



MINISTRY OF HEALTH
SINGAPORE

Healthcare Application and Licensing Portal (HALP)
Internet User Guide - Voluntary Sterilization

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1 OVERVIEW

Function	Role
Logging Into HALP	VS Data Submitter
Data Submission	VS Data Submitter
Save And Resume Draft	VS Data Submitter

1.1 Logging Into HALP

This section describes how to log into the system.

1.2 Data Submission

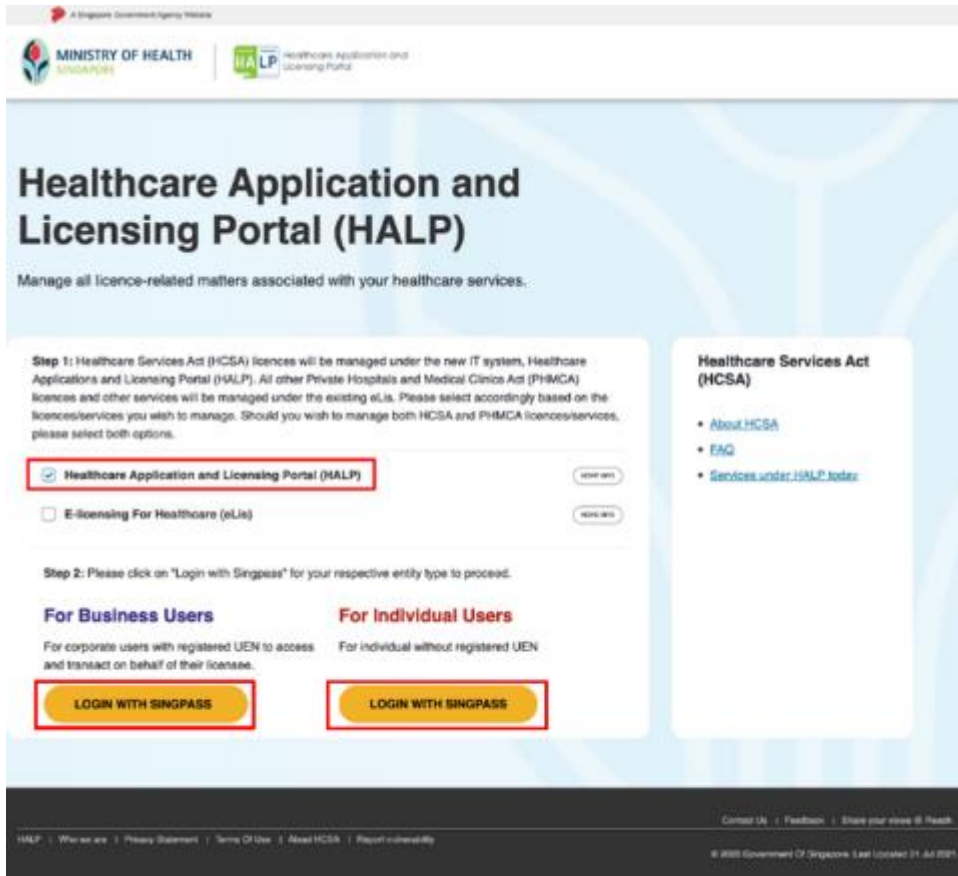
Please refer to section [4 Submit Data](#) for VS Data Submissions.

1.3 Save And Resume Draft

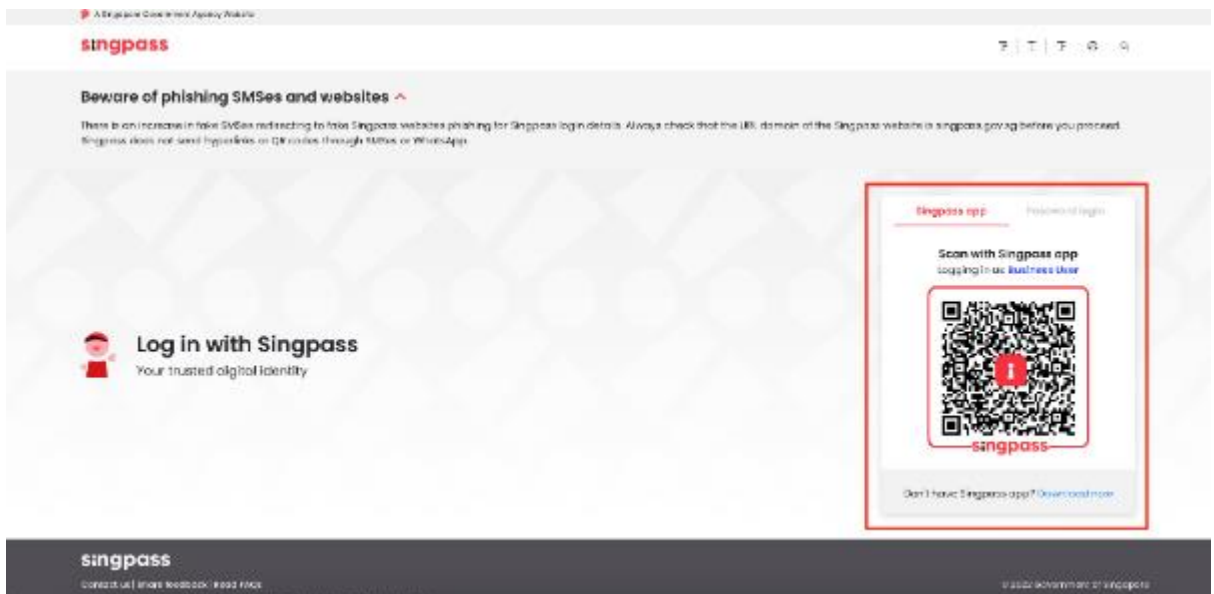
Please refer to section [5 Save And Resume Draft](#) for VS Data Submissions.

