



MINISTRY OF HEALTH
SINGAPORE

Healthcare Application and Licensing Portal (HALP)
Internet User Guide - Drug Practices

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1 OVERVIEW

Function	Role
Logging Into HALP	DP Data Submitter, DP Supervisor
Data Submission	DP Data Submitter
Save And Amend Draft	DP Data Submitter, DP Supervisor
Amend	DP Supervisor

1.1 Logging Into HALP

1. This section describes how to log into the system.

1.2 Data Submission

1. This section describes how to submit different types of data under Drug Practices (DP).
2. Possible types of DP submissions are as follows:

Submission Type	Description	Submission Subtypes
Patient Information	Captures details of patients who have been prescribed or dispensed the drugs by doctors	Not Applicable
Drug Prescribed / Dispensed	Tracks detailed information of drugs prescribed or dispensed to the patients	<ul style="list-style-type: none"> • Drug Prescribed • Drug Dispensed
Sovenor Inventory	Yearly submission to report drug inventory to MOH	Not Applicable

3. For Patient Information, Drug Prescribed, and Drug Dispensed, this user guide will be using the same single patient in all three as an example.

1.3 Save And Resume Draft

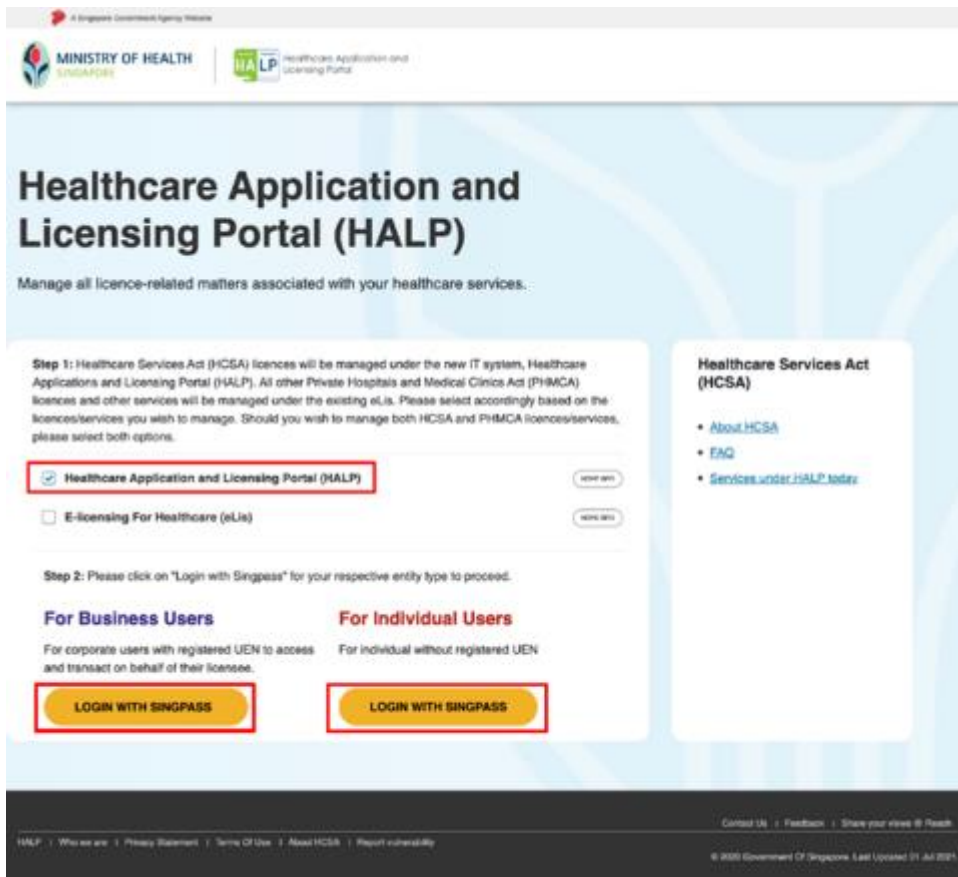
This section describes how to save and resume a draft for Drug Practices (DP) Data Submissions.

1.4 Amendment

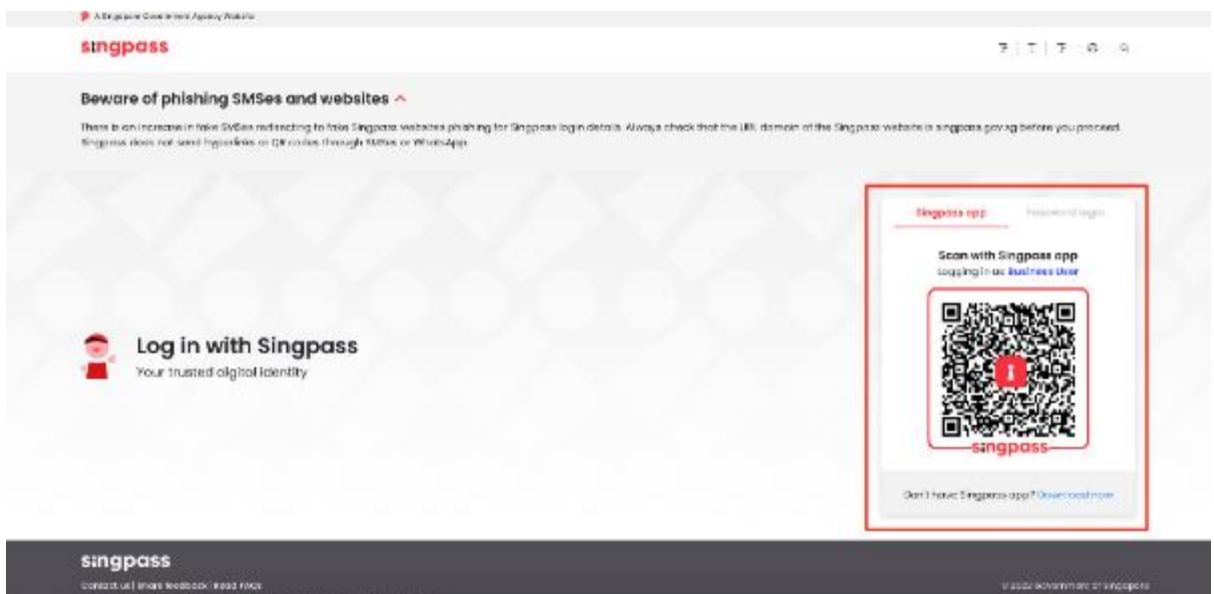
This section describes how to amend the different types of Drug Practices (DP) Data Submissions.

2 LOGGING INTO HALP

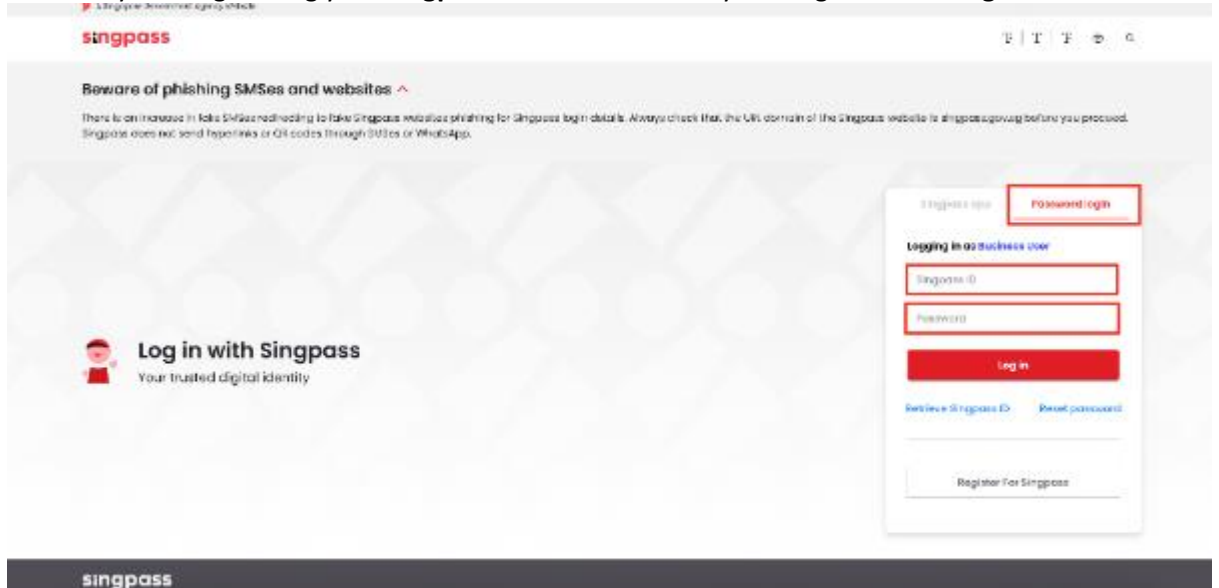
1. Go to the HALP website (<https://halp.moh.gov.sg>), tick the checkbox for **Healthcare Application and Licensing Portal (HALP)** and click **LOGIN WITH SINGPASS**.
- 2.



3. You will arrive on the **Singpass login** page, scan the QR code via the **Singpass app** to login.



1. You may also login using your **Singpass ID** and **Password** by clicking **Password login**.



3 ROLES WITHIN DP

3.1 Pre-requisites

In order for a user to have access to DP data submitter and supervisor roles, the users' organisation must have:

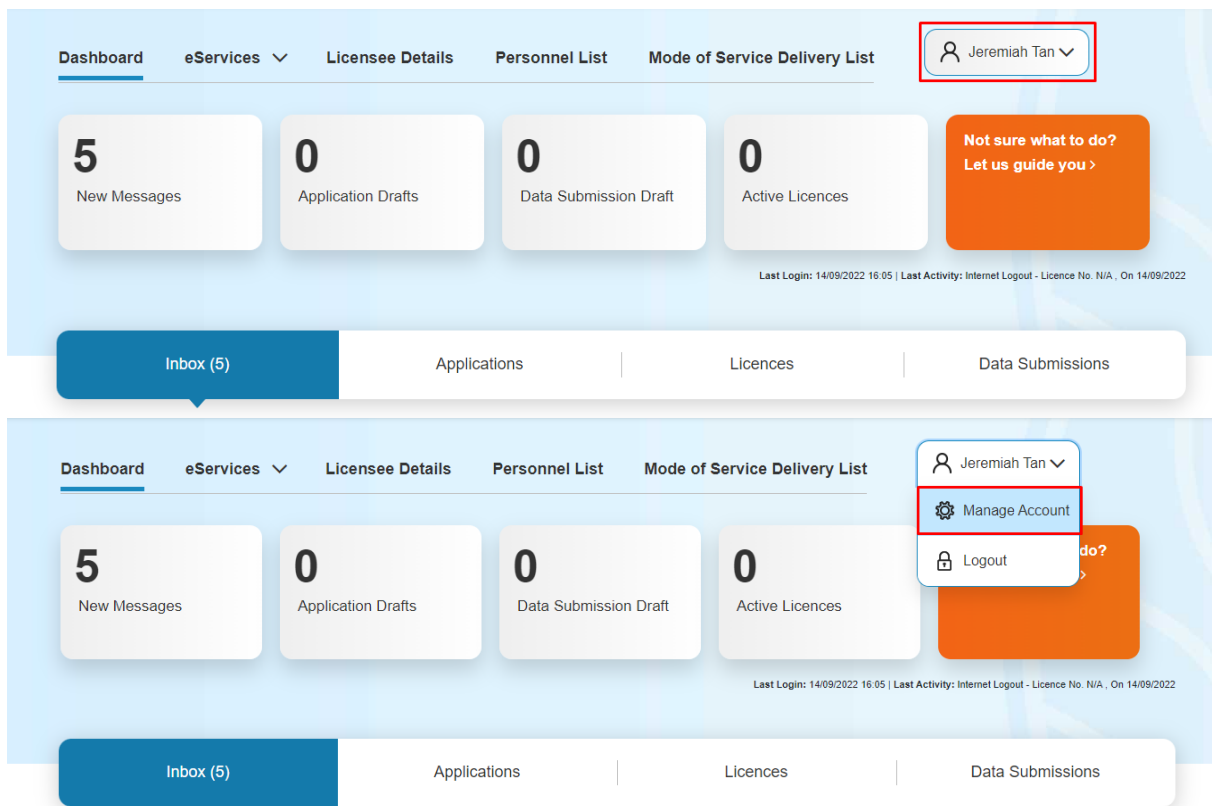
- a) an active hospital, nursing home or medical clinic licence for methadone
- b) an active hospital or nursing home licence for Sovenor

When either condition is met, the system administrator is then able to create new users and grant users access to these roles within the HALP system.

- DP data submitter
 - Only users that have been assigned as DP data submitters are allowed to make DP submissions within the HALP system.
- DP data supervisor
 - Only users that have been assigned as DP data supervisors are allowed to amend DP submissions within the HALP system

3.2 Creating and assigning user roles

1. On the **Inbox** page, click on the user's name and click on **manage account**



2. On this page the system administrator can either **Edit** existing users or **Create** new users

ID No.	ID Type	Salutation	Name	Designation	Is Administrator	Is Active	Action
S5614158H	NRIC	Mdm	Sarah Teo	Chief Operating Officer (COO)	No	Yes	Edit
S9360976Z	NRIC	Dr	Jeremiah Tan	CEO	Yes	Yes	Edit
S9257290J	NRIC	Dr	Sean Chow	Chief Financial Officer (CFO)	No	Yes	Edit
S0805920I	NRIC	Mr	Brendon Soh	Company Director	No	Yes	Edit
S9660176Z	NRIC	Mr	Andrew Tan	Company Secretary	No	Yes	Edit

3. If the system administrator clicks **Edit**, they can change the roles that have been assigned to an existing user. Once the roles are assigned, click **Save**.

Name * Sean Chow

Salutation * Dr

ID Type NRIC

ID No S9257290J

Designation * Chief Financial Officer (CFO)

Mobile No * 96343566

Office/Telephone No * 63450345

Email * seanchow@ecquaria.com

Is Administrator Yes No

Roles * HCSA Internet User DP Data Submitter DP Supervisor

Is Active Yes No

[CLEAR](#) [SAVE](#)

4. If the system administrator clicks **Create**, all mandatory fields will need to be filled in. Once all the fields have been filled in and the role has been assigned, click **Save**.

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Jeremiah Tan

Create Account

Name *

Salutation * Please Select

ID Type * Please Select

ID No *

Designation * Please Select

Mobile No *

Office/Telephone No *

Email *

Is Administrator Yes No

Roles * HCSA Internet User DP Data Submitter DP Supervisor

Is Active Yes No

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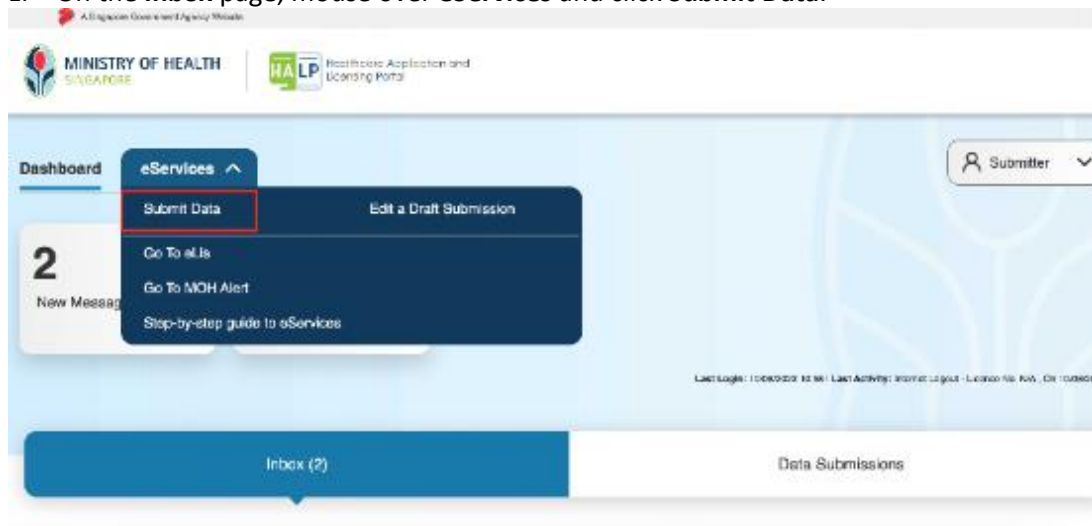
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4 SUBMIT DATA

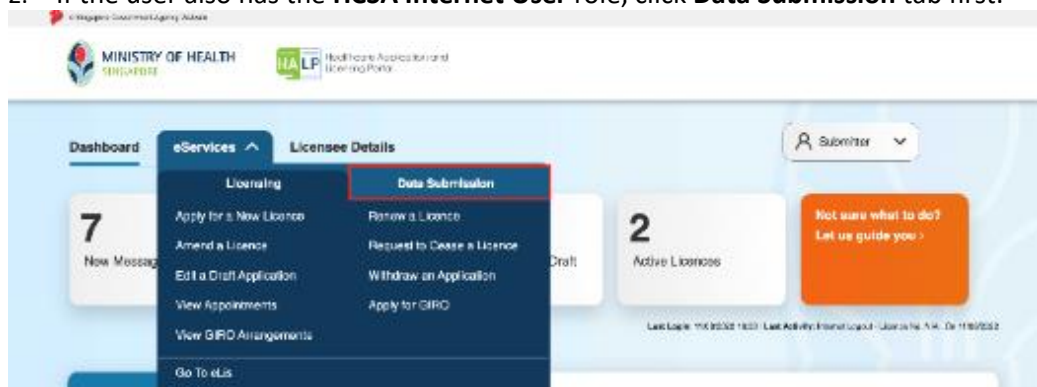
4.1 Submit Data for Drug Practices (DP) Patient Information

This function allows DP data submitter to submit information for patients whom were prescribed or dispensed the following controlled drugs, Sovenor Patch and Methadone which are used for severe pain management.

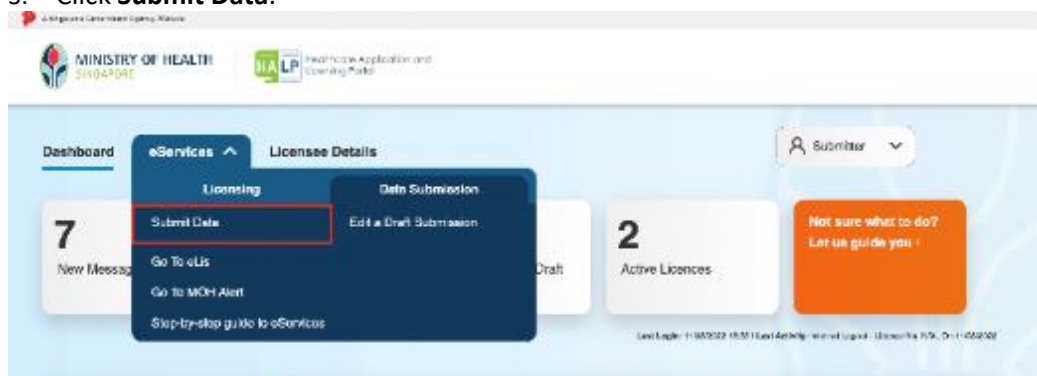
1. On the **Inbox** page, mouse over **eServices** and click **Submit Data**.



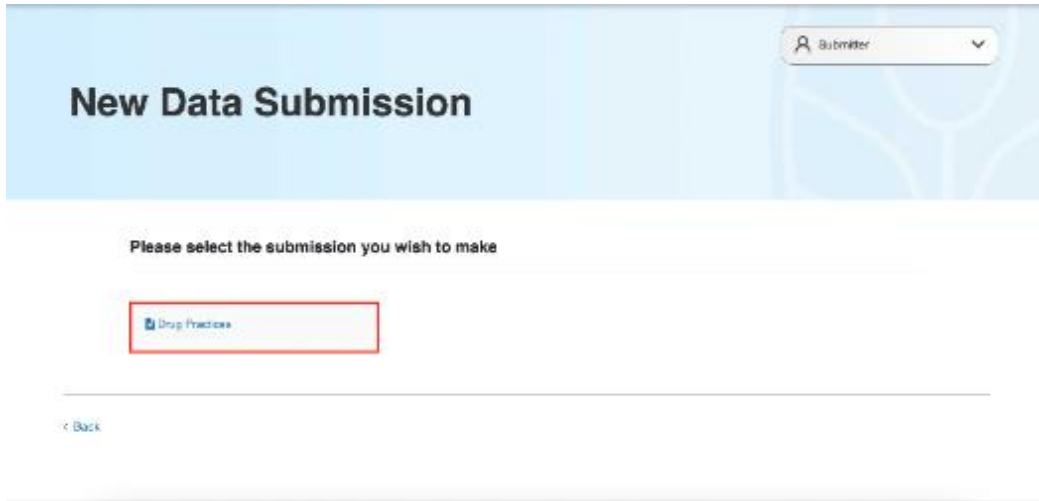
2. If the user also has the **HCSA Internet User** role, click **Data Submission** tab first.



