# Primary Care Digital Services (PCDS) User Guide

https://pcds.sg

Version 2.5 28 Mar 2025



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#### Chapter 1 - Introduction

#### 1.1 About PCDS

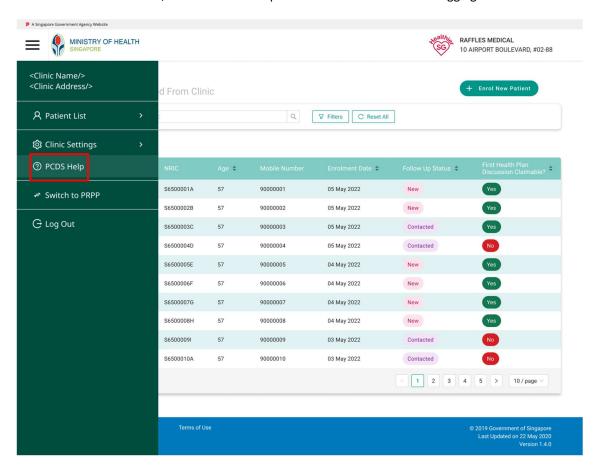
Primary Care Digital Services (PCDS) is planned as a front-end solution to support GPs while they transit to a Healthier SG (HSG)-compatible Clinic Management System within a year from HSG launch.

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).
- <sup>1</sup>Residents' Health Plan (Create, View and Print).
- <sup>1</sup>Simple Referral Management (Create, Update, Print and Cancel).
- ¹Care Reporting Data Submission for HSG via spreadsheet upload.

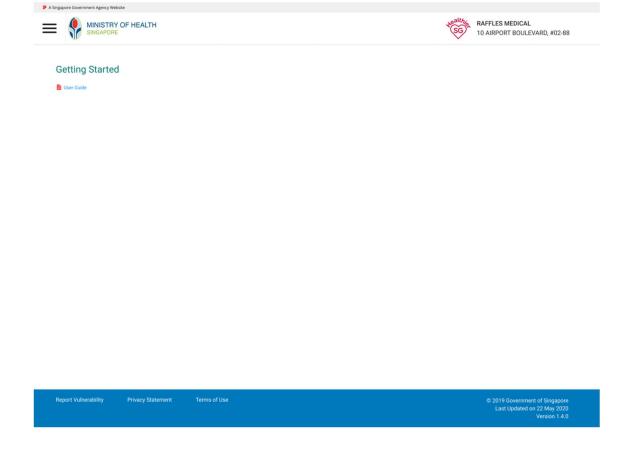
#### 1.2 Help Section

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



<sup>&</sup>lt;sup>1</sup>These 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.

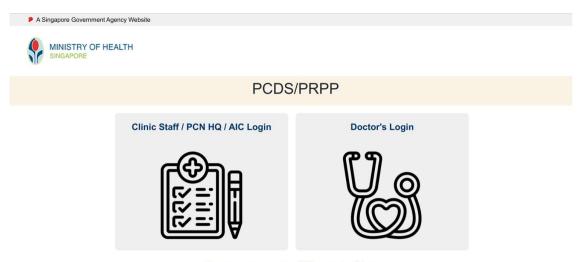


#### 1.3 Support Contact Details

- 1. You may write to synapxe.pcds.support@synapxe.sg for specific technical queries.
- For other enquiries:
   GP hotline 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).



Announcements will be posted here

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#### 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 <a href="https://pcds.sg">https://pcds.sg</a>. 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.

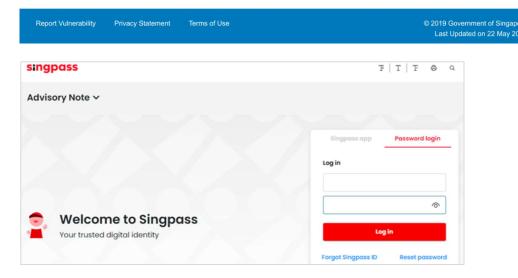
CorpPass user guide on how to setup, assign and manage User's Digital Service Access can be downloaded for "Admin & Sub-Admin" from this link <u>Corppass - User Guides</u>.

#### 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.



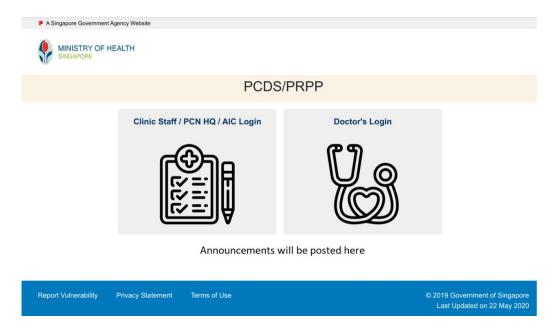
Announcements will be posted here



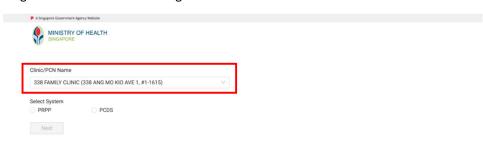
2. Clinic assistants/PCN HQ staff who are tagged to multiple CorpPass accounts can select which account they wish to log in to.



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.

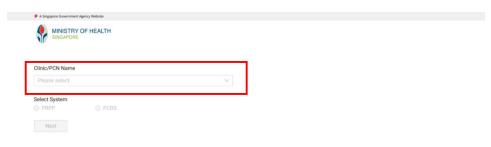


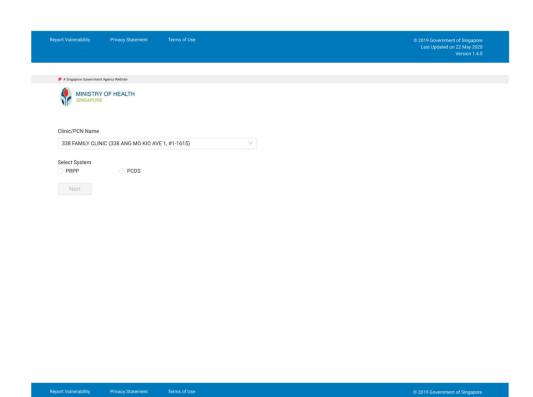
- 4. For Clinic assistant, select clinic from the drop-down list.
  - Single Clinic defaulted to assigned clinic



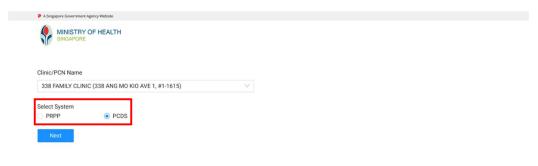
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Version 1.4.0

• Multiple Clinics – select clinic from the drop-down list





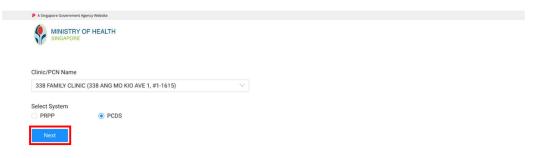
5. Select system "PCDS".



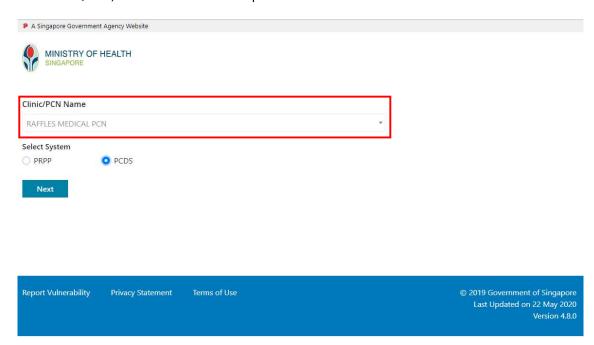


#### 6. Click "Next".

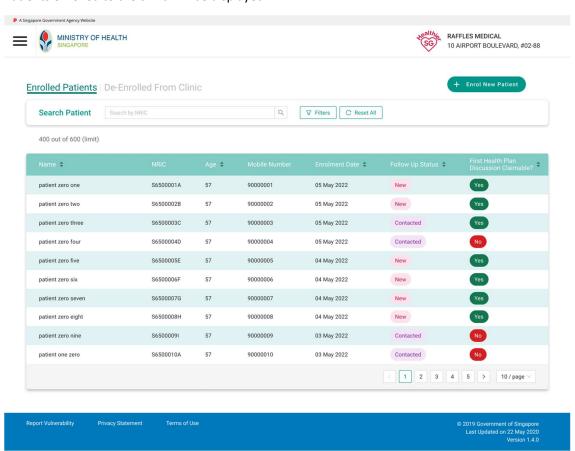
Note: After user has selected his/her respective HSG Clinics, the system will be enabled based on user and clinic access rights.



#### For PCN HQ staff, select PCN from the dropdown list.



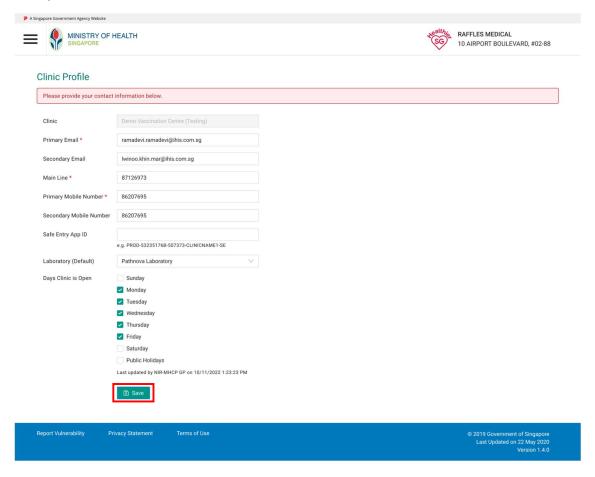
7. Patients enrolled to the clinic will be displayed.



