



MINISTRY OF HEALTH
SINGAPORE

**Healthcare Application and Licensing Portal (HALP)
Internet User Guide - Laboratory Developed Test**

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1 OVERVIEW

Function	Role
Logging Into HALP	LDT Data Submitter, LDT Supervisor
Data Submission	LDT Data Submitter
Save And Resume Draft	LDT Data Submitter, LDT Supervisor
Amend	LDT Supervisor
LDT Online Enquiry	LDT Data Submitter, LDT Supervisor

1.1 Logging Into HALP

This section describes how to log into the system.

1.2 Data Submission

Please refer to section [4 Submit Data](#) for LDT Data Submissions.

1.3 Save And Resume Draft

Please refer to section [5 Save And Resume Draft](#) for LDT Data Submissions.

1.4 Amendment

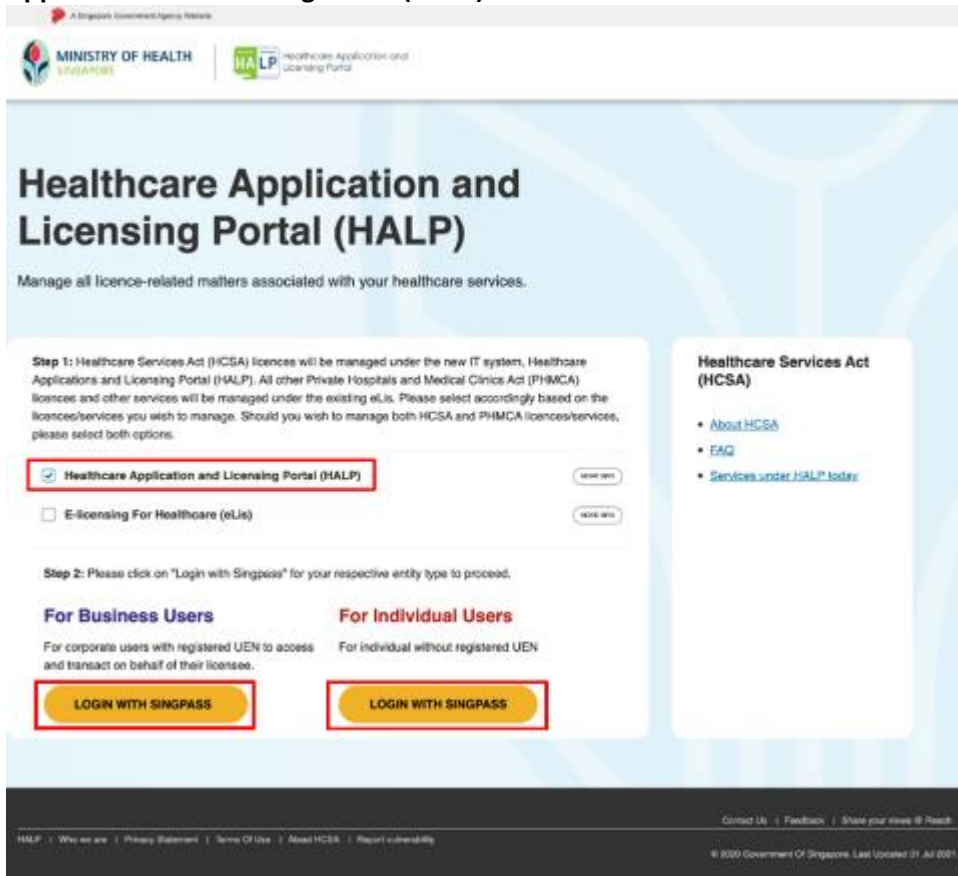
Please refer to section [6 Submit Amendment](#) for LDT Data Submissions.

1.5 LDT Online Enquiry

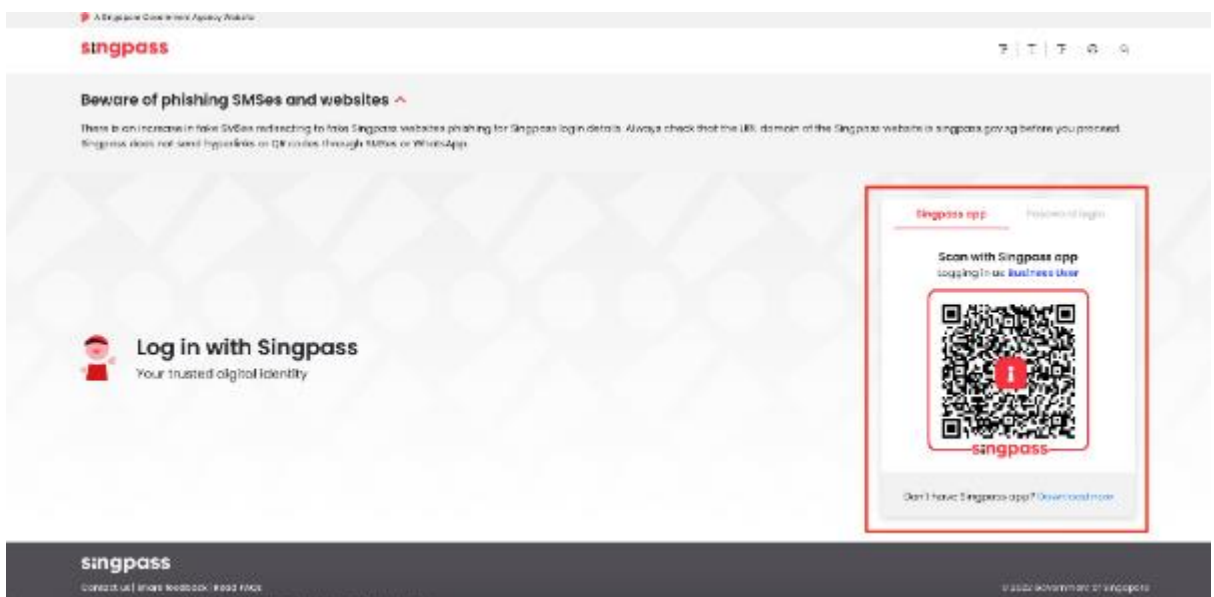
Please refer to section [7 LDT Online Enquiry](#) for LDT Data Submissions.

