Primary Care Digital Services (PCDS) User Guide

https://pcds.sg

Version 2.9 29 Sep 2025



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Chapter 1 - Introduction

1.1 About PCDS

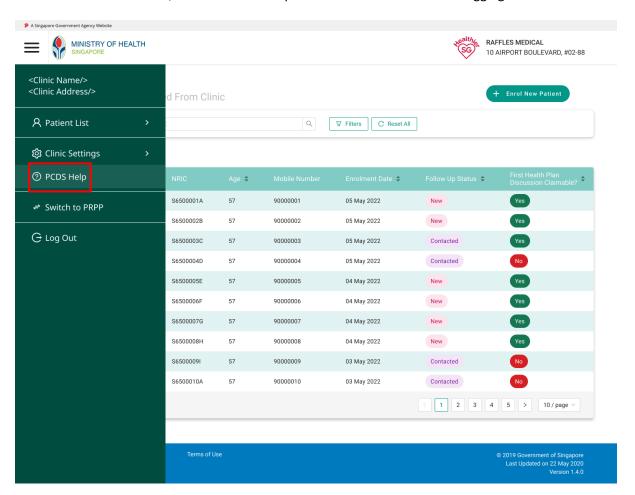
Primary Care Digital Services (PCDS) is planned as a front-end solution to support GPs while they transit to a Healthier SG (HSG)-compatible Clinic Management System within a year from HSG launch.

PCDS is <u>not</u> a full-fledge CMS solution and does not replace the function of CMS/Electronic Medical Record (EMR) clinical documentation. The functionalities are intended to cover key HSG workflows:

- Enrolment (include Assisted Enrolment and view capacity).
- ¹Residents' Health Plan (Create, View and Print).
- ¹Simple Referral Management (Create, Update, Print and Cancel).
- ¹Care Reporting Data Submission for HSG via spreadsheet upload.

1.2 Help Section

- 1. To provide easy access to resources, the latest version of the PCDS User Guide/ PCDS Change Request User Guide can be found in the portal.
- 2. To access these resources, click on "PCDS Help" at the left-side menu after logging in.



¹These PCDS features have ceased effective 24 November 2024.

3. Getting Started page will be displayed. Click on the hyperlink to download the latest version of PCDS User Guide/ PCDS Change Request User Guide.

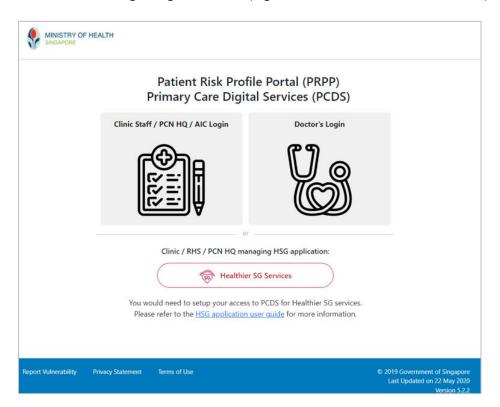


1.3 Support Contact Details

- 1. You may write to synapxe.pcds.support@synapxe.sg for specific technical queries.
- For other enquiries:
 GP Helpline 66321199
 Patient MOH general hotline 63259220

1.4 Announcement Section

Please refer to the announcement section at the login page of PCDS/PRPP for any important announcements regarding PCDS/PRPP (e.g. scheduled maintenance downtime).



1.5 Setting up PCDS for your clinic

As PCDS is a web-based system, the setup is fast and simple. Either you or your clinic staff can set up PCDS easily. Go to https://pcds.sg. You may wish to bookmark this page in your browser for quick access.

Please ensure that the Unique Entity Number (UEN) tied to your CorpPass is the same as your clinic's UEN in the MOH electronic licensing (eLIS) system, as credentials between these two systems are matched during the log in process.

- If your CorpPass UEN is different from your eLIS UEN, please contact AIC GP Helpline 6632 1199 or your AIC account manager for assistance.
- If your CorpPass UEN is the same as your eLIS UEN, please check that the CorpPass administrator has assigned digital service access to other users within the entity who need access.

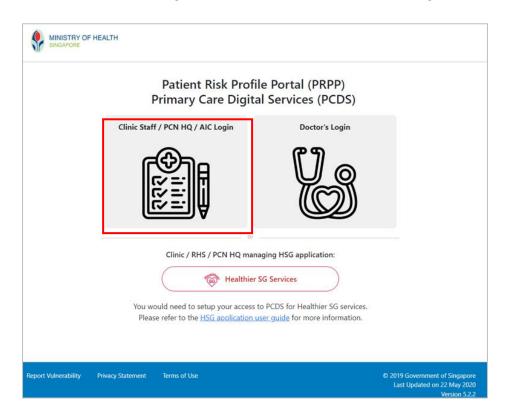
Your clinic's CorpPass account will be tied to the user's SingPass ID and you will only require your SingPass to log in.

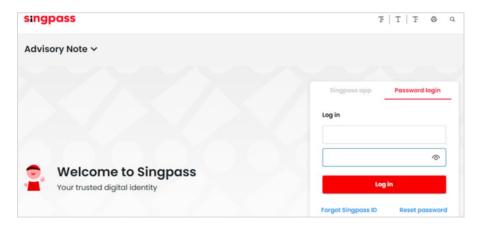
Please ensure that the CorpPass administrator has assigned digital service "MOH-PHP-CP (MOH Patient Health Profile)" to the CorpPass users within the entity who need access.

CorpPass user guide on how to setup, assign and manage User's Digital Service Access can be downloaded for "Admin & Sub-Admin" from this link <u>Corppass - User Guides</u>.

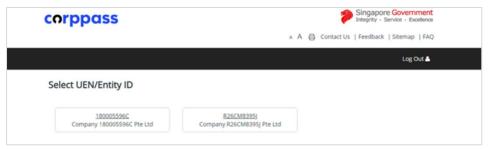
1.5.1 Logging in to PCDS (same login process as PRPP)

1. All users must have a valid SingPass account to log in to PCDS. Doctors and clinic assistants can login by selecting "Clinic Staff/PCN HQ/AIC Login" using the clinic assistant's SingPass account to add GPs via the "Practising Doctors" sub-tab under the "Clinic Settings" tab.

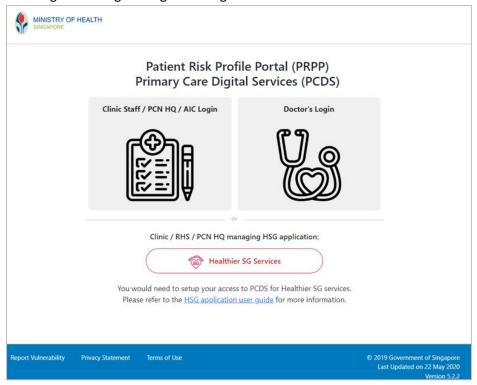




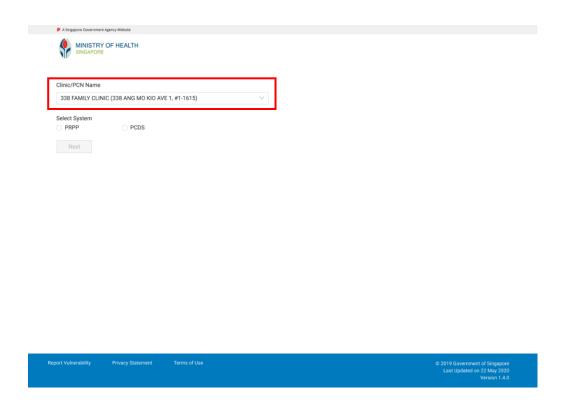
2. Clinic assistants/PCN HQ staff who are tagged to multiple CorpPass accounts can select which account they wish to log in to.



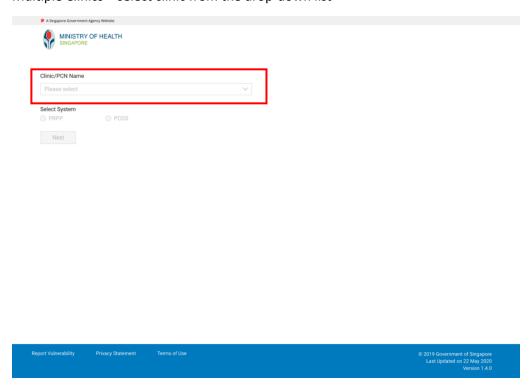
3. Doctors who have been granted access to a clinic will be able to login using their SingPass by selecting "Doctor's Login" for subsequent log-ins. Clinic assistants should continue to select "Clinic Staff Login" and login using their SingPass details.

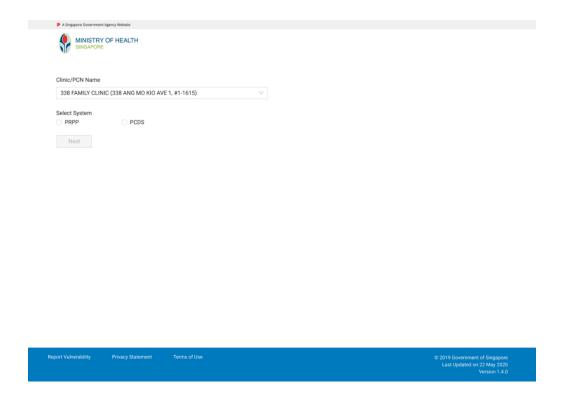


- 4. For Clinic assistant, select clinic from the drop-down list.
 - Single Clinic defaulted to assigned clinic



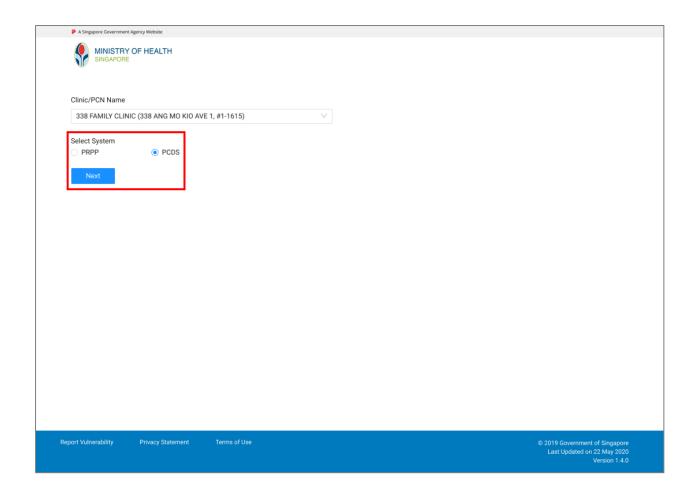
Multiple Clinics – select clinic from the drop-down list



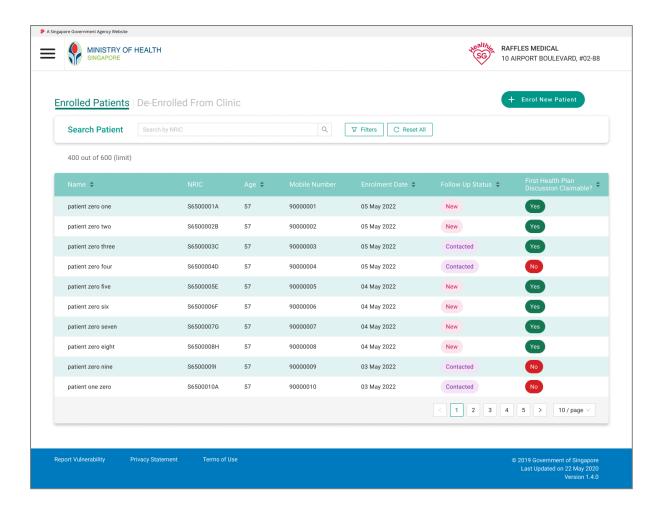


5. Select system "PCDS" and click "Next".

Note: After user has selected his/her respective HSG Clinics, the system will be enabled based on user and clinic access rights.



