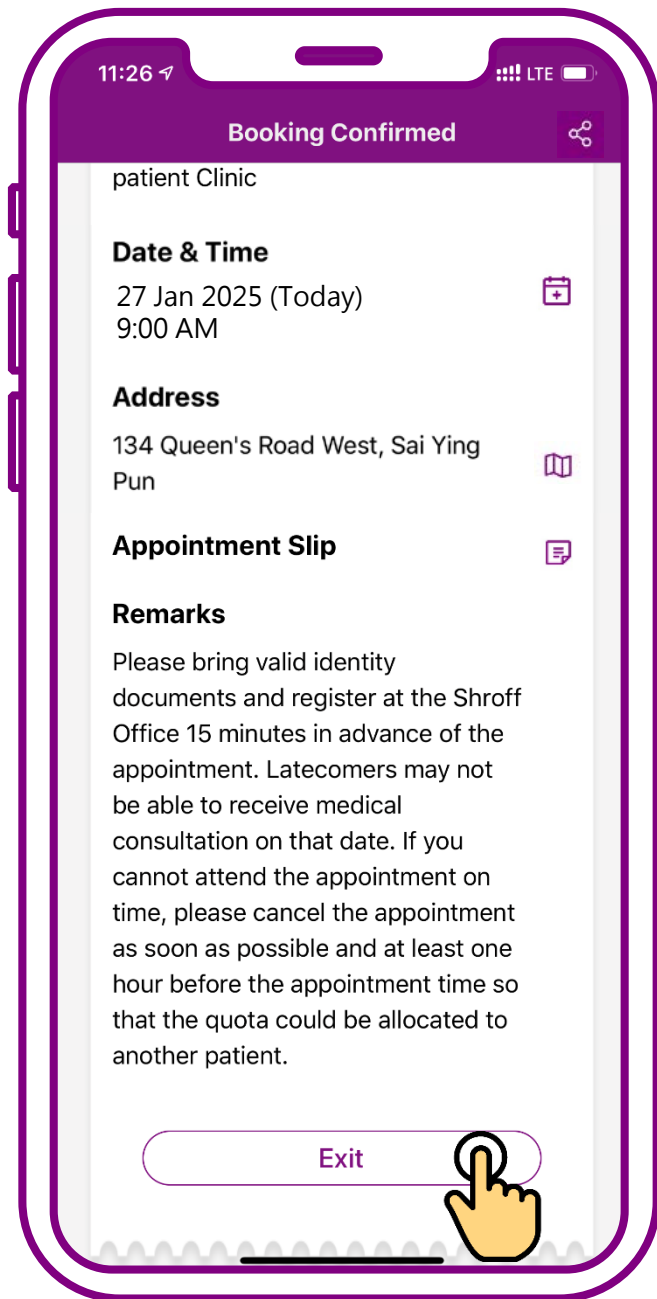
Tips

Send the appointment slip to patient's registered email in "HA Go"



Booking confirmed. Press "Exit"