2 LOGGING INTO HALP

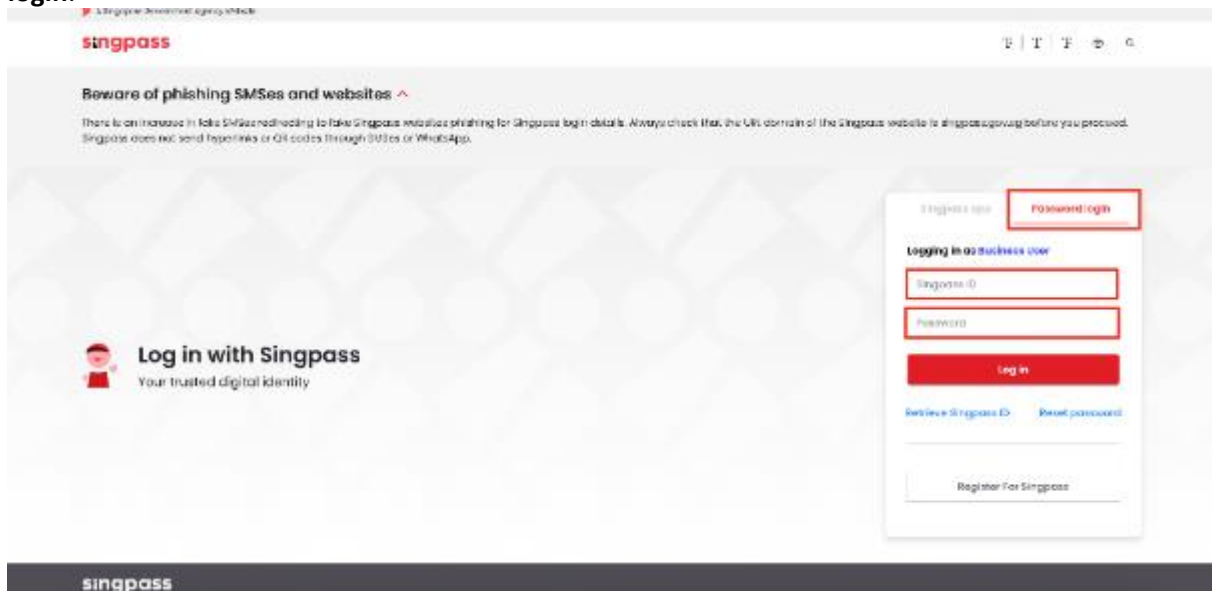
1. Go to the HALP website (<https://halp.moh.gov.sg>), select the checkbox for **Healthcare Application and Licensing Portal (HALP)** and click **LOGIN WITH SINGPASS**.



2. 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 on the **Password login**.



3 ROLES WITHIN LDT

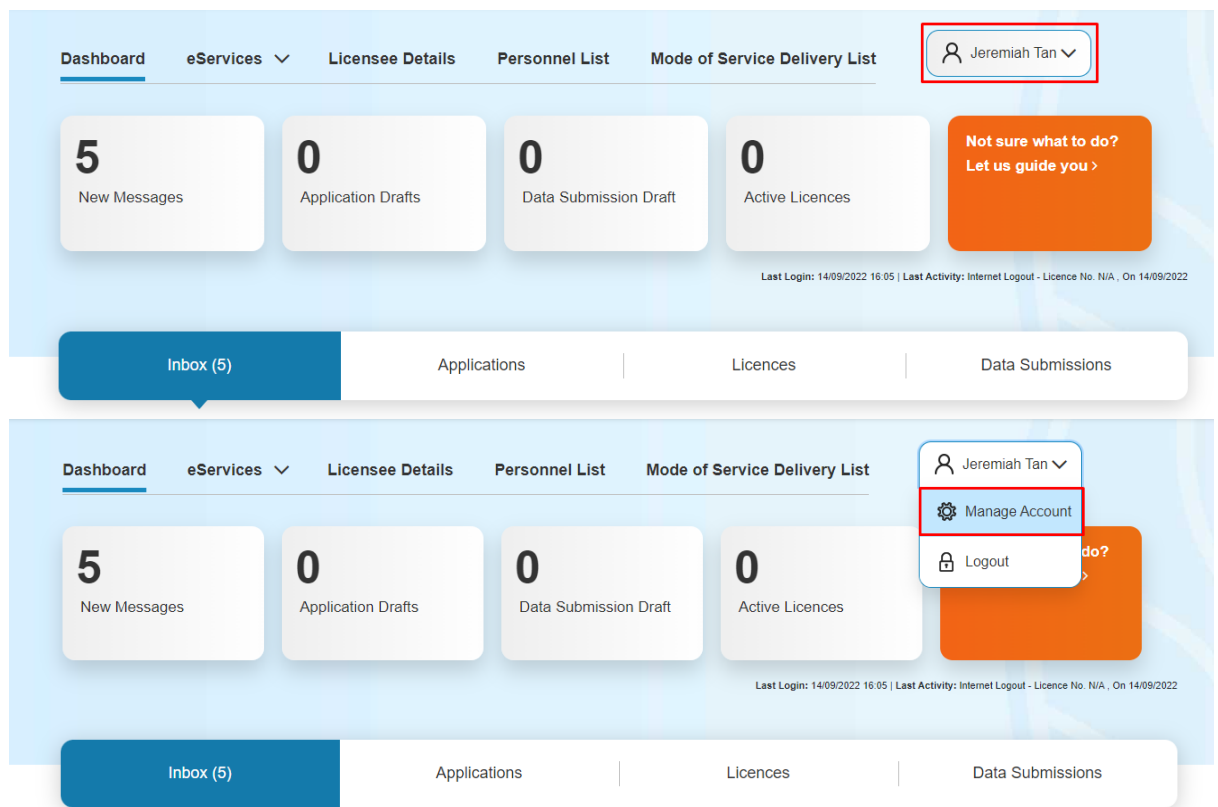
3.1 Pre-requisites

In order for a user to have access to the LDT Data Submitter and Supervisor roles, the user's organization must have an active Clinical Laboratory License.