6. Patients enrolled to the clinic will be displayed.



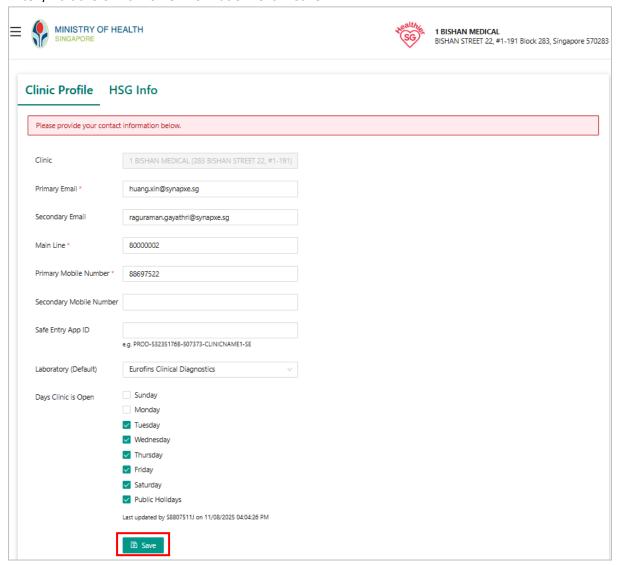
2 Clinic Settings

- 1. To view or update Clinic Profile information, open the side menu and click on Clinic Settings > Clinic Profile
- 2. There are two tabs in the clinic profile:
 - 1) Clinic Profile
 - 2) HSG Info



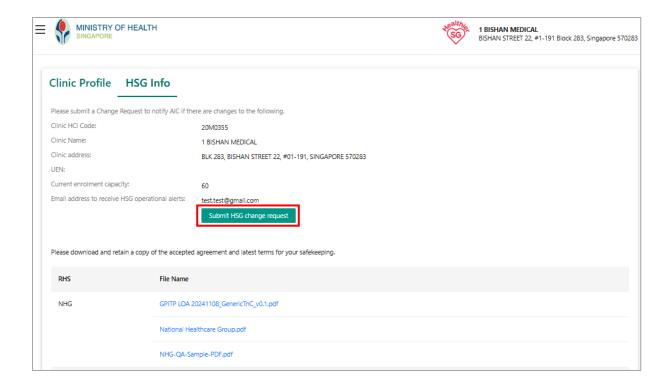
2.1 Clinic Profile

1. Enter / Edit the Clinic Profile information. Click "Save".



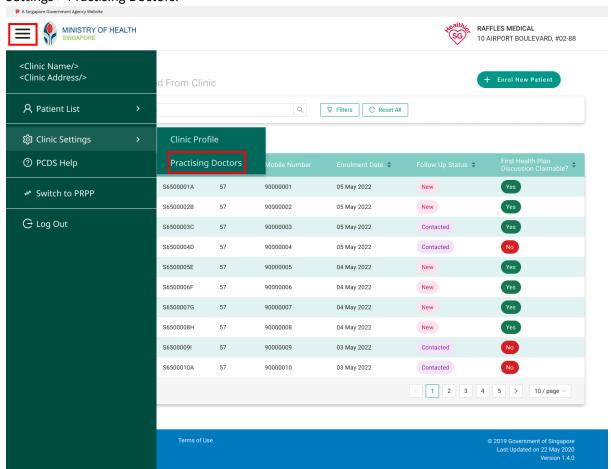
2.2 GP Clinic HSG Info

- 1. In Clinic HSG Info tab, clinic can view HSG-related information.
- 2. For updating of clinic-related information, clinic user can click on "Submit HSG change request" button to navigate to submit Change Request page.
 - **Note:** For more information, clinic user may refer to the PCDS Change Request User Guide in the PCDS Help Section.
- 3. Clinic can access their latest HSG EPA and related documents in the table in HSG Info. They can download documents in PDF format by clicking on the file names.

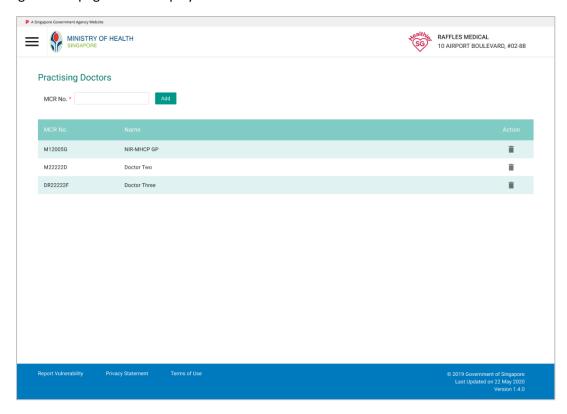


2.3 Practising Doctors

1. To view, add, or delete Practising Doctors information, open the side menu and click on Clinic Settings > Practising Doctors.



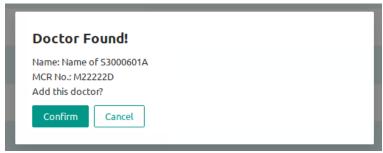
Practising Doctors page will be displayed with a list doctors MCR No. and Name.



2. To add new doctor information, enter the MCR No. and click "Add".



3. If doctor MCR No. is found, a message will be displayed with the Doctor's Name and Doctor's MCR No. Click "Confirm" to save the record.



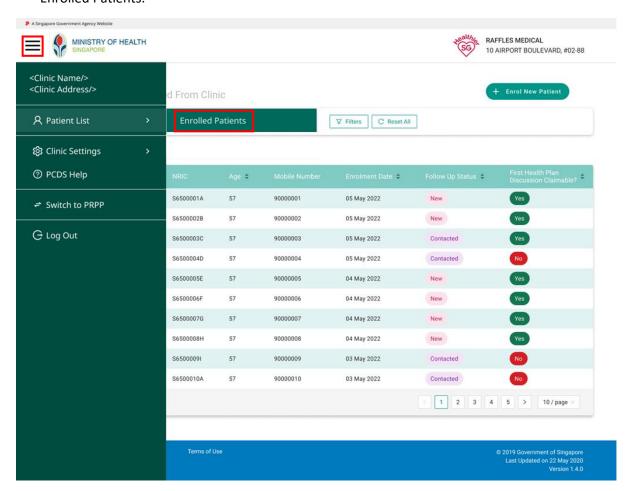
- 4. The newly added record will be displayed in the list.
- 5. To delete a doctor information, click on the Trash bin icon next to it.



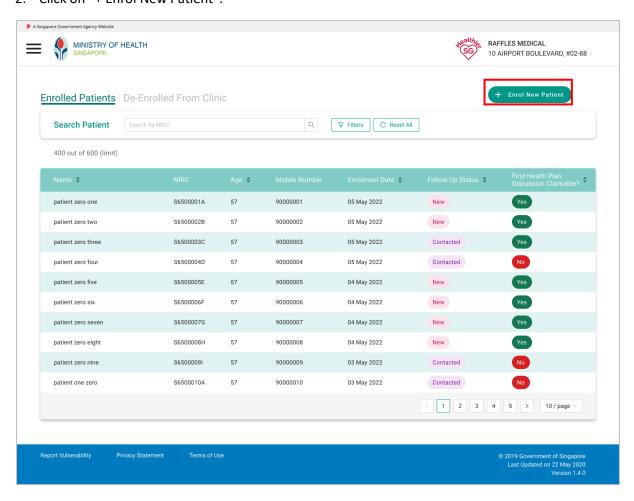
3 Enrolment

3.1 Assisted Enrolment

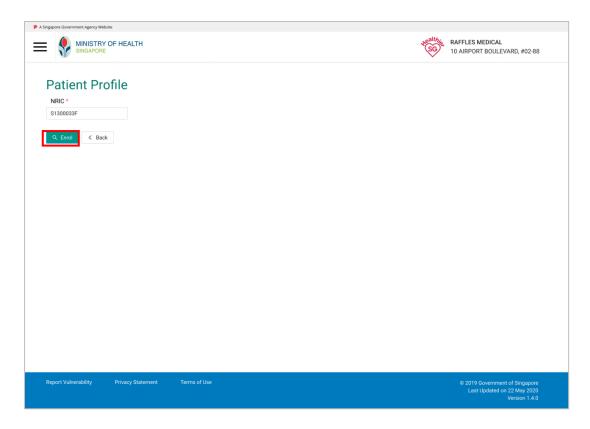
1. To enrol a patient in HealthierSG programme, open the side menu and click on Patient List > Enrolled Patients.



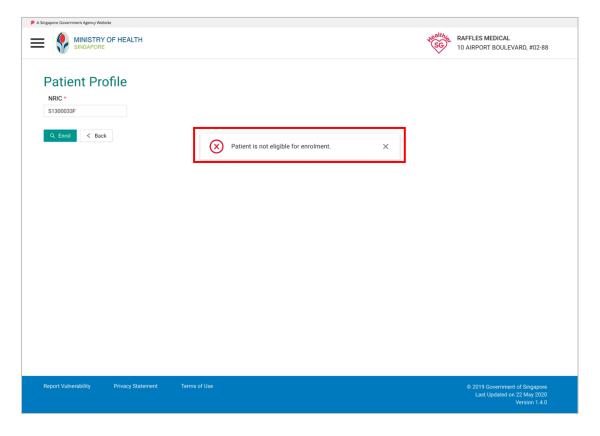
2. Click on "+ Enrol New Patient".



3. Patient Profile Search NRIC page will be displayed. Enter full patient's NRIC and click on "Enrol" to assist patient to enrol to your clinic.



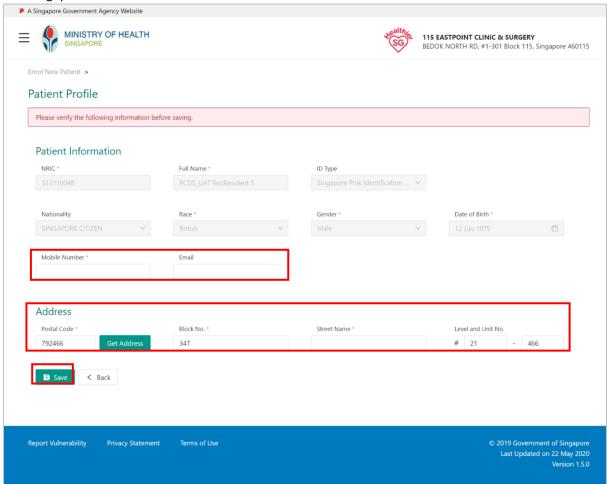
4. If patient is eligible for enrolment, the Patient Profile page will be displayed. Otherwise, if patient is not eligible for enrolment, message prompt will be displayed.



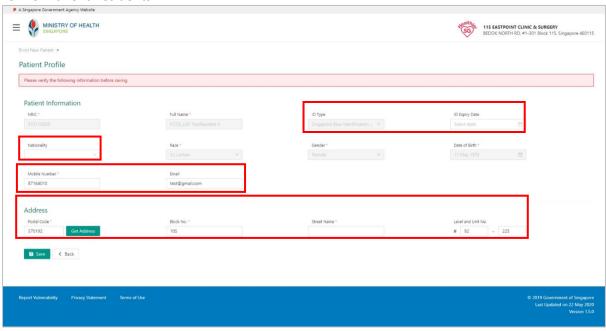
- 5. For **new** enrolees and non-enrolees patient profiles **created on PCDS** from 24 Nov 2023, patient profile and details displayed on the Patient Profile page would need to be verified and updated accordingly. The editable fields include:
 - ID Type¹
 - ID Expiry Date²
 - Nationality³
 - Mobile Number
 - Email
 - Address fields Postal Code, Block, Street Name, Level and Unit No. [Address can be retrieved from OneMap by clicking "Get Address"]

Once the fields are verified to be up-to-date and correct, click "Save".

For Singapore Citizens:



For Permanent Residents:

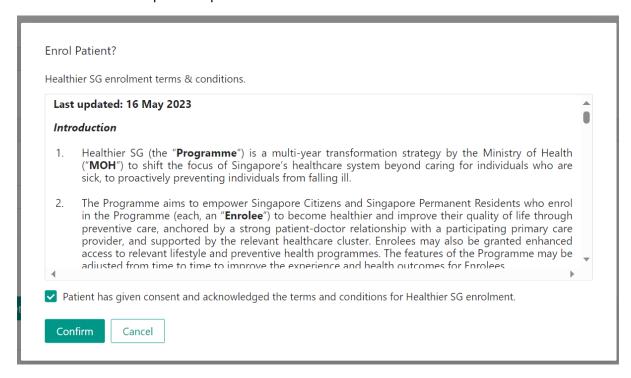


¹ID Type is only editable for non-Singapore Citizens.

²ID Expiry Date is only editable for non-Singapore Citizens.

³Nationality is only editable for non-Singapore Citizens.

6. You will need to read through and acknowledge the Healthier SG Terms and Conditions. To acknowledge, select the checkbox beside the acknowledgement message. Click "Confirm" to complete the patient's enrolment.



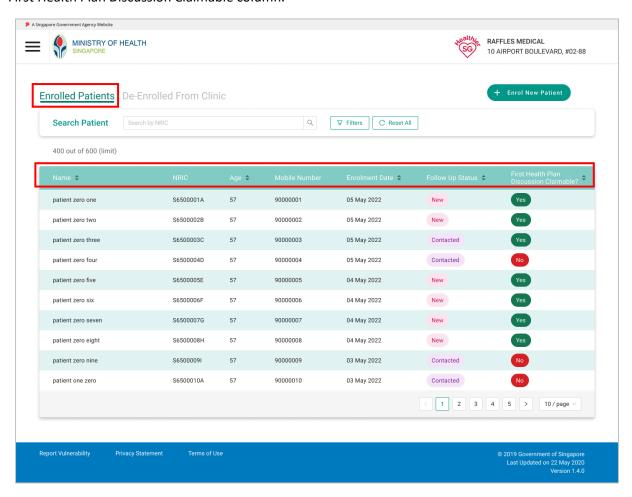
7. If a valid mobile number was provided, an acknowledgement SMS will be sent to notify that the enrolment has been successfully completed.

SMS Content

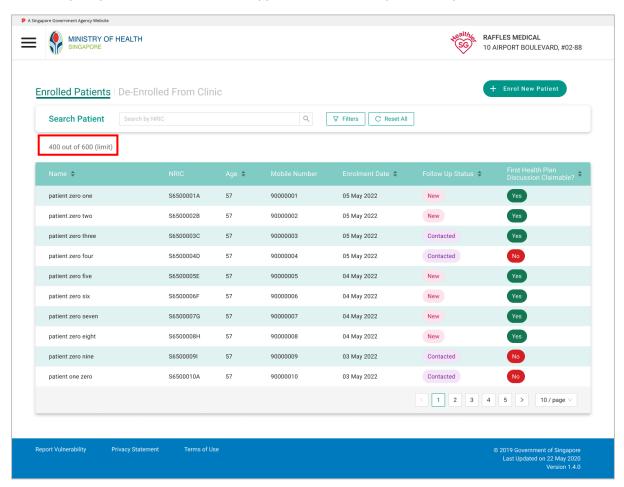
"Dear [Patient Name], thank you for participating in Healthier SG. You have successfully enrolled to [Clinic Name] on [Date and Time of enrolment] to be your family doctor. If unauthorised, please contact MOH hotline at 63259220."