2 LOGGING INTO HALP

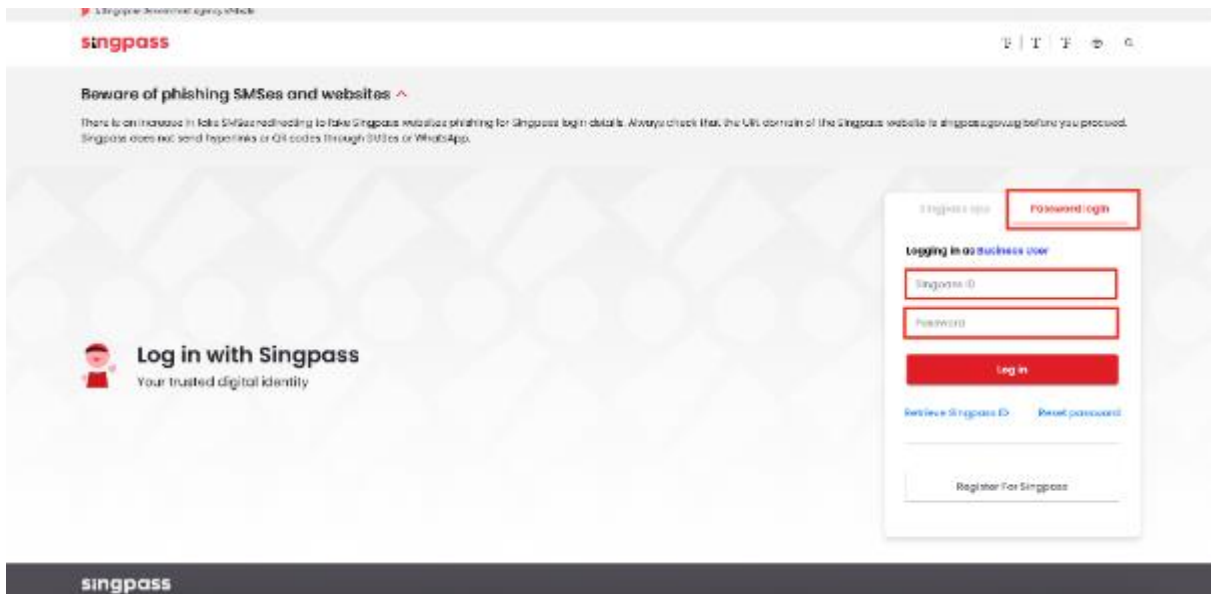
1. Go to the HALP website (<https://halp.moh.gov.sg>), select the checkbox for **Healthcare Application and Licensing Portal (HALP)** and click **LOGIN WITH SINGPASS**.