- System administrator is then able to create new users and grant users access to these roles within the HALP system.
- LDT data submitter
 - Only users that have been assigned as LDT data submitters are allowed to make LDT submissions within the HALP system.
- LDT data supervisor
 - Only users that have been assigned as LDT data supervisors are allowed to amend LDT 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**



- 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

- 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 *

Salutation *

ID Type

ID No

Designation *

Mobile No *

Office/Telephone No *

Email *

Is Administrator Yes No

Roles *

- HCSA Internet User
- LDT Data Submitter
- LDT Supervisor

Is Active Yes No

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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 *

ID Type *

ID No *

Designation *

Mobile No *

Office/Telephone No *

Email *

Is Administrator

Roles *

Is Active

< Back

CLEAR SAVE

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4 SUBMIT DATA

4.1 Submit Data for (LDT) Laboratory Developed Test

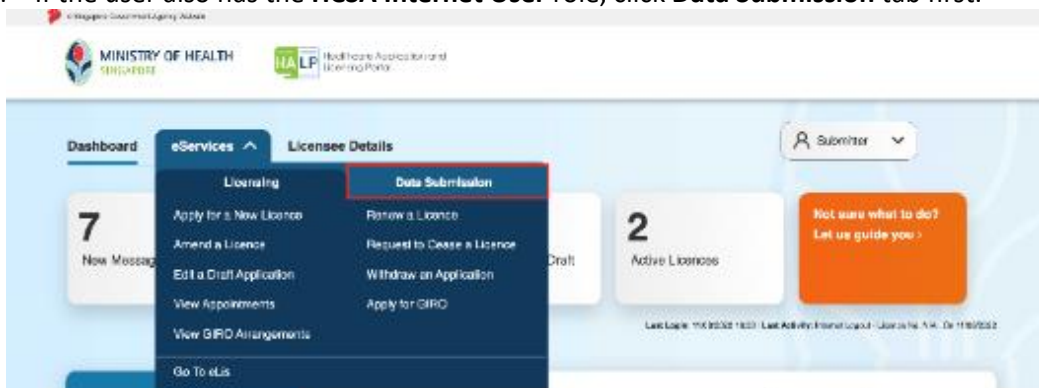
Users with Data Submission Rights

Users assigned with Roles “**LDT Data Submitter**” are able to submit data for Laboratory Developed Test.

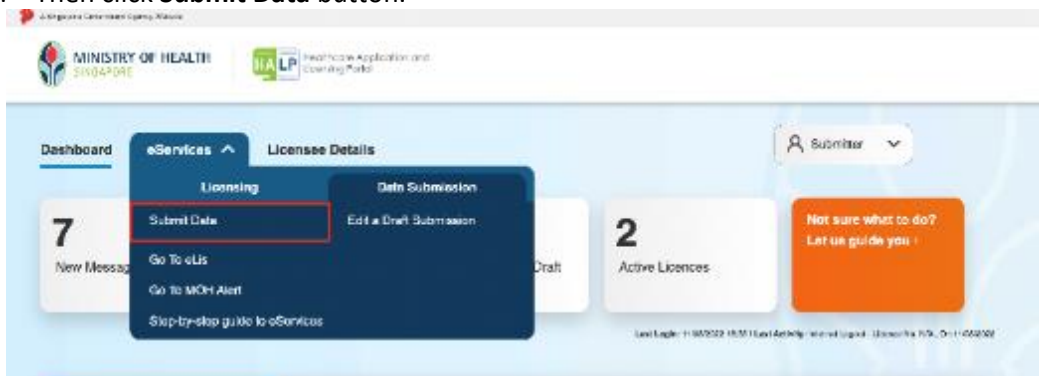
1. On the **Inbox** page, mouse over **eServices** and click **Submit Data**.



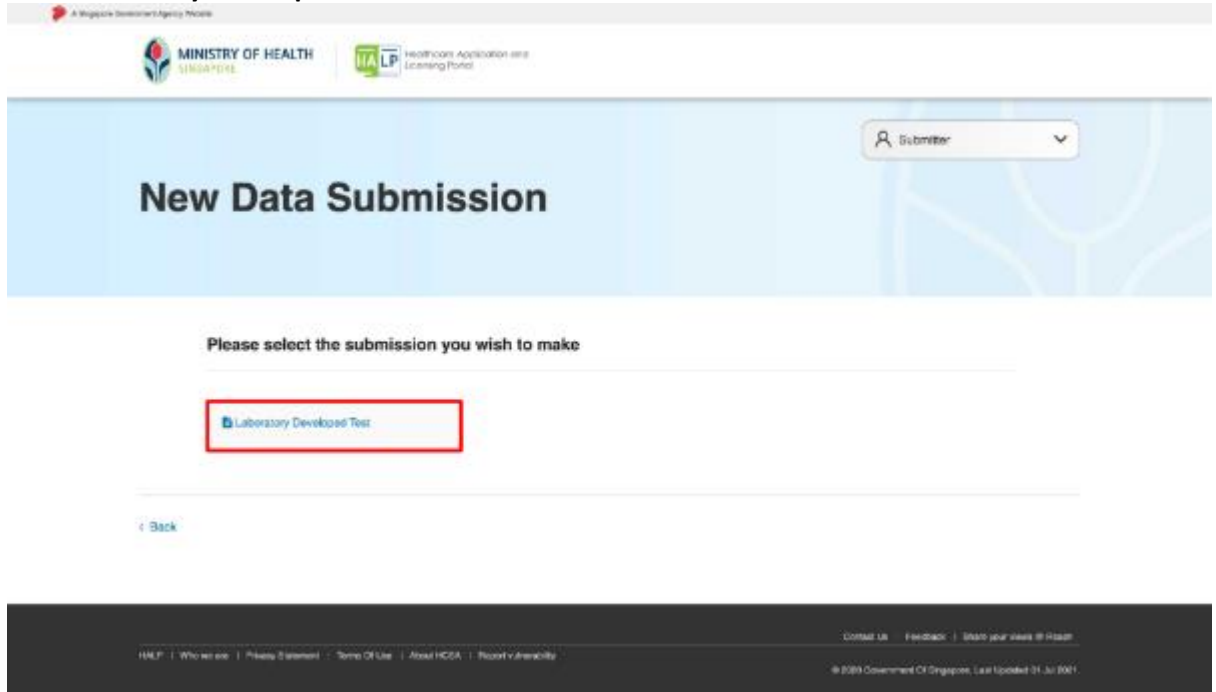
2. If the user also has the **HCSA Internet User** role, click **Data Submission** tab first.



