

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) 轉介服務使用者個人資料時，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」。

檢討及更新日期：2022 年 11 月 17 日

《書面個案轉介同意書》 (Form_sqs14.4_01c)

<https://docs.google.com/document/d/1fGJktwxH1Qs0jvPOJVtOrUJH2fSODi2-Xlxu3SsExe4/edit?usp=sharing>

****如未能直接使用超連結取得表格，請將連結复制到瀏覽器再開啟****

****如下載表格，請使用 PDF 格式，以方便保存格式****

檢討及更新日期：2022 年 11 月 17 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.

Date of Review and Revision : 17 Nov 2022

Written Authorization Form of Case Referral (Form_sqs14.4_01e)

<https://docs.google.com/document/d/1TQII1518zzsnqyBoPqgNKkFHmj22wl948JBZ3YkRGWg/edit?usp=sharing>

If you cannot use the hyperlink to get the form directly, please copy the link to your browser and open it

** If downloading the form, please use the PDF format for the convenience of saving the format**

Date of Review and Revision : 17 Nov 2022