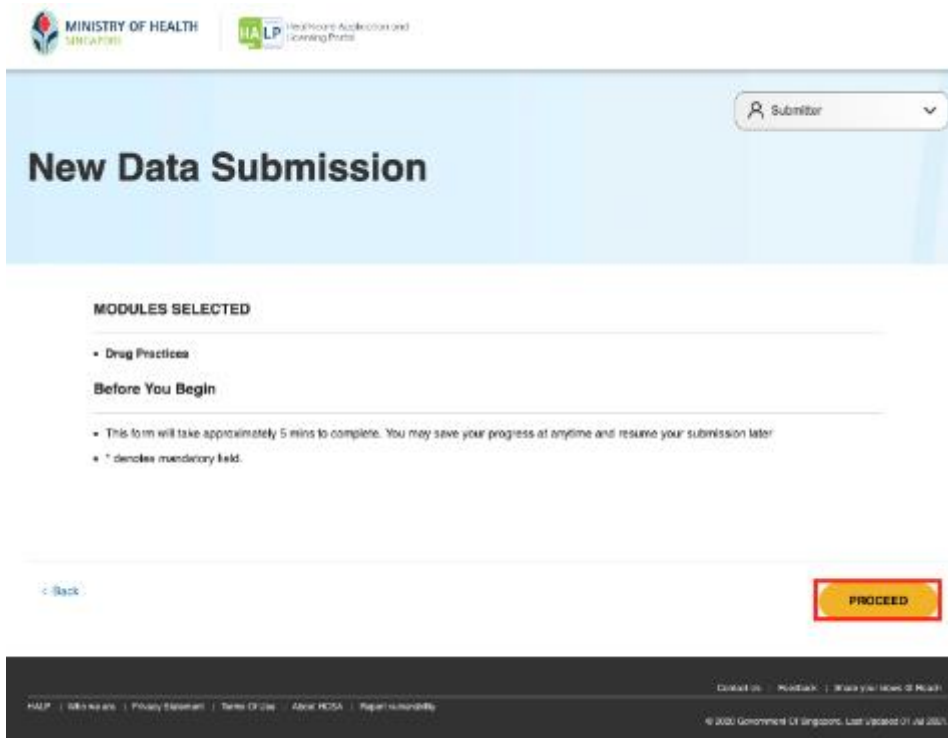
3. Click **Submit Data**.



4. Click on **DRUG PRACTICES**.



5. Click **PROCEED**.



6. Select an option from the dropdown for **Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission**, select **Submit Patient Information** and click **PROCEED**.

The screenshot shows the 'New Drug Practices Submission' form. At the top, there is a header with the Singapore Government Agency Website logo, the Ministry of Health Singapore logo, and the HALP logo. A 'Submitter' dropdown menu is visible in the top right. The main form area has a title 'New Drug Practices Submission' and a subtitle 'Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission'. Below this is a dropdown menu with the selected value 'DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899'. Underneath, there is a section 'Please select the type of data that you will be submitting' with three radio button options: 'Submit Patient Information' (which is selected and highlighted with a red box), 'Submit Drug Prescribed or Dispensed', and 'Submit Sovenor Inventory'. At the bottom left is a '< Back' link, and at the bottom right is a yellow 'PROCEED' button highlighted with a red box. The footer contains navigation links like 'HALP', 'Who we are', 'Privacy Statement', 'Terms Of Use', 'About HCSA', and 'Report vulnerability', along with contact information and a copyright notice for the Government of Singapore.

7. Dropdown options for **Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission**. The values shown here varies depending on user.

The screenshot shows a dropdown menu with a light blue background. The text 'Please Select' is displayed at the top of the menu, followed by a downward arrow icon. Below this, three options are listed: 'Please Select', 'DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899', and 'DP Centre, 25 Thomson Road Office Building #18-1155, 307684'. The entire dropdown menu is enclosed in a red rectangular border.

- You will arrive on the Submit Patient Information page. The fields highlighted below are mandatory.

New Data Submission
You are submitting for Drug Practices

Submit Patient Information

Patient Details

ID No. *

Nationality

Name of Patient *

Date of Birth *

Postal Code *

Country *

City

State

Address Type *

Bk No.

Floor No. / Unit No. -

Street Name *

Building Name

Gender * Male Female

Ethnic Group *

Mobile No.

Home Telephone No.

Email Address

[Back](#) [SAVE AS DRAFT](#) [PREVIEW](#)

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9. If the country other than **Singapore** is selected for **Country**, fields for **City** and **State** will be mandatory.

Country *

City

State

10. If **Apt Blk** is selected for **Address Type**, fields for **Blk No** and **Floor No. / Unit No.** will be mandatory.

Address Type *

Blk No

Floor No. / Unit No. -

11. Once you are done, click **PREVIEW**.

[< Back](#)

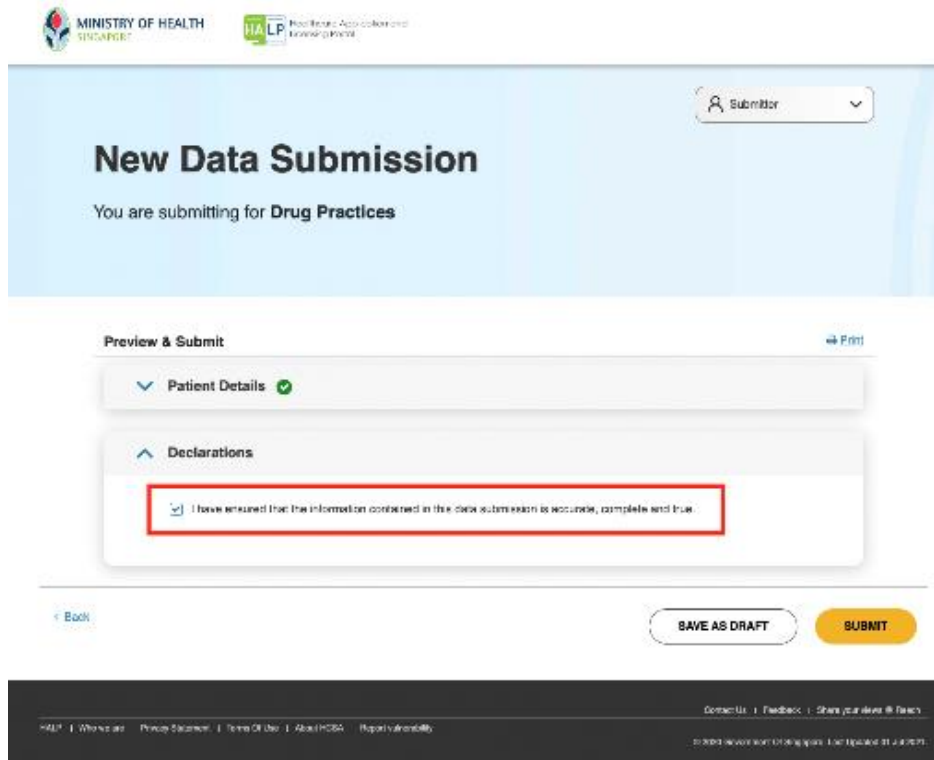
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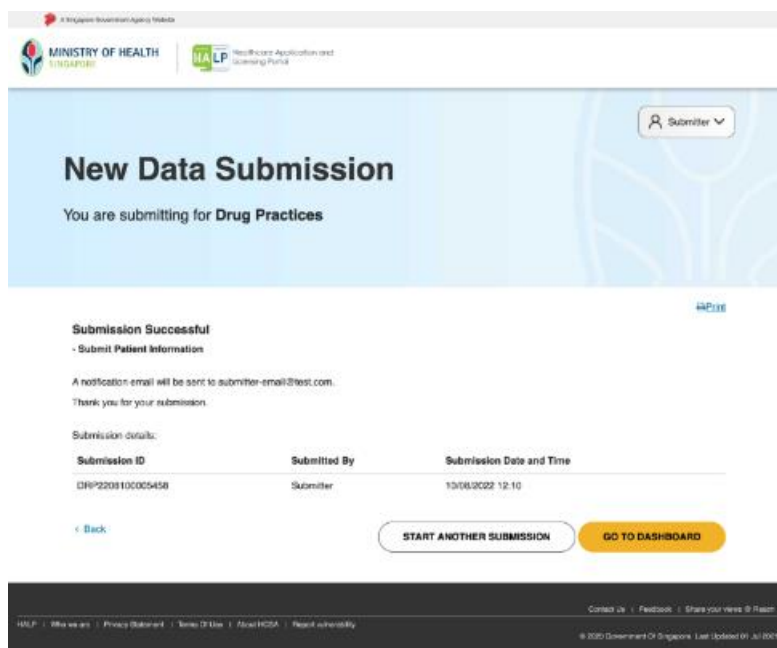
- On the Preview & Submit page, tick the checkbox under **Declarations** and click **SUBMIT**.

The back button can be used if there are amendments to be made before submission.

The print button can be used to print the preview page if necessary.



- An acknowledgement statement will be shown when the submission is successfully submitted.



4.2 Submit Data for (DP) Drug Prescribed or (DP) Drug Dispensed

Users assigned with Role “**DP Data Submitter**” are able to submit data for Drug Prescribed or Dispensed for registered patients (registered patients refer to patients whose information exists in the system).

Note: Data submission for drug prescribed and drug dispensed is a two-step process. The drug prescribed form needs to be submitted before a drug dispensed form can be submitted. The submission ID of the drug prescribed form will need to be entered prior to the submission of the drug dispensed form

Submit data for (DP) Drug Prescribed

1. On the **New Drug Practices Submission** page, select **Submit Drug Prescribed or Dispensed** and click **PROCEED**.

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Submitter

New Drug Practices Submission

Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission

DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899

Please select the type of data that you will be submitting

- Submit Patient Information
- Submit Drug Prescribed or Dispensed
- Submit Supplier Inventory

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2. Dropdown options for **Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission**. The values shown here varies depending on user.

Please Select

Please Select

DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899

DP Centre, 25 Thomson Road Office Building #18-1155, 307684

- You will arrive on the **Submit Drug Prescribed or Dispensed** page. The fields highlighted below are mandatory.