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



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



3 ROLES WITHIN VS

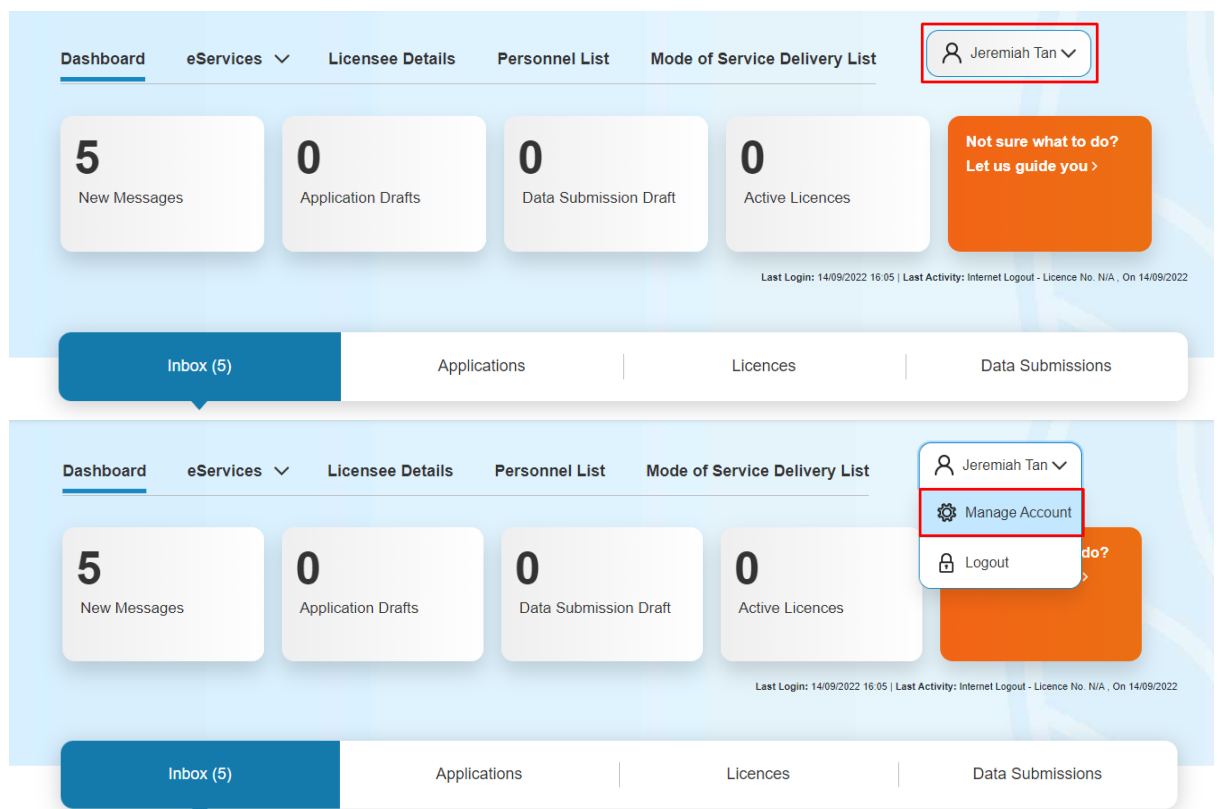
3.1 Pre-requisites

In order for a user to have access to the VS data submitter role, the user's organization must have an active acute hospital or medical clinic licence.

- System administrator is then able to create new users and grant users access to this role within the HALP system
- VS data submitter
 - Only users that have been assigned as VS data submitters are allowed to make VS 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**.

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Edit Account

Name: Melvin Lim

Salutation: Mr

ID Type: NRIC

ID No: S7001096L

Designation: Company Secretary

Mobile No: 9556543

Office/Telephone No: 64730255

Email: melvin@ecq.com

Is Administrator: Yes No

Roles: HCSA Internet User VS Data Submitter

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 *

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 (VS) Voluntary Sterilization

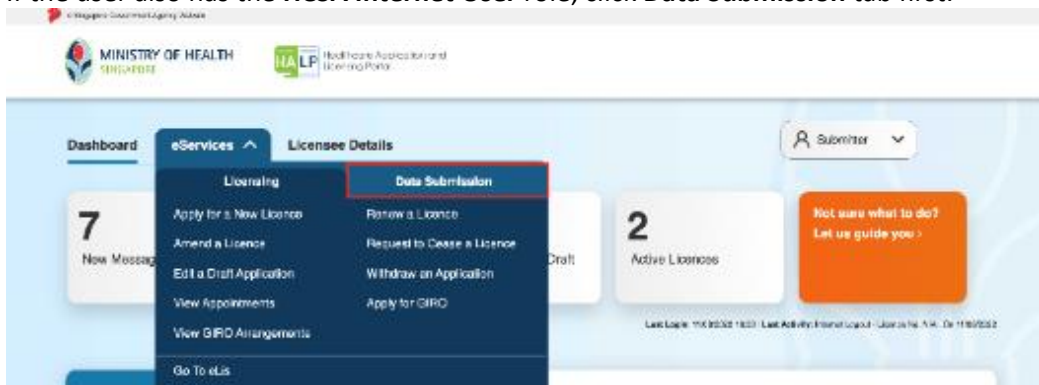
Users with Data Submission Rights

Users assigned with Roles “**VS Data Submitter**” are able to submit data for Voluntary Sterilization (VS).

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



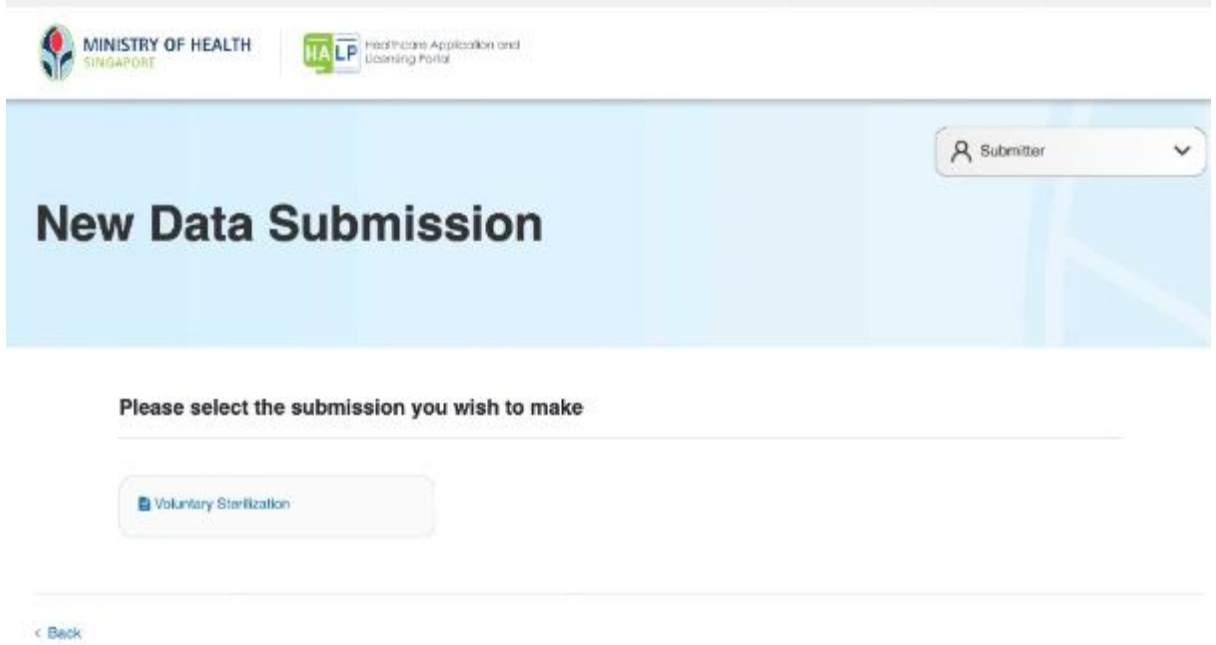
2. If the user also has the **HCSA Internet User** role, click **Data Submission** tab first.



