



MINISTRY OF HEALTH
SINGAPORE

EGUIDE: UPDATING INFORMATION ON HCI DIRECTORY AND HEALTHHUB WEBSITES

What you need to do before updating information on HCI Directory and HealthHub websites

1. The Authorised Person can update the following information to be reflected publicly on the HCI Directory and HealthHub websites for his/her Healthcare Institution (HCI):
 - ✓ Operating hours
 - ✓ Telephone number
 - ✓ Medical fees
 - ✓ Payment modes
2. If you intend to make changes / amendments to your HCI licence, please refer to our eGuide on [Making Changes/Amendments to a HCI Licence](#). If you would like to check licence application status or view e-licence, please refer to our eGuide on [Checking Licence Application Status and Viewing the E-Licence](#).
3. Read through the step-by-step guide in the following pages to familiarise yourself with the information you will be asked to provide.

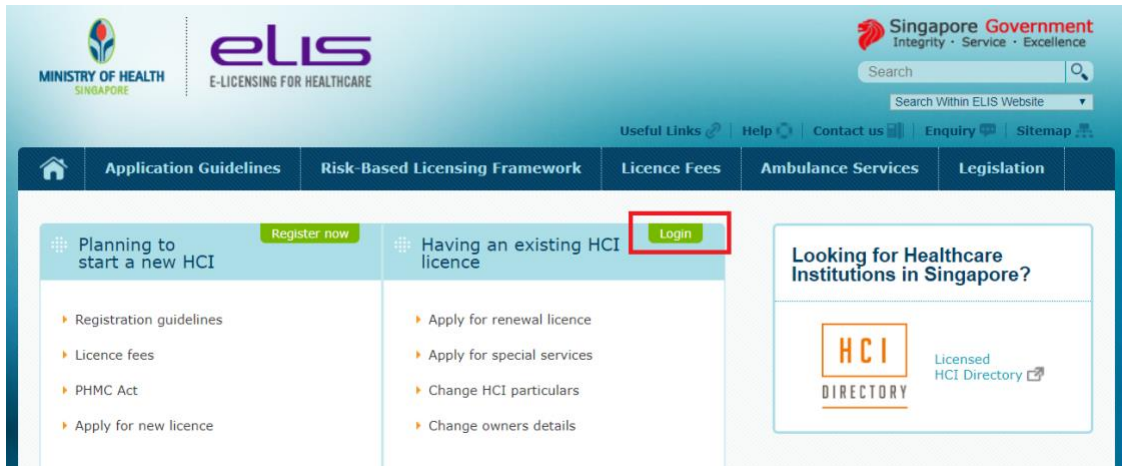
SUPPORT

Technical issues submitting the application online: elishelpdesk@dxc.com.

All other enquiries: eLis@moh.gov.sg.