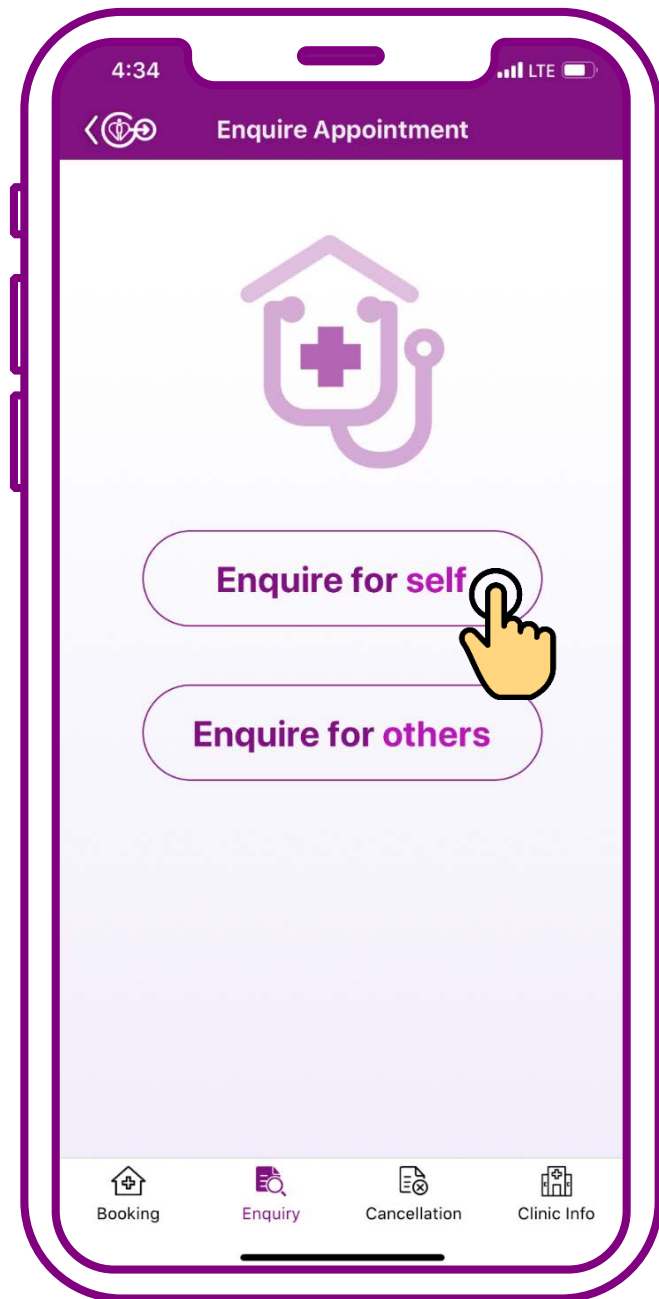


Booking confirmed.
Press “Exit”



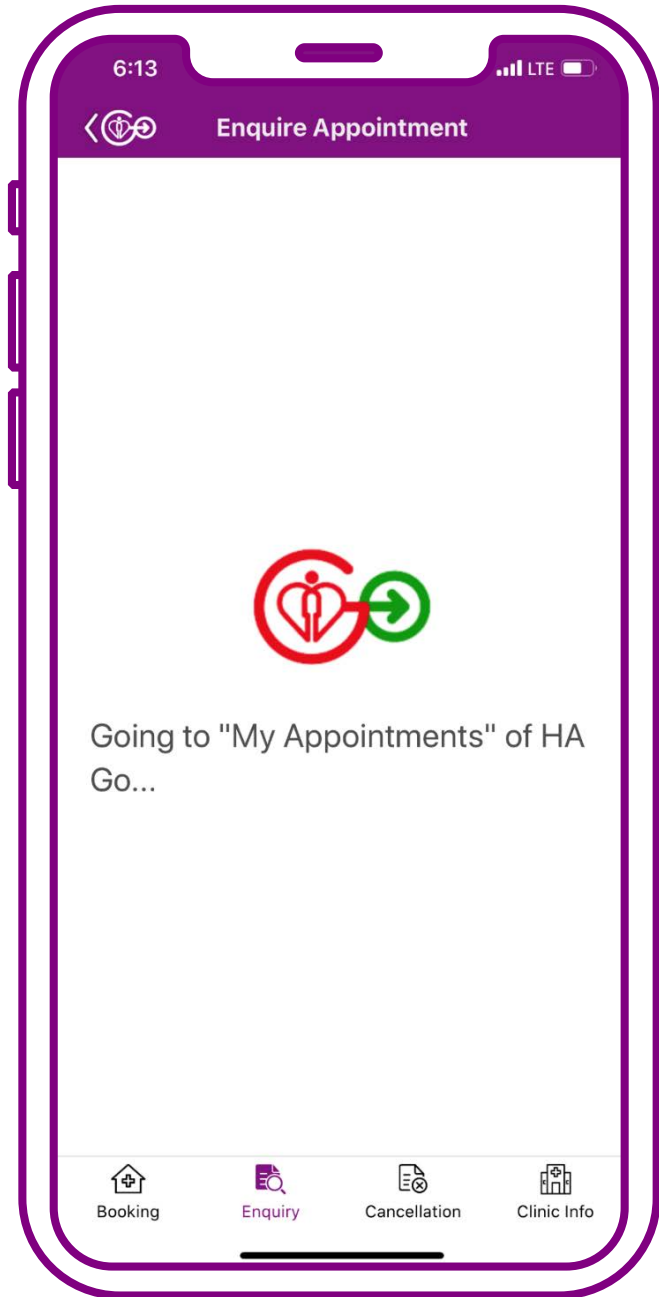
Enquire Appointment





Press “Enquire for self”