3.2 View Enrolled Patient List

- 1. Upon logging in to PCDS or after clicking on the "Enrolled Patient's" tab, the list of patients enrolled to the user clinic will be displayed.
- 2. Enrolled Patient List can be sorted by either Name, Age, Enrolment Date, Follow Up Status, or First Health Plan Discussion Claimable column.



3. The clinic's capacity limit will be displayed on the top left-hand corner of the patient list. [Note: Pre-set capacity is at 600 and clinics can appeal to AIC to modify where required]

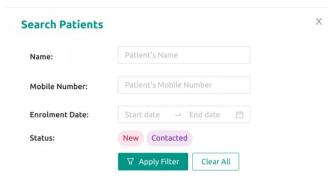


4. To search for a particular patient enrolled with the clinic, enter the full NRIC of the patient.



5. To refine the search criteria, click on "Filters" and enter Patient's Name, Mobile number and/or select the Enrolment Date, Status.

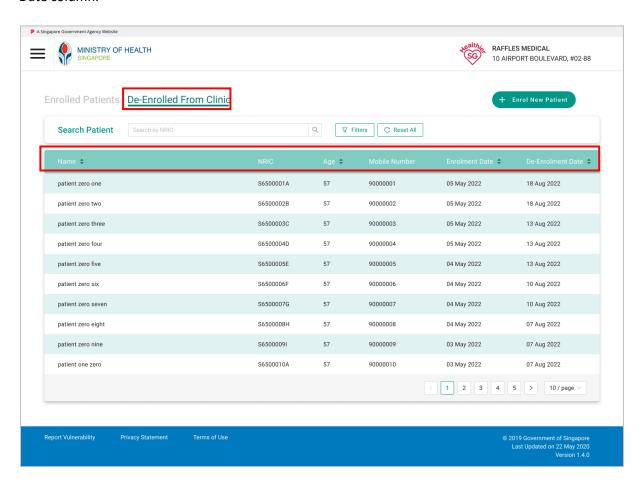




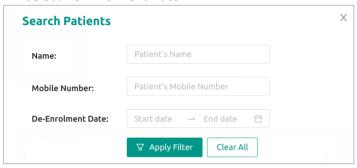
- 6. By clicking on "Clear All", all inputs entered in this Search Patients screen will be cleared.
- 7. To refresh the entire list and clear all filters, click on "Reset All" button.

3.3 View De-enrolled Patient List

- Click on "De-Enrolled From Clinic" to view patients who have de-enrolled from the user clinic. (Patient who has been de-enrolled within the past 1 year from current date will be displayed in this list.)
- 2. De-enrolled Patient List can be sorted by either Name, Age, Enrolment Date, or De-Enrolment Date column.



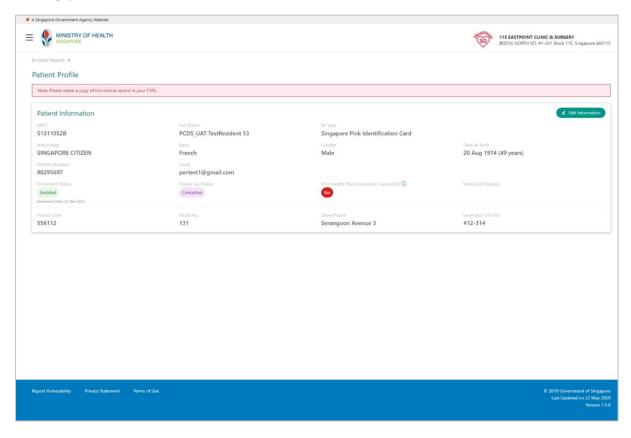
3. Refine the search criteria by clicking on "Filters" and enter Name, Mobile Number and/or select De-Enrolment Date.



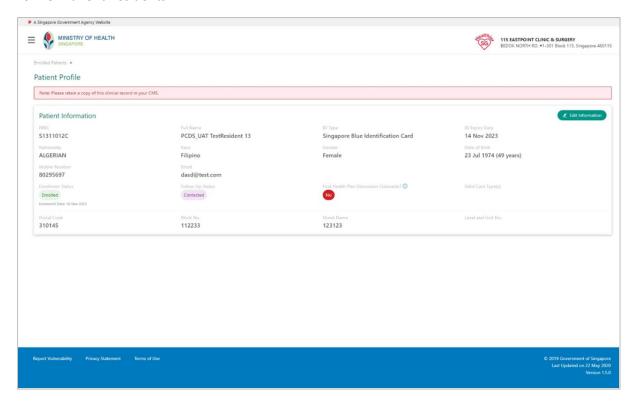
3.4 View Patient Profile

1. Click on any patient in the Enrolled Patient List to view the Patient Information.

For Singapore Citizens:

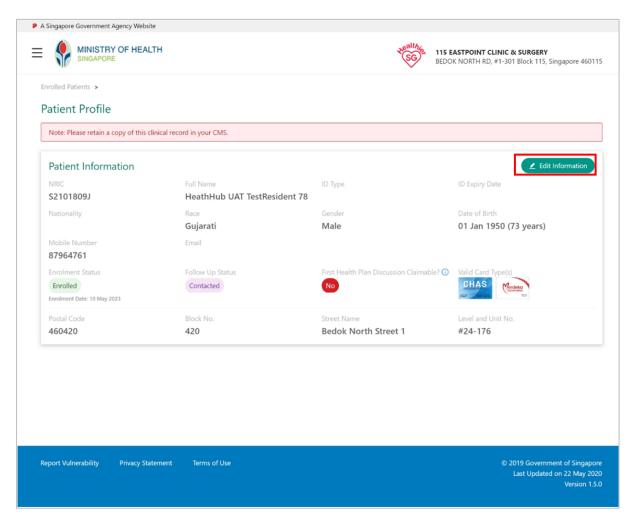


For Permanent Residents:

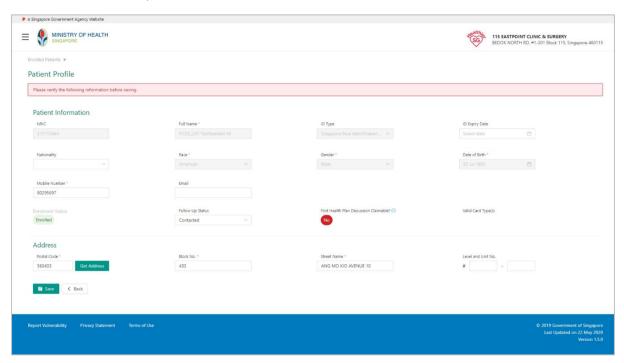


3.5 Edit Patient Information

1. To edit the patient profile, click on "Edit Information" on the top right-hand corner of the Patient Information page.



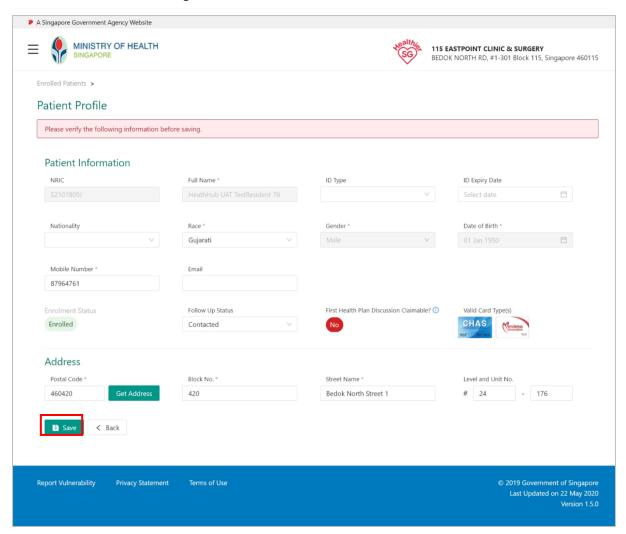
2. Patient's contact details (ID type¹, ID expiry date², nationality³, race, mobile number, email, and address), and Follow Up Status are editable.



3. For Follow Up Status, choose from 2 dropdown options, "New" or "Contacted". Choose "Contacted" if your clinic has contacted the patient to arrange for an appointment.

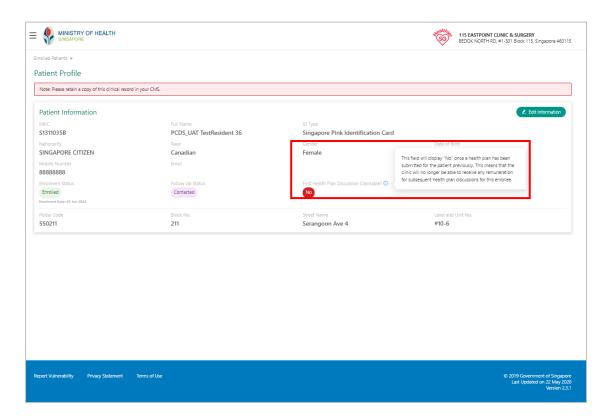


4. Click "Save" to save the changes.



3.5.1.1 Additional notes

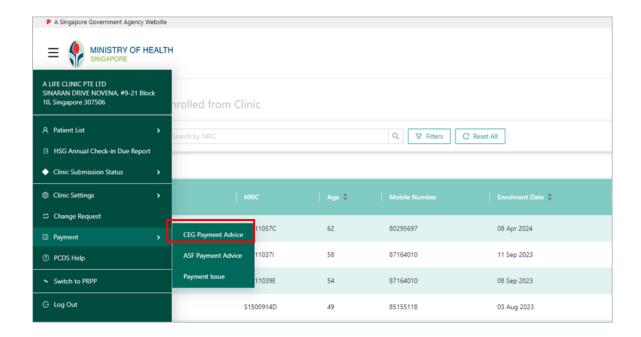
1. On First Health Plan Discussion Claimable mouse over, a tooltip will be displayed: The field will display "No" once a health plan has been submitted for the patient previously. This means that the clinic will no longer be able to receive any renumeration for subsequent health plan discussions for this enrolee.



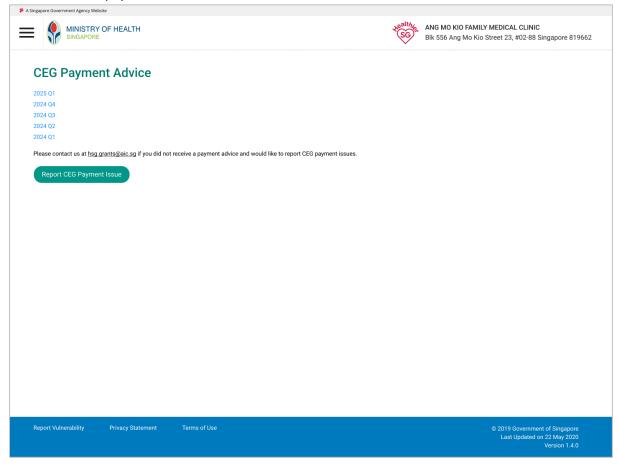
4 Chronic Enrolment Grant (CEG)

4.1 View CEG Payment Advice

1. To view Chronic Enrolment Grant (CEG) payment advice, open the side menu and click on Payment > CEG Payment Advice.

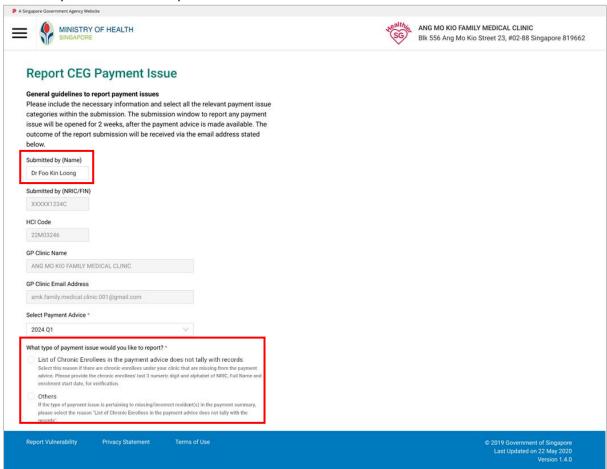


2. Click on the payment advice link to view and download the file.

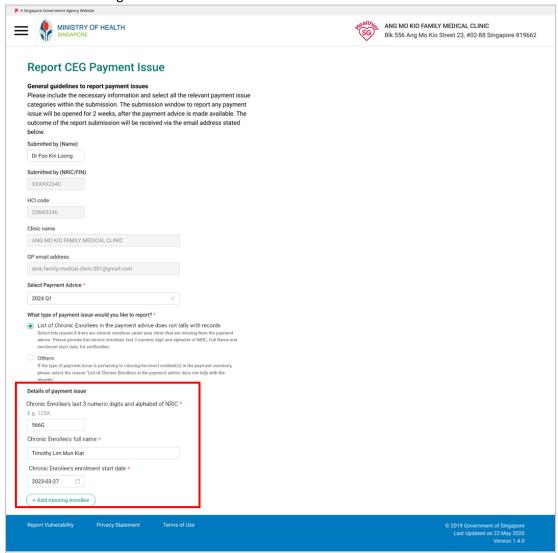


4.2 Report CEG Payment Issue

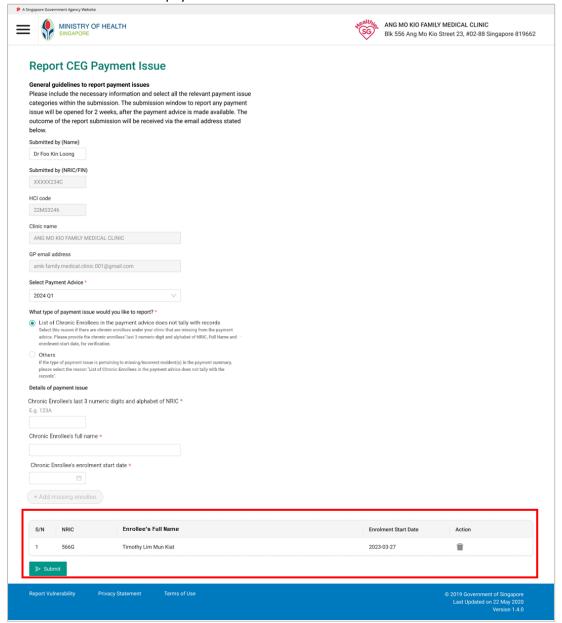
- 1. To report Chronic Enrolment Grant (CEG) payment issue, click on Report CEG Payment Issue button from CEG Payment Advice page.
- 2. In Report CEG Payment Issue page, enter Submitted By (Name) and select the type of payment issue you would like to report.