## Chapter 2 - Clinic Settings

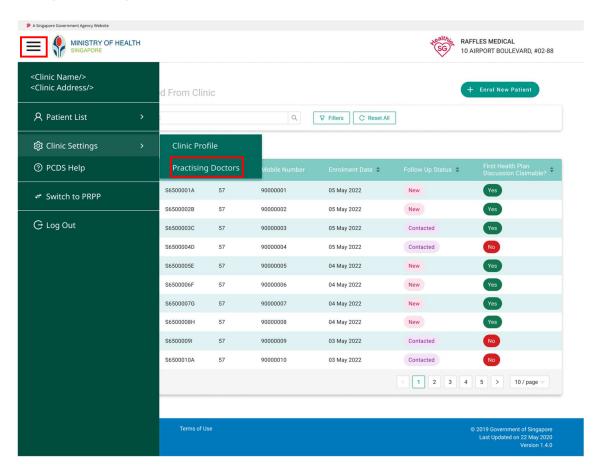
#### 2.1 Clinic Profile

- 1. To view or update Clinic Profile information, open the side menu and click on Clinic Settings > Clinic Profile
- 2. Enter / Edit the Clinic Profile information. Click "Save".



#### 2.2 Practising Doctors

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



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



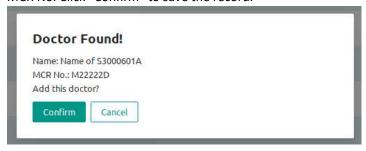


3. To add new doctor information, enter the MCR No. and click "Add".

## **Practising Doctors**



4. 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.



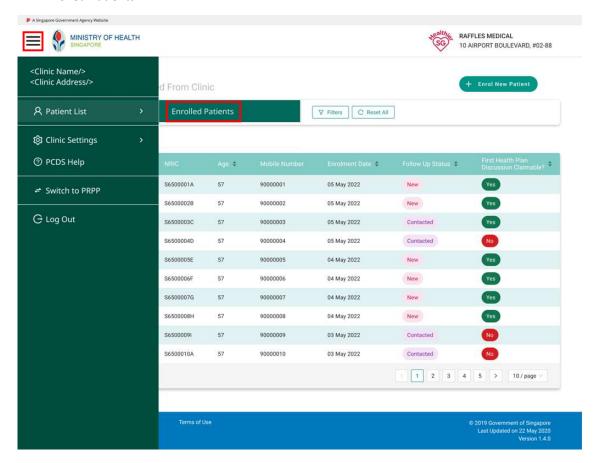
- 5. The newly added record will be displayed in the list.
- 6. To delete a doctor information, click on the Trash bin icon next to it.



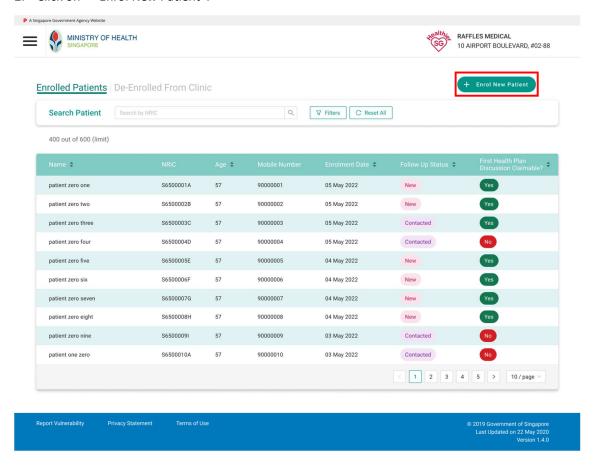
## Chapter 3 - Enrolment

#### 3.1 Assisted Enrolment

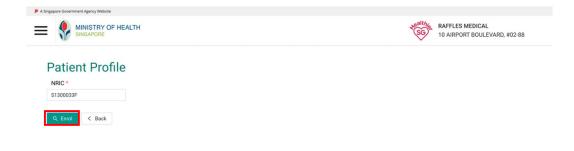
1. To enrol a patient in HealthierSG programme, open the side menu and click on Patient List > Enrolled Patients.



#### 2. Click on "+ Enrol New Patient".

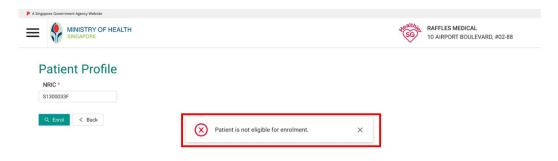


3. Patient Profile Search NRIC page will be displayed. Enter full patient's NRIC and click on "Enrol" to assist patient to enrol to your clinic.



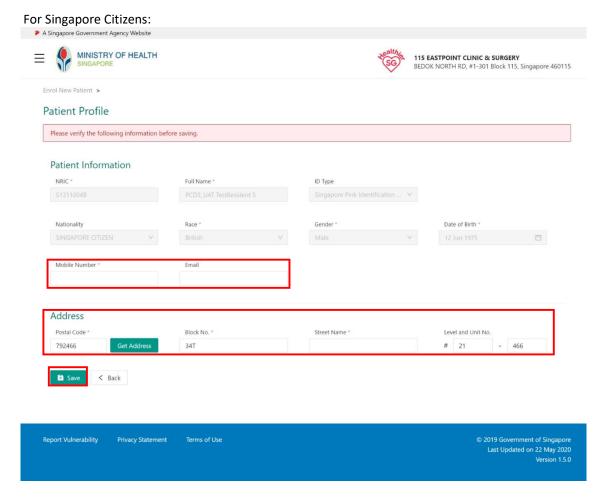


4. If patient is eligible for enrolment, the Patient Profile page will be displayed. Otherwise, if patient is not eligible for enrolment, message prompt will be displayed.

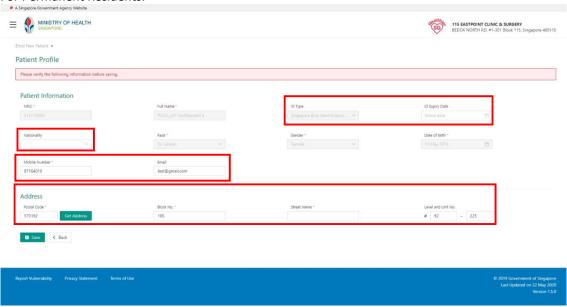


- 5. For **new** enrolees and non-enrolees patient profiles **created on PCDS** from 24 Nov 2023, patient profile and details displayed on the Patient Profile page would need to be verified and updated accordingly. The editable fields include:
  - ID Type<sup>1</sup>
  - ID Expiry Date<sup>2</sup>
  - Nationality<sup>3</sup>
  - 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 Permanent Residents:

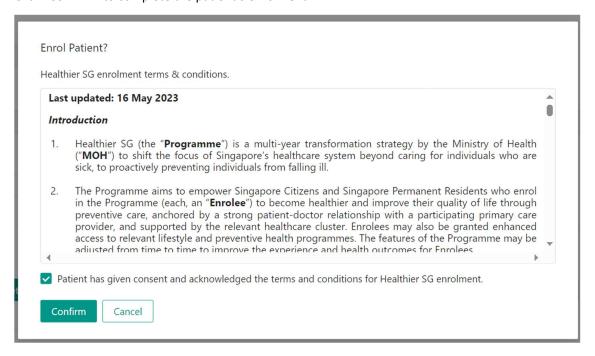


<sup>&</sup>lt;sup>1</sup>ID Type is only editable for non-Singapore Citizens.

<sup>&</sup>lt;sup>2</sup>ID Expiry Date is only editable for non-Singapore Citizens.

<sup>&</sup>lt;sup>3</sup>Nationality 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.



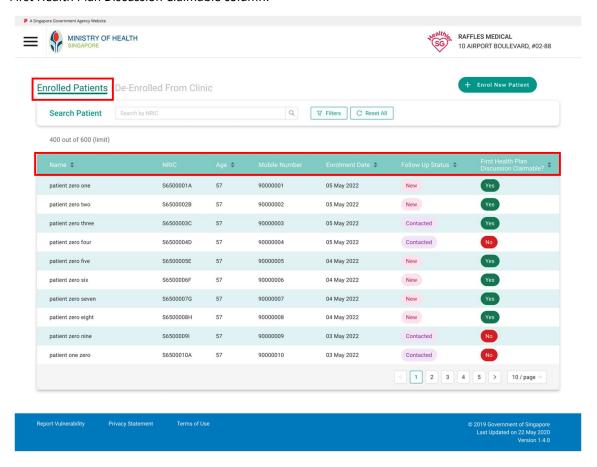
7. If a valid mobile number was provided, an acknowledgement SMS will be sent to notify that the enrolment has been successfully completed.