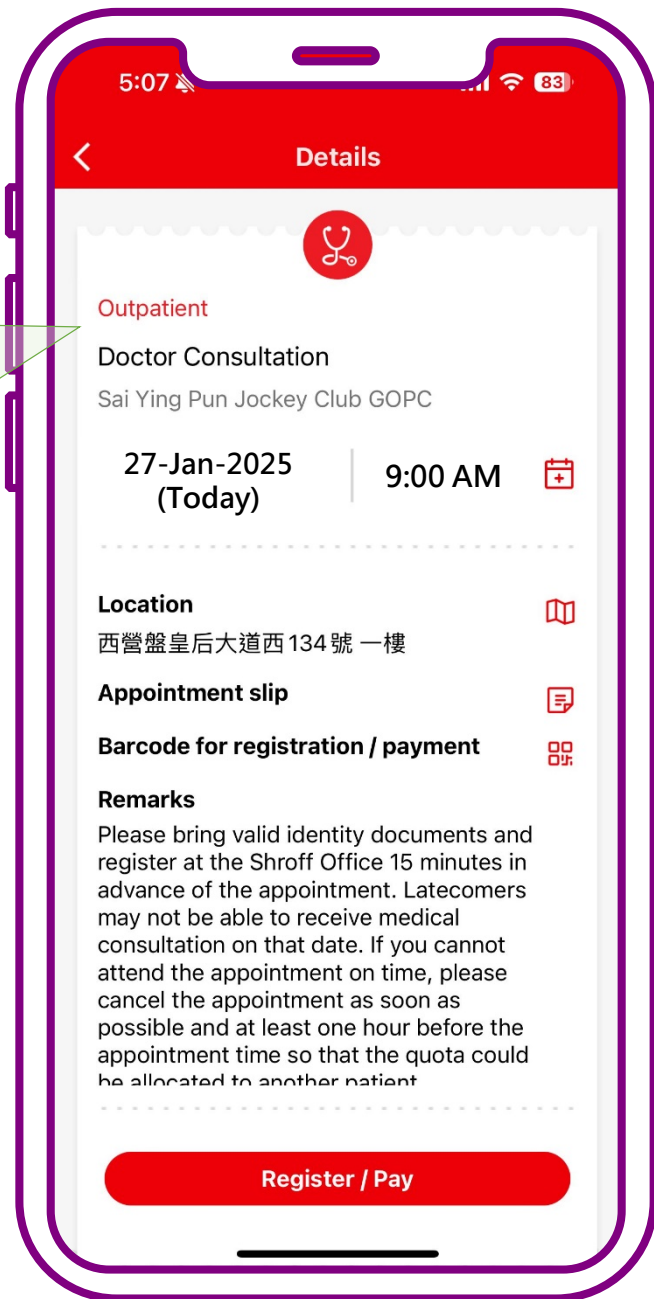
Press “Enquire for self”