MINISTRY OF HEALTH
Singapore

HALP
Healthcare Application and Learning Platform

Submitter

New Data Submission

You are submitting for Drug Practices

Submit Drug Prescribed or Dispensed

Submission Details

Patient ID No. *

Nationality * [Validate Patient](#)

Patient's Name

Doctor's Professional Registration No. * [Validate Doctor](#)

Doctor's Name

Specialty

Sub-Specialty

Qualification

Other Qualification

Drug Prescribed or Dispensed *

Medication *

Business Name of Healthcare Service provider *

Medication Details

Medication

Strength (mg) *

Quantity *

Frequency *

Remarks

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4. Dropdown options of **Patient ID No..**

The screenshot shows a form with three main fields: "Patient ID No. *", "Nationality *", and "Patient's Name". The "Patient ID No. *" dropdown menu is open, showing four options: "Please Select" (highlighted in blue), "NRIC", "FIN", and "Passport". To the right of the form is a "Validate Patient" button.

5. Dropdown options for **Nationality.**

The screenshot shows a form with five main fields: "Nationality *", "Patient's Name", "Doctor's Professional Registration No. *", and "Doctor's Name". The "Nationality *" dropdown menu is open, showing a list of nationalities: "Please Select" (highlighted in blue), "Singaporean", "Afghan", "Albanian", "Algerian", "American", "Andorran", and "Azerbaijani". To the right of the form is a "Validate Patient" button.

6. Dropdown options for **Drug Prescribed or Dispensed.**

The screenshot shows a form with two main fields: "Drug Prescribed or Dispensed *" and "Medication *". The "Drug Prescribed or Dispensed *" dropdown menu is open, showing three options: "Please Select" (highlighted in blue), "Drug Prescribed", and "Drug Dispensed".

7. Dropdown options for **Medication.**

The screenshot shows a form with three main fields: "Medication *", "Business Name of Healthcare", and "Service provider *". The "Medication *" dropdown menu is open, showing three options: "Please Select" (highlighted in blue), "Sovenor Patch", and "Methadone".

8. Dropdown options for **Business Name of Healthcare Service Provider.** The values shown here varies depending on user.

The screenshot shows a form with two main fields: "Business Name of Healthcare" and "Service provider *". The "Business Name of Healthcare" dropdown menu is open, showing two options: "Please Select" (highlighted in blue) and "DP Centre, 25 Thomson Road Office Building #18-1155, 307684".

9. Dropdown options for **Frequency**.

The screenshot shows a form with a 'Frequency' field and a 'Remarks' field. The 'Frequency' dropdown menu is open, displaying the following options: 'Please Select', 'Every other day or Every other night', 'Four times a day', 'One time a day', 'One time every month', 'One time every two weeks', 'One time a week', 'Three times a day', 'Two times a day', and 'Others'. The 'Please Select' option is highlighted in blue. A red box highlights the entire dropdown menu.

10. Enter the **Patient ID No.**, **ID Type**, and **Nationality**, of a Patient submitted earlier under **(DP) Patient Information (Section 4.1)**. Click **Validate Patient**.
The **Patient's Name** will appear as shown below.

The screenshot shows the 'Submit Drug Prescribed or Dispensed' form. The 'Submission Details' section contains the following fields: 'Patient ID No.' with a dropdown menu set to 'NRIC' and a text input field containing 'S9873832C'; 'Nationality' with a dropdown menu set to 'Singaporean' and a 'Validate Patient' button highlighted with a red box; and 'Patient's Name' with a text input field containing 'ONG BAK SOON'. A red arrow points from the 'Validate Patient' button to the 'Patient's Name' field.

11. Enter the **Doctor's Professional Registration No. (PRN)** and click **Validate Doctor**. If the doctor's PRN exists, the Professional Registration System (PRS), the **Doctor's Name, Specialty, Sub-Specialty, and Qualification** should appear as shown below.

Doctor's Professional Registration No. * M08881A [Validate Doctor](#)

Doctor's Name Chew Huck Chin

Specialty Emergency Medicine,Respiratory Medicine

Sub-Specialty Intensive Care Medicine

Qualification MBBS(NUS,Singapore)1999,M Med (Emergency Med)
(NUS,Singapore)2003,MRCS(RCS, Edinburgh,United Kingdom)2003,MRCP (UK)(RCP,United Kingdom)2004,M Med (Int Med)
(NUS,Singapore)2004,Diploma in Intensive Care Medicine (ESICM)
(European Society of Intensive Care Med,Belgium)2009

12. If the doctor's PRN does not exist in the PRS (or if PRS is unavailable), but exists in the eLis system, only the **Doctor's Name** should appear.
Enter in the **Specialty**, **Sub-Specialty**, and **Qualification**.

Doctor's Professional Registration No. * [Validate Doctor](#)

Doctor's Name *

Specialty *

Sub-Specialty *

Qualification *

13. If the doctor's PRN does not exist in either the PRS (or if PRS is unavailable) or the eLis system, no fields will be populated.
Enter the **Doctor's Name**, **Specialty**, **Sub-Specialty**, and **Qualification**.

Doctor's Professional Registration No. * [Validate Doctor](#)

Doctor's Name *

Specialty *

Sub-Specialty *

Qualification *

14. Select **Drug Prescribed** for **Drug Prescribed or Dispensed**.

The screenshot shows a form with two fields: 'Drug Prescribed or Dispensed *' and 'Medication *'. The 'Drug Prescribed or Dispensed *' field is open, showing a dropdown menu with three options: 'Please Select', 'Drug Prescribed', and 'Drug Dispensed'. The 'Drug Prescribed' option is highlighted with a blue background and a red border. The 'Medication *' field is currently empty.

15. Enter a **Date of Prescription, Medication, Diagnosis** and **Business Name of Healthcare Service provider**.

The screenshot shows a form with five fields: 'Drug Prescribed or Dispensed *', 'Date of Prescription *', 'Medication *', 'Diagnosis *', and 'Business Name of Healthcare Service provider *'. The 'Drug Prescribed or Dispensed *' field is a dropdown menu with 'Drug Prescribed' selected. The 'Date of Prescription *' field is a text input with a placeholder 'dd/mm/yyyy'. The 'Medication *' field is a dropdown menu with 'Please Select' selected. The 'Diagnosis *' field is a text input. The 'Business Name of Healthcare Service provider *' field is a dropdown menu with 'Please Select' selected.

16. Dropdown options for **Medication**.

The screenshot shows a form with three fields: 'Medication *', 'Business Name of Healthcare', and 'Service provider *'. The 'Medication *' field is open, showing a dropdown menu with three options: 'Please Select', 'Sovenor Patch', and 'Methadone'. The 'Please Select' option is highlighted with a blue background and a red border. The 'Business Name of Healthcare' and 'Service provider *' fields are currently empty.

17. Dropdown options for **Business Name of Healthcare Service Provider**. The values shown here varies depending on user.

The screenshot shows a form with two fields: 'Business Name of Healthcare' and 'Service provider *'. The 'Business Name of Healthcare' field is open, showing a dropdown menu with two options: 'Please Select' and 'DP Centre, 25 Thomson Road Office Building #18-1155, 307684'. The 'Please Select' option is highlighted with a blue background and a red border. The 'Service provider *' field is currently empty.

18. If **Sovenor Patch** was selected for **Medication**, enter the nurse/pharmacist details in **Nurse/Pharmacist’s Registration No.** and **Nurse/Pharmacist’s Name**.

Medication *	Sovenor Patch
Diagnosis *	Chronic pain.
Nurse/Pharmacist’s Registration No. *	
Nurse/Pharmacist’s Name *	
Business Name of Healthcare Service provider *	DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229809

19. Fill in the remaining mandatory fields in the **Medication Details** section.

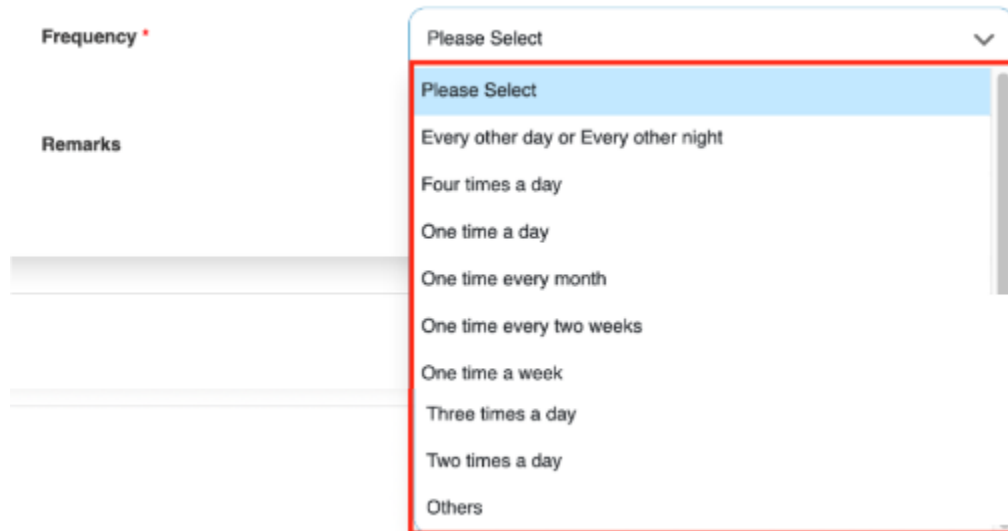
Medication Details	
Medication	
Strength (µg/hr) *	15
Quantity *	10
Frequency *	Two times a day
Remarks	

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SAVE AS DRAFT

PREVIEW

20. Dropdown options for **Frequency**.



The image shows a form with a dropdown menu for the 'Frequency' field. The dropdown is open, displaying a list of options. The options are: 'Please Select', 'Every other day or Every other night', 'Four times a day', 'One time a day', 'One time every month', 'One time every two weeks', 'One time a week', 'Three times a day', 'Two times a day', and 'Others'. The 'Please Select' option is highlighted in blue. The dropdown menu is outlined in red.

21. If **Others** was selected for **Frequency**, please enter information in **Other-Frequency**.



The image shows two form fields. The first field is labeled 'Frequency' and has a dropdown menu with 'Others' selected. The second field is labeled 'Other-Frequency' and is an empty text input field. Both fields are outlined in red.