#### SMS Content:

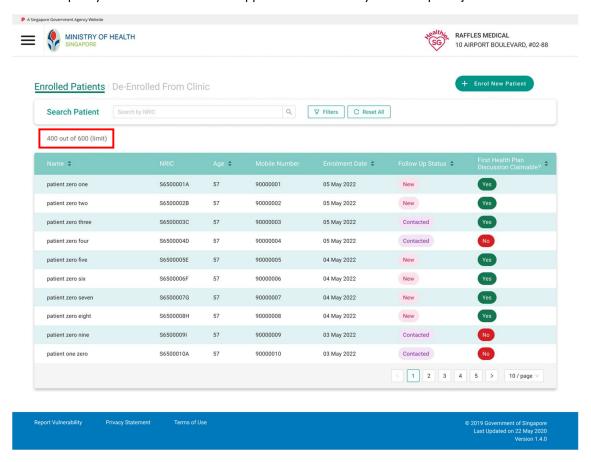
"Dear [Patient Name], thank you for participating in Healthier SG. You have successfully enrolled to [Clinic Name] on [Date and Time of enrolment] to be your family doctor. If unauthorised, please contact MOH hotline at 63259220."

#### 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.



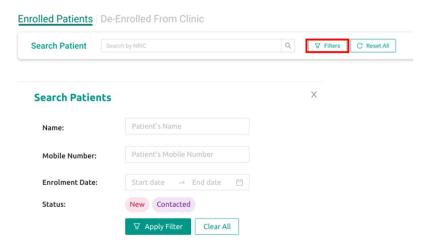
3. The clinic's capacity limit will be displayed on the top left-hand corner of the patient list. [Note: Pre-set capacity is at 600 and clinics can appeal to AIC to modify where required]



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



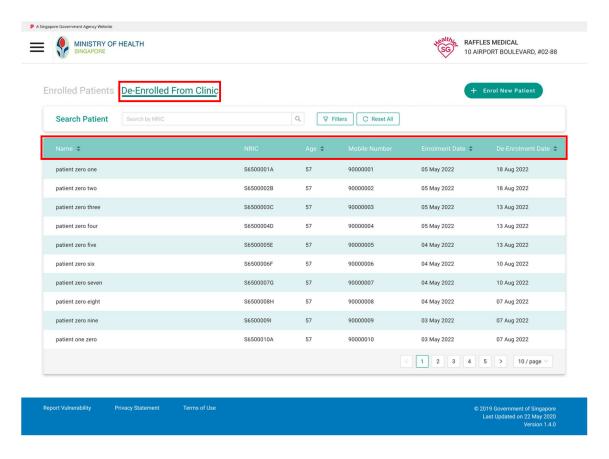
5. To refine the search criteria, click on "Filters" and enter Patient's Name, Mobile number and/or select the Enrolment Date, Status.



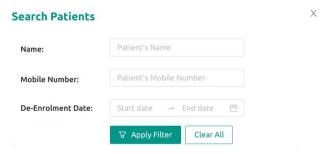
- 6. By clicking on "Clear All", all inputs entered in this Search Patients screen will be cleared.
- 7. To refresh the entire list and clear all filters, click on "Reset All" button.

#### 3.3 View De-enrolled Patient List

- 1. 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.



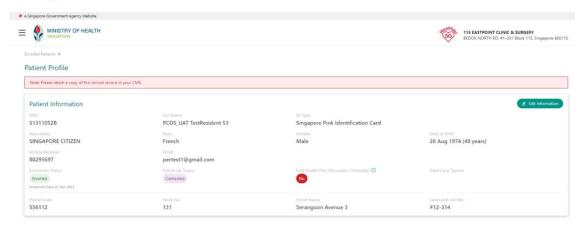
3. Refine the search criteria by clicking on "Filters" and enter Name, Mobile Number and/or select De-Enrolment Date.



#### 3.4 View Patient Profile

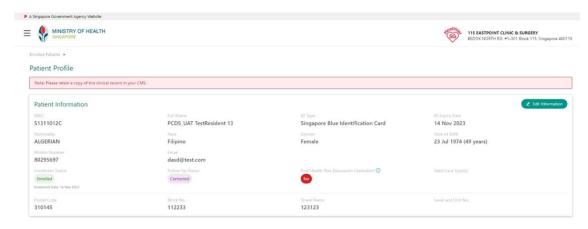
1. Click on any patient in the Enrolled Patient List to view the Patient Information.

#### For Singapore Citizens:





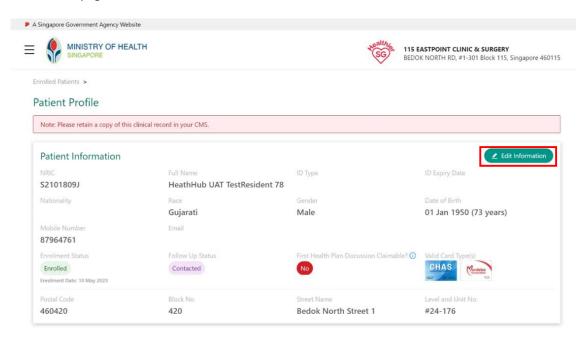
#### For Permanent Residents:





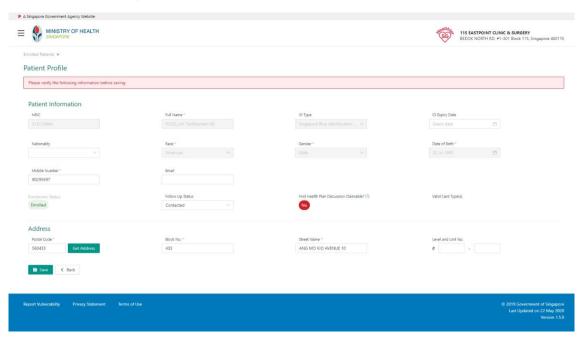
#### 3.5 Edit Patient Information

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





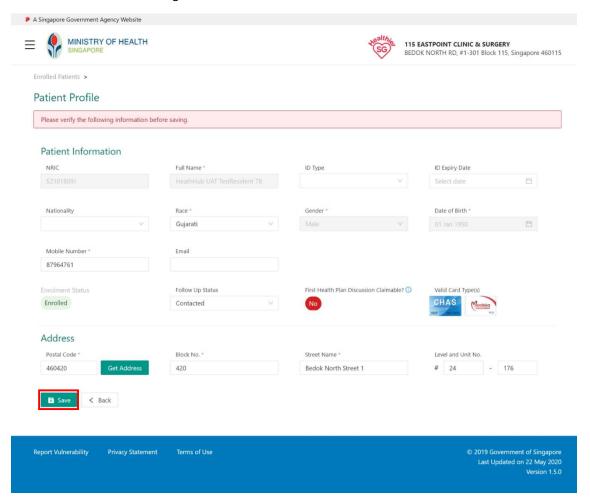
2. Patient's contact details (ID type<sup>1</sup>, ID expiry date<sup>2</sup>, nationality<sup>3</sup>, race, mobile number, email, and address), and Follow Up Status are editable.



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.

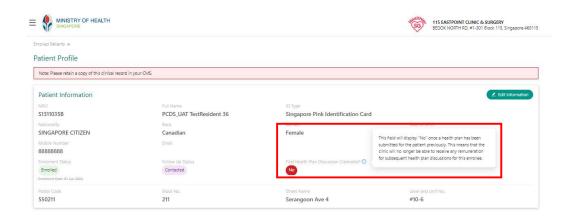


4. Click "Save" to save the changes.



#### 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.

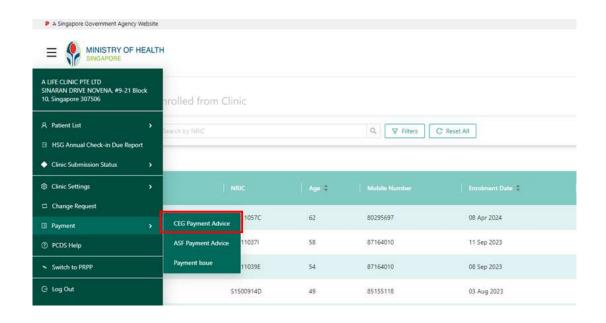




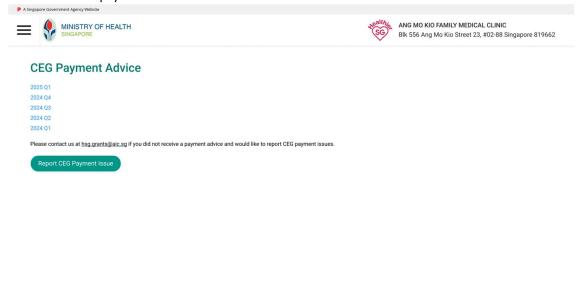
## Chapter 4 - Chronic Enrolment Grant (CEG)

#### 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.



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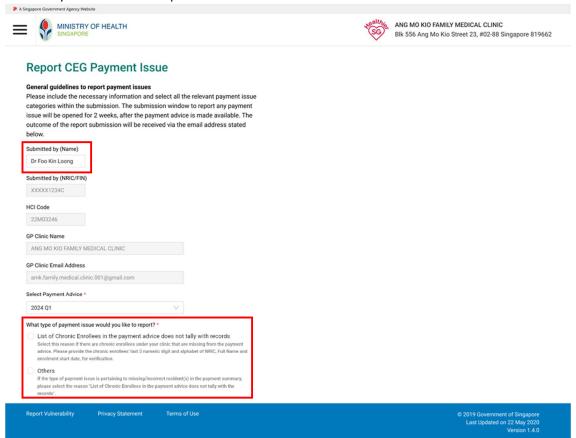
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Terms of Use

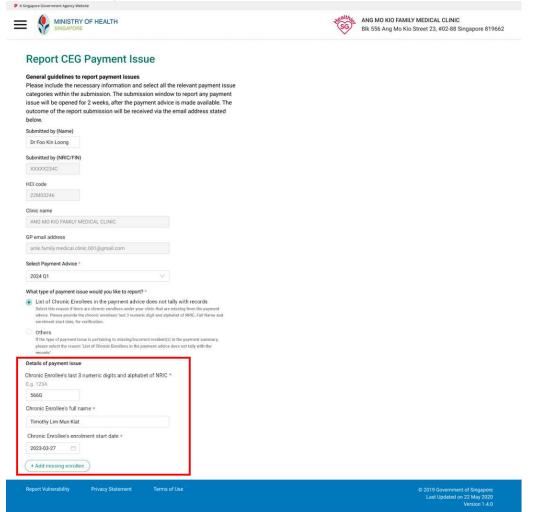
Last Updated on 22 May 202 Version 1.4.