Tips

The system will show the booked appointment at GOPC

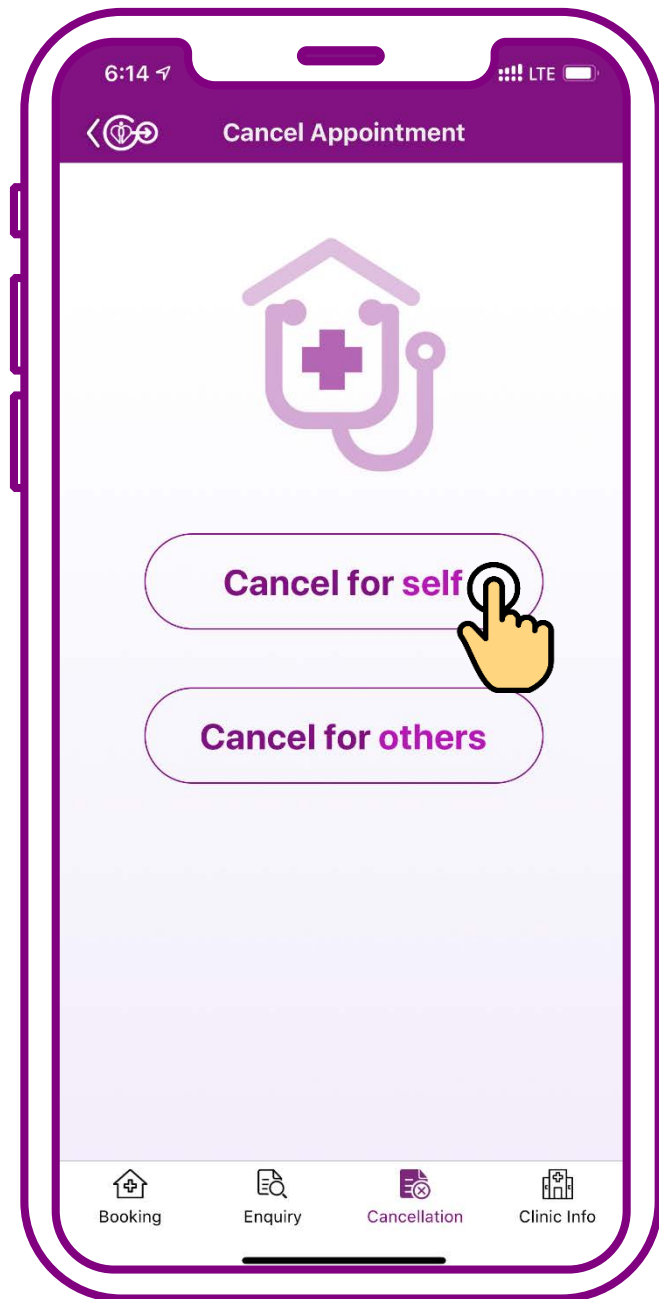


Enquiry completed



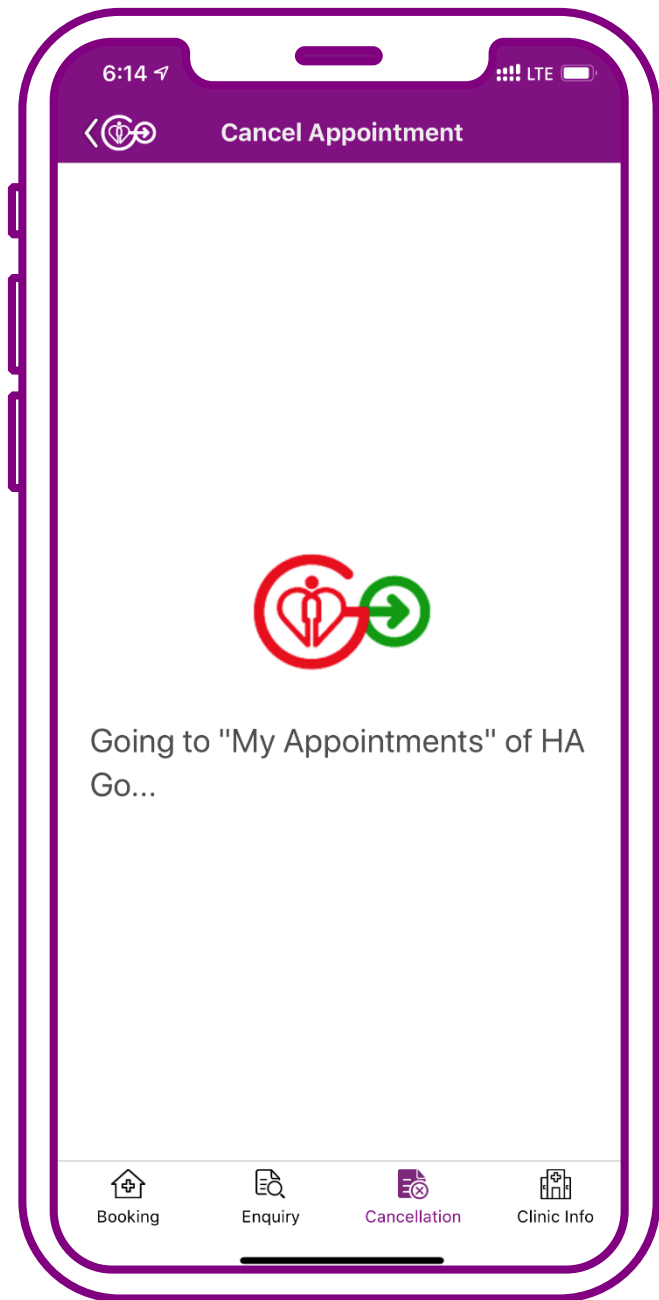
Cancel Appointment






Press “Cancel for self”