22. Once you are done, click **PREVIEW**.

New Data Submission
You are submitting for Drug Practices

Submit Drug Prescribed or Dispensed

Submission Details

Patient ID No. *

Nationality * [View Data Entry](#)

Patient's Name

Doctor's Professional Registration No. * [View Data Entry](#)

Doctor's Name *

Specialty *

Sub-Specialty *

Qualification *

Other Qualification

Drug Prescribed or Dispensed *

Date of Prescription *

Medication *

Diagnosis *

Name/Pharmacist's Registration No. *

Name/Pharmacist's Name *

Institute Name of Healthcare Service provider *

Medication Details

Medication

Strength (µg/ml) *

Quantity *

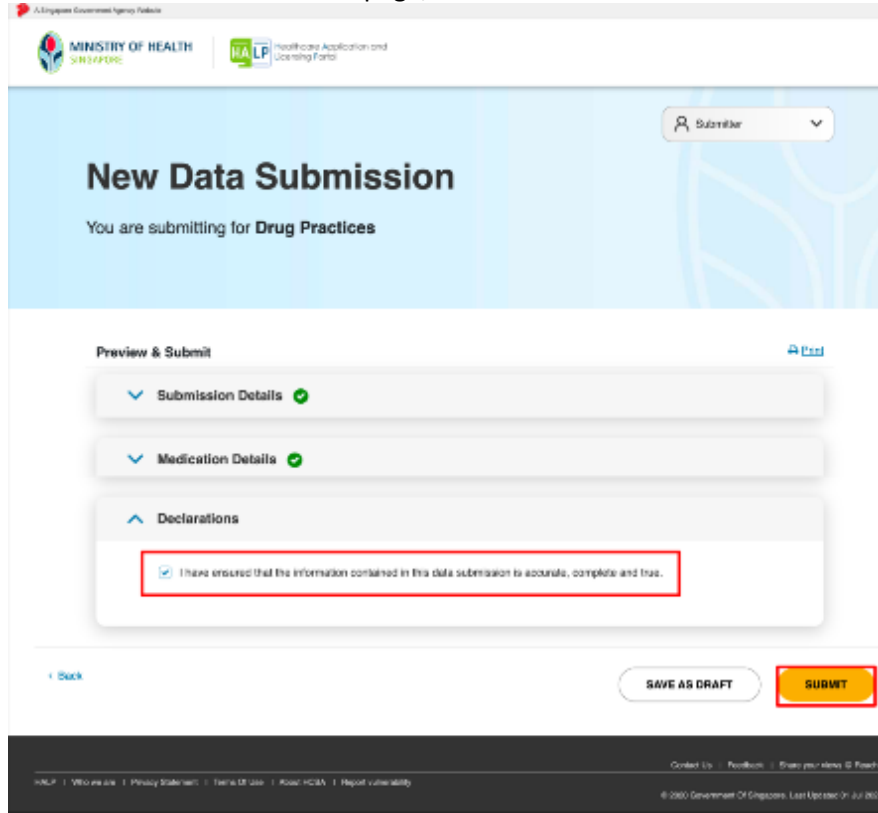
Frequency *

Remarks

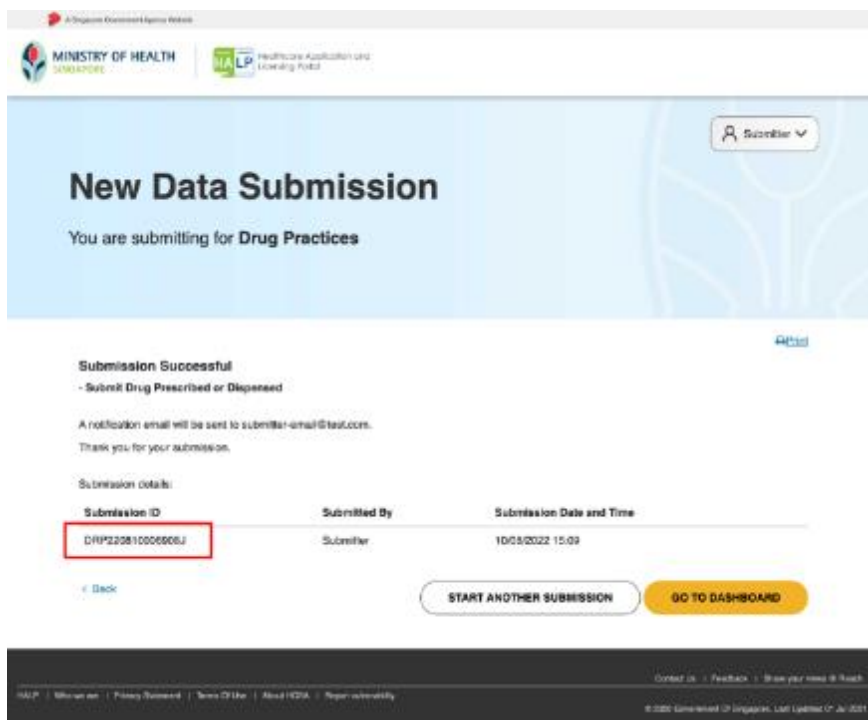
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23. On the Preview & Submit page, tick the checkbox under **Declarations** and click **SUBMIT**.



An acknowledgement statement will be shown when the submission is successfully submitted. Please take note and retain the submission ID for (DP) Drug Prescribed as user will need to enter in the valid submission ID for (DP) Drug Prescribed in order to perform a data submission for (DP) Drug Dispensed. If the **Submission ID** has not been copied, it can be found under the data submission tab on the inbox page. Refer to the first point in section 3.2.2 for details.



4.2.1 Submit Data for Drug Dispensed (DP)

1. Note:
 - a. If the patient has not submitted Drug Prescribed, he/she is not allowed to submit Drug Dispensed.
 - b. Data submissions for Sovenor patches dispensed should be done within 2 days of the start date of dispensing. If the submission is later than 2 days, the data submitter will be reminded to make the submission within 2 days, see point 8.
2. If you have not copied the **Submission ID for Data submission of Drug Prescribed**, and have already left the acknowledgement page, we can find it again by going to the **Data Submissions** tab on the Inbox page.
The **Submission ID** should be in the first entry below. We will use it in *step 5*.

The screenshot shows the HALP web interface. At the top, there are logos for the Ministry of Health Singapore and HALP. Below that, there's a navigation bar with 'Dashboard' and 'eServices'. A user profile 'Columbin' is visible in the top right. The main content area has two summary cards: '5 New Messages' and '2 Data Submission Draft'. Below these is a tabbed interface with 'Inbox (5)' and 'Data Submissions' (the latter is highlighted with a red box). Under the 'Data Submissions' tab, there are search filters for Submission ID, Patient Name, Patient ID Number, Last Updated, Business Name, Type, Status, Submitted By, and To. There are 'CLEAR' and 'SEARCH' buttons. Below the filters, it shows '5-11 out of 11 items' and a pagination control. A table of results is displayed with columns for Submission ID, Patient Name, Patient ID Number, Type, Status, and In. The first row is highlighted with a red box around the Submission ID 'DHP22011000908J'.

Submission ID	Patient Name	Patient ID Number	Type	Status	In
DHP22011000908J	ONG BAK SOON	8947302C	(DP) Drug Prescribed	Submitted	DP C
DHP220110009498	WANG TECK OON	88218763J	(DP) Patient Information	Submitted	DP C
DHP220110009442	SONG BUCK SENG	8838713D	(DP) Patient Information	Submitted	DP C

- Once again on the **New Drug Practices Submission** page, select **Submit Drug Prescribed or Dispensed** and click **PROCEED**.

- Click **Validate Patient** using the same patient used for our **(DP) Drug Prescribed** submission earlier. Click **Validate Doctor** as well using a doctor PRN.

Submit Drug Prescribed or Dispensed

- Select **Drug Dispensed** for **Drug Prescribed or Dispensed**.

6. Select **Drug Dispensed** for **Drug Prescribed or Dispensed** and enter the Submission ID for **Data submission of Drug Prescribed**. If the user has not copied the **Prescription Submission ID**, it can be found under the data submission tab on the inbox page. Refer to the second point of this section for details.

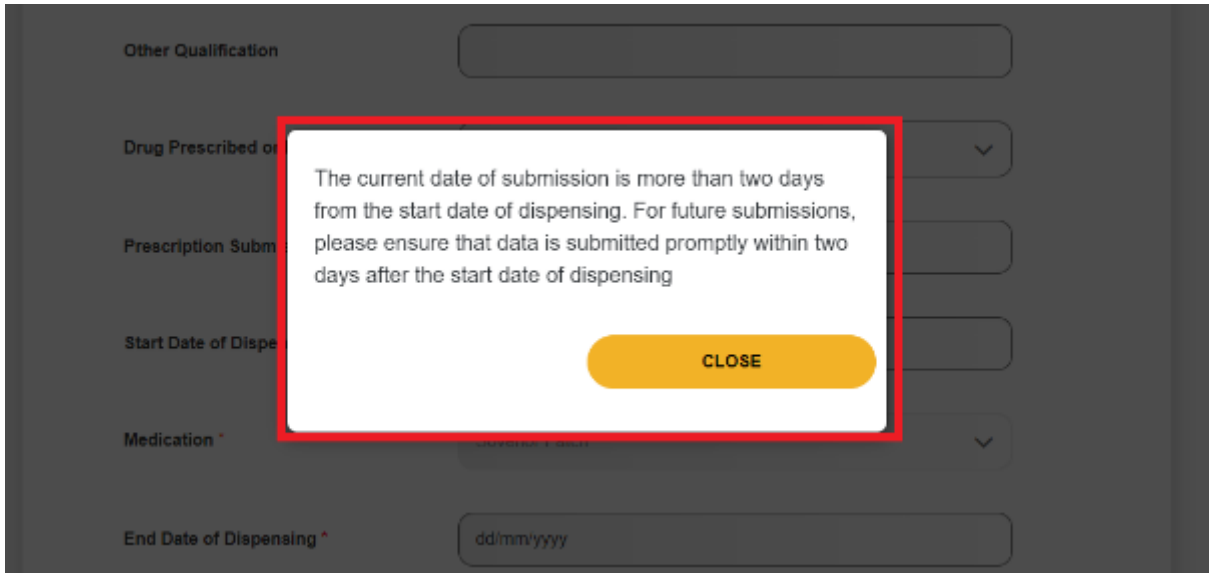
Drug Prescribed or Dispensed *	<input type="text" value="Drug Dispensed"/>
Prescription Submission ID * ⓘ	<input type="text" value="DRP220810006908J"/>

7. You will see that **Medication** will get populated. If the medication was **Sovenor Patch**, **Nurse/Pharmacist's Registration No.** and **Nurse/Pharmacist's Name** fields will appear.

Prescription Submission ID * ⓘ	<input type="text" value="DRP220810006908J"/>
Start Date of Dispensing *	<input type="text" value="dd/mm/yyyy"/>
Medication *	<input type="text" value="Sovenor Patch"/>
End Date of Dispensing *	<input type="text" value="dd/mm/yyyy"/>
Nurse/Pharmacist's Registration No. *	<input type="text"/>
Nurse/Pharmacist's Name *	<input type="text"/>

8. For the dispensation of Sovenor patches, if the current date of submission is more than 2 days from the start of dispensing, a prompt will appear reminding the data submitter to submit the data within 2 days of the start date of dispensing.