#### 4.2 Report CEG Payment Issue

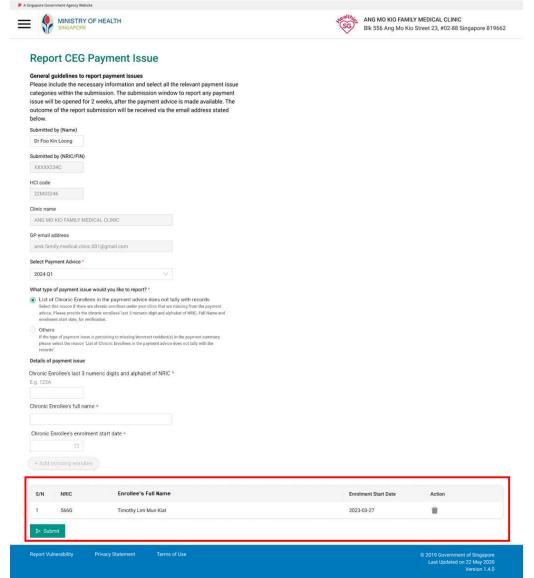
- 1. To report Chronic Enrolment Grant (CEG) payment issue, click on Report CEG Payment Issue button from CEG Payment Advice page.
- 2. In Report CEG Payment Issue page, enter Submitted By (Name) and select the type of payment issue you would like to report.



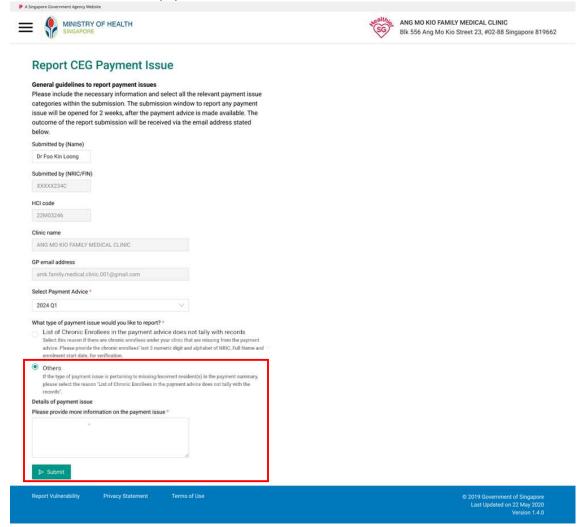
- 3. If the payment issue selected is "List of Chronic Enrollees in the payment advice does not tally with records", the details of payment issue is displayed.
- 4. Enter the Chronic Enrollee's last 3 numeric digits and alphabet of NRIC, full name, enrolment start date
- 5. Click "+ Add missing enrollee"



- 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.

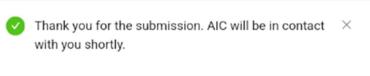


- 8. If the payment issue selected is "Other", the details of payment issue is displayed.
- 9. Enter Submitted By (Name) and more information in the freetext box.
- 10. Click "Submit" to send the payment issue details to AIC.



#### 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.

# Payment Issue Report for 2024 Q1 CEG Payment Advice – Tan Clinic (1234567) – 05 May 2024



S/N	NRIC	Chronic Enrollee's Name	Enrolment Start Date
1	123A	Benson Puah	2024-01-07
2	234B	Harry Chua	2024-01-18
3	345C	Deidre Meng	2024-02-13
4	456D	Horatio Thomas	2024-02-22
5	567E	Mildred Tan	2024-03-01

## Payment Issue Report for 2024 Q1 CEG Payment Advice – Tan Clinic (1234567) – 05 May 2024

Submitted by (Name): Dr Foo Kin Loong
Submitted by (NRIC/FIN): XXXXX234
HCI Code: 22M03hre246
Clinic Name: ANG MO KIO FAMILY MEDICAL CLINIC
GP Email Address: amk family.medical.clinic.001@gmail.com
Payment Advice: 2024 01
Type of Payment Issue: Others

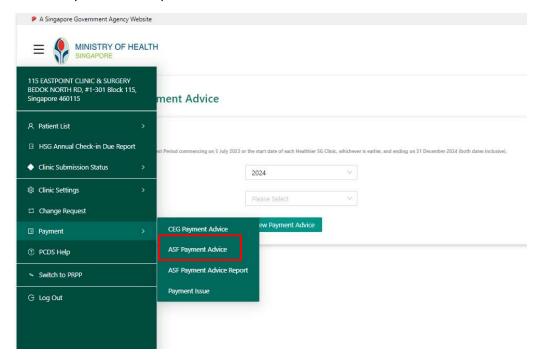
#### Details of payment issue

Description provided by requestor of issue with payment advice.

### Chapter 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

Advice

View Payment Advice

Search

View Payment Advice

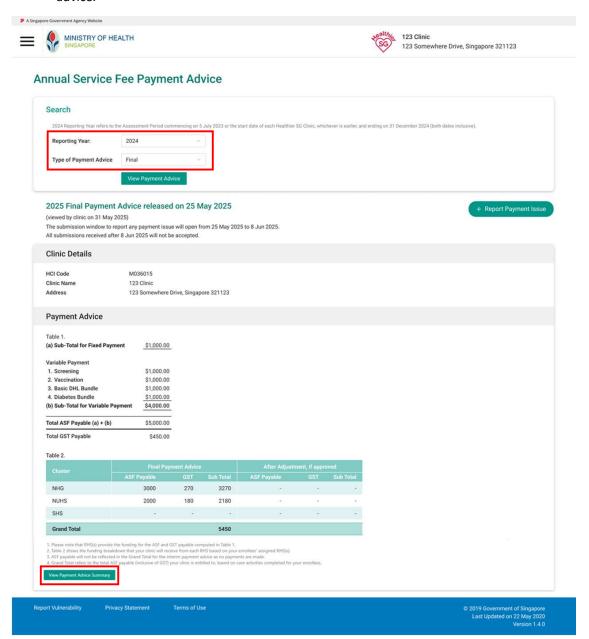
Search

View Payment Advice

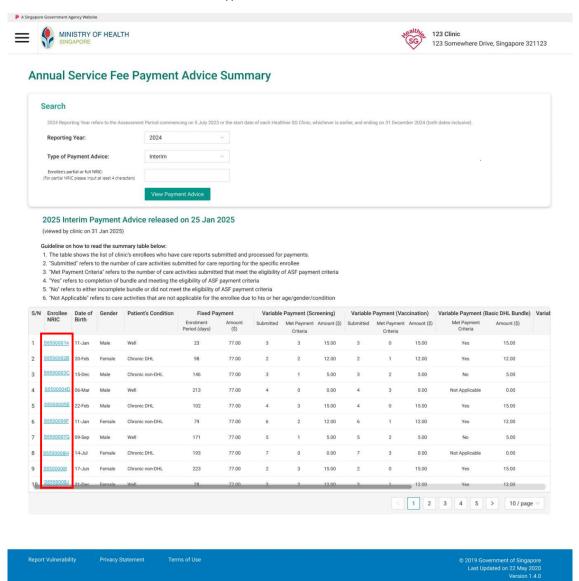
Search

View Payment Advice

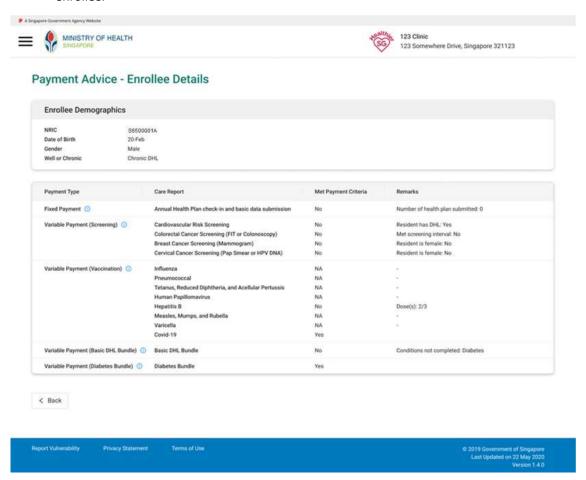
- 5. If there is payment advice available, breakdown of the payment components and reimbursement by respective clusters will be displayed.
- 6. Click "View Payment Advice Summary" button to display the detailed view of payment advice.