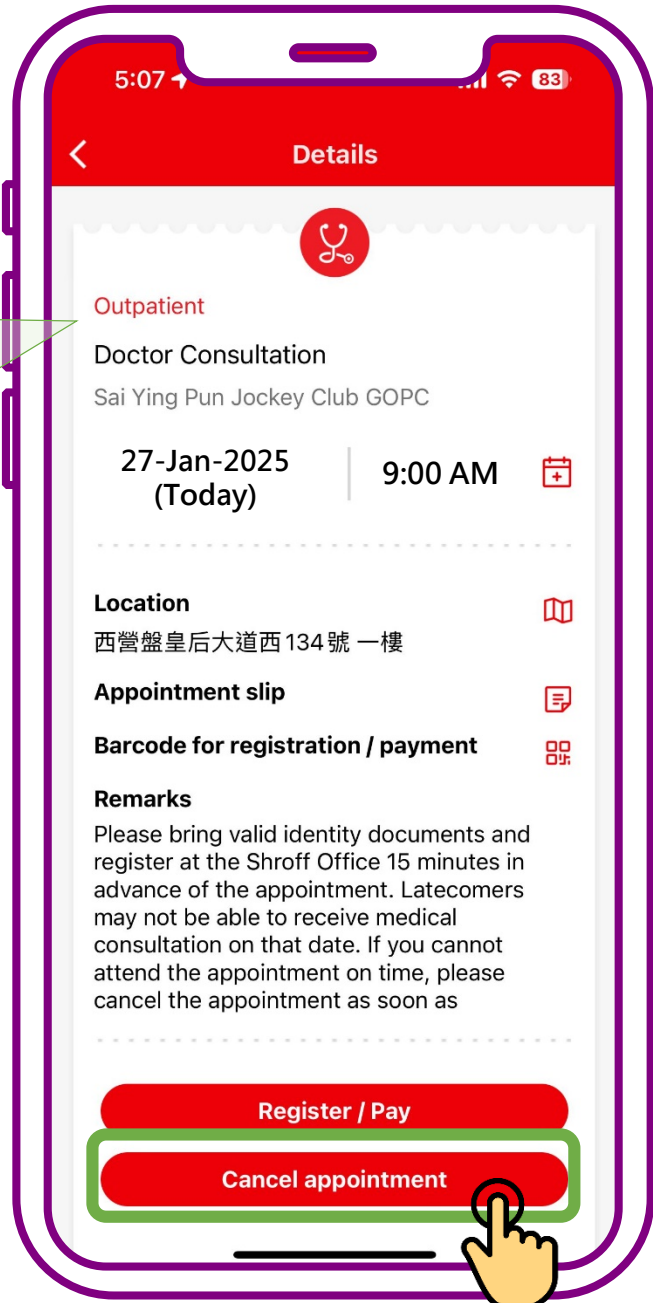




Press “Cancel for self”

