

Guide to Changing Registration of Your Primary Healthcare Facility

Changing your primary healthcare facility on your Social Health Insurance (SI) card is a crucial step to ensure convenient access to your health insurance benefits. Here's a detailed guide to the process.

When Can You Make a Change?

It's important to note that you can only change registration of your primary healthcare facility during specific times of the year. Specifically, you can do this from the **1st to the 10th day of the first month of each quarter**. This means you have the following windows:

- **January:** From the 1st to the 10th.
- **April:** From the 1st to the 10th.
- **July:** From the 1st to the 10th.
- **October:** From the 1st to the 10th.

If you miss these deadlines, you'll need to wait until the next available quarter.

How to Change Your Primary Healthcare Facility Registration?

You have two main options for changing your primary healthcare registration location: **online** via the Public Service Portal or **in person** at a Social Security collection agent or office.

I. Changing Online

You can manage this change conveniently through the Vietnam Social Security Public Service Portal.

Steps for online change:

1. **Access the Vietnam Social Security Public Service Portal:** Open your browser and go to <https://dichvucong.baohiemxahoi.gov.vn>.
2. **Log in to your account:**
 - If you already have an account, simply log in.
 - If not, you'll need to **register for an account** by following the instructions on the portal.
3. **Select the service:**
 - Once logged in, click on "**Kê khai hồ sơ**" (Declare Profile).
 - Find and select **procedure code 612b**, described as "Re-issue, exchange SI card due to change in 5-year continuous period, initial medical examination and treatment location."
4. **Declare your information:**
 - Fill in all the required fields accurately and completely according to **Form 01-TK** (as per Decision 3510/QĐ-BHXH-2022) on the Public Service Portal. You are responsible for the truthfulness of the information you provide.
5. **System verification:**

- The system will automatically cross-reference the information you've declared with existing databases.
 - If there are any discrepancies (e.g., your residential information doesn't match the National Population Database), the system will notify you. In such cases, you might need to contact the Public Security agency to rectify your demographic information or opt for the in-person procedure.
6. **Confirm and await results:**
- Once your information is validated, you'll receive a confirmation that your change request has been accepted.
 - The system will inform you about the issuance deadline for your new SI card (if applicable) or the effective date for your current SI card with the updated primary healthcare registration.

II. Changing In Person

If you prefer to complete the procedure face-to-face, you'll need to visit one of these locations:

- **SI Collection Agent:** These are authorized SI collection points. You can find the addresses of the nearest agents in Ho Chi Minh City via this link: <https://baohiemxahoi.gov.vn/tracuu/Pages/diem-thu-dai-ly.aspx>.
- **District or Provincial Social Security Office:** The specific office will depend on your place of residence.

Documents to prepare for in-person change:

- Your **original, valid SI card** that you wish to update.
- Your **ID Card/Citizen ID Card** (CMND/CCCD).
- The **declaration form for SI participation, renewal, or change of initial medical examination and treatment location** (Form TK01-TS, issued with Decision 490/QĐ-BHXH-2023). You can download this form beforehand or obtain it at the submission location.

Steps for in-person change:

1. **Fill out Form TK01-TS:** Clearly write down your personal details and the information for your desired new primary healthcare facility.
2. **Submit your application:** Hand over the completed form and all supporting documents to the staff member at the collection agent or Social Security office.
3. **Verification and confirmation:** The staff will verify your application's validity and make the necessary adjustments in their system.
4. **Receive notification:** You'll be informed that your change has been successfully updated and told the effective date for your new SI card (or your current card with the updated information).

After Changing Your Primary Healthcare Facility

- **Verify your information:** Once the procedure is complete, you should check your digital SI card (via the VssID app) or your physical SI card to confirm that your primary healthcare registration location has been accurately updated.

- **Effective date of change:** Your new primary healthcare facility will become effective from the beginning of the next quarter following the completion of your change request. For instance, if you change it in January, the new location will be valid from April 1st.

Understanding these steps and the specific timeframes will help you manage your primary healthcare registration smoothly, ensuring you receive your health insurance benefits without hassle./.