- 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.



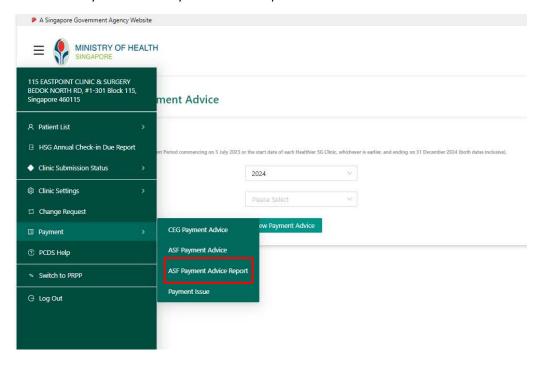
MINISTRY OF HEALTH 123 Clinic 123 Somewhere Drive, Bingapore 325123 Payment Advice - Enrollee Details Enrollee Demographics DT law hamala Character Payment Type Mrt Payment Criteria resident must be provided for all local K2 days in the cabooke year, and logs substitled for provide check on weight leads a transference, height Number of health plan submitted: 0 Resident has DHC Yes Met arreiring interval: No Resident is female: No Breast Cancer Screening (Manningram) Cervical Cancer Screening(Pap amout or HSPV) Resident to female: No Tetanus, reduced digitaris and scellular pertuins (Tdap) Human Papillomavirus Impatitis B Measles, marrys and nutritio(MMR) Vacionia (VAII) Variable Payment (Basic DNL Bundle) (5 Basic DNL Bundle) Conditions not completed Diebetes Variable Payment (Diabetes Bundle) () Diabetes Bundle

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

## 5.2 View ASF Payment Advice Report

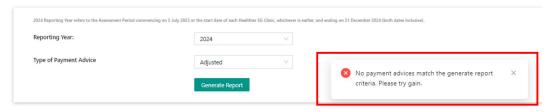
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1. To retrieve Annual Service Fee (ASF) payment advice report, open the side menu and click on Payment > ASF Payment Advice Report.

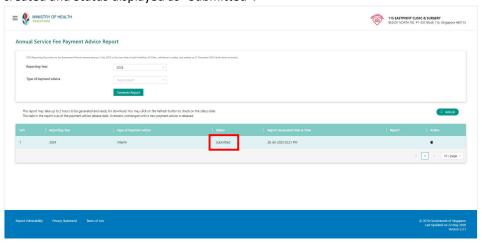


- 2. Select the "Reporting Year" and the "Type of Payment Advice" (Interim, Final, Adjusted)
- 3. Click "Generate Report" button to generate the report.
- 4. If there is no payment advice available, message prompt is displayed.

#### Annual Service Fee Payment Advice Report



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).

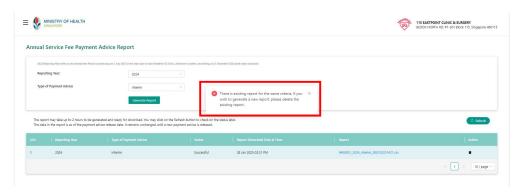


Note: You may not need to click on the "Refresh" to attempt another similar request. Proceed to contact your AIC Account Manager and report the issue to PCDS Support channel (Section 1.3).

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.

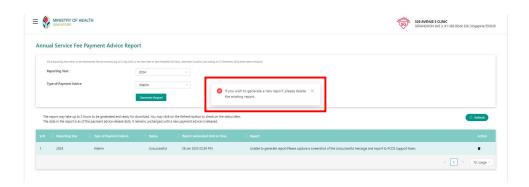


10. The system will reflect the following message prompt if you wish to generate a new report based on an existing report which was already successfully generated. Click on the "trashbin" icon to delete the existing record if you wish to generate the report again.



11. The system will reflect the following message prompt if you wish to generate a new report when your previous request was unsuccessful.

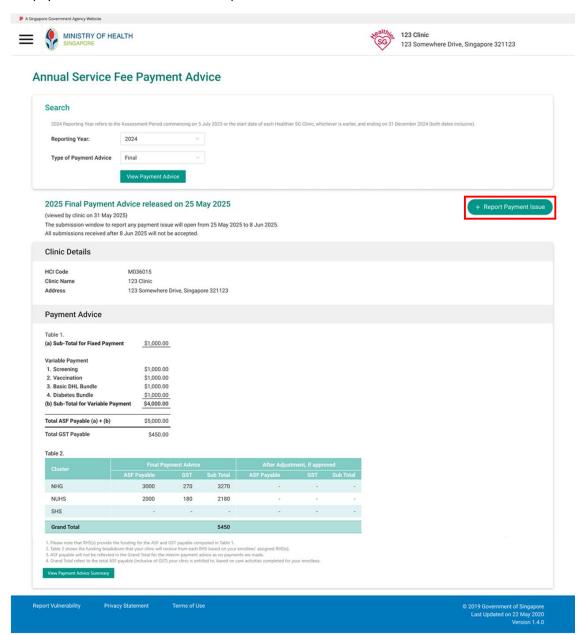
Click on the "trashbin" icon to delete the existing record if you wish to generate the report again.



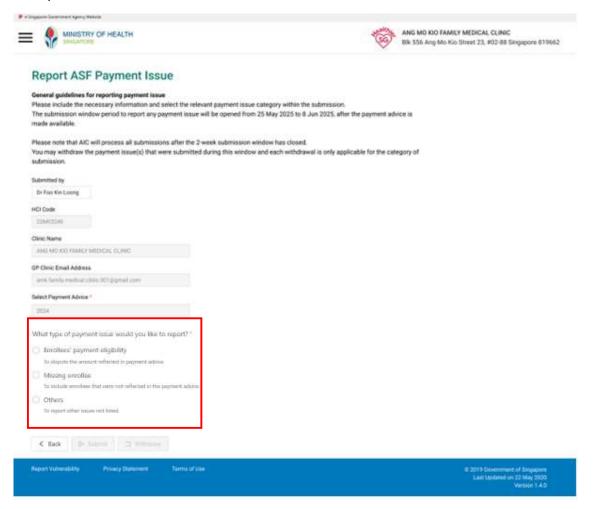
### 5.3 Report ASF Payment Issue

1. To report Annual Service Fee (ASF) payment issue, click on +Report Payment Issue button from Payment Advice page or from Payment Advice Summary page.

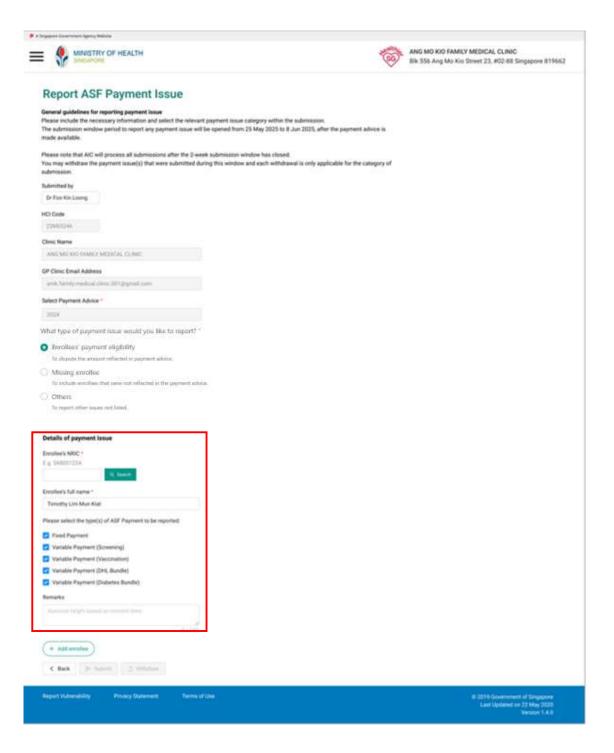
Note: +Report Payment Issue button is enabled only for Final Payment Advice and during the payment issue submission window period.



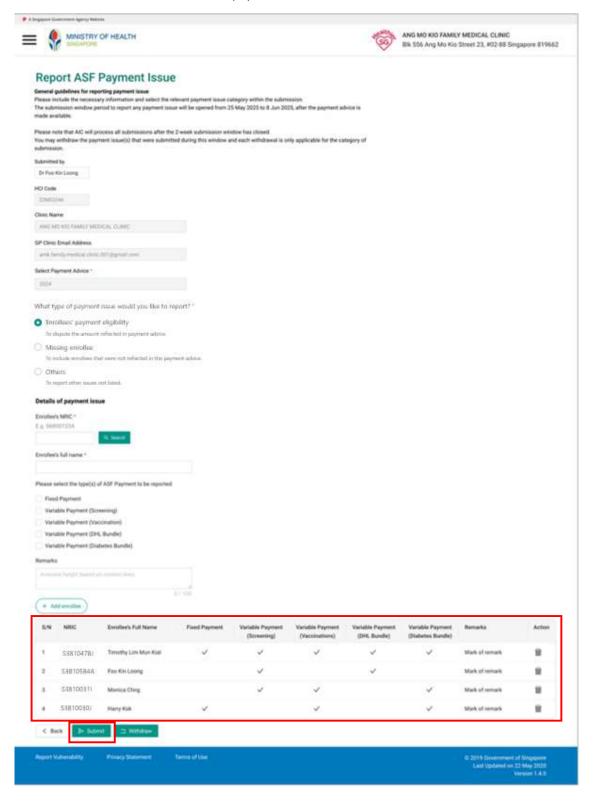
2. In the Report ASF Payment Issue page, select the type of payment issue you would like to report.



