
明愛青少年及社區服務
服務質素標準 14
14.4 轉介服務行政指引

- 1) 職員需獲得服務使用者口頭或書面授權方可提供或轉介服務使用者資料到所需機構。(書面「個案轉介同意書」見附件。)
- 2) 轉介服務使用個人資料時，職員需填寫「轉介紀錄」，及將之妥為保存。
- 3) 職員可讓服務使用者參閱其「轉介紀錄」，如同意授權服務使用者可於表內簽署以讓職員獲得其書面授權。

檢討： 本指引最少三年檢討一次
檢討日期： 2017年11月16日

明愛青少年及社區服務書面個案轉介同意書

本人_____同意明愛_____單位

將本人之個案工作轉介予_____

機構，並將本人之個人資料交予該機構。

服務使用者簽署：_____ 日期：_____

（年滿 18 歲之服務使用者適用）

家長簽署：_____ 日期：_____

（未滿 18 歲之服務使用者適用）

檢討： 本同意書最少三年檢討一次
檢討日期： 2017 年 11 月 16 日

Caritas Youth and Community Service
Service Quality Standards 14
14.4 Guideline on Referral Service

- 1) Staff can only provide or transfer personal data of service users to other required organization (s) with verbal or written permission from service users. (Authorization of Case Referral – Appendix I refers).
- 2) When referring personal data of service users to other organization(s), staff needs to complete a “Referral Record Form” which must be properly retained in individual service units.
- 3) Details of “Referral Record Form” should be made known to service users with their signature on the said document, in order to make it as a proper document of authorization for referral.

Review : This policy to be reviewed once every three years
Date of Review : 16 November 2017

Caritas Youth and Community Service
Authorization of Case Referral

I _____ authorize Caritas _____ Unit
to refer my case to _____ (organization)
with all my relevant personal data to the said organization.

Signed by Service User: _____ Date: _____
(applicable to person at 18 years of age & above)

Signed by Guidance: _____ Date: _____
(applicable to person below 18 years old)

Review : This policy to be reviewed once every three years
Date of Review : 16 November 2017