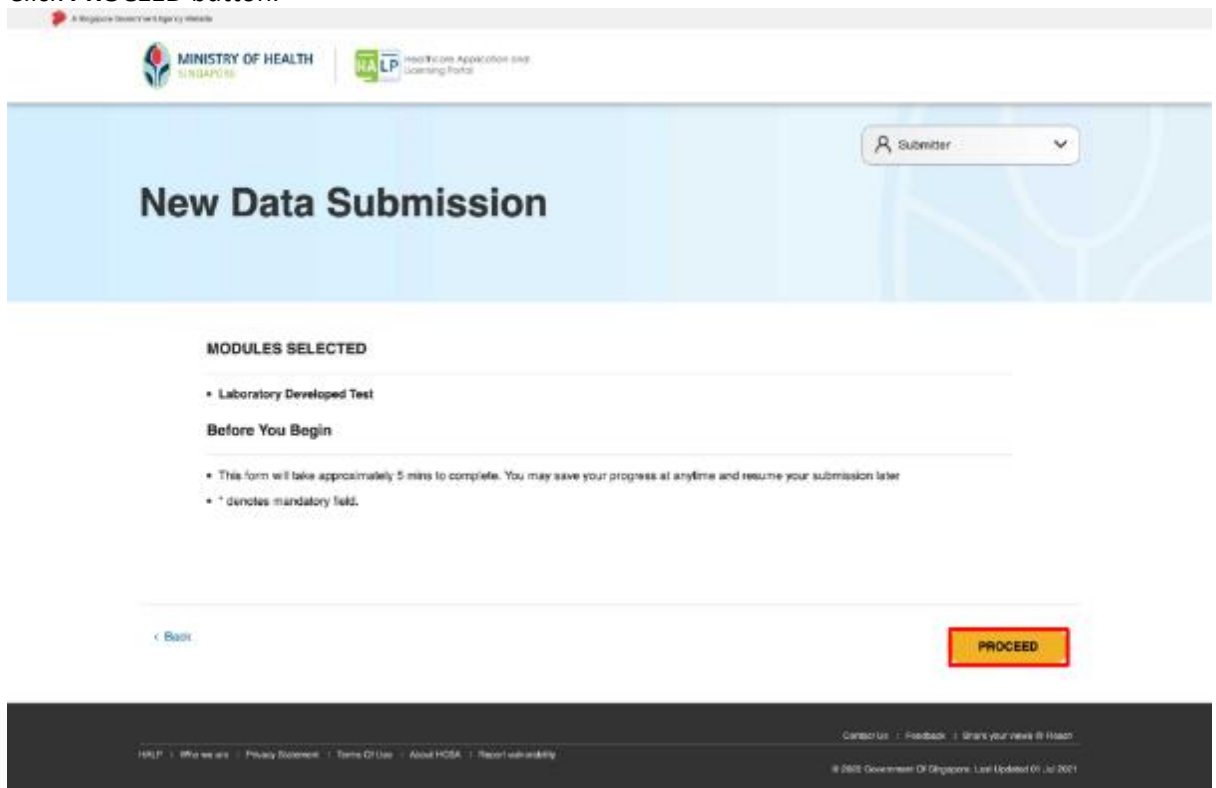
3. Then click **Submit Data** button.



4. Click **Laboratory Developed Test** button.



5. Click **PROCEED** button.



- You will arrive on the **New Data Submission** for **Laboratory Developed Test** page. Fill in all the highlighted mandatory fields below.

New Data Submission
You are submitting for **Laboratory Developed Test**

Name of Laboratory *

Name of LDT Test *

Intended Purpose of Test *

Date LDT was made or will be made available *

Person responsible for the test *

Designation *

Status of Test * Active Inactive

Remarks

[Back](#)

- Dropdown options for **Name of Laboratory**. The values shown here varies depending on user.

Name of Laboratory *

Name of LDT Test *

- Once you are done, click **PREVIEW** button.

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

New Data Submission
You are submitting for **Laboratory Developed Test**

Preview & Submit

Name of Laboratory	Test Business, 18 Fortin #13-15, 10346
Name of LDT Test	T1 #BCP0007 H10
Intended Purpose of Test	Tier 1 tests for histology include the receipt of specimens obtained and for histological examination. In primary care the predominantly consists of skin, punch, incisional and excision biopsies of superficial soft tissue lesions of the skin. Specimens may therefore include tissue from the biopsy or excision of basal or squamous cell carcinomas, pigmented warts, lipomas and sebaceous cysts as clinically indicated. The Laboratory Schedule also defines a number of activities as Tier 1 test
Date LDT was made or will be made available	10/07/2017
Person responsible for the test	Dr Harjot Gill
Designation	Chief Medical
Status of Test	Active
Remarks	

Declarations

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

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

10. Acknowledgement will be shown when submitted successfully.

New Data Submission
You are submitting for **Laboratory Developed Test**

Submission Successful
Laboratory Developed Test
A notification email will be sent to submitter email@halp.com.
Thank you for your submission.