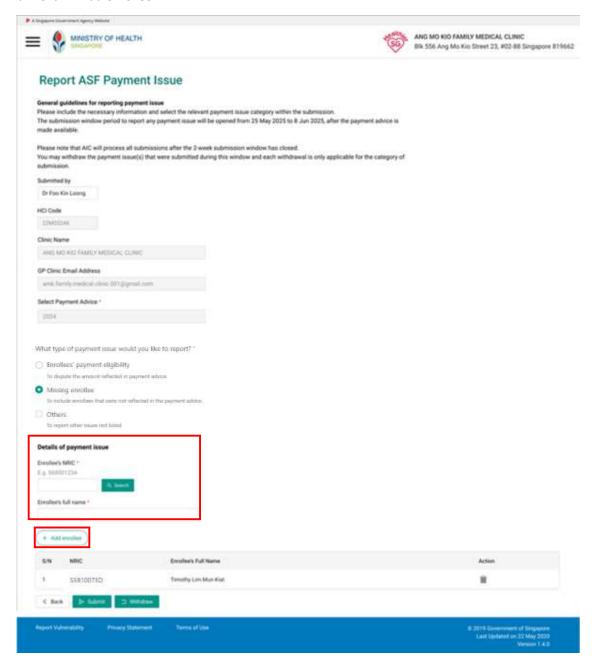
- 3. If the payment issue selected is "Enrollee's payment eligibility", details of payment issue is displayed.
  - a. Input the enrollee NRIC, click Search. Enrollee's full name is auto-populated if the NRIC is valid and found under the clinic's enrollees in ASF Payment Advice Summary page.
  - b. Select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



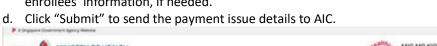
- d. The record added will be displayed in the summary table. Repeat steps a, b, c to add more enrollees' information, if needed.
- e. Click "Submit" to send the payment issue details to AIC.

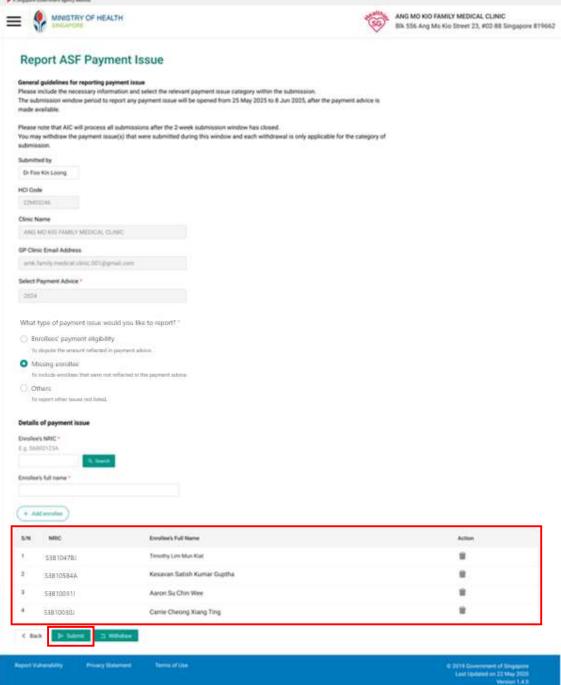


- 4. If the payment issue selected is "Missing enrollee", details of payment issue is displayed.
  - a. Input the enrollee NRIC, click Search. Enrollee's full name is auto-populated if the NRIC is valid.
  - b. Click "+Add enrollee".

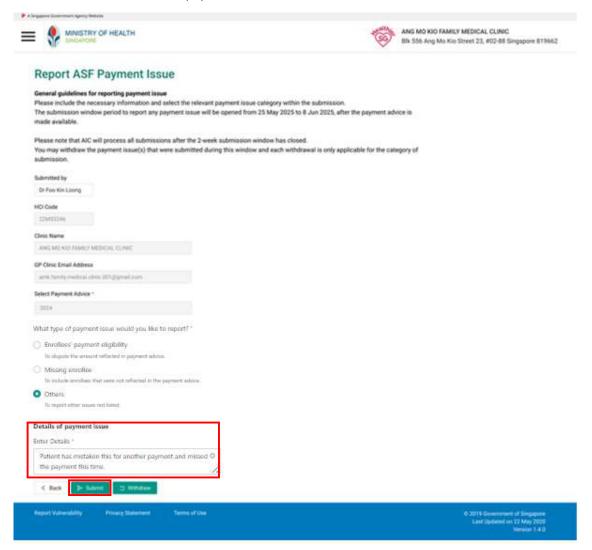


c. The record added will be displayed in the summary table. Repeat steps a, b to add more enrollees' information, if needed.





- 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.

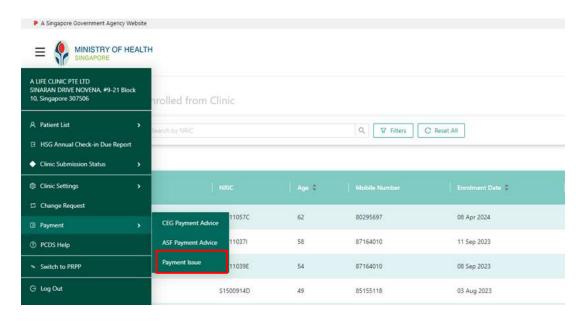


Please note that AIC will process all submissions after the 2-week submission window has closed. AIC will notify you through PCDS if further clarification is required for your payment issue or to update on the outcome of the payment issue.

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

## 5.4 View ASF Payment Issue Outcome

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

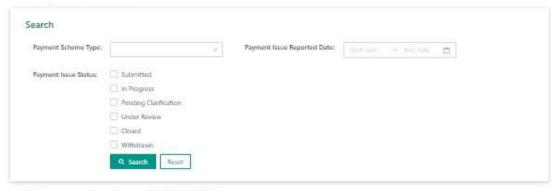


- 2. ASF Payment Issue Outcome page is displayed.
- 3. List of payment issues submitted by the clinic, and their respective status is displayed.
  - a. If the Payment Issue Status is "Submitted":
    - Clinic can edit the payment issue details
    - Clinic can withdraw the payment issue
    - Clinic 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

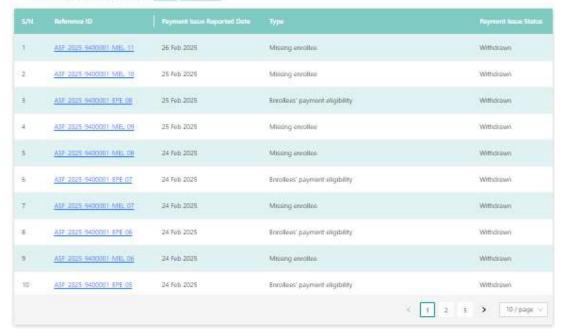




#### Payment Issue Outcome

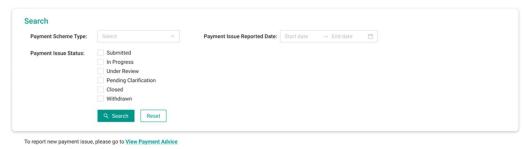


To report new payment issue, please go to View Payment Advice

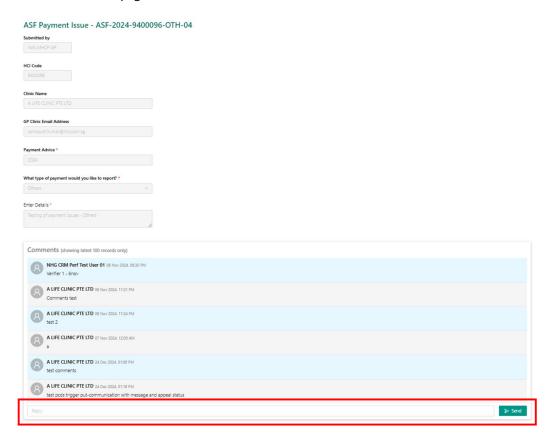


Report Vulnerability Privacy Statement Terms of Use 6: 2019 Government of Singapon Last Updated on 22 May 2021 Version 2.3. 4. To further refine the search criteria, input Payment Issue Status and/or Payment Issue Reported Date.

#### Payment Issue Outcome

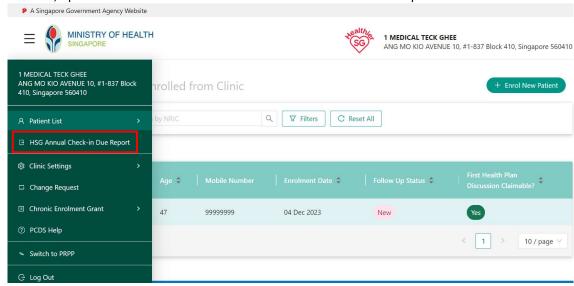


- 5. To enter comments or view payment issue details, click on the Reference ID hyperlink from Payment Issue Outcome page.
- 6. Details of the payment issue is displayed. Where applicable, Comments section displayed at the bottom of the page. Enter comments and click Send.