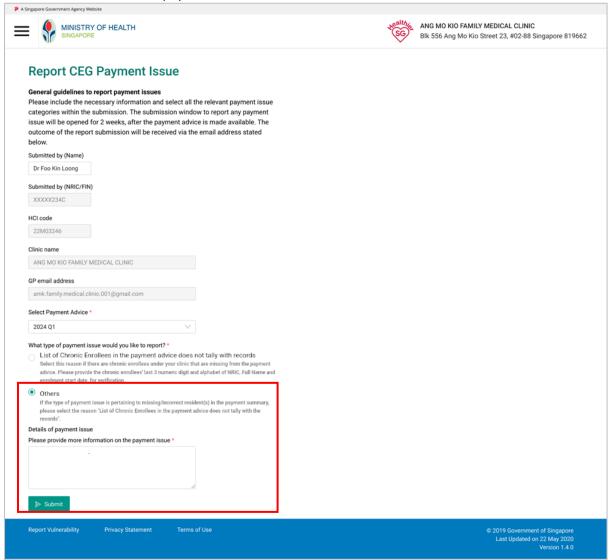
- 3. If the payment issue selected is "List of Chronic Enrollees in the payment advice does not tally with records", the details of payment issue is displayed.
- 4. Enter the Chronic Enrollee's last 3 numeric digits and alphabet of NRIC, full name, enrolment start date
- 5. Click "+ Add missing enrollee"



- 6. The record added will be displayed in the summary table. Repeat steps 4 and 5 to add more enrollees' information, if needed.
- 7. Click "Submit" to send the payment issue details to AIC.

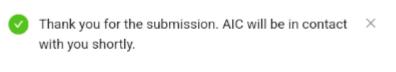


- 8. If the payment issue selected is "Other", the details of payment issue is displayed.
- 9. Enter Submitted By (Name) and more information in the freetext box.
- 10. Click "Submit" to send the payment issue details to AIC.



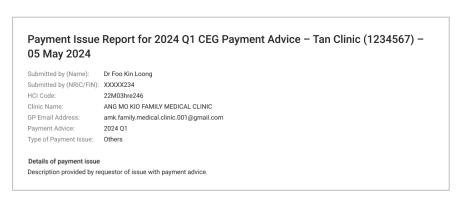
11. Once submitted:

a. message prompt will be displayed:



b. encrypted email will be sent to AIC with the details of the payment issue submitted by the clinic.

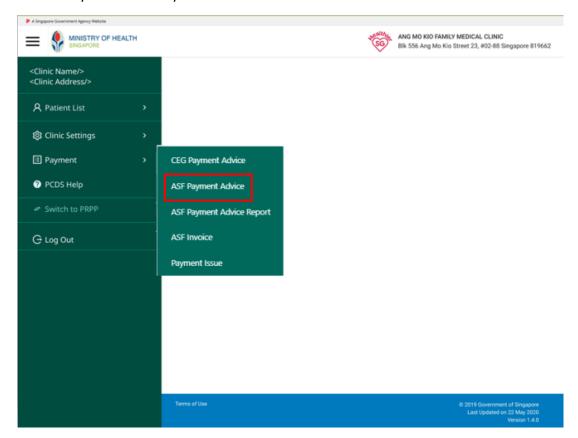




5 Annual Service Fee (ASF)

5.1 View ASF Payment Advice

1. To view Annual Service Fee (ASF) payment advice, open the side menu and click on Payment > ASF Payment Advice.



- 2. Select the "Reporting Year" and the "Type of Payment Advice (Interim, Final, Adjusted)".
- 3. Click "View Payment Advice" button to view the payment advice.
- 4. If there is no payment advice available, message prompt is displayed.

Search

2024 Reporting Year:

Type of Payment Advice

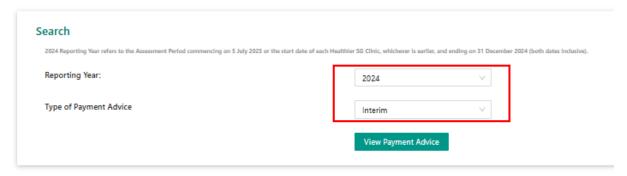
Search

View Payment Advice

View Payment Advice

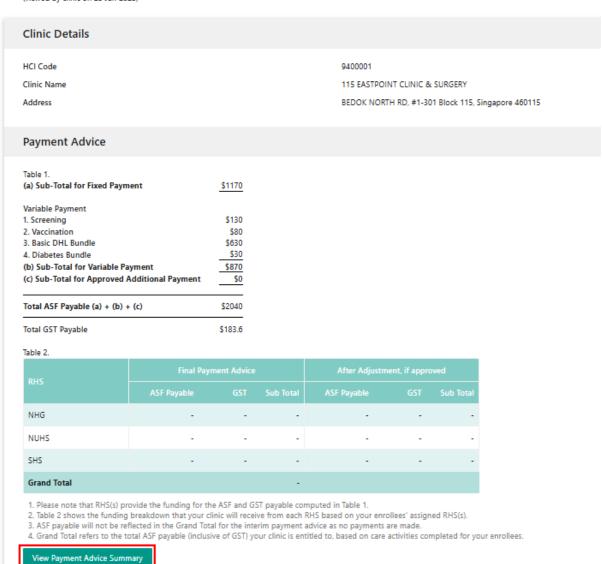
- 5. If there is payment advice available, breakdown of the payment components and reimbursement by respective clusters will be displayed.
- 6. Click "View Payment Advice Summary" button to display the detailed view of payment advice.

Annual Service Fee Payment Advice

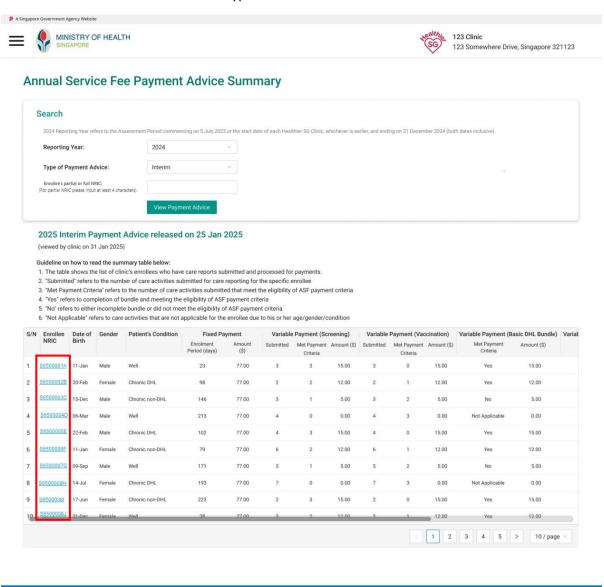


2025 Interim Payment Advice released on 19 Jun 2025

(viewed by clinic on 25 Jun 2025)



- 7. Annual Service Fee Payment Advice Summary page displays the list of enrollees and details of their ASF payment components.
- 8. PCDS search function allows both full NRIC and partial NRIC input (min 4 characters Input). If the input is fewer than 4 characters, a validation error message will be displayed. Additionally, the NRIC search function does not accept inputs more than 9 characters)
- 9. Click the "Enrollee NRIC" hyperlink to view the details of each enrollee.



10. The "Enrollee Details" page will display all the eligibility criteria for ASF payment of the enrollee.



Payment Advice - Enrollee Details

Enrollee Demographics

NRIC S3810583C
Date of Birth 18-Aug
Gender Female
Well or Chronic Well

Care Report	Met Payment Criteria	Remarks	
Annual Health Plan check-in and basic data submission	No	Smoking Status submitted: No	
Cardiovascular Risk Screening	No	Screening activity submitted: No	
Colorectal Cancer Screening (FIT or Colonoscopy)	No	Screening activity submitted: No	
Breast Cancer Screening (Mammogram)	No	Screening activity submitted: No	
Cervical Cancer Screening (Pap Smear or HPV DNA)	No	Screening activity submitted: No	
Influenza Vaccination	No	Dose submitted: No	
Pneumococcal Vaccination	No	Dose submitted: No	
Tetanus, Reduced Diphtheria, and Acellular Pertussis Vaccination	No	Dose submitted: No	
Human Papillomavirus Vaccination	No	Dose submitted: No	
Hepatitis B Vaccination	No	Dose submitted: No	
Measles, Mumps, and Rubella Vaccination	No	Dose submitted: No	
Varicella Vaccination	No	Dose submitted: No	
Covid-19 Vaccination	Yes	Dose submitted: No	
Cardiometabolic Bundle	No	Mandatory measurements submitted for Cardiometabolic Bundle: No	
Diabetes Bundle	No	Mandatory measurements submitted for Diabetes Bundle: No	
	Annual Health Plan check-in and basic data submission Cardiovascular Risk Screening Colorectal Cancer Screening (FIT or Colonoscopy) Breast Cancer Screening (Mammogram) Cervical Cancer Screening (Pap Smear or HPV DNA) Influenza Vaccination Pneumococcal Vaccination Tetanus, Reduced Diphtheria, and Acellular Pertussis Vaccination Human Papillomavirus Vaccination Hepatitis B Vaccination Measles, Mumps, and Rubella Vaccination Varicella Vaccination Covid-19 Vaccination Cardiometabolic Bundle	Annual Health Plan check-in and basic data submission No Cardiovascular Risk Screening No Colorectal Cancer Screening (FIT or Colonoscopy) No Breast Cancer Screening (Mammogram) No Cervical Cancer Screening (Pap Smear or HPV DNA) No Influenza Vaccination No Pneumococcal Vaccination No Tetanus, Reduced Diphtheria, and Acellular Pertussis No Vaccination No Human Papillomavirus Vaccination No Hepatitis B Vaccination No Measles, Mumps, and Rubella Vaccination No Varicella Vaccination No Covid-19 Vaccination Yes Cardiometabolic Bundle No	

11. Click on tooltip icon for the description of each payment type component.



Payment Advice - Enrollee Details

Enrollee Demographics NRIC S3810391A Date of Birth 01-Jan

Well or Chronic Chronic (with DHL)

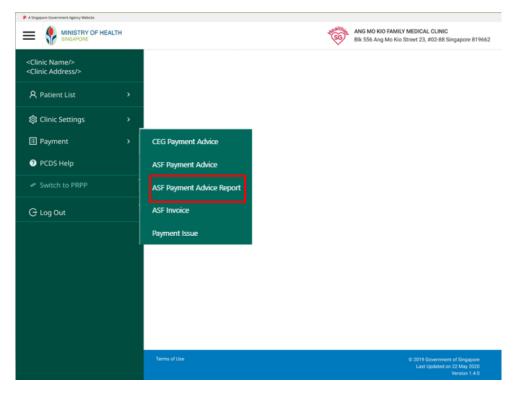
Female

Gender

Payment Type	Care Report	Met Payment Criteria	Remarks	
Fixed Payment ①	Annual Health Plan check-in and basic data submission			
Variable Payme check-in, weight/	enrolled for at least 92 days in the calendar year, and data submitted for waist circumference, height and smoking status. lees, there must be two chronic consultations done at least 3 months apa		Screening activity submitted: No	
least one face-to-	face consult.		Screening activity submitted: No	
	Breast Cancer Screening (Mammogram)	No	Screening activity submitted: No	
	Cervical Cancer Screening (Pap Smear or HPV DNA)	No	Screening activity submitted: No	
Variable Payment (Vaccination) 🛈	Influenza Vaccination	No	Dose submitted: No	
	Pneumococcal Vaccination	No	Dose submitted: No	
	Tetanus, Reduced Diphtheria, and Acellular Pertussis Vaccination	No	Dose submitted: No	
	Human Papillomavirus Vaccination	No	Dose submitted: No	
	Hepatitis B Vaccination	No	Dose submitted: No	
	Measles, Mumps, and Rubella Vaccination	No	Dose submitted: No	
	Varicella Vaccination	No	Dose submitted: No	
	Covid-19 Vaccination	No	Dose submitted: No	
Variable Payment (Basic DHL Bund	dle) ① Cardiometabolic Bundle	No	Mandatory measurements submitted for Cardiometabolic Bundle: No	
Variable Payment (Diabetes Bundl	le) ① Diabetes Bundle	No	Mandatory measurements submitted for Diabetes Bundle: No	
Additional Payment ①				

5.2 View ASF Payment Advice Report

1. To retrieve Annual Service Fee (ASF) payment advice report, open the side menu and click on Payment > ASF Payment Advice Report.