3. Click **Submit Data**.

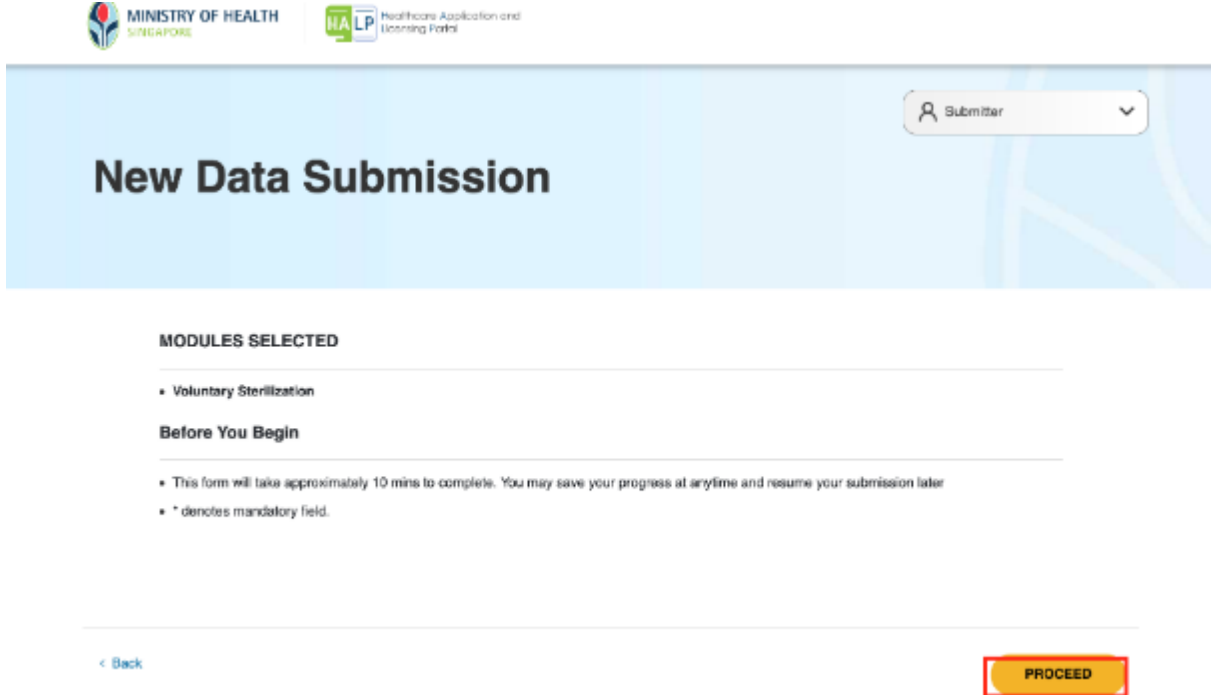


4. Click **Voluntary Sterilization**



The screenshot shows the top navigation bar with the Ministry of Health Singapore logo and the HALP (Healthcare Application and Licensing Portal) logo. A user profile dropdown menu is visible in the top right corner, showing the name 'Submitter'. The main heading is 'New Data Submission'. Below the heading, the instruction 'Please select the submission you wish to make' is followed by a horizontal line. A button labeled 'Voluntary Sterilization' is highlighted with a light blue background. At the bottom left, there is a '< Back' link.

5. Click **PROCEED**.



The screenshot shows the same top navigation bar as the previous step. The main heading is 'New Data Submission'. Below the heading, the section 'MODULES SELECTED' is followed by a horizontal line and a list containing 'Voluntary Sterilization'. Below this, the section 'Before You Begin' is followed by a horizontal line and two bullet points: 'This form will take approximately 10 mins to complete. You may save your progress at anytime and resume your submission later' and '* denotes mandatory field.'. At the bottom left, there is a '< Back' link. At the bottom right, a red 'PROCEED' button is highlighted with a yellow border.