However, this does not apply for methadone dispensation. The data submitter can still proceed with the data submission.



- Fill in the remaining mandatory fields and once you are done, click **PREVIEW**.

Submission Details

Patient ID No. *

Nationality * [Add New Patient](#)

Patient's Name

Doctor's Professional Registration No. * [Add New Doctor](#)

Doctor's Name

Specialty *

Sub-Specialty *

Qualification *

Other Qualification

Drug Prescribed or Dispensed *

Prescription Submission ID *

Start Date of Dispensing *

Medication *

End Date of Dispensing *

Nurse/Pharmacist's Registration No. *

Nurse/Pharmacist's Name *

Business Name of Healthcare Service provider *

Medication Details

Medication

Batch No. *

Strength (µg/ml) *

Quantity *

Frequency *

[+ Add Medication](#)

Remarks

[Back](#)

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10. The add medication button allows data submitters to add more medication details if more than 1 medication is being dispensed to the patient.

Medication 2



Batch No. *

Strength (mg) *

Quantity *

Frequency *

[+ Add Medication](#)

11. On the Preview & Submit page, tick the checkbox under **Declarations** and click **SUBMIT**.

MINISTRY OF HEALTH
HALP Healthcare Application and Learning Portal

UAT 21

New Data Submission

You are submitting for **Drug Practices**

Preview & Submit [Edit](#)

- Submission Details ✓
- Medication Details ✓
- Declarations
 - I have ensured that the information contained in this data submission is accurate, complete and true.

[Back](#) [SAVE AS DRAFT](#) [SUBMIT](#)

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12. If the current date of submission for Sovenor patches dispensed is more than 2 days from the start of dispensing, the user will need to enter a reason for why the submission is late as part of the declaration.

This does not apply for methadone.

The “Reason for late submission” field has a limit of 500-characters.

Declarations

I acknowledged that this data submission is submitted late.

Reason for Late Submission *

I have ensured that the information contained in this data submission is accurate, complete and true.

< Back SAVE AS DRAFT SUBMIT

13. An acknowledgement statement will be shown when the submission is successfully submitted.

Ministry of Health Singapore | HALP Healthcare Application and Learning Portal

Submitter

New Data Submission

You are submitting for Drug Practices

Submission Successful

- Submit Drug Prescribed or Dispensed

A notification email will be sent to submitter-email@test.com.
Thank you for your submission.

Submission details:

Submission ID	Submitted By	Submission Date and Time
DRP220810007616J	Submitter	10/06/2022 15:58

< Back START ANOTHER SUBMISSION GO TO DASHBOARD

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4.3 Submit Data for (DP) Sovenor Inventory

This function allows DP data submitters to submit their institution’s Sovenor inventory yearly.

1. On the **New Drug Practices Submission** page, select **Submit Sovenor Inventory** and click **PROCEED**.

MINISTRY OF HEALTH SINGAPORE
Healthcare Application and Learning Fund

Submitter

New Drug Practices Submission

Acute hospital licence / Nursing home licence / Community hospital licence that is performing this submission

DP Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899

Please select the type of data that you will be submitting

- Submit Patient Information
- Submit Drug Prescribed or Dispensed
- Submit Sovenor Inventory

Back PROCEED

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2. You will arrive at the Submit Sovenor Inventory File page. Click the **highlighted link** below to download the Sovenor Inventory template, if necessary.

New Data Submission

You are submitting for Drug Practices

UAT 21

Please upload Sovenor Inventory file

- The maximum allowable file size for each upload is 10MB.
- Acceptable file formats are XLSX, CSV.
- You may download the template by clicking [here](#).
- The maximum number of records allowed is 200. You may perform another submission if there are more than 200 records.

Sovenor Inventory (0 records uploaded)

UPLOAD

Declarations

Back SUBMIT

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Fill in the rows required to update the Sovenor Inventory in the template before uploading.

The format for dates in the Sovenor inventory form is dd/mm/yy

(1) HCl Name	(2) Drug Name	(3) Batch Number	(4) Drug Strength (ug/h)	(5) Quantity of Drug Purchased	(6) Purchase Date	(7) Delivery Date	(8) Expiry D
Center 1	Sovenor Patch	1	15	10	11/7/22	24/7/22	1/8/23
Center 2	Sovenor Patch	1	15	10	11/7/22	24/7/22	1/8/23
Center 3	Sovenor Patch	1	15	10	11/7/22	24/7/22	1/8/23

3. Click **UPLOAD** and choose the edited template file. After a few seconds, the system should reflect the number of **records** (or rows) added to the template, and the uploaded file name is displayed

New Data Submission
You are submitting for **Drug Practices**

Please upload Sovenor Inventory file

- The maximum allowable file size for each upload is 10MB.
- Acceptable file formats are XLSX, CSV.
- You may download the template by clicking [here](#).
- The maximum number of records allowed is 200. You may perform another submission if there are more than 200 records.

Sovenor Inventory (3 records uploaded)

Sovenor_Inventory_List.xlsx (xlsx)

UPLOAD

Declarations

< Back **SUBMIT**

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- Once you are done, tick the checkbox under **Declarations** and click **SUBMIT**.

The screenshot shows the HALP (Healthcare Application and Learning Portal) interface for submitting new data. At the top, it identifies the user as 'UAT 21'. The main heading is 'New Data Submission' with a sub-heading 'You are submitting for Drug Practices'. Below this, there is a section titled 'Please upload Sovenor Inventory file' which includes instructions on file size (10MB), formats (XLSX, CSV), and a link to download a template. A file named 'Sovenor_Inventory_List.xlsx' (10KB) is shown with an 'UPLOAD' button. The 'Declarations' section contains a checkbox that is checked, with the text 'I have ensured that the information contained in this data submission is accurate, complete and true.' highlighted by a red box. At the bottom, there is a '< Back' link and a yellow 'SUBMIT' button. The footer contains navigation links like 'Contact Us', 'Feedback', and 'Share your views @ Reach', along with copyright information for the Government of Singapore.

- Acknowledgement statement will be shown when the submission is successfully submitted.

A Singapore Government Agency Website

MINISTRY OF HEALTH SINGAPORE | HALP Healthcare Application and Licensing Portal

Submitter

New Data Submission

You are submitting for **Drug Practices**

[Print](#)

Submission Successful
- Submit Sovenor Inventory

A notification email will be sent to submitter_email@test.com.
Thank you for your submission.

Submission details:

Submission ID	Submitted By	Submission Date and Time
DRP220810007617D	Submitter	10/08/2022 16:28
DRP220810007618S	Submitter	10/08/2022 16:28
DRP220810007619C	Submitter	10/08/2022 16:28

[Back](#) [START ANOTHER SUBMISSION](#) [GO TO DASHBOARD](#)

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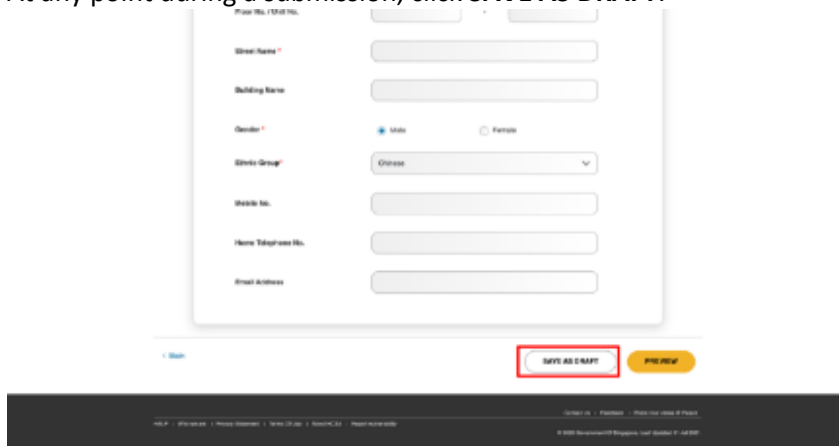
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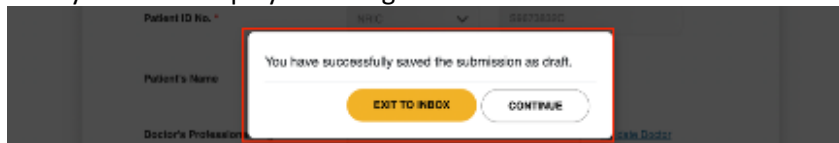
5 SAVE AND RESUME DRAFT

5.1 Save And Resume Draft for (DP) Data Submission

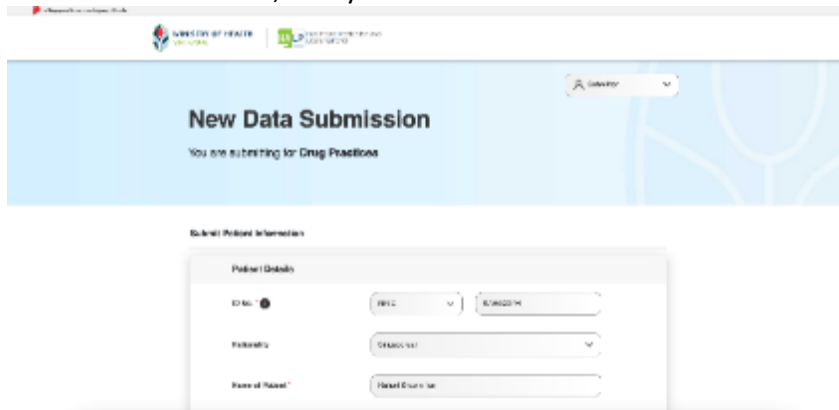
1. At any point during a submission, click **SAVE AS DRAFT**.



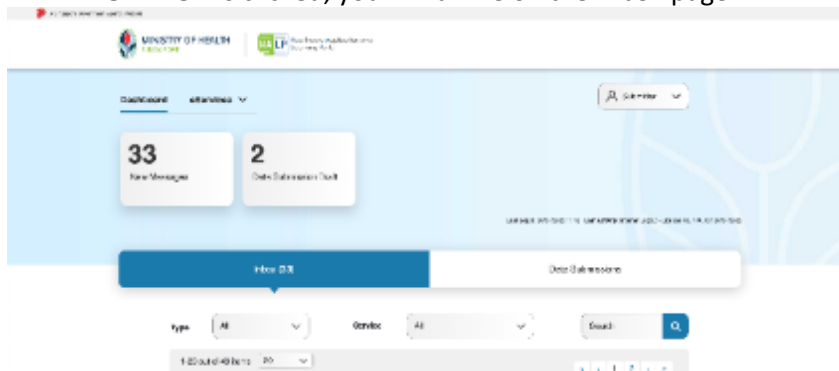
2. The system will display a message to show the draft has been saved.