Submission details

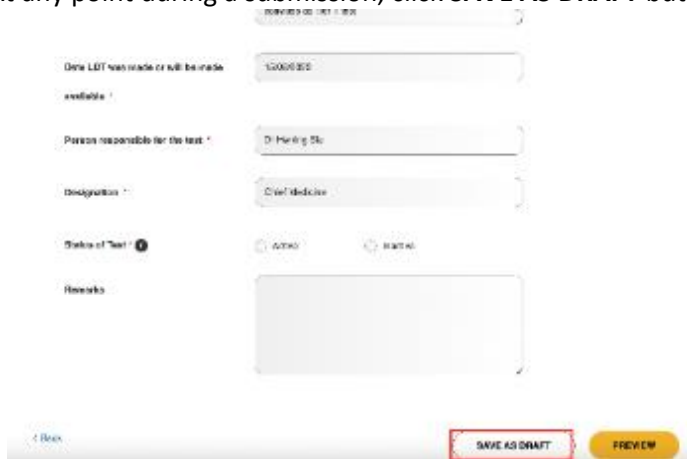
Submission ID	Submitted By	Submission Date and Time
LDT200810290403	Submitter	10/06/2017 10:16

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5 SAVE AND RESUME DRAFT

5.1 Save And Resume Draft for (LDT) Data Submission

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

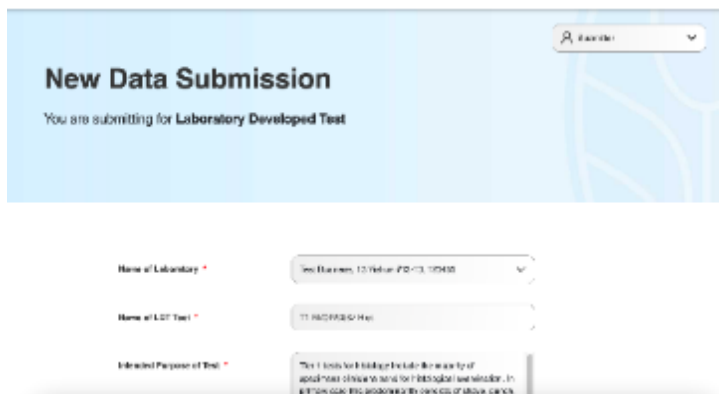


The screenshot shows a form for submitting LDT data. The form includes fields for 'Date LDT was made or will be made', 'Person responsible for the test', 'Designation', 'Status of Test' (with radio buttons for 'ADHD' and 'STARTED'), and a 'Remarks' text area. At the bottom right, there are two buttons: 'SAVE AS DRAFT' (highlighted with a red box) and 'PREVIEW'.

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

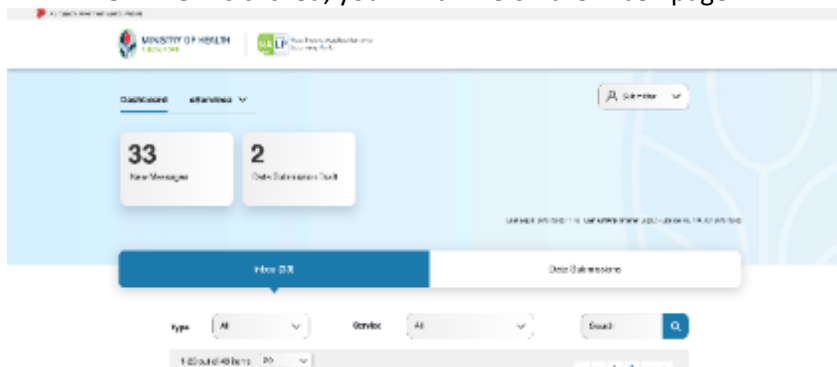


3. If **CONTINUE** is clicked, the system will resume the submission.



The screenshot shows the 'New Data Submission' form. The title is 'New Data Submission' and the text is 'You are submitting for Laboratory Developed Test'. Below the title are three dropdown menus: 'Name of Laboratory', 'Name of LDT Test', and 'Intended Purpose of Test'. The 'CONTINUE' button from the previous screen is highlighted with a red box.

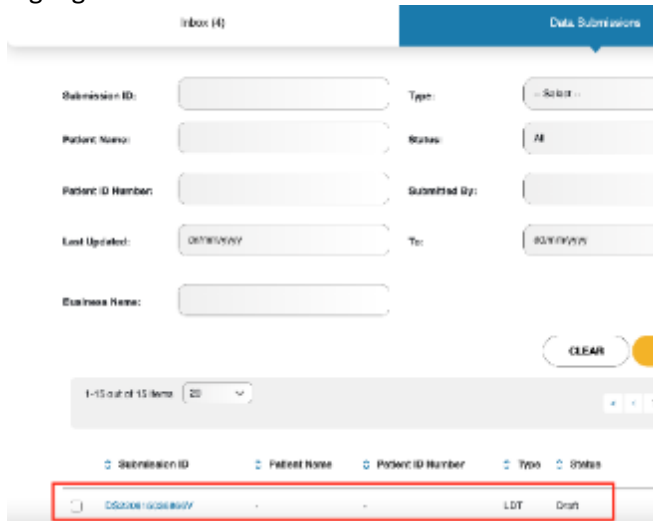
4. If **EXIT TO INBOX** is clicked, you will arrive on the **Inbox** page.



- Click **Data Submissions** tab.