6. You will arrive on the **Voluntary Sterilization** page for **New Data Submission**.

The screenshot shows the HALP (Healthcare Application and Licensing Portal) interface for submitting new data for Voluntary Sterilization. At the top, there are logos for the Ministry of Health Singapore and HALP. A user profile dropdown menu shows the name 'Submitor'. The main heading is 'New Data Submission' with a sub-heading 'You are submitting for Voluntary Sterilization'. Below this is a progress bar with four steps: 1. Treatment Details (highlighted in blue), 2. Particulars of Consent or Court Order, 3. Particulars of Treatment for Sexual Sterilization Performed, and 4. Preview & Submit. Below the progress bar are two input fields: 'Name of Patient *' with an empty text box, and 'ID No. *' with a dropdown menu showing 'Please Select' and an empty text box.

4.1.1 Stage 1: Treatment Details

1. Fill in all the highlighted mandatory fields below.

The screenshot shows a multi-step form with four tabs: 'Treatment Details' (active), 'Particulars of Consent or Court Order', 'Particulars of Treatment for Sexual Sterilization Performed', and 'Preview & Submit'. The 'Treatment Details' tab contains the following fields, all of which are highlighted with a red border:

- Name of Patient *
- ID No. * (with an information icon 'i')
- Date of Birth *
- Gender *
- Residence Status *
- Ethnic Group *
- Marital Status *
- Education Level *
- Occupation *
- Main Reason for Sterilization * (with a dropdown menu showing 'Mental Illness')
- No. of Living Children *
- Date of Birth of Last Child

2. Dropdown options for ID Type.

ID No. * *i*

Date of Birth *

Gender *

A dropdown menu is shown with a red border. The menu is open, displaying the following options:

- Please Select (highlighted in blue)
- NRIC
- FIN
- Passport

3. Dropdown options for Residence Status.

Residence Status *

Ethnic Group *

Marital Status *

A dropdown menu is shown with a red border. The menu is open, displaying the following options:

- Please Select (highlighted in blue)
- Singaporean
- Singapore Permanent Resident
- Others

4. If **Others** was selected for **Residence Status**, enter the status in **Other Residence Status**.

Residence Status *

Other Residence Status *

5. Dropdown options for **Ethnic Group**.

Ethnic Group *

Marital Status *

Education Level *

Please Select

Chinese

Indian

Malay

Others

6. If **Others** was selected for **Ethnic Group**, enter in an ethnic group in **Other Ethnic Group**.

Ethnic Group *

Other Ethnic Group *

7. Dropdown options for **Education Level**.

Education Level *

Occupation *

Main Reason for Sterilization *

No. of Living Children *

Please Select

A level

O level

Primary

Secondary/Vocational

Tertiary

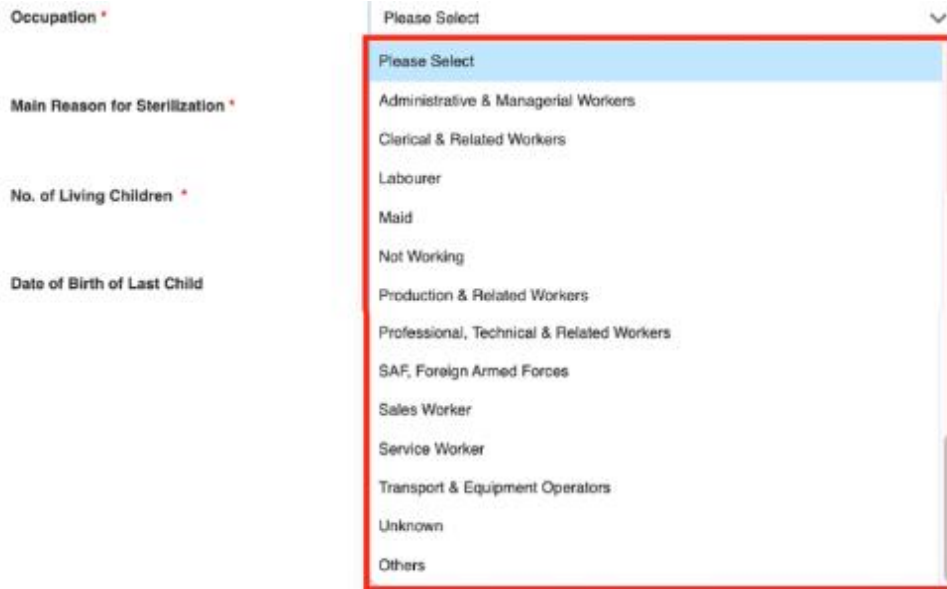
Others

8. If **Others** was selected for **Education Level**, enter in an education level in **Other Education Level**.

Education Level *

Other Education Level *

9. Dropdown options for **Occupation**.



The screenshot shows a form with several fields. The 'Occupation' field is highlighted with a red border, and its dropdown menu is open, displaying a list of job categories. The categories are: Please Select, Administrative & Managerial Workers, Clerical & Related Workers, Labourer, Maid, Not Working, Production & Related Workers, Professional, Technical & Related Workers, SAF, Foreign Armed Forces, Sales Worker, Service Worker, Transport & Equipment Operators, Unknown, and Others.

Occupation * Please Select

Main Reason for Sterilization *

No. of Living Children *

Date of Birth of Last Child

Please Select

Administrative & Managerial Workers

Clerical & Related Workers

Labourer

Maid

Not Working

Production & Related Workers

Professional, Technical & Related Workers

SAF, Foreign Armed Forces

Sales Worker

Service Worker

Transport & Equipment Operators

Unknown

Others

10. If **Others** was selected for **Occupation**, enter in an occupation in **Other Occupation**.



The screenshot shows the 'Occupation' field with 'Others' selected. Below it, the 'Other Occupation' field is empty and highlighted with a red border.