3. If **CONTINUE** is clicked, the system will resume the submission.



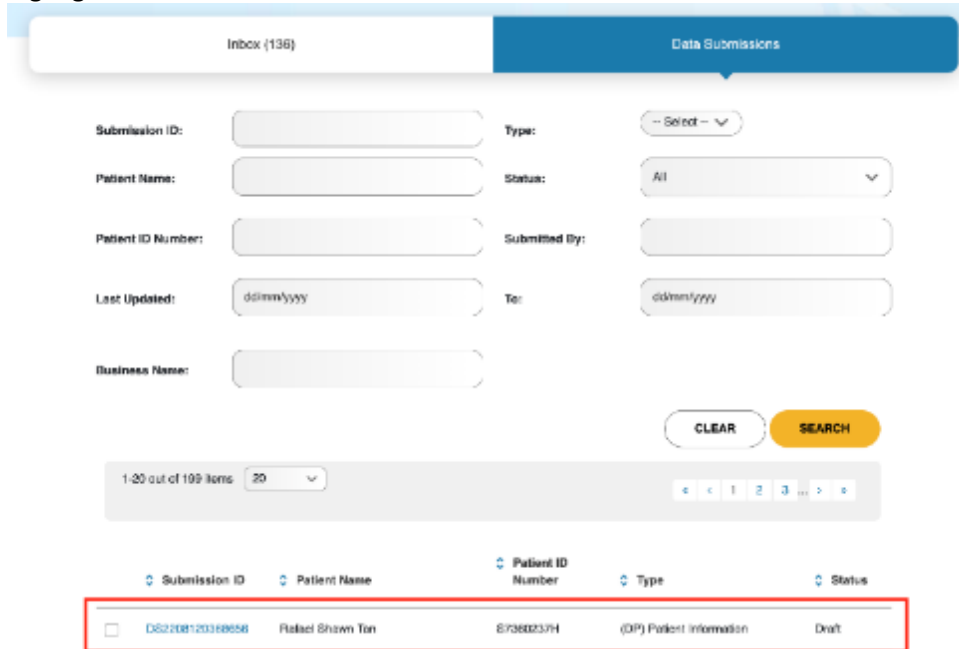
4. If **EXIT TO INBOX** is clicked, you will arrive on the **Inbox** page.



- Click **Data Submissions**.



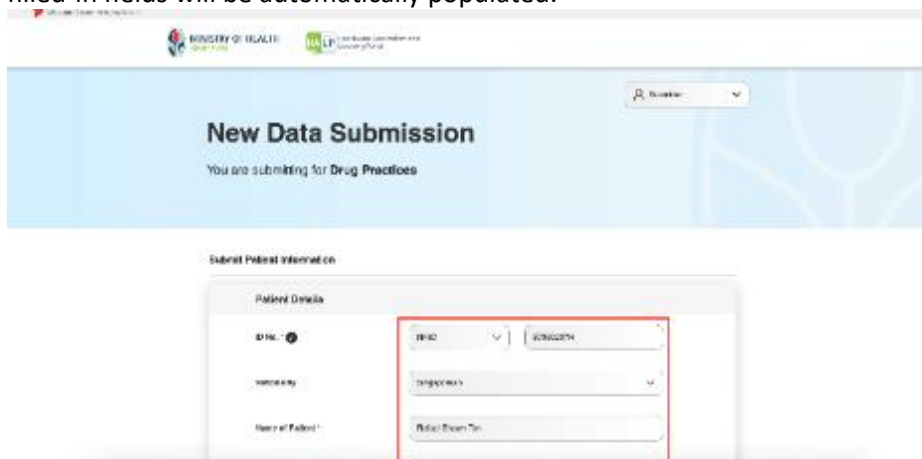
- You will arrive on the **Data Submissions** tab. The draft should appear as the first entry highlighted in the table below.



- To access the draft, click on the **Submission ID** link number.



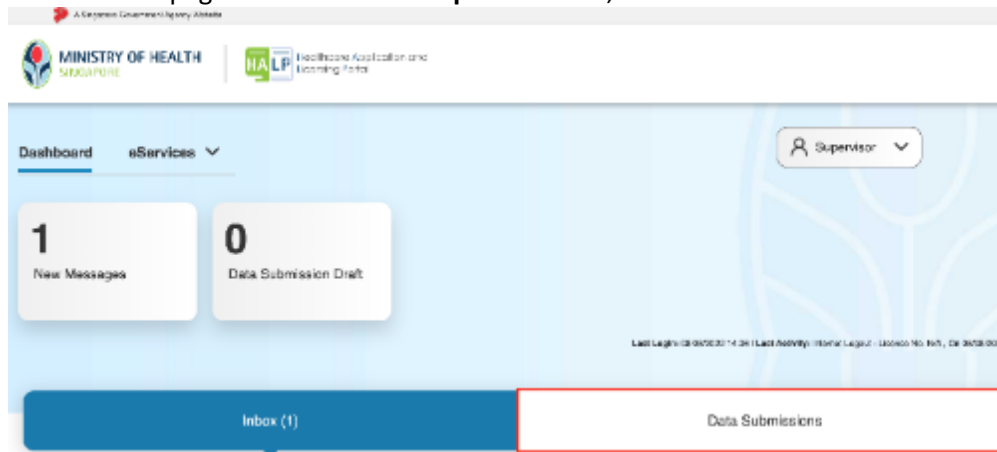
- The system will redirect to the first page of your submission, you will see that previously filled-in fields will be automatically populated.



6 SUBMIT AMENDMENT

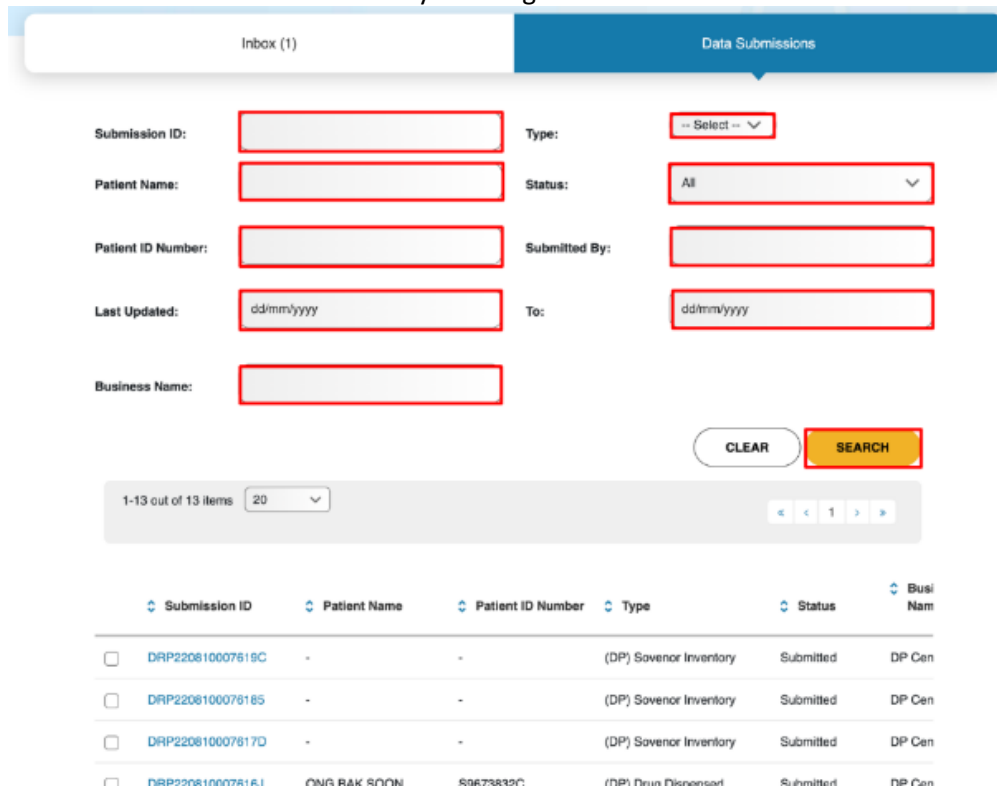
6.1 Amend (DP) Patient Information

1. On the Inbox page of user with **DP Supervisor** role, click **Data Submissions**.



2. You will arrive at the **Data Submissions** section. You can search for a data submission by entering the **Submission ID, Type, Patient Name, Status, Patient ID Number**, user **Submitted By**, submission **Last Updated from & To date**, and centre **Business Name**.

You can also find the submission by scrolling down if the submission was submitted recently.



3. Select the checkbox of 1 submission that has **Type** of: **(DP) Patient Information**. We will choose the submission we made earlier. Click **AMEND**

	Submission ID	Patient Name	Patient ID Number	Type	Status	Busi Nam
<input type="checkbox"/>	DRP2208100005458	WANG TECK OON	S8216769J	(DP) Patient Information	Submitted	DP Cen
<input type="checkbox"/>	DRP2208100005442	SONG BUCK SENG	S5356713D	(DP) Patient Information	Submitted	DP Cen
<input checked="" type="checkbox"/>	DRP2208100005432	ONG BAK SOON	S9673832C	(DP) Patient Information	Submitted	DP Cen
<input type="checkbox"/>	DRP220713000158S	DPPAT06291	202206291	(DP) Patient Information	Submitted	DP Cen

4. You will arrive at the **Amendment** page with an **Amendment** section at the bottom.

Amendment
You are amending for Drug Practices

Submit Patient Information

Patient Details

MR No.

Nationality

Name of Patient

Date of Birth

Postal Code

Country

City

State

Address Type

MR No.

Floor No. / Unit No.

Street Name

Building Name

Gender Male Female

Street Group

NRIC No.

Home Telephone No.

Email Address

Amendment

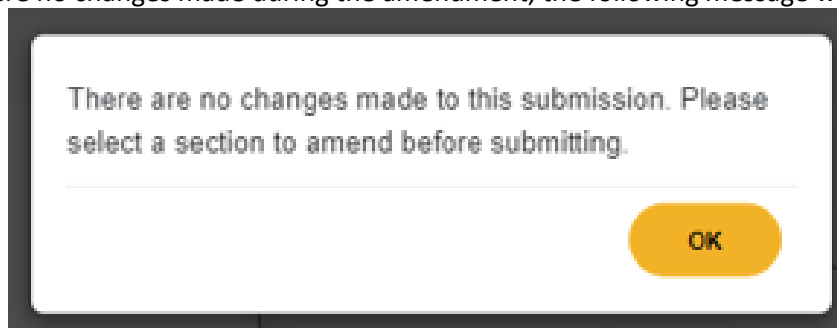
5. Make some changes (e.g. for **Mobile No.**) and select an option for **Reason for Amendment**.