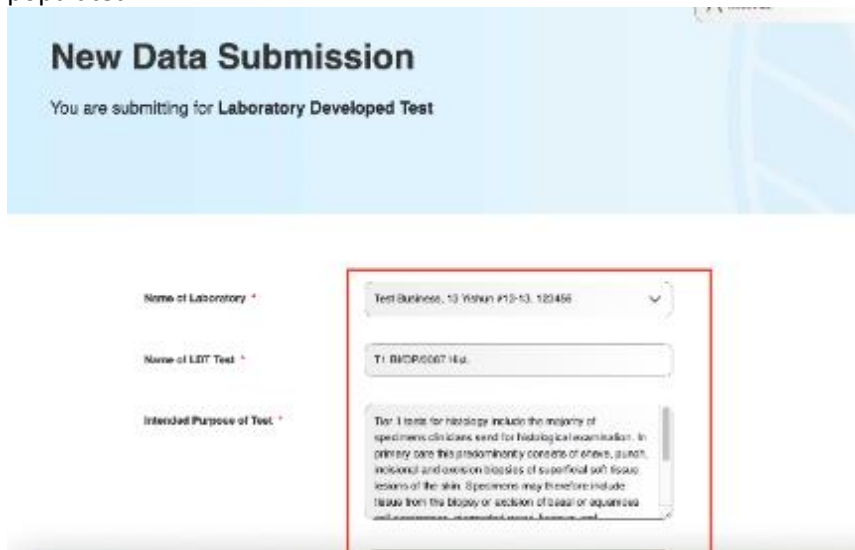
- You will arrive on the **Data Submissions** tab. The draft should appear as the first entry highlighted in the table below.



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

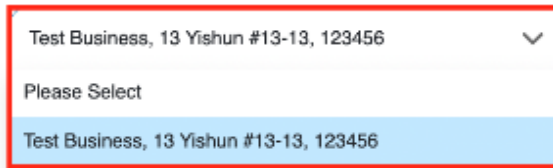


- You will arrive on the first page of your submission with previously filled fields populated.



9. Dropdown options for **Name of Laboratory**. The values shown here varies depending on user.

Name of Laboratory *



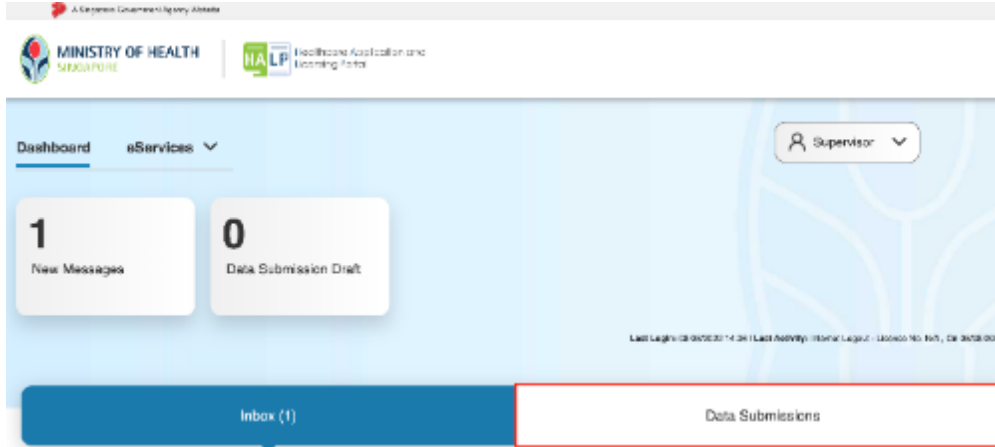
The image shows a dropdown menu with a red border. The top item is "Test Business, 13 Yishun #13-13, 123456" with a downward arrow. Below it is "Please Select". The bottom item is "Test Business, 13 Yishun #13-13, 123456" and is highlighted in light blue.

Name of LDT Test *

6 SUBMIT AMENDMENT

6.1 Amend (LDT) Laboratory Developed Test

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



2. You will arrive at the **Data Submissions** section.

A user can search for a data submission by their **Submission ID, Type, Patient Name, Status, Patient ID Number, user Submitted By, submission Last Updated from & To date, and centre Business Name.**

Not all fields will need to be filled in, users can also find the submission by scrolling down if the submission was submitted recently.

A screenshot of the search filters for the 'Data Submissions' section. The 'Data Submissions' tab is active and highlighted in blue. Below the tabs, there are several search filters, each with a red border: 'Submission ID:' with a text input field; 'Patient Name:' with a text input field; 'Patient ID Number:' with a text input field; 'Last Updated:' with a date input field containing 'dd/mm/yyyy'; 'Business Name:' with a text input field; 'Type:' with a dropdown menu showing '-- Select --'; 'Status:' with a dropdown menu showing 'All'; 'Submitted By:' with a text input field; and 'To:' with a date input field containing 'dd/mm/yyyy'. At the bottom right, there are two buttons: 'CLEAR' and 'SEARCH'.

- Select the checkbox of 1 submission that has **Type** of: **LDT**. Click **AMEND**

<input type="checkbox"/>	Submission ID	Patient Name	Patient ID Number	Type	Status
<input type="checkbox"/>	LDT2208150291461	-	-	LDT	Submitted
<input type="checkbox"/>	LDT2208150281452	-	-	LDT	Submitted
<input checked="" type="checkbox"/>	LDT2208150260442	-	-	LDT	Submitted

- You will arrive at the **Amendment** page with a **Reason for Amendment** field at the bottom.

Amendment
You are amending for **Laboratory Developed Test**

Supervisor

Name of Laboratory *
Test Rushes, 13 Yishun #13-13, T23496

Name of LDT Test *
T1 SDCP0007-Hst

Intended Purpose of Test *
Tier 1 tests for histology include the majority of specimens (biopsies) sent for histological examination. In primary care this predominantly consists of shave, punch, incisional and excisional biopsies of superficial soft tissue lesions of the skin. Specimens may therefore include: tissue from the biopsy or excision of basal or squamous cell carcinoma, melanoma of head, neck and...