Occupation * Others

Other Occupation *

11. Dropdown options for **Main Reason for Sterilization**.

The screenshot shows a form with three fields: 'Main Reason for Sterilization *', 'No. of Living Children *', and 'Date of Birth of Last Child'. The 'Main Reason for Sterilization *' dropdown menu is open, displaying the following options: 'Mental Illness', 'Please Select', 'Completed Family', 'Don't want to have any children', 'Financial', 'Hereditary Disease', 'Mental Illness' (highlighted in blue), 'Other Medical Reasons', 'Personal', 'Too old to start a family', and 'Others'.

12. If **Others** was selected for **Main Reason for Sterilization**, enter the reason in **Other Main Reason for Sterilization**.

The screenshot shows the 'Main Reason for Sterilization *' dropdown menu set to 'Others'. Below it, the 'Other Main Reason for Sterilization *' field is empty and highlighted with a red border.

13. Once you are done, click **NEXT**.

The screenshot shows a 'Back' button on the left and a 'NEXT' button on the right, both highlighted with red borders. The 'NEXT' button is yellow and contains the text 'NEXT'.

14. You will arrive on the **Particulars of Consent or Court Order** stage.

The screenshot shows the 'New Data Submission' page. The page header includes the Ministry of Health Singapore logo and the HALP logo. The main heading is 'New Data Submission' and the sub-heading is 'You are submitting for Voluntary Sterilization'. A progress bar at the bottom shows four stages: 1. Treatment Details (green checkmark), 2. Particulars of Consent or Court Order (blue background, active), 3. Particulars of Treatment for Sexual Sterilization Performed (red exclamation mark), and 4. Preview & Submit (red exclamation mark). A 'Sign Out' button is visible in the top right corner.

4.1.2 Stage 2: Particulars of Consent or Court Order

1. If patient’s age was below 21 years old and marital status was not **Married**, the **Particulars of Parents/Guardian Who Gave Additional Consent** section will appear.

Particulars of Parents/Guardian Who Gave Additional Consent

Name of Person *

ID No. * ⓘ Please Select

Date of Birth * @###/###/####

Relationship to Person Who Was Sterilized *

[Back](#) SAVE AS DRAFT NEXT

2. If **Mental Illness** was selected for **Main Reason for Sterilization**, the **Particulars of Person Who Applied for Court Order** section will appear.

Particulars of Person Who Applied for Court Order

Name of Person *

ID No. * ⓘ Please Select

Date of Birth * @###/###/####

Relationship to Person Who Was Sterilized *

Date Court Order Issued * @###/###/####

Court Order Document *

UPLOAD

[Back](#) SAVE AS DRAFT NEXT

3. If neither of the above conditions are met, the **Particulars of Consent or Court Order** stage will be empty. Click **NEXT**.

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Submitter

New Data Submission

You are submitting for **Voluntary Sterilization**

1 ✓ Treatment Details

2 ● Particulars of Consent or Court Order

3 ✓ Particulars of Treatment for Sexual Sterilization Performed

4 ! Preview & Submit

[Back](#) SAVE AS DRAFT NEXT

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4. Otherwise, fill in the highlighted mandatory fields for each section if they are present. Once you are done, click **NEXT**.

Particulars of Parents/Guardian Who Gave Additional Consent

Name of Person *

ID No. *

Date of Birth *

Relationship to Person Who Was Sterilized *

Particulars of Person Who Applied for Court Order

Name of Person *

ID No. *

Date of Birth *

Relationship to Person Who Was Sterilized *

Date Court Order Issued *

Court Order Document *

5. You will arrive at the **Particulars of Treatment for Sexual Sterilization Performed** stage.

The screenshot shows the HALP (Healthcare Application and Licensing Portal) interface for a 'New Data Submission'. At the top left, there are logos for the 'MINISTRY OF HEALTH SINGAPORE' and 'HALP Healthcare Application and Licensing Portal'. In the top right corner, there is a 'Submitter' dropdown menu. The main heading is 'New Data Submission' with the subtext 'You are submitting for Voluntary Sterilization'. Below this is a progress bar with four stages: 1. Treatment Details (completed), 2. Particulars of Consent or Court Order (completed), 3. Particulars of Treatment for Sexual Sterilization Performed (current stage, highlighted in blue), and 4. Preview & Submit (pending). Below the progress bar, there is a form field for 'Doctor Professional Registration No.' with a 'Validate Doctor' link. Below that is a text input field for 'Name of Doctor who performed the sterilization'.

4.1.3 Stage 3: Particulars of Treatment for Sexual Sterilization Performed

1. Enter the Doctor's Professional Registration No. (i.e., PRN) and click on Validate Doctor. If the doctor's PRN exists, the Professional Registration System (PRS), the **Doctor's Name, Specialty, Sub-Specialty, and Qualification** should appear.