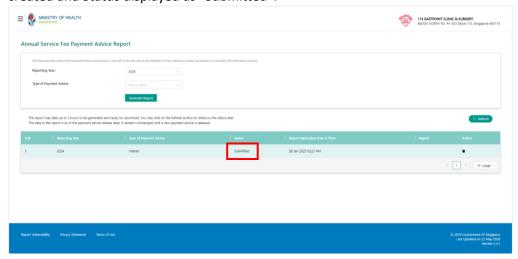


- 2. Select the "Reporting Year" and the "Type of Payment Advice" (Interim, Final, Adjusted)
- 3. Click "Generate Report" button to generate the report.
- 4. If there is no payment advice available, message prompt is displayed.

Annual Service Fee Payment Advice Report

2024 Reporting Year refers to the Assessment Period commencing on 5 July 2023 or the start date of each Healthier SG Clinic, whichever is earlier, and ending on 31 December 2024 (both dates inclusive).						
Reporting Year:	2024					
Type of Payment Advice	Adjusted V	No payment advices match the generate report X				
	Generate Report	criteria. Please try gain.				

5. If there is payment advice available for the requested report criteria, a record will be created and Status displayed as "Submitted".



Note: Payment report request will be processed by the system, no further action required. Click on the refresh button to view the latest status.

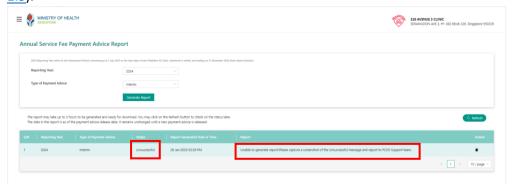
6. If the request is being processed, Status will be updated to "Processing". This means the system is generating the report.



7. Once the request is completed successfully, the Status will be updated to "Successful". The link of the generated CSV file will be displayed in "Report" column. Click on the link to download the CSV file.



8. If the processing is unsuccessful, the Status will be updated to "Unsuccessful". A message is displayed to inform user to report the issue to PCDS Support channel (Section 1.3).

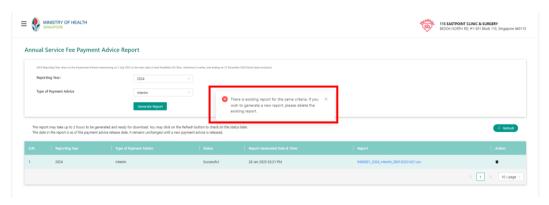


Note: You may not need to click on the "Refresh" to attempt another similar request. Proceed to contact your AIC Account Manager and report the issue to PCDS Support channel (Section 1.3).

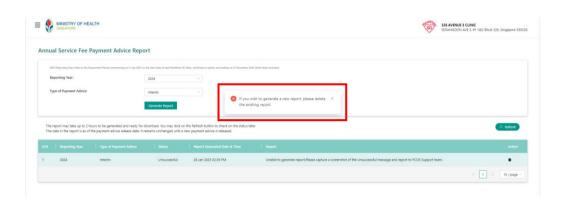
9. When the Status remains as "Submitted" or "Processing", it means the system is still generating your request. The following message prompt will be displayed if you attempt to generate another report based on the same criteria.



10. The system will reflect the following message prompt if you wish to generate a new report based on an existing report which was already successfully generated. Click on the "trashbin" icon to delete the existing record if you wish to generate the report again.

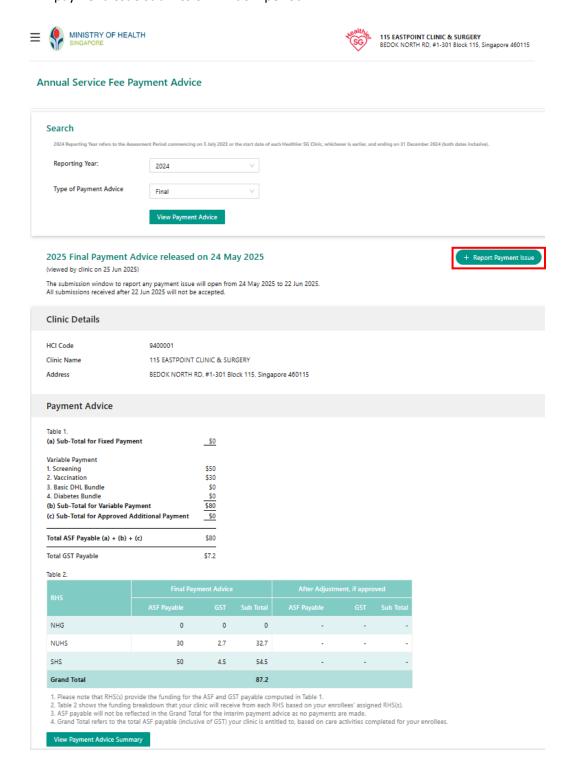


11. The system will reflect the following message prompt if you wish to generate a new report when your previous request was unsuccessful.
Click on the "trashbin" icon to delete the existing record if you wish to generate the report again.

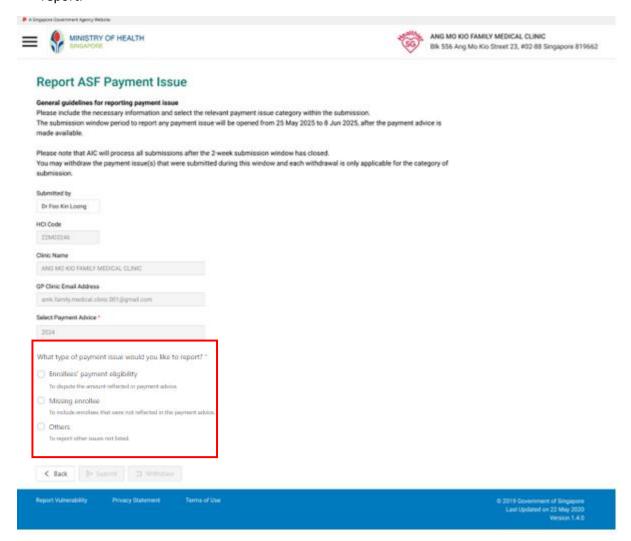


5.3 Report ASF Payment Issue

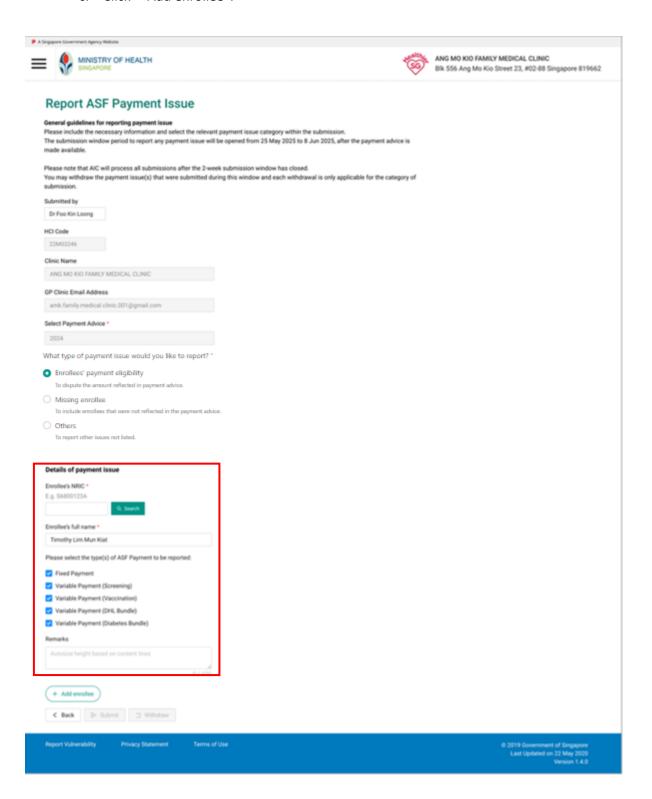
To report Annual Service Fee (ASF) payment issue, click on +Report Payment Issue button from Payment Advice page or from Payment Advice Summary page.
 Note: +Report Payment Issue button is enabled only for Final Payment Advice and during the payment issue submission window period.



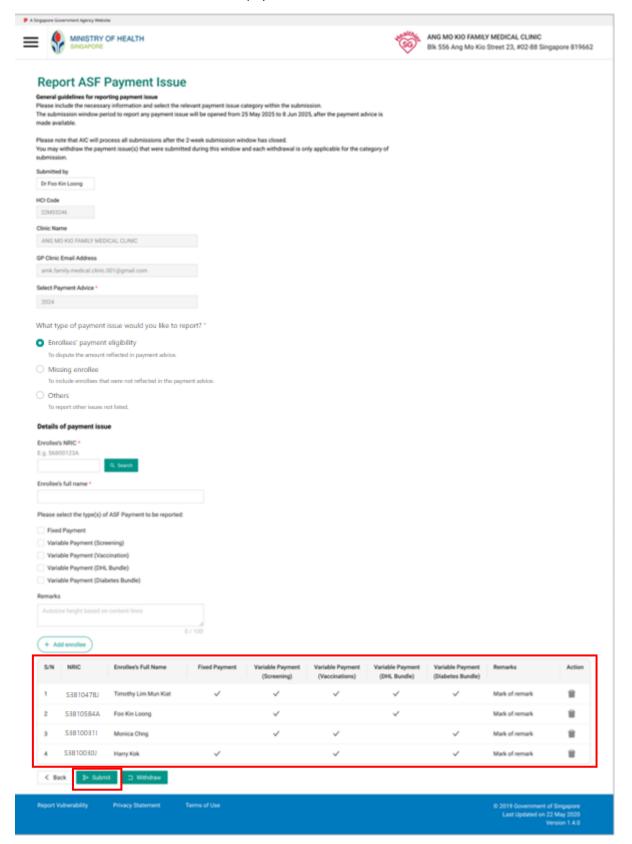
2. In the Report ASF Payment Issue page, select the type of payment issue you would like to report.



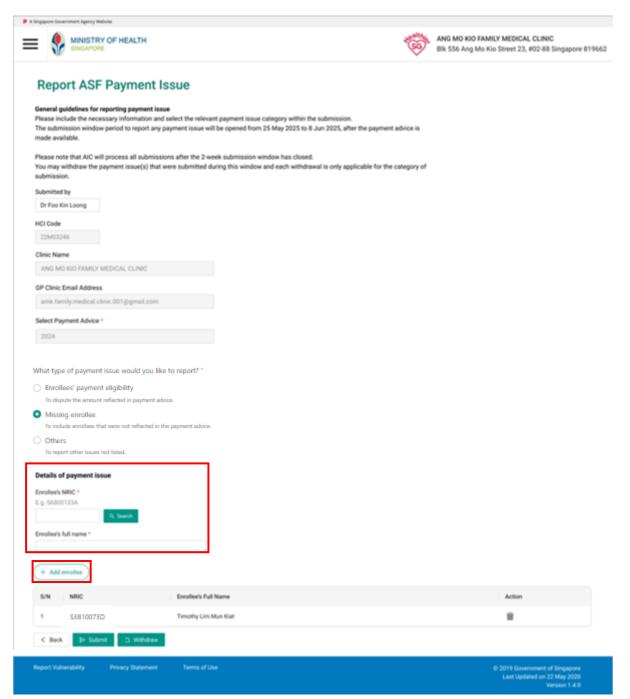
- 3. If the payment issue selected is "Enrollee's payment eligibility", details of payment issue is displayed.
 - a. Input the enrollee NRIC, click Search. Enrollee's full name is auto-populated if the NRIC is valid and found under the clinic's enrollees in ASF Payment Advice Summary page.
 - b. Select the payment component to be reported and input Remarks.
 - c. Click "+Add enrollee".



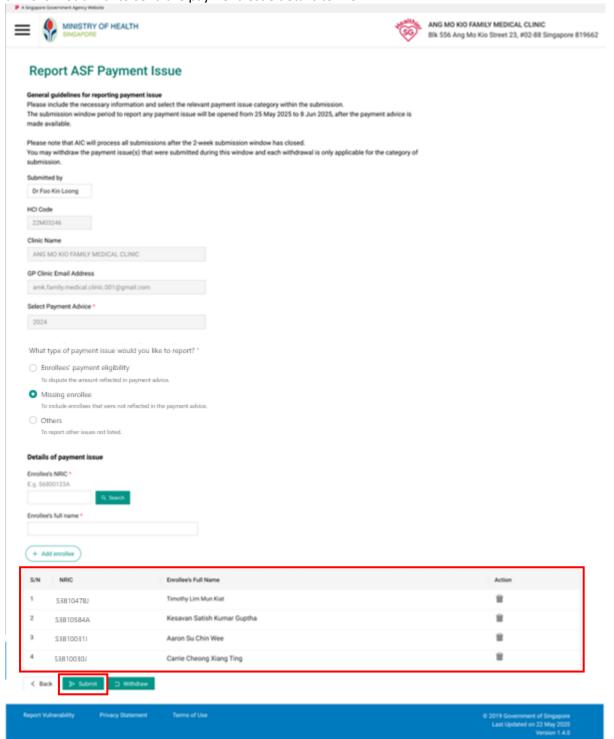
- d. The record added will be displayed in the summary table. Repeat steps a, b, c to add more enrollees' information, if needed.
- e. Click "Submit" to send the payment issue details to AIC.