Date LDT was made or will be made available *
15/08/22

Person responsible for the test *
Dr Haining Siu

Designation *
Chief Medicine

Status of Test *
 Active Inactive

Remarks

Reason for Amendment *
Please Select

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

A screenshot of a web form showing a dropdown menu for the field 'Reason for Amendment *'. The dropdown is open, displaying three options: 'Please Select' (highlighted in blue), 'Correction of LDT details', and 'Others'. The dropdown menu is enclosed in a red rectangular box.

6. Make some changes (e.g. add **Remarks**) and select an option for **Reason for Amendment**. The Remarks field has a limit of 300-characters.

A screenshot of a web form. The 'Remarks' field is a text area containing the text 'To be finished by 21 Oct 2022.', with a red box around the text. Below it, the 'Reason for Amendment *' dropdown menu is open, showing 'Please Select' as the selected option, with a red box around the dropdown.

7. Dropdown options for **Reason for Amendment**.

A screenshot of a web form showing a dropdown menu for the field 'Reason for Amendment *'. The dropdown is open, displaying three options: 'Please Select' (highlighted in blue), 'Correction of LDT details', and 'Others'. The dropdown menu is enclosed in a red rectangular box.

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

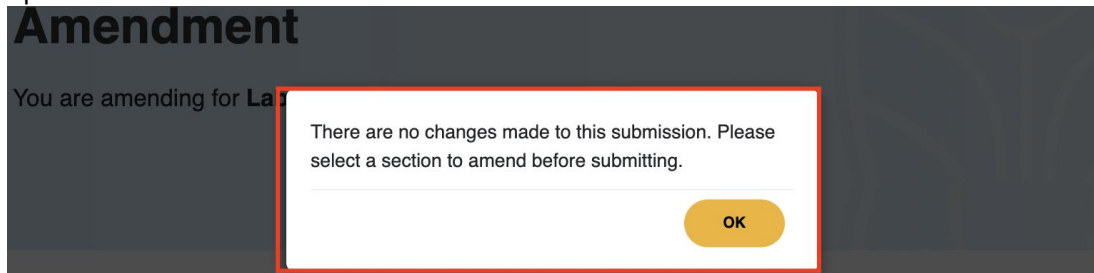
The **Reason for Amendment (Others)** field has a limit of 50-characters.

A screenshot of a web form titled 'Amendment'. The 'Reason for Amendment *' dropdown menu is set to 'Others'. Below it, the 'Reason for Amendment (Others) *' field is an empty text area, highlighted with a red rectangular box.

9. Once you are done, click **PREVIEW** button.

A screenshot of the bottom of a web form. On the left, there is a blue '< Back' link. On the right, there are two buttons: a white 'SAVE AS DRAFT' button and a yellow 'PREVIEW' button with a red border. The 'PREVIEW' button is highlighted with a red rectangular box.

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



Once you are done, click PREVIEW.

10. Tick the checkbox under **Declarations** and click **SUBMIT** button.
The back button can be used if any amendments need to be made before submission.

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

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Supervisor ▼

Amendment

You are amending for **Laboratory Developed Test**

Preview & Submit
R611

Name of Laboratory	Test Business, 12 Yuhun #12-15, 125408
Name of LDT Test	T1 GUOP0067 Hist.
Intended Purpose of Test	<p>Tier 1 tests for histology include the majority of specimens clinicians send for histological examination. In primary care this predominantly consists of biopsy, punch, incidental and excision biopsies of superficial soft tissue lesions of the skin. Specimens may therefore include: tissue from the biopsy or excision of basal or squamous cell carcinoma, pigmented naevi, warts and subacute cysts as clinically indicated.</p> <p>The Laboratory Schedule also defines a number of activities as Tier 1 test</p>
Date LDT was made or will be made available	15/09/2022
Person responsible for the test	Dr Haining Siu
Designation	Chief Medicine
Status of Test	Active
Remarks	To be finished by 21 Oct 2022.
Reason for Amendment	Correction of LDT details