Doctor Professional Registration No. *

Name of Doctor who performed the sterilization

Specialty

Sub-Specialty

Qualification

2. 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 Professional Registration No. *

Name of Doctor who performed the sterilization

Specialty *

Sub-Specialty *

Qualification *

3. 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 Professional Registration No. *

Name of Doctor who performed the sterilization *

Specialty *

Sub-Specialty *

Qualification *

Other Qualification

4. Fill in the remaining highlighted mandatory fields..

A screenshot of a web form for voluntary sterilization. The following fields are highlighted with red boxes:

- Hospital/Clinic where the sterilization was performed * (Dropdown menu)
- Method of Sterilization * (Dropdown menu)
- Date of Operation * (Text input field)
- Reviewed by Hospital Ethics Committee (HEC) (state name of hospital) * (Radio buttons for Yes and No)
- Name of Hospital (Text input field)
- Date of HEC Review (Text input field)

At the bottom of the form, there is a "Back" link, a "SAVE AS DRAFT" button, and a "PREVIEW" button.

5. Dropdown options for **Hospital/Clinic where the sterilization was performed**. The values shown here varies depending on user.

A screenshot showing a dropdown menu for "Hospital/Clinic where the sterilization was performed *". The menu is open, showing the following options:

- Please Select
- VS Centre, 11 Bukit Timah Road Tower 1 #15-1135, 229899
- VS Centre, 25 Thomson Road Office Building #18-1155, 307684

6. Dropdown options for **Method of Sterilization** if patient is **Male**.

A screenshot showing a dropdown menu for "Method of Sterilization *". The menu is open, showing the following options:

- Please Select
- Occlusion/removal of the vas eg vasectomy (tie, cut, clipped or sealed)

7. Dropdown options for **Method of Sterilization** if patient is **Female**.

A screenshot showing a dropdown menu for "Method of Sterilization *". The menu is open, showing the following options:

- Please Select
- Bilateral oophrectomy, bilateral salpingo-oophrectomy
- Hysterectomy- laparoscopic assisted, abdominal, vaginal
- Occlusion of fallopian tubes eg fishie clips, Pomeroy
- Partial or complete removal of fallopian tubes eg partial salpingectomy, salpingectomy

- If **Yes** was selected for **Reviewed by Hospital Ethics Committee (HEC) (state name of hospital)**, enter a name in **Name of Hospital** and date in **Date of HEC Review**.

Reviewed by Hospital Ethics Committee Yes No

(HEC) (state name of hospital) *

Name of Hospital *

Date of HEC Review *

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

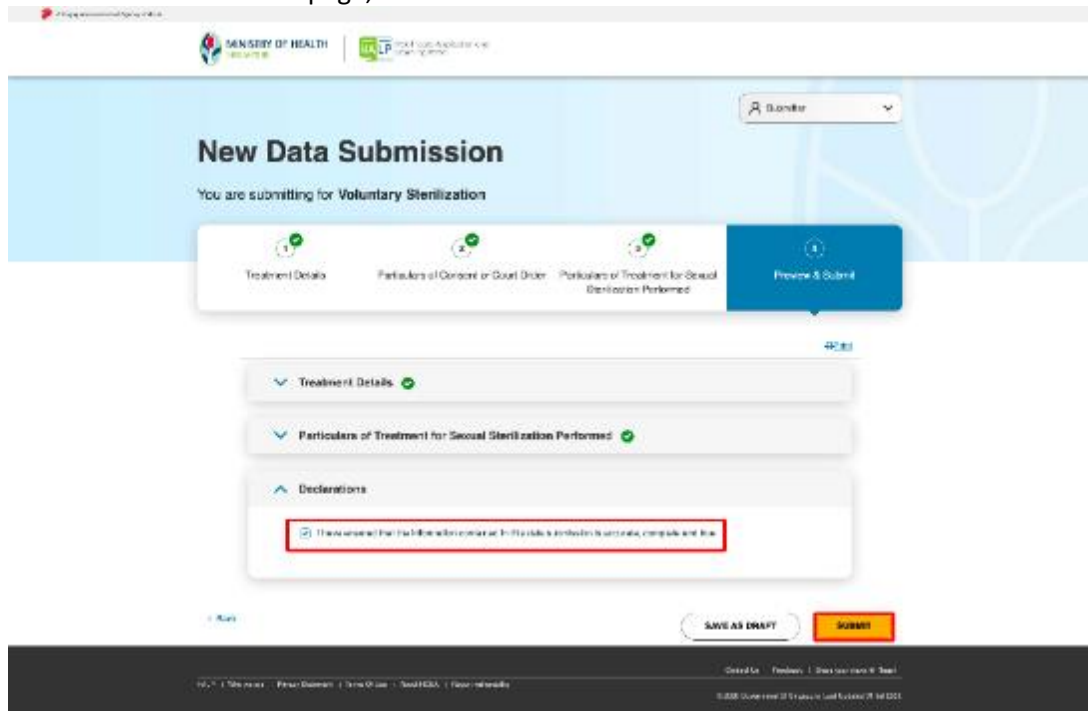
[< Back](#)