## Chapter 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".

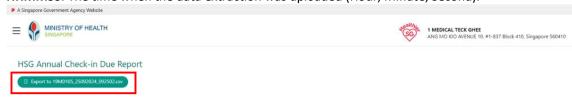


2. Click "Export" to download the enrollees list in CSV format. The downloaded report will follow this naming format: "<HCI Code>\_<DDMMYYYY>\_<HHMMSS>.csv", where:

**HCI Code**: The healthcare institution's unique code.

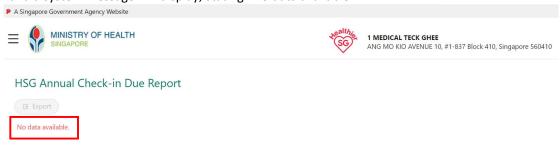
**DDMMYYYY**: The date when the data extraction was uploaded (Day, Month, Year).

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:

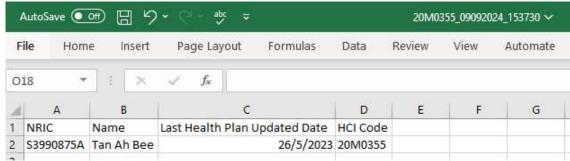
NRIC: The NRIC of the HSG enrollee (without masking).

Name: The full name of the enrollee.

Last Health Plan Updated Date: The date when enrollee's health plan was last updated, in the

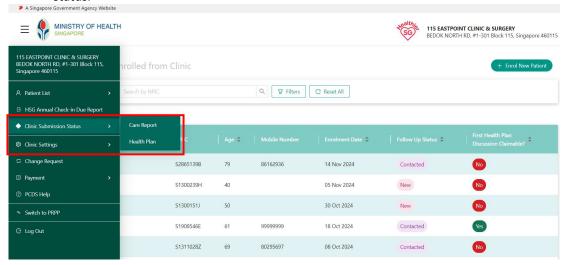
format <DD/MM/YYYY>, without leading zeros.

**HCI Code**: The HCI code of the clinic.



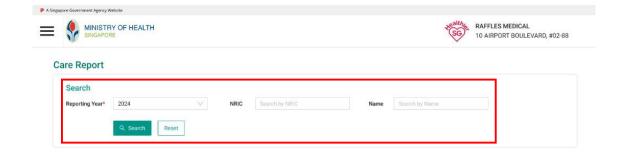
## Chapter 7 - Clinic Submission Status

- 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.



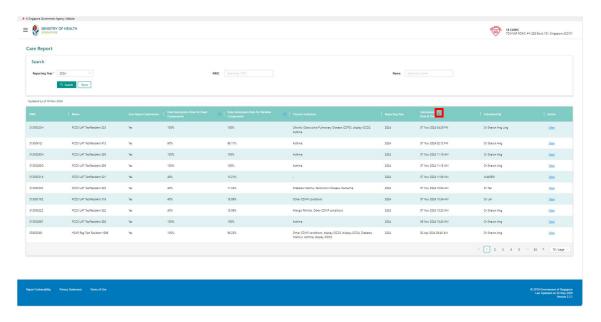
### 7.1 Clinic Summary View – Care Report

 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.





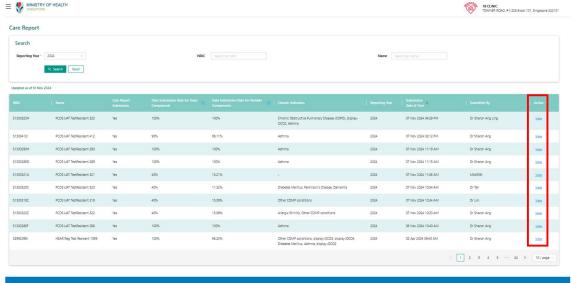
- 2. To search for a particular enrollee that currently or previously enrolled with the clinic, enter the full NRIC and/or partial or full Name of the enrollee.
- 3. To search for all enrollees that currently or previously enrolled with the clinic, click "Search" without providing NRIC or Name.
- 4. 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. 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

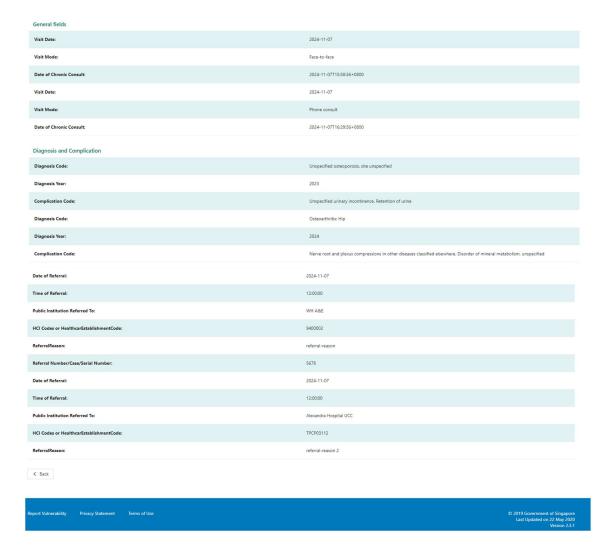
#### 7.2 Enrollee View – Care Report

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.

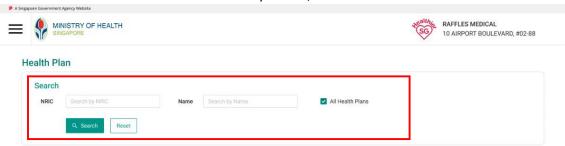




- 3. For Sensitive Health Information (SHI), PCP will not see the actual CDMP Condition, Diagnosis Code and Complication Code submitted. Generic description will be displayed:
  - a. CDMP Condition: Other CDMP conditions
  - b. Diagnosis Code: Other Diagnosis
  - c. Complication Code: Other Complication
- 4. 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

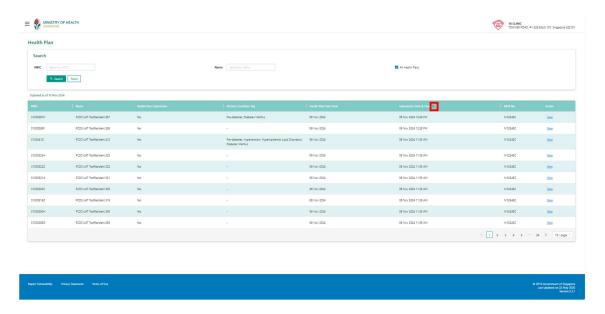
#### 7.3 Clinic Summary View – Health Plan

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.





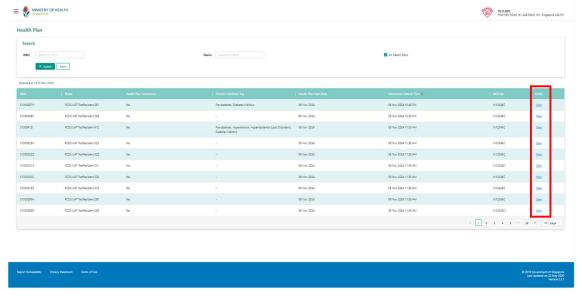
- 2. To search for a particular enrollee that currently or previously enrolled with the clinic, enter the full NRIC and/or partial or full Name of the enrollee.
- 3. To search for all enrollees that currently or previously enrolled with the clinic, click "Search" without providing NRIC or Name.
- 4. 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.
  - c. Descending Order Latest Health Plan submission date time, followed by current and previous enrollees without any Health Plan submission (not in sequential order).
  - d. Ascending Order Current and previous enrollees without any Health Plan submission (not in sequential order), followed by the latest Health Plan submission date time.

#### 7.4 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.





#### **Health Plan Details**

#### Health Goals

Your target blood pressure: <140/90 mmHg

Monitor your blood pressure 1 times per week. If feeling unwell, please consult your doctor.

Your target LDL-C: <1.8 mmol/L

Your target body weight: 72.5 kg

As a progressive milestone, work towards achieving body weight of 65 kg in 4 month(s).

Vaccination Recommendation
National Adult Immunisation Schedule (NAIS) only.
Get your recommended vaccination(s):

Get your recommended vaccination(s):		
✓ Influenza (INF)	14 Feb 2025	
✓ Pneumococcal conjugate (PCV)	15 Feb 2025	
✓ Pneumococcal polysaccharide (PPSV23)	16 Feb 2025	
✓ Tetanus, reduced diptheria & acellular pertusis (Tdap)	17 Feb 2025	
✓ Human papillomavirus (HPV2 or HPV4)	18 Feb 2025	
✓ Hepatitis 8 (Hep8)	19 Feb 2025	
✓ Measles, mumps & rubella (MMR)	20 Feb 2025	
✓ Varicella (VAR)	21 Feb 2025	

## Exercise Recommendation Include as part of your exercise routine

✓ Aerobic exercise Engage in 50 minute(s) of moderate intensity aerobic exercise 2 day(s) per week.	Engaging in aerobic exercises can enhance the health of your heart and lungs.	Test123
√ Aerobic exercise Engage in exercise 3 day(s) per week.	Engaging in aerobic exercises can enhance the health of your heart and lungs.	morning walk
✓ Break up your sedentary time by aiming to do 8000 step(s) per day	Reducing sedentary time can help to lower the risk of chronic illnesses and enhance mental health.	Test123
✓ 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.