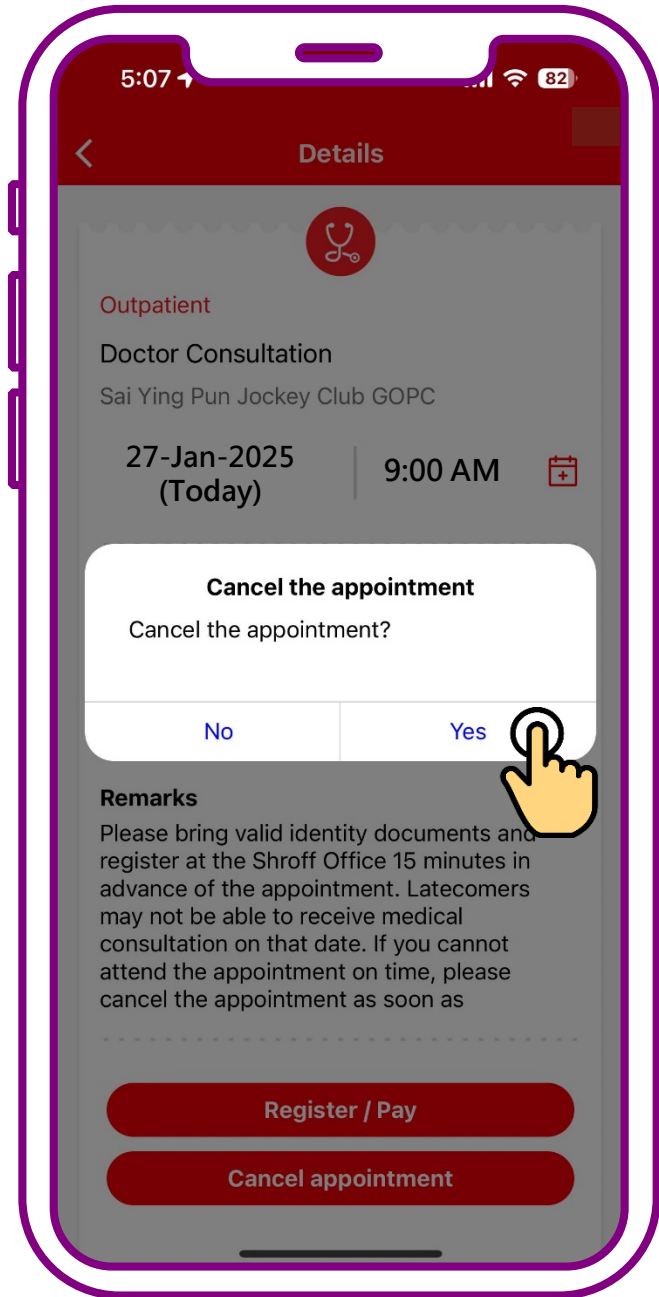


 **Tips**
The system will show the booked appointment at GOPC



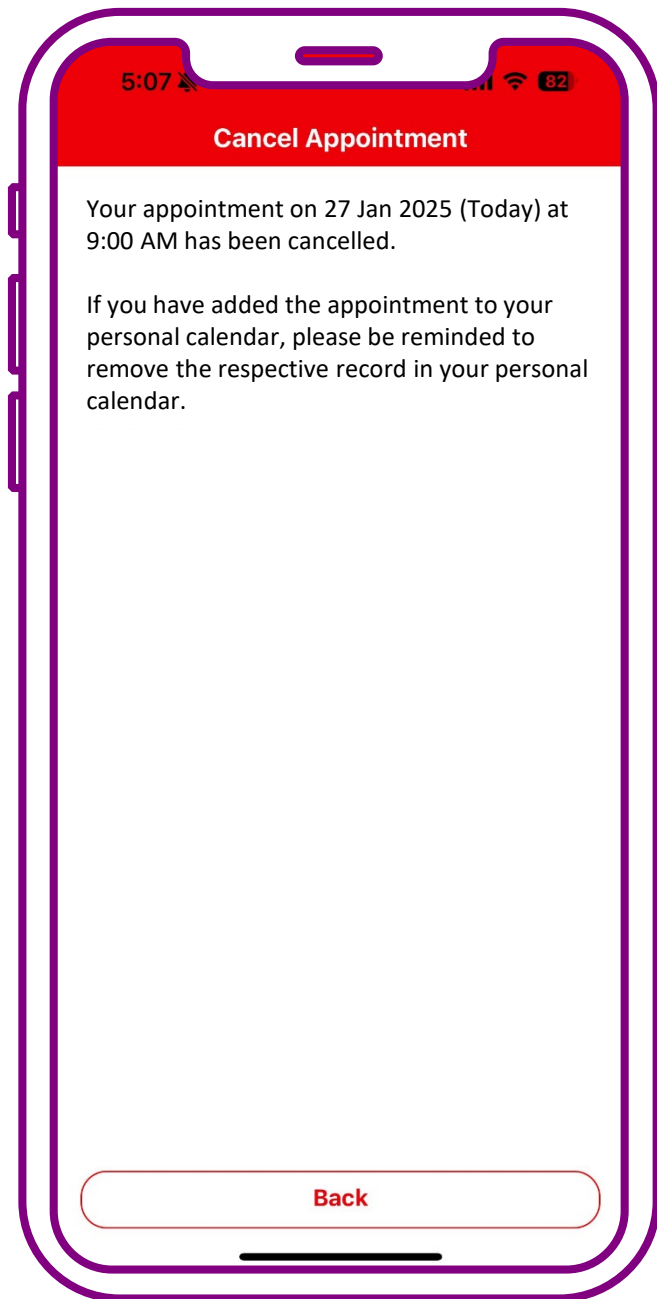
Press “Cancel Appointment”





Press "Yes"





Cancellation completed





醫院管理局

HOSPITAL
AUTHORITY