Declarations

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

← Back

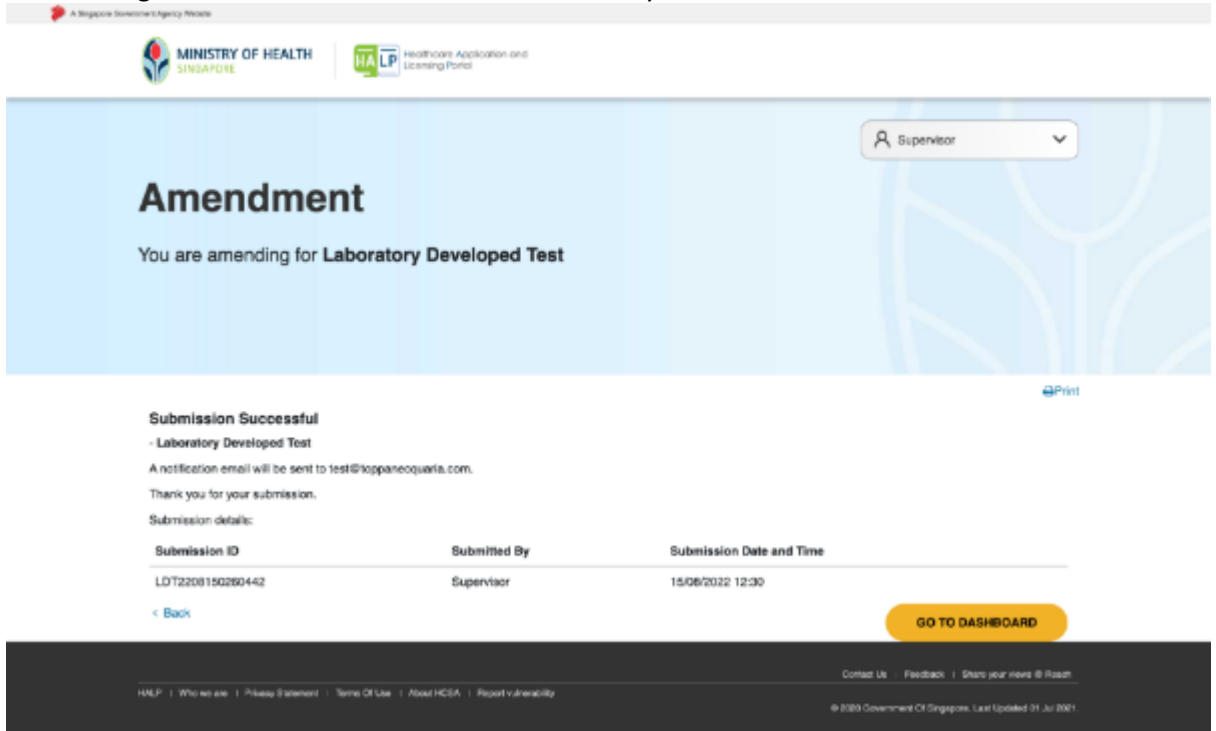
SAVE AS DRAFT
SUBMIT

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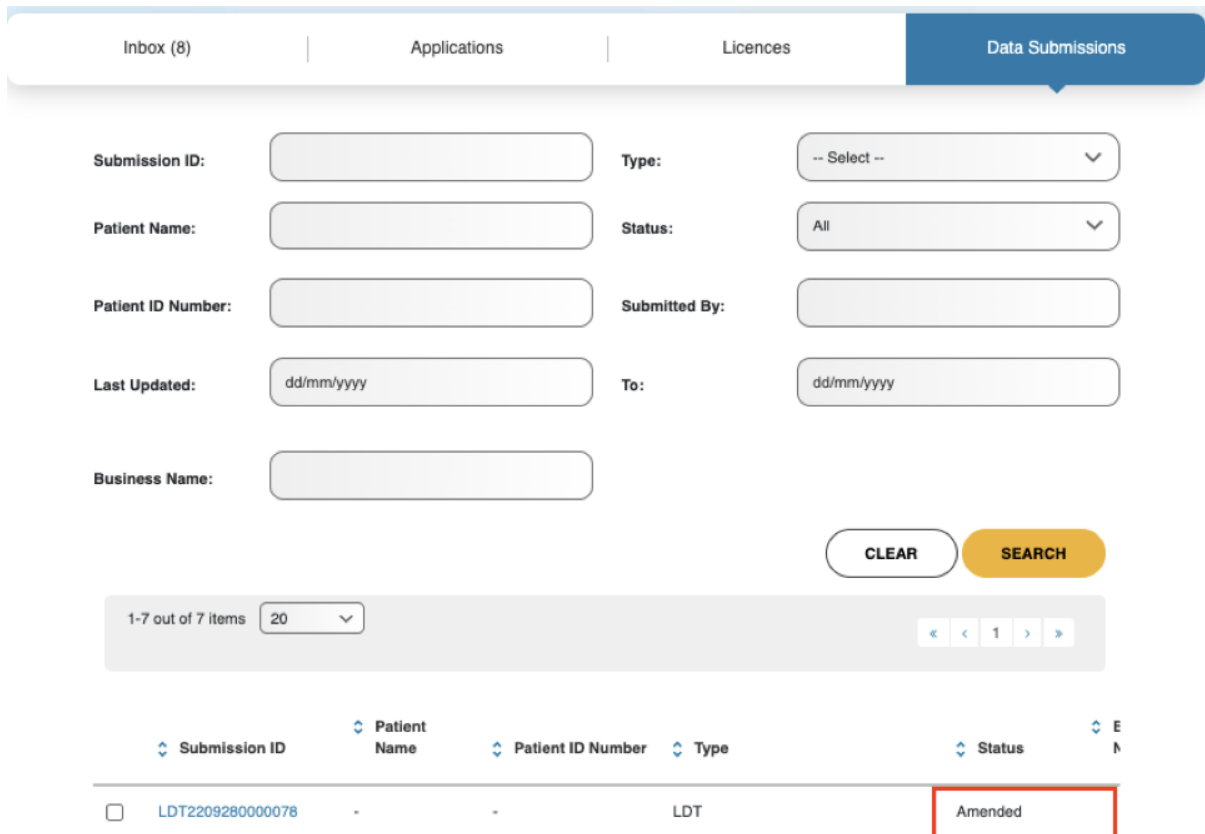
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11. Acknowledgement should be shown when successfully submitted.



12. The status of the submission will appear as **Amended** in the **Data Submissions** page.



13. 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
-	-	LDT	Amended		28/09/2022

7 LDT ONLINE ENQUIRY

7.1 Access LDT Online Enquiry

1. On the **Inbox** tab, mouse over eServices and click **LDT Online Enquiry** button.



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



3. Then click **LDT Online Enquiry**.



- You will arrive on the **Lab-Developed Tests Enquiry** page. You can search for a LDT submission by the **Name of Laboratory**, **Name of LDT Test**, the **Date LDT was made or will be made available** from & To date, the **Person responsible for the test**, and the **Status of Test**. You can also find the submission by scrolling down if the submission was submitted recently.

- Enter some values in the search field and click **SEARCH**. The matching results of your search will be updated in the table under **Search Results**.

S/N	Name of Laboratory	Name of LDT Test	Intended Purpose of Test	Date LDT was made or will be made available	Person responsible for the test
1	Test Business, 13 Yishun #13-13, 12345G	T1 BI/CP HCL	Tier 1 tests for histology include the majority of specimens clinicians send for histological examination. In primary care this predominantly consists of shave, punch, incisional and excision biopsies of superficial soft tissue lesions of the skin. Specimens may therefore include: tissue from the biopsy or excision of basal or squamous cell carcinoma, melanoma	15/05/2022	Dr Hering Su