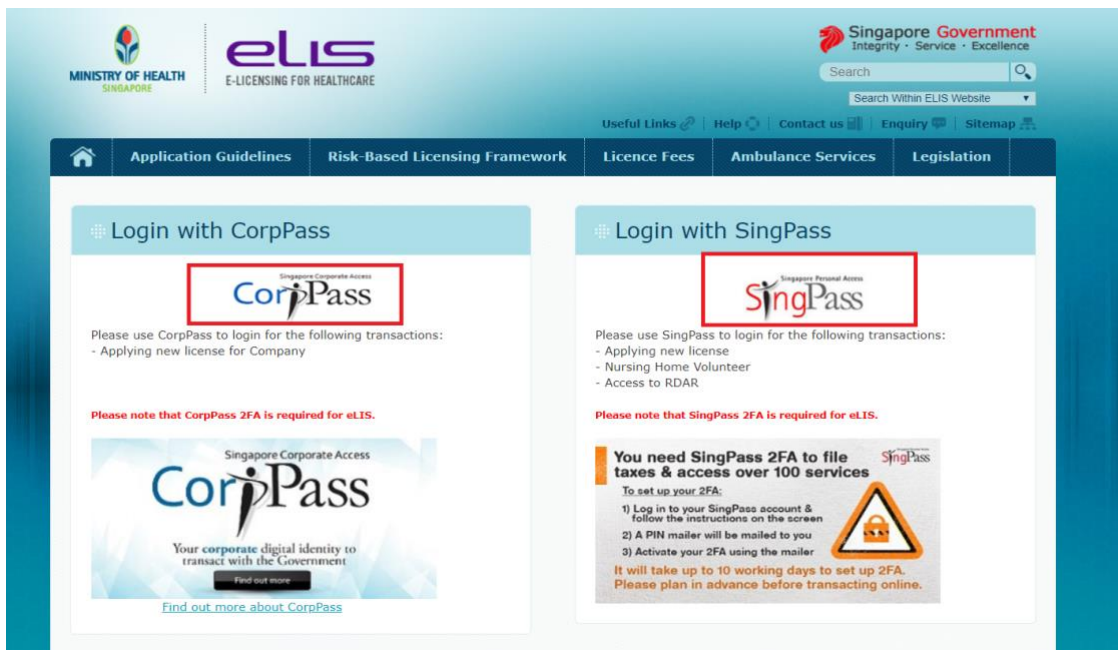
Logging into eLis

1. Go to the eLis website (<https://elis.moh.gov.sg/elis/>) and click “Login”.



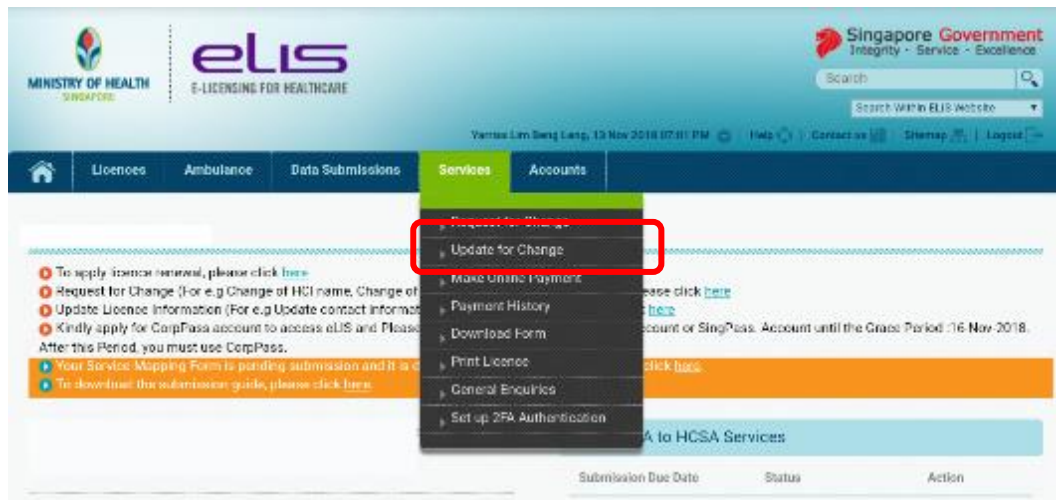
2. Log in using CorpPass / SingPass

- a) If you don't have a CorpPass, log in with your SingPass.
- b) Successful applicants will receive a Unique Entity Number (UEN) to apply for a CorpPass account.



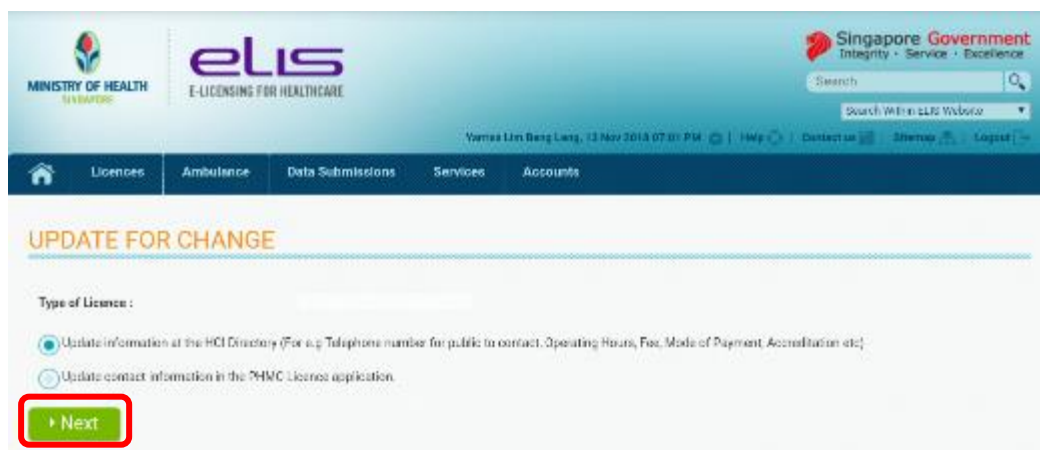
Step 1: Selecting “Update for Change”

1. Click on “**Services**” from the top navigation bar and select “**Update for Change**”.



Step 2: Update information at the HCI Directory

1. Select “**Update information at the HCI Directory (For e.g. Telephone number for public to contract, Operating Hours, Fee, Mode of Payment, Accreditation, etc)**” and click “**Next**” at the bottom of page to proceed.



- Update the information in the relevant sections accordingly.

The screenshot shows the ELIS (E-Licensing for Healthcare) website interface. At the top, there is a header with the Ministry of Health Singapore logo, the ELIS logo, and the Singapore Government logo. A search bar and navigation menu are also visible. The main content area is titled "INFORMATION OF HEALTHCARE INSTITUTION TO BE DISPLAYED ON HCI DIRECTORY".

The form contains the following sections:

- Disclaimer:** A section with a teal header and a disclaimer text.
- Operating Hours:** A section with a teal header and radio buttons for "24-Hour" (Yes/No).
- Fees:** A section with a teal header, a table with columns "S/N", "Fees", and "Action", and a "No record(s) found." message. Below the table, there is a "Fee Type" dropdown, "From \$S" and "To \$S" input fields, and an "Add" button.
- Mode of Payment:** A section with radio buttons for "Select All", "Cash", "Master", "Nets", and "Visa".
- Telephone No. (For Public to Contact):** A text input field.
- Submit/Back:** Two buttons at the bottom, with the "Submit" button highlighted by a red box.

- Click on **“Submit”** to complete the updating of information.

Note: It may take up to 14 working days for the updated information to be reflected in HCI Directory and HealthHub websites.

- END OF EGUIDE -