The screenshot shows a form with three input fields: 'Mobile No.' containing '99999999', 'Home Telephone No.', and 'Email Address'. Below these is a section titled 'Amendment' with a dropdown menu for 'Reason for Amendment'. The dropdown is open, showing options: 'Please Select', 'Please Select', 'Correction of patient information details' (highlighted in blue), and 'Others'.

6. If **Others** was selected for **Reason for Amendment**, enter a reason in **Reason for Amendment (Others)**.

The screenshot shows the 'Reason for Amendment' dropdown set to 'Others'. Below it is an empty input field labeled 'Reason for Amendment (Others)'.

7. If there were no changes made during the amendment, the following message will pop up.



8. Once you are done, click **PREVIEW**.

The screenshot shows the bottom of the form with a '< Back' link on the left and two buttons: 'SAVE AS DRAFT' and 'PREVIEW' (highlighted in red).

9. Tick the checkbox under **Declarations** and click **SUBMIT**.

MINISTRY OF HEALTH SINGAPORE | HALP Healthcare Application and Licensing Portal

Supervisor

Amendment

You are amending for Drug Practices

Preview & Submit

- Patient Details ✓
- Amendment
- Declarations
 - I have ensured that the information contained in this data submission is accurate, complete and true.

< Back SAVE AS DRAFT **SUBMIT**

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10. Acknowledgement statement should be shown when the submission is successfully submitted.

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Supervisor

Amendment

You are amending for Drug Practices

Submission Successful

- Submit Patient Information

A notification email will be sent to supervisor_email@test.com.
Thank you for your submission.

Submission details:

Submission ID	Submitted By	Submission Date and Time
DRP2208100005432	Supervisor	10/05/2022 17:28

< Back START ANOTHER SUBMISSION GO TO DASHBOARD

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9. The status of the record will now appear as **Amended** in the **Data Submissions** section.

Submission ID	Patient Name	Patient ID Number	Type	Status	Business
<input type="checkbox"/> DRP220810006908J	ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre

10. And the **Last Updated** date will change to the date the amendment was done.

Patient Name	Patient ID Number	Type	Status	Business Name	Last Updated
ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre	14/09/2022

11. This acknowledgement message will appear in the **Inbox** section.

Message Content

Dear Supervisor,

You have successfully amended DRP2208100005432 on 10/08/2022 17:28:35.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health

12. This acknowledgement email will be sent to all users with the **DP Supervisor** role.
 MOH Data Submission - Amend Submission DRP2208100005432 Successful



Dear Supervisor,

You have successfully amended DRP2208100005432 on 31/08/2022 14:07:54.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health

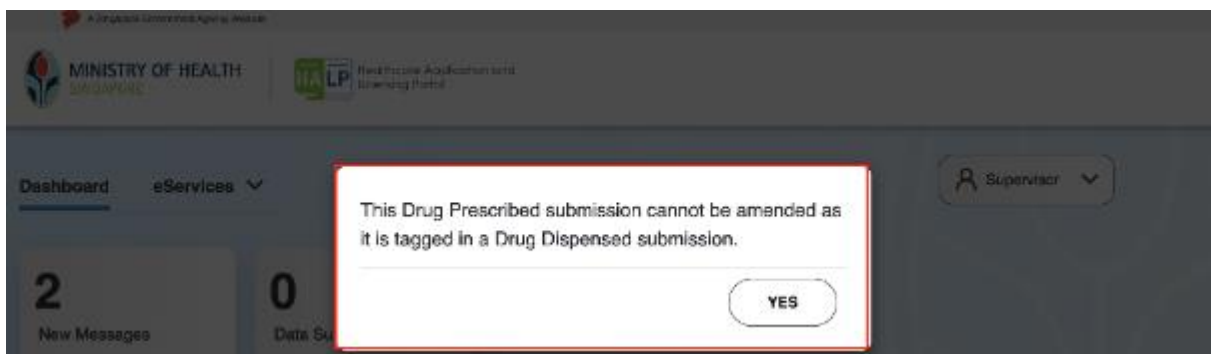
6.2 Amend (DP) Drug Prescribed.

1. Select the checkbox of a submission that has **Type of (DP) Drug Prescribed**. Click **AMEND**

<input type="checkbox"/>	Submission ID	Patient Name	Patient ID Number	Type	Status	Busine
<input checked="" type="checkbox"/>	DRP220810006908J	ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Submitted	DP Centre
<input type="checkbox"/>	DRP220808000535V	DPPAT06291	202206291	(DP) Drug Prescribed	Submitted	DP Centre
<input type="checkbox"/>	DRP220713000159I	DPPAT06291	202206291	(DP) Drug Prescribed	Submitted	DP Centre

DELETE DRAFT **AMEND**

2. When attempting to amend a **Drug Prescribed** submission that is tagged to a **Drug Dispersed** submission, an error message will appear. Users should amend the **Drug Dispersed** submission instead.



3. After clicking amend, you will arrive at the **Amendment** page with an Amendment section at the bottom.

Amendment
You are amending for Drug Practices

Submit Drug Prescribed or Dispensed

Submission Details

Patient ID No. *

Patient's Name

Doctor's Professional Registration No. * [Verify Qualif.](#)

Doctor's Name

Specialty

Sub-Specialty

Qualification

Other Qualification

Drug Prescribed or Dispensed *

Date of Prescription *

Medication *

Diagnosis *

Nurse/Pharmacist's Registration No. *

Nurse/Pharmacist's Name *

Business Name of Healthcare Service provider *

Medication Details

Medication

Strength (µg/ml) *

Quantity *

Frequency *

Remarks

Amendment

Save AS DRAFT PREVIEW

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4. Make the required changes and select an option for **Reason for Amendment**.

Remarks

Amendment

Reason for Amendment *

Please Select

Correction of Drug Prescribed details

Others

5. Dropdown options for **Reason for Amendment**.

Reason for Amendment *

Please Select

Please Select

Correction of Drug Dispensed details

Others

6. If **Others** was selected for **Reason for Amendment**, enter a reason in **Reason for Amendment (Others)**.

The **Reason for Amendment (Others)** field has a limit of 50-characters.

Amendment

Reason for Amendment *

Reason for Amendment (Others) *

7. Once you are done, click **PREVIEW**.

[< Back](#)

8. Tick the checkbox under **Declarations** and click **SUBMIT**.

Amendment

You are amending for Drug Practices

Supervisor

Preview & Submit

- Submission Details
- Medication Details
- Amendment
- Declarations

I have ensured that the information contained in this data submission is accurate, complete and true.

Back SAVE AS DRAFT SUBMIT

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9. Acknowledgement statement will be shown when the submission is successfully submitted.

Amendment

You are amending for Drug Practices

Supervisor

Submission Successful

- Submit Drug Prescribed or Dispensed

A notification email will be sent to supervisor-emr@hosp.com.
Thank you for your submission.

Submission Details:

Submission ID	Submitted By	Submission Date and Time
DRP230808000035V	Supervisor	10/08/2022 17:50

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10. The status of the record will now appear as **Amended** in the **Data Submissions** section.

Submission ID	Patient Name	Patient ID Number	Type	Status	Business
<input type="checkbox"/> DRP220810006908J	ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre

11. And the **Last Updated** date will change to the date the amendment was done.

Patient Name	Patient ID Number	Type	Status	Business Name	Last Updated
ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre	14/09/2022

12. This acknowledgement message will appear in the **Inbox** section.

Message Content

Dear Supervisor,

You have successfully amended DRP220810006908J on 14/09/2022 16:20:59.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health

13. This acknowledgement email will be sent to all users with the **DP Supervisor** role.

MOH Data Submission - Amend Submission DRP220810006908J Successful

 **halp-UAT@moh.gov.sg**
to me ▾

Dear Supervisor,

You have successfully amended DRP220810006908J on 14/09/2022 16:12:59.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health

3. Make the required changes and select an option for **Reason for Amendment**.

Remarks

Amendment

Reason for Amendment *

Please Select

Correction of Drug Prescribed details

Others

4. Dropdown options for Reason for Amendment.

Reason for Amendment *

Please Select

Please Select

Correction of Drug Dispensed details

Others

5. If **Others** was selected for **Reason for Amendment**, enter a reason in **Reason for Amendment (Others)**.

The **Reason for Amendment (Others)** field has a limit of 50-characters.

Amendment

Reason for Amendment *

Reason for Amendment (Others) *

6. Once you are done, click **PREVIEW**.

< Back

SAVE AS DRAFT

PREVIEW

7. Tick the checkbox under **Declarations** and click **SUBMIT**.

HALP Internet User Guide – Drug Practices

Ministry of Health Singapore | HALP Healthcare Application and Licensing Portal

Supervisor

Amendment

You are amending for **Drug Practices**

Preview & Submit [Print](#)

- Submission Details ✓
- Medication Details ✓
- Amendment
- Declarations

I have ensured that the information contained in this data submission is accurate, complete and true.

[Back](#) [SAVE AS DRAFT](#) [SUBMIT](#)

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8. Acknowledgement statement will be shown when the submission is successfully submitted.

HALP Internet User Guide – Drug Practices

Ministry of Health Singapore | HALP Healthcare Application and Licensing Portal

Supervisor

Amendment

You are amending for **Drug Practices**

Submission Successful

- **Submit Drug Prescribed or Dispensed**

A notification email will be sent to supervisor_email@test.com.
Thank you for your submission.

Submission details:

Submission ID	Submitted By	Submission Date and Time
DRP220810007816J	Supervisor	10/08/2022 17:55

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9. The status of the record will now appear as **Amended** in the **Data Submissions** section.

Submission ID	Patient Name	Patient ID Number	Type	Status	Business
<input type="checkbox"/> DRP220810006908J	ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre

10. And the **Last Updated** date will change to the date the amendment was done.

Patient Name	Patient ID Number	Type	Status	Business Name	Last Updated
ONG BAK SOON	S9673832C	(DP) Drug Prescribed	Amended	DP Centre	14/09/2022

11. This acknowledgement message will appear in the **Inbox** section.

Message Content

Dear Supervisor,

You have successfully amended DRP220810007616J on 31/08/2022 15:52:49.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health

12. This acknowledgement email will be sent to all users with the **DP Supervisor** role.

MOH Data Submission - Amend Submission DRP220810006908J Successful



Dear Supervisor,

You have successfully amended DRP220810007616J on 31/08/2022 15:52:49.

For assistance, please contact us at HALP_Helpdesk@moh.gov.sg.

Thank you.

Regards
Health Regulation Group
Ministry of Health