When planning your meals,		
✓ Limit sodium intake	Manage your sodium intake by limiting it to no more than I tempoon of salt a day.  Avoid high-sodium foods, including processed or canned foods, sauces, gravies, and scops.	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 firs, such as farry meat, full fat dairy products, fried foods or cales. Choose healthier cells 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, lennls, brown rice and wholegrain products in addition to fruits and vegetables.	1 Increasing 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 poultry, fish, tofu and beans.	Thour 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 you body in your blood.

65

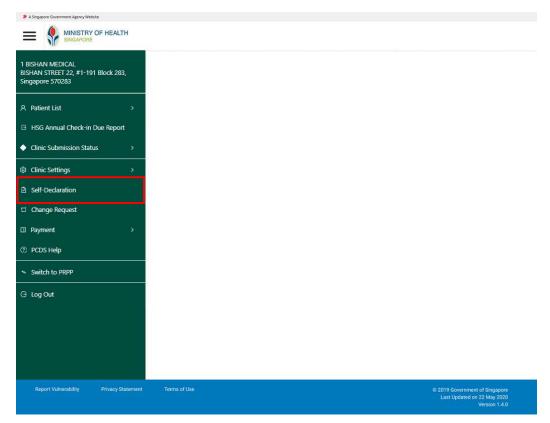
## Smoking Cessation Quit smoking by 12 Jan 2025 Reduce to 12 cigarette stick(s) per day in 6 month(s). Not ready to quit smoking, review after 16 Apr 2025 Programme Recommendation Participate in the following programme(s): √ Smoking Cessation Programme Test abc123!@# Testing Chronic disease %^&\*( √ Chronic Disease-specific Programme √ Others, please specify: National Steps Challenge rewards you for staying active. Start moving now and be rewarded daily! Active Aging Centre ✓ Physical activities sign-up ✓ Mind-stimulating and social activities sign-up ✓ Vital signs monitoring ✓ 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 asthama with regular preventive inhalet-He cited his wish to attend his grandshildrens 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 unothwhile is, argueldy, a significant key to a happy life. But what this means is different for each person-da working professionals, we may be so cought up with work that it's easy to scriblle our health to get to leigh does. Does to do that Not only one get healthire without major changes to one your feeting from the control part healthire without major changes to one your feetings. Recommended Next Check-in

< Back

# Chapter 8 - [For doctors] Self-Declaration

#### 8.1 View Self-Declaration Submission

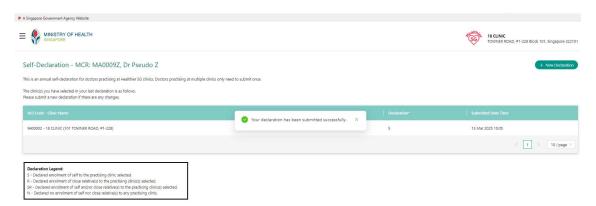
1. To review/submit self-declaration, click on "Self-Declaration" at the left-side menu after logging in.



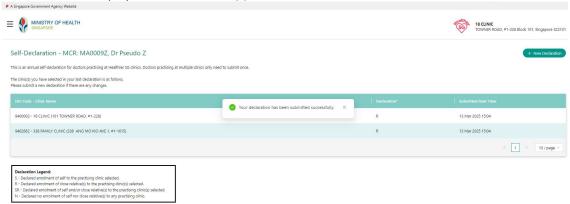
2. If no declaration was submitted before, the page displays liner message below and empty list.



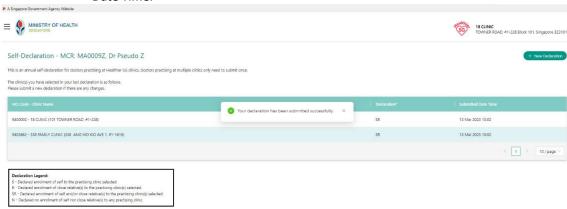
- 3. If declaration was submitted before, record of latest declaration submitted will be displayed.
  - a. If you submitted declaration with self-enrolment option, the record displays the selected clinic information, Declaration "S" and submitted Date Time.



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.

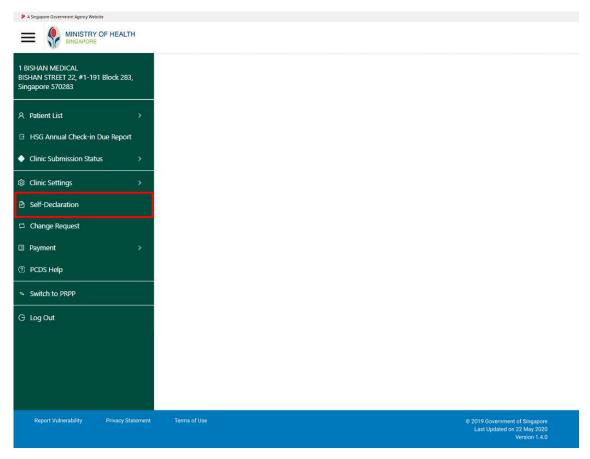


d. If you submitted declaration with no enrolment of self nor close relative(s) option, the record displays empty clinic information, Declaration "N" and submitted Date Time

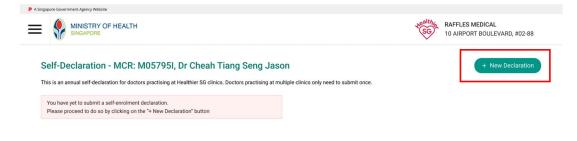


#### 8.2 Submit Self-Declaration

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

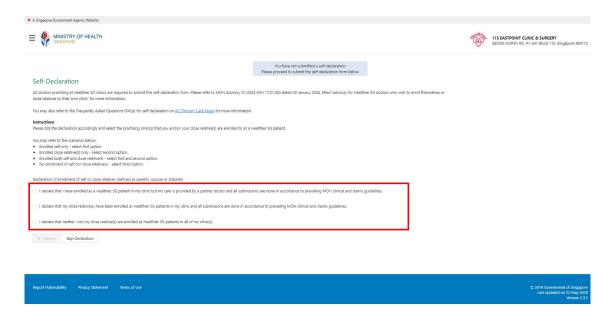


2. From Self-Declaration Summary page, click on "+ New Declaration".

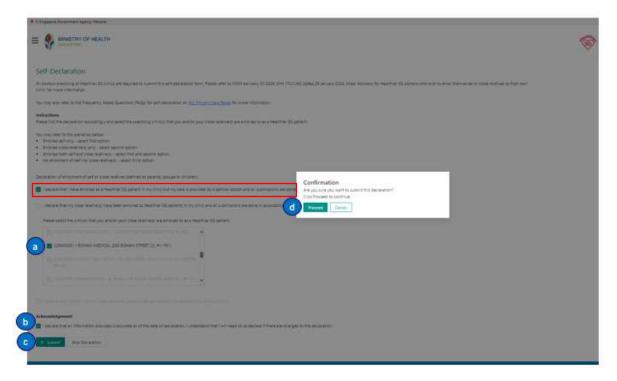




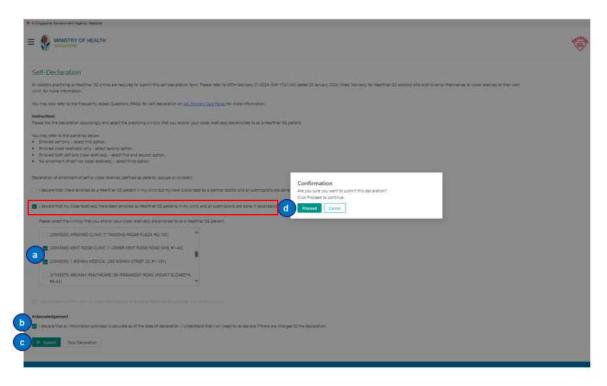
3. Self-Declaration page will be displayed, allowing you to proceed with your submission. Note: During exercise period, this page will be your landing page upon logging in if you have not yet submitted any declaration.



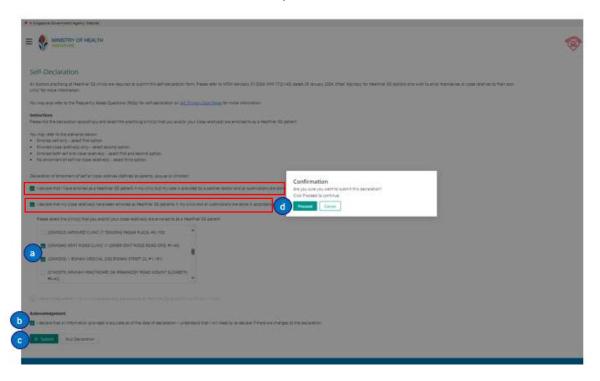
- 4. Select the declaration option you would like to submit.
- 5. If the option selected is "Enrolled self", clinic list is displayed.
  - a. Select only 1 clinic where you would like to indicate where the enrolment is in.
  - b. Click on Acknowledgement checkbox and submit button will be enabled to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



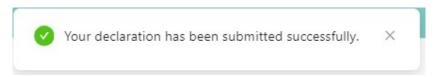
- 6. If the option selected is "Enrolled close relative(s) only", clinic list is displayed.
  - a. Select 1 or more clinic(s) where you would like to indicate where the enrolment is in.
  - b. Click on Acknowledgement checkbox and submit button will be enabled to click.
  - c. Click on Submit button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