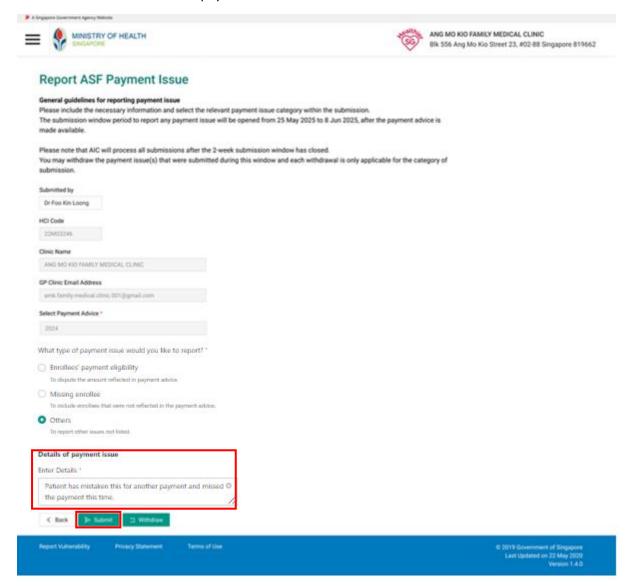
- 4. If the payment issue selected is "Missing enrollee", details of payment issue is displayed.
 - a. Input the enrollee NRIC, click Search. Enrollee's full name is auto-populated if the NRIC is valid.
 - b. Click "+Add enrollee".



- c. The record added will be displayed in the summary table. Repeat steps a, b to add more enrollees' information, if needed.
- d. Click "Submit" to send the payment issue details to AIC.



- 5. If the payment issue selected is "Others", details of payment issue is displayed.
 - a. Input the details of the payment issue in the freetext box.
 - b. Click "Submit" to send the payment issue details to AIC.



6.Once submitted successfully, a message prompt will be displayed:



Your submission - ASF-2024-9400096-EPE-13 is successful.

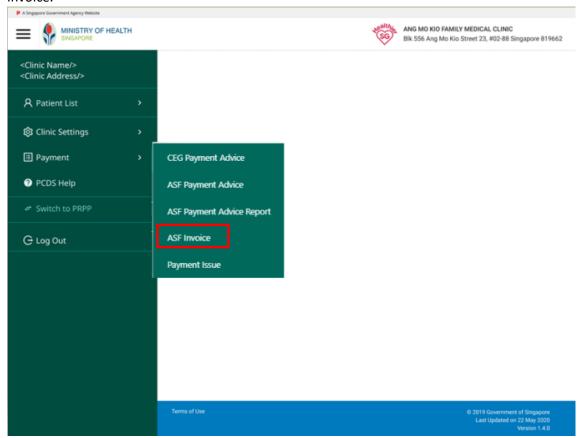


Please note that AIC will process all submissions after the 2-week submission window has closed. AIC will notify you through PCDS if further clarification is required for your payment issue or to update on the outcome of the payment issue.

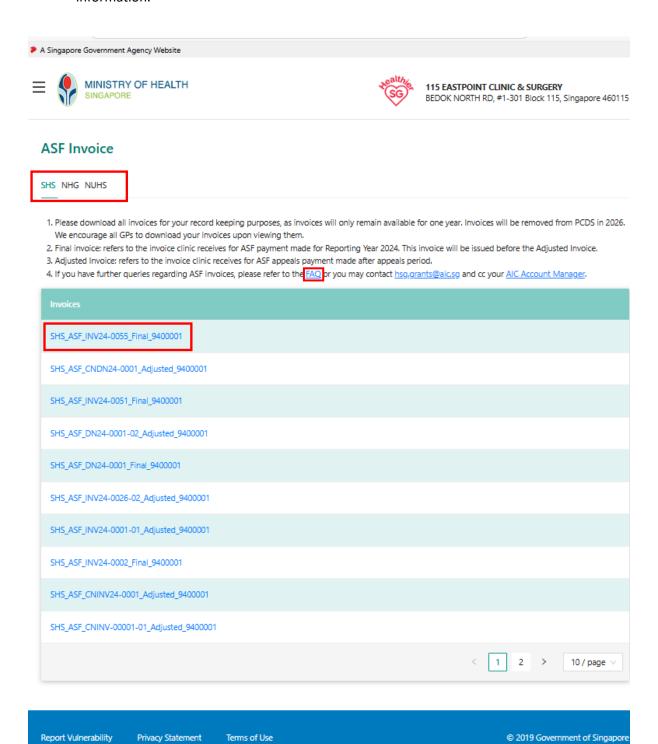
7. Navigate to View Payment Issue List to view the status/outcome of the payment issue.

5.4 ASF Invoice

1. To view Annual Service Fee (ASF) Invoice list, open side menu and click on Payment > ASF Invoice.



- 2. ASF Invoice list is displayed on the ASF Invoice page, organized into separate tabs for SHS, NHG and NUHS clusters.
- 3. Click on the ASF Invoice file link to view and download the file.
- 4. For any queries regarding your invoices, user to click the FAQ link in point 4 for further information.

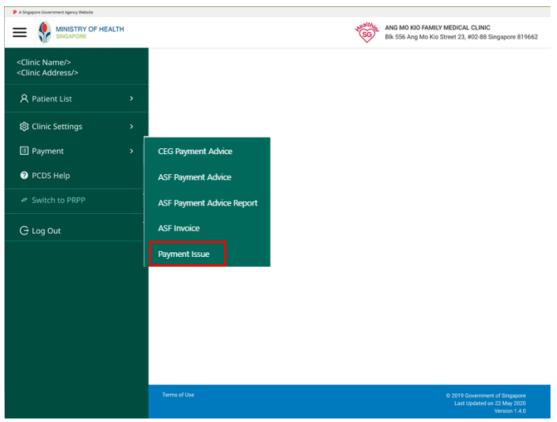


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5.5 View ASF Payment Issue Outcome

1. To view Annual Service Fee (ASF) payment issue outcome, open side menu and click on Payment > Payment Issue.



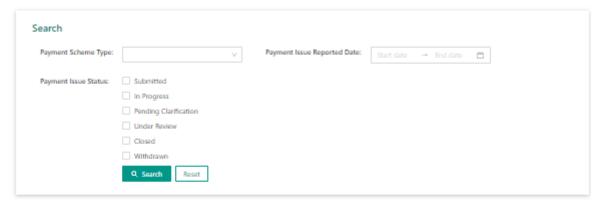
- 2. ASF Payment Issue Outcome page is displayed.
- 3. List of payment issues submitted by the clinic, and their respective status is displayed.
 - a. If the Payment Issue Status is "Submitted":
 - Clinic can edit the payment issue details
 - Clinic can withdraw the payment issue
 - Clinic cannot send comments to AIC
 - b. If the Payment Issue Status is "Withdrawn":
 - Clinic cannot edit the payment issue details
 - Clinic cannot send comments to AIC
 - c. If the Payment Issue Status is "In Progress":
 - Clinic cannot edit the payment issue details
 - Clinic cannot withdraw the payment issue
 - Clinic can send comments to AIC
 - d. If the Payment Issue Status is "Pending Clarification":
 - Clinic cannot edit the payment issue details
 - Clinic cannot withdraw the payment issue
 - Clinic can send comments to AIC
 - The row will be highlighted in bold
 - e. If the Payment Issue Status is "Under Review" or "Closed":
 - Clinic cannot edit the payment issue details
 - Clinic cannot withdraw the payment issue

Clinic cannot send comments to AIC

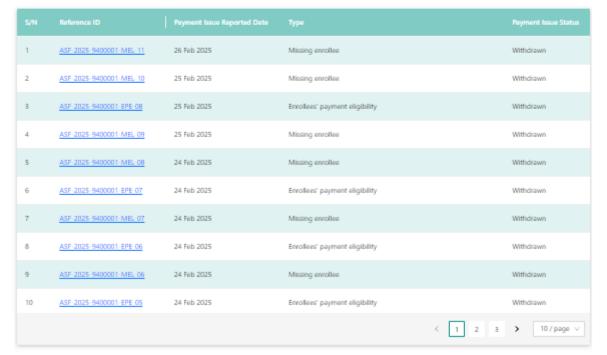




Payment Issue Outcome

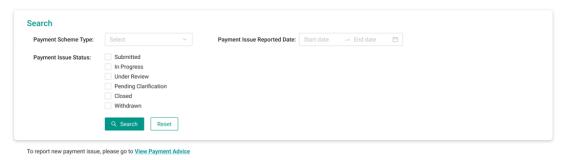


To report new payment issue, please go to View Payment Advice

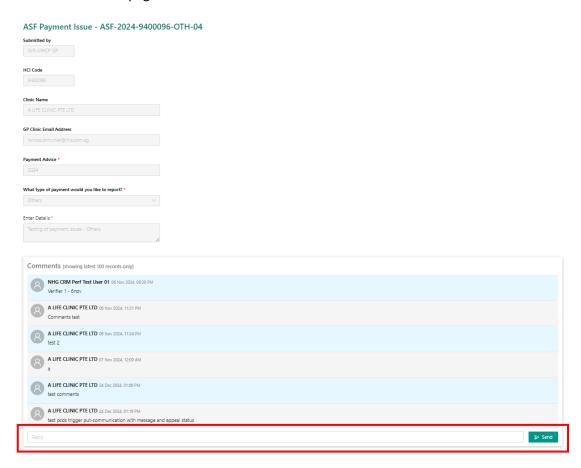


Report Vulnerability Privacy Statement Terms of Use 6 2019 Government of Singapore Last Updated on 22 May 2020 Version 2.3.1 4. To further refine the search criteria, input Payment Issue Status and/or Payment Issue Reported Date.

Payment Issue Outcome

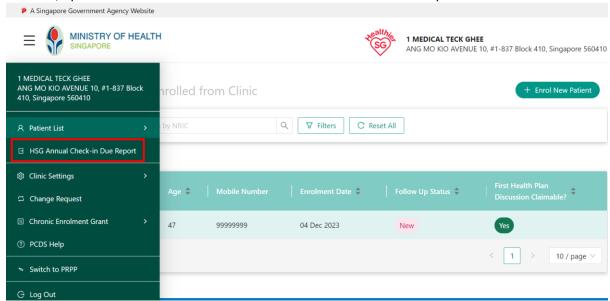


- 5. To enter comments or view payment issue details, click on the Reference ID hyperlink from Payment Issue Outcome page.
- 6. Details of the payment issue is displayed. Where applicable, Comments section displayed at the bottom of the page. Enter comments and click Send.



6 HSG Annual Check-in Due Report

1. To download the report, which consists of a list of HSG enrollees due for their annual Health Plan check-in, open the side menu and click on "HSG Annual Check-in Due Report".



2. Click "Export" to download the enrollees list in CSV format. The downloaded report will follow this naming format: "<HCI Code>_<DDMMYYYY>_<HHMMSS>.csv", where:

HCI Code: The healthcare institution's unique code.

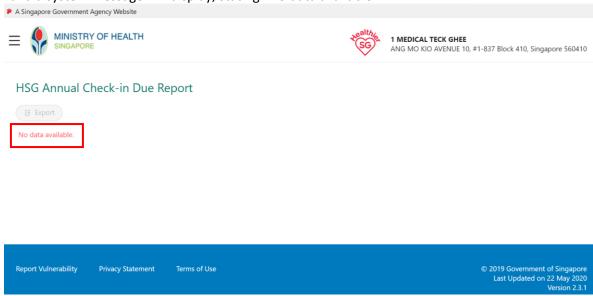
DDMMYYYY: The date when the data extraction was uploaded (Day, Month, Year).

HHMMSS: The time when the data extraction was uploaded (Hour, Minute, Second).





3. If there is no "HSG Annual Check-in Due Report" available, the "Export" button will be disabled, and a system message will display, stating "No data available".



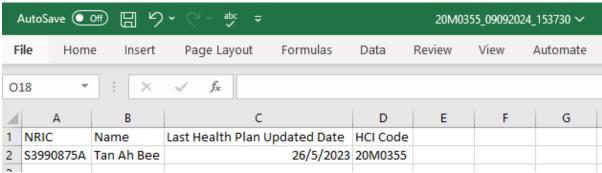
4. The report will automatically download to the default folder. The report contains the following columns:

NRIC: The NRIC of the HSG enrollee (without masking).

Name: The full name of the enrollee.

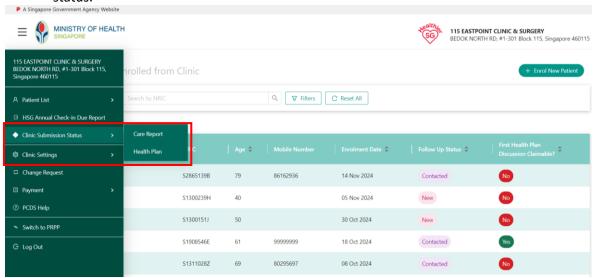
Last Health Plan Updated Date: The date when enrollee's health plan was last updated, in the format <DD/MM/YYYY>, without leading zeros.

HCI Code: The HCI code of the clinic.



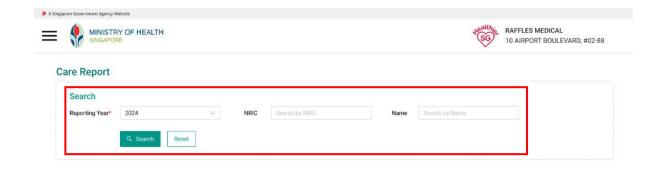
7 Clinic Submission Status

- 1. To view clinic submission status for Care Report and Health Plan, open the side menu and click on "Clinic Submission Status". This module is accessible by PCP only.
- 2. PCP can select:
 - a. Care Report to view the clinic's current and previous enrollees Care Report submission status.
 - b. Health Plan to view the clinic's current and previous enrollees Health Plan submission status.



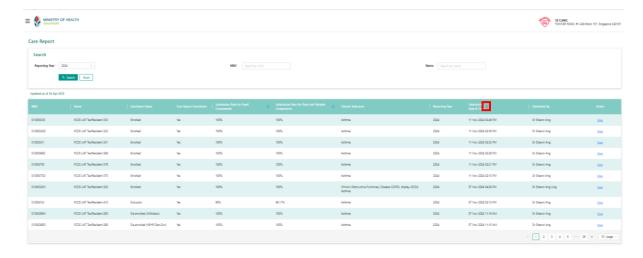
7.1 Clinic Summary View – Care Report

1. In the Clinic Summary View – Care Report page, PCP can either search for individual enrollee or all Care Reports submission status for the clinic and reporting year. "Reporting Year" is a mandatory field, and it is defaulted to current reporting year for ASF payment. To align with ASF payout, Care Report with 2023 as reporting year, will be grouped under 2024 reporting year.





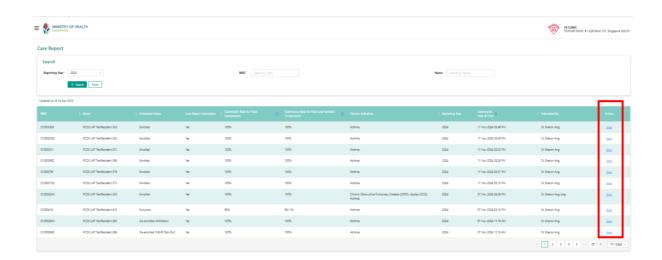
- 2. To search for a particular enrollee that currently or previously enrolled with the clinic, enter the full NRIC and/or partial or full Name of the enrollee.
- 3. To search for all enrollees that currently or previously enrolled with the clinic, click "Search" without providing NRIC or Name.
- 4. By clicking on "Reset", all inputs entered in the Search Care Report screen will be cleared.
- 5. Care Report submission status will be displayed based on the data snapshot as of 11:59 PM the day before and display accordingly. By default, "Submission Date & Time" will be sorted in descending order.



- 6. PCP can sort "Submission Date & Time" by clicking on the sorting icon.
 - a. Descending Order Latest Care Report submission date time of the reporting year, followed by current and previous enrollees without any Care Report submission (not in sequential order).
 - b. Ascending Order Current and previous enrollees without any Care Report submission (not in sequential order), followed by the latest Care Report submission date time of the reporting year.
- 7. For chronic indicator that is classified as Sensitive Health Information (SHI), PCP will not see the actual CDMP condition submitted. Generic description "Other CDMP conditions" will be displayed.
- 8. PCP can refer to "Enrolment Status" to verify enrollee current enrolment status with the clinic or HSG programme. It can be either Enrolled, De-enrolled (Change PCP), De-enrolled (Withdraw), De-enrolled (NEHR Opt-Out) or Exclusion.
 - Enrolled Refers to a patient is enrolled to your clinic.
 - De-enrolled (Change PCP) Refers to a patient is no longer enrolled to your clinic due to change PCP.
 - De-enrolled (Withdraw) Refers to a patient is no longer enrolled to your clinic due to withdrawal from HSG enrolment and is no longer entitled to HSG benefits.
 - De-enrolled (NEHR Opt-Out) Refers to a patient is no longer enrolled in HSG programme due to opting out of the NEHR.
 - Exclusion Refers to scenarios such as a patient is deceased or when patient's citizenship or permanent residency has been revoked. You may wish to reach out to the patient or their caregiver directly for more information.
- 9. The Care Report listing includes:
 - a. Latest Care Report submission status for the clinic's enrollees
 - b. Care Report submitted before change of PCP
 - c. Enrollee that de-enrol from HSG
 - d. Enrollee that opted out from NEHR subsequently after one or more HSG consultation
 - e. Deceased enrollee

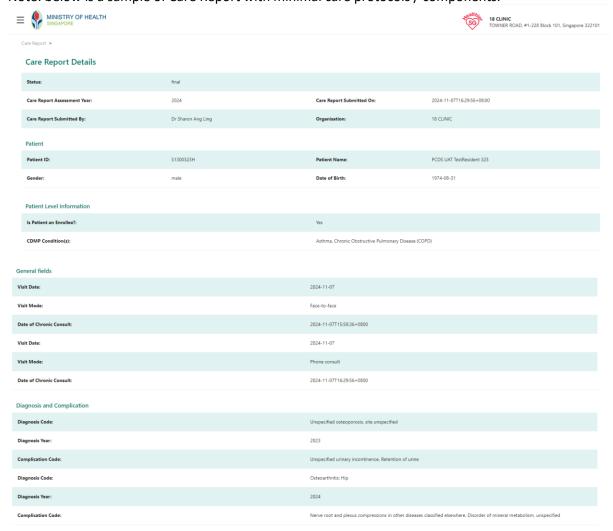
7.2 Enrollee View – Care Report

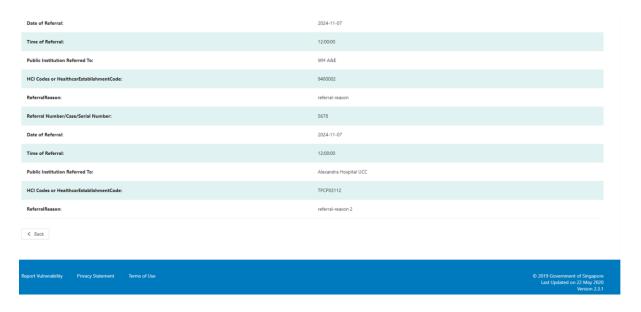
1. To view enrollee latest Care Report, click on "View" link under Action column.



2. Only clinic's current and previous enrollees latest Care Report will be displayed.

Note: below is a sample of Care Report with minimal care protocols / components.





3. For Sensitive Health Information (SHI), PCP will not see the actual CDMP Condition, Diagnosis Code and Complication Code submitted. Generic description will be displayed:

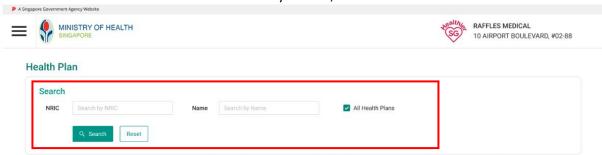
a. CDMP Condition: Other CDMP conditions

b. Diagnosis Code: Other Diagnosis

c. Complication Code: Other Complication

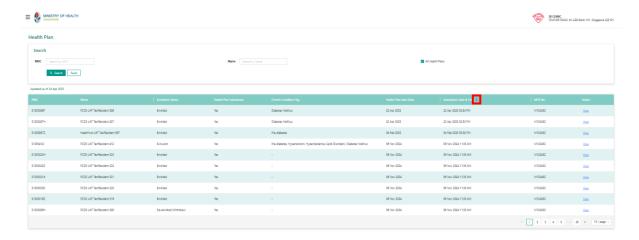
7.3 Clinic Summary View – Health Plan

1. In the Clinic Summary View – Health Plan page, PCP can either search for individual enrollee or all Health Plans submission status for the clinic. By default, "All Health Plans" checkbox is checked.





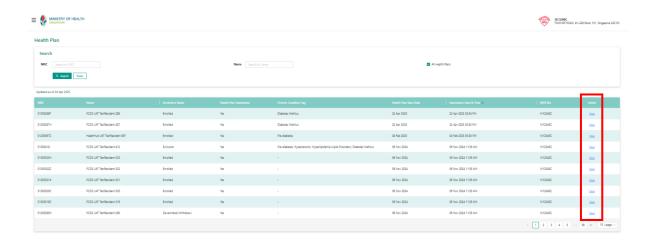
- 2. To search for a particular enrollee that currently or previously enrolled with the clinic, enter the full NRIC and/or partial or full Name of the enrollee.
- 3. To search for all enrollees that currently or previously enrolled with the clinic, click "Search" without providing NRIC or Name.
- 4. By clicking on "Reset", all inputs entered in the Search Health Plan screen will be cleared.
- 5. Health Plan submission status will be displayed based on the data snapshot as of 11:59 PM the day before and display accordingly. By default, "Submission Date & Time" will be sorted in descending order.



- 6. PCP can sort "Submission Date & Time" by clicking on the sorting icon.
 - a. Descending Order Latest Health Plan submission date time, followed by current and previous enrollees without any Health Plan submission (not in sequential order).
 - b. Ascending Order Current and previous enrollees without any Health Plan submission (not in sequential order), followed by the latest Health Plan submission date time.
- 7. PCP can refer to "Enrolment Status" to verify enrollee current enrolment status with the clinic or HSG programme. It can be either Enrolled, De-enrolled (Change PCP), De-enrolled (Withdraw), De-enrolled (NEHR Opt-Out) or Exclusion.
 - Enrolled Refers to a patient is enrolled to your clinic.
 - De-enrolled (Change PCP) Refers to a patient is no longer enrolled to your clinic due to change PCP.
 - De-enrolled (Withdraw) Refers to a patient is no longer enrolled to your clinic due to withdrawal from HSG enrolment and is no longer entitled to HSG benefits.
 - De-enrolled (NEHR Opt-Out) Refers to a patient is no longer enrolled in HSG programme due to opting out of the NEHR.
 - Exclusion Refers to scenarios such as a patient is deceased or when patient's citizenship
 or permanent residency has been revoked. You may wish to reach out to the patient or
 their caregiver directly for more information.
- 8. The Health Plan listing includes:
 - a. Latest Health Plan submission status for the clinic's enrollees
 - b. Health Plan submitted before change of PCP
 - c. Enrollee that de-enrol from HSG
 - d. Enrollee that opted out from NEHR subsequently after one or more HSG consultation
 - e. Deceased enrollee

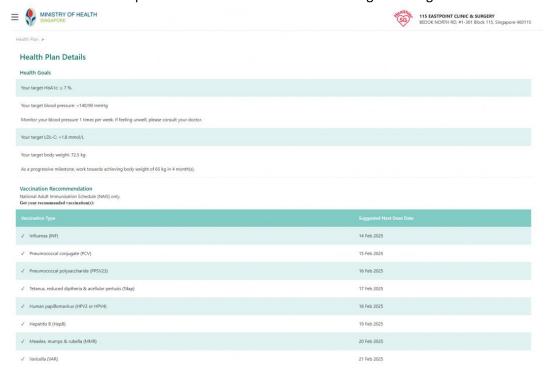
7.4 Enrollee View – Health Plan

1. To view enrollee latest Health Plan, click on "View" link under Action column.



2. Only clinic's current active enrollee latest Health Plan will be displayed.

Note: below is a sample of Health Plan with minimal health goals and goal measures.



Exercise Recommendation

	Include	25	part of your	exercise	routine
--	---------	----	--------------	----------	---------

	Default Advice Served to Residents				
 Aerobic exercise Engage in 50 minute(s) of moderate intensit aerobic exercise 2 day(s) per week. 	Engaging in serobic exercises can enhance the health of your heart and y	Test123			
 ✓ Aerobic exercise Engage in exercise 3 day(s) per week. 	Engaging in aerobic exercises can enhance the health of your beart and lungs.	morning walk			
√ Break up your sedentary time by aiming to 8000 step(s) per day	do Reducing sedentary time can help to lower the risk of chronic illnesses and enhance mental health.	Text123			
✓ Strength exercise	Incorporating strength exercises at least 2 times a week can strengthen your muscles and bones, making it easier to perform daily tasks.	1A strength exercise is any activity that makes your muscles work harder than usual. This increases your muscles' strength, size, power and endurance. The activities involve using your body weight or working against a resistance.			
√ Balance exercise	Incorporating balance exercises can enhance your body control and help prevent falls and injuries.	1Standing with your weight on one leg and raising the other leg to the side or behind you.			
✓ Flexibility exercise	Incorporating flexibility exercises can improve your joint mobility, making it easier to perform daily tasks.	1Flexibility exercises are activities that improve the ability of a joint to maintain the movement necessary for carrying out daily tasks and physical activity.			

Diet Recommendation

When planning your mea

Vhen planning your meals,		
✓ Limit sodium intake	Manage your sodium intake by limiting it to no more than I teaspoor of salt a day. Avoid high-sodium foods, including processed or canned foods, sauces, gravies, and soups.	1Reduce sodium intake to maintain BP
✓ Limit sugar intake	Keep your sugar intake in check by limiting it to no more than 10 teaspoons a day. Avoid high-sugary drinks, fruit juice, sweets, ice cream, cookies, kuehs, cakes.	11Men should consume no more than 9 teaspoons (36 grams or 150 calories) of added sugar per day.
✓ Limit saturated fat intake	Avoid consumption of foods high in saturated fats, such as fatty meat, full fat dairy products, fried foods or cakes. Choose healthier oils like olive, canola or sunflower oil.	1Saturated fats are bad for your health
✓ Control carbohydrate intake	Manage your intake of foods high in carbohydrates such as rice, noodles, bread, prata, potatoes.	1A controlled carbohydrate diet means that meals contain carbohydrate-rich foods in fairly equal amounts.
✓ Control calorie intake	Use HPB's My Healthy Plate as a guide to ensure a balanced and varied diet.	1Cut one high-calorie treat. Try to remove one high-calorie food item each day.
√ Have sufficient fibre intake	Incorporate high fibre foods such as oats, barley, lentils, brown rice and wholegrain products in addition to fruits and vegetables.	Itncreasing dietary fibre and wholegrain intake is likely to reduce the risk of cardiovascular disease
✓ Have sufficient protein intake	Incorporate protein as part of every meal. Good sources of protein include positry; fish, tofu and beams.	11/our body needs protein to stay healthy and work the way it should. More than 10,000 types are found in everything from your organs to your muscles and tissues to your bones, skin, and hair. Protein is also a critical part of the processes that fuel your energy and carry oxygen throughout your body in your blood.

Smoking Cessation

Quit smoking by 12 Jan 2025

Reduce to 12 cigarette stick(s) per day in 6 month(s).

Not ready to quit smoking, review after 16 Apr 2025

Programme Recommendation Participate in the following programme(s):

✓ Weight Management Programme	Weight management programmes are designed to empower participants to make positive lifestyle changes to achieve the best outcomes in terms of weight loss and sustainability.
✓ Smoking Cessation Programme	Test abc1231⊕#
Chronic Disease-specific Programme	Testing Chronic disease %^&*(
Others, please specify: National Steps Challenge rewards you for staying active. Start moving now and be rewarded daily!	

Active Aging Centre

Visit nearest Active Aging Centre for the following:

✓ Physical activities sign-up

✓ Mind-stimulating and social activities sign-up

√ Vital signs monitorin

√ Others, please specify: Other -Ageing Goal2

One thing to start working on today

Note2 Eat a variety of foods that includes fruit, vegetables, legumes, nuts, seeds, and whole grains

Record of Discussion

note 1 Has good control of atthama with regular preventive inhaler. He cited his wish to attend his grandchildrens wedding as the main motivation to make lifestyle changes. Learning how to live your life with purpose can lead to a sense of control, satisfaction, and general contentment. Feeling like what you do is worthwhile is, arguably, a significant key to a happy life. But what this means is different for each person. As working professionals, we may be so caught up with work that it's easy to sacrifice our health to get the job done. Don't do that. Not only does taking good care of your body helps you function at your peak, your work performance will also improve. Check out these tips to help you get healthier without major changes to your lifestyle.

Recommended Next Check-in

Jun 2025

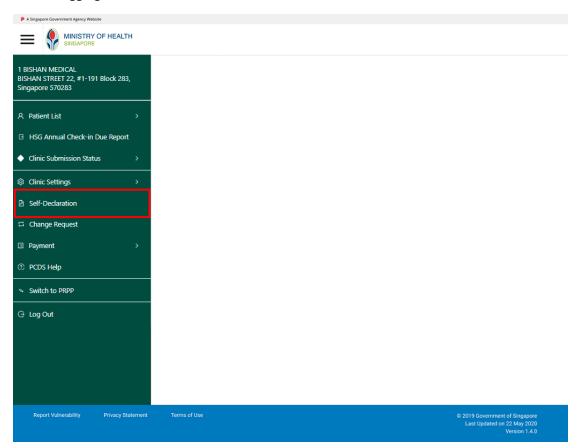
< Back

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				Version 2.3.1

8 [For doctors] Self-Declaration

8.1 View Self-Declaration Submission

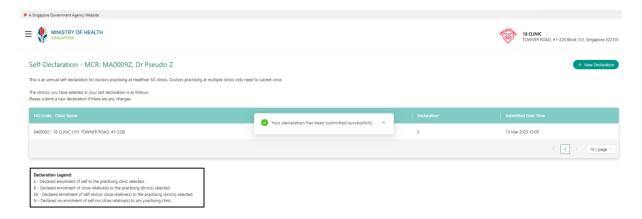
1. To review/submit self-declaration, click on "Self-Declaration" at the left-side menu after logging in.



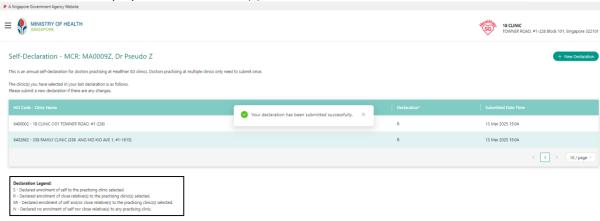
2. If no declaration was submitted before, the page displays liner message below and empty list.



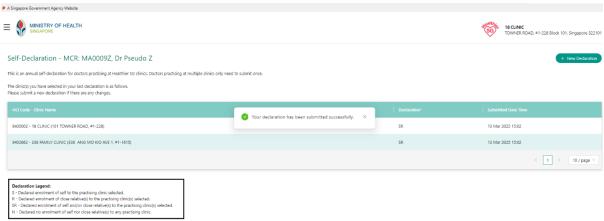
- 3. If declaration was submitted before, record of latest declaration submitted will be displayed.
 - a. If you submitted declaration with self-enrolment option, the record displays the selected clinic information, Declaration "S" and submitted Date Time.



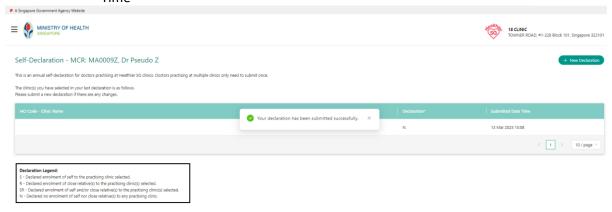
b. If you submitted declaration with close relative(s) enrolment option, the record(s) display the selected clinic(s) information, Declaration "R" and submitted Date Time.



c. If you submitted declaration with self and close relative(s) enrolment option, the record(s) display the selected clinic(s) information, Declaration "SR" and submitted Date Time.

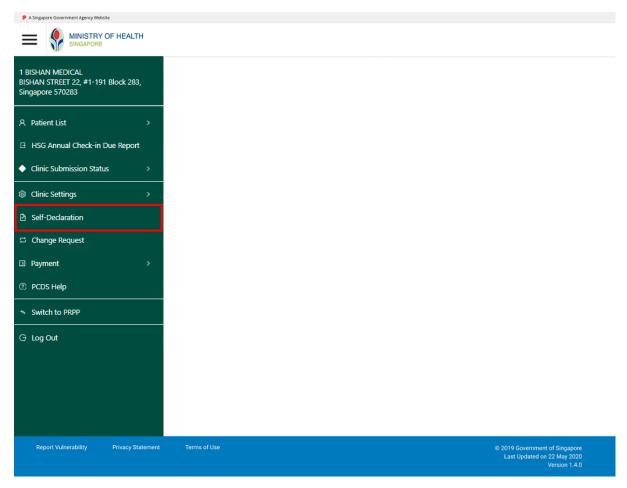


d. If you submitted declaration with no enrolment of self nor close relative(s) option, the record displays empty clinic information, Declaration "N" and submitted Date Time

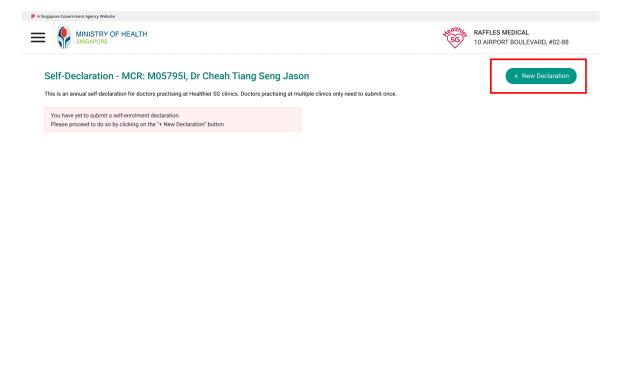


8.2 Submit Self-Declaration

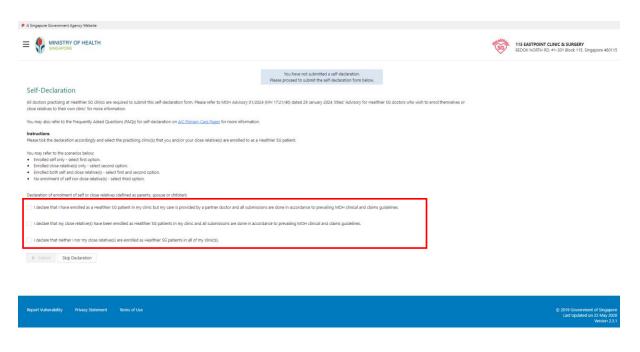
1. To review/submit self-declaration, click on "Self-Declaration" at the left-side menu after logging in.



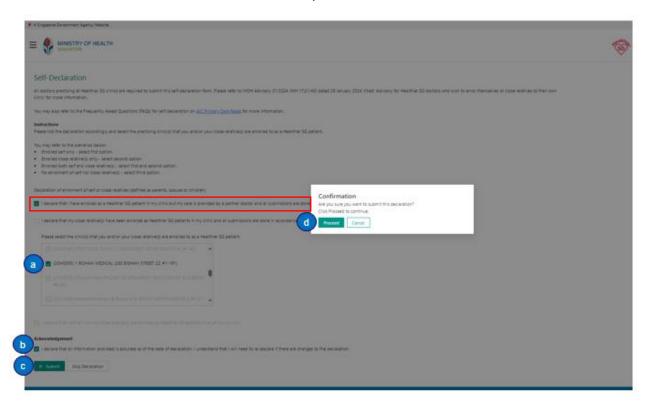
2. From Self-Declaration Summary page, click on "+ New Declaration".



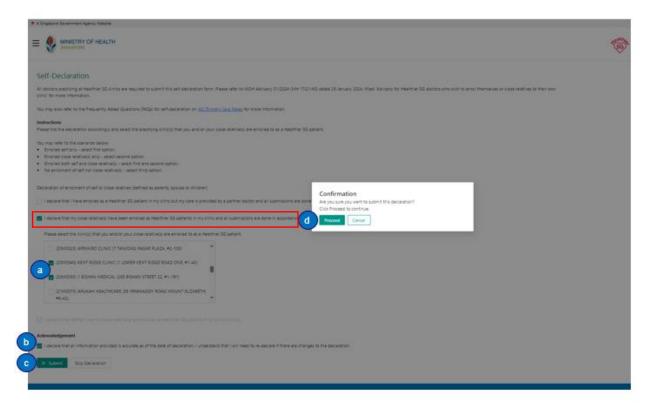
3. Self-Declaration page will be displayed, allowing you to proceed with your submission. Note: During exercise period, this page will be your landing page upon logging in if you have not yet submitted any declaration.



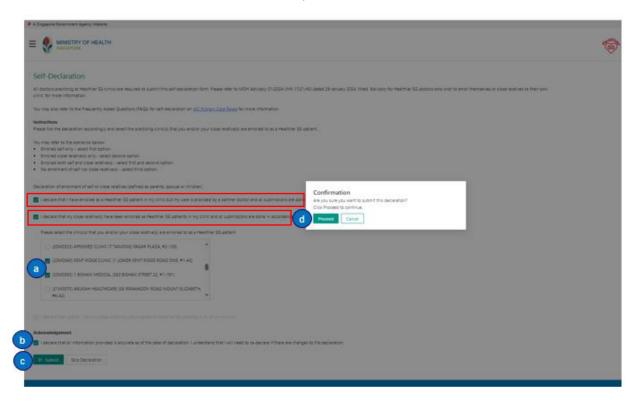
- 4. Select the declaration option you would like to submit.
- 5. If the option selected is "Enrolled self", clinic list is displayed.
 - a. Select only 1 clinic where you would like to indicate where the enrolment is in.
 - b. Click on Acknowledgement checkbox and submit button will be enabled to click.
 - c. Click on Submit button and confirmation box with Proceed and Cancel buttons will be displayed.
 - d. Click on Proceed button to submit your self-enrolment declaration.



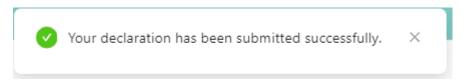
- 6. If the option selected is "Enrolled close relative(s) only", clinic list is displayed.
 - a. Select 1 or more clinic(s) where you would like to indicate where the enrolment is in.
 - b. Click on Acknowledgement checkbox and submit button will be enabled to click.
 - c. Click on Submit button and confirmation box with Proceed and Cancel buttons will be displayed.
 - d. Click on Proceed button to submit your declaration.



- 7. If the option selected is "Enrolled both self and close relative(s)", clinic list is displayed.
 - a. Select 1 or more clinic(s) where you would like to indicate where the enrolment is in.
 - b. Click on Acknowledgement checkbox and submit button will be enabled to click.
 - c. Click on Submit button and confirmation box with Proceed and Cancel buttons will be displayed.
 - d. Click on Proceed button to submit your declaration.



- 8. If the option selected is "No enrolment of self nor close relative(s)"
 - a. Click on Acknowledgement checkbox and submit button will be enabled to click.
 - b. Click on Submit button and confirmation box with Proceed and Cancel buttons will be displayed.
 - c. Click on Proceed button to submit your declaration
- 9. Once submitted successfully, a message prompt will be displayed:



- 10. If the option is "Skip Declaration"
 - a. Click on Skip Declaration, confirmation box with Proceed and Cancel buttons will be displayed.
 - b. Click on Proceed button to confirm.
 - c. You will be redirect to the "Enrolled Patient" page.