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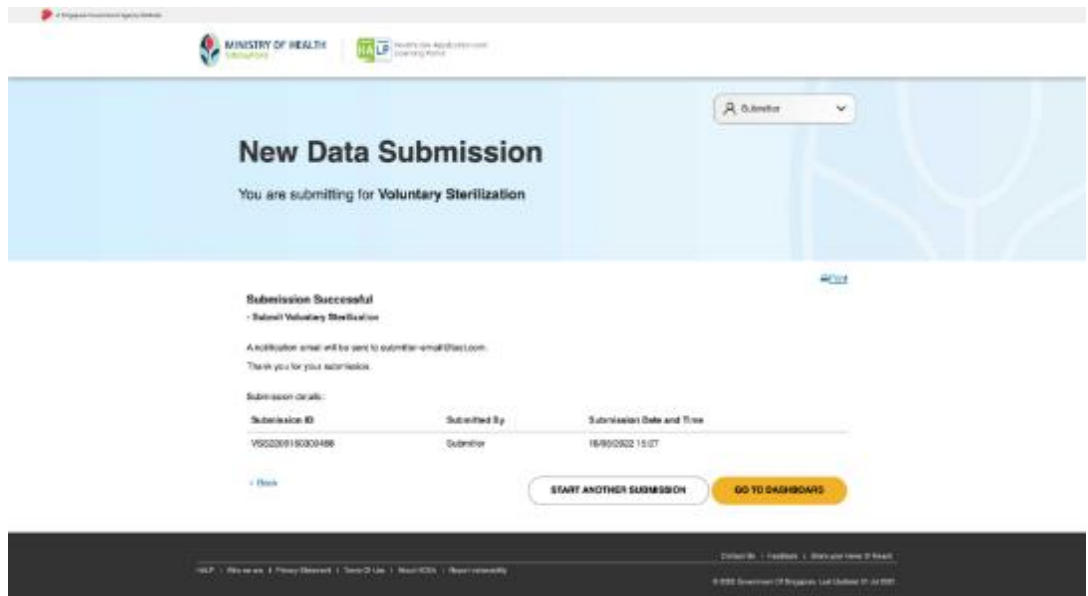
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4.1.4 Stage 4: Preview & Submit

1. At the Preview & Submit page, tick the checkbox under **Declarations** and click **SUBMIT**.



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



5 SAVE AND RESUME DRAFT

5.1 Save And Resume Draft for (VS) Data Submission

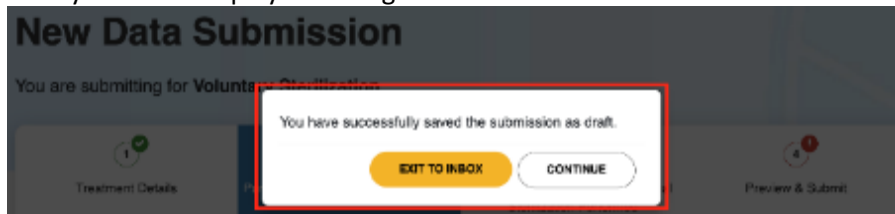
1. At any point during a submission, click **SAVE AS DRAFT**.

The screenshot shows a progress bar with four steps: 1. Treatment Details (green checkmark), 2. Particulars of Consent or Court Order (blue background), 3. Particulars of Treatment for Sexual Sterilization Performed (red 1), and 4. Preview & Submit (red 1). Below the progress bar, the form is titled 'Particulars of Parents/Guardian Who Gave Additional Consent'. It contains the following fields:

- Name of Person *: Genevieve Lam
- ID No. *: NRIC (dropdown) with value 53014272A
- Date of Birth *: 09/08/1990
- Relationship to Person Who Was Sterilized *: (empty)

At the bottom right, there are three buttons: 'Back', 'SAVE AS DRAFT' (highlighted with a red box), and 'NEXT'.

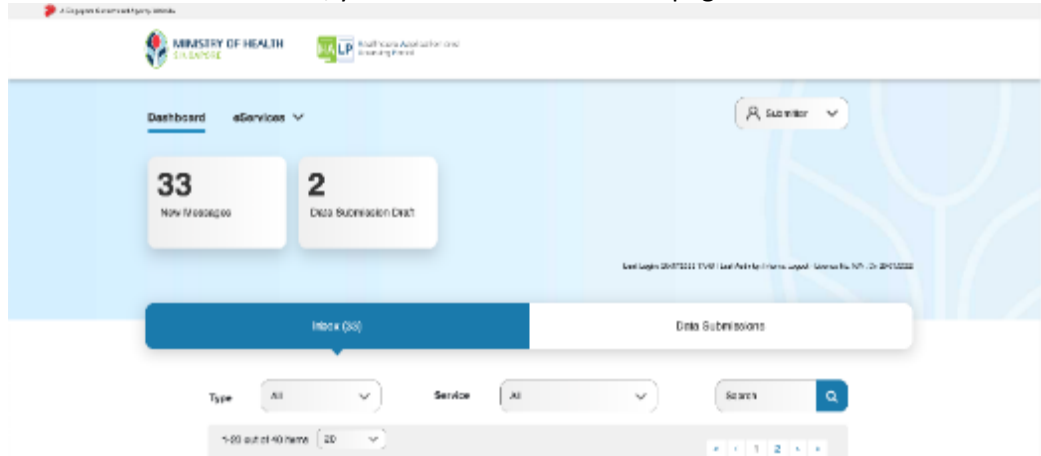
2. The system will display a message to show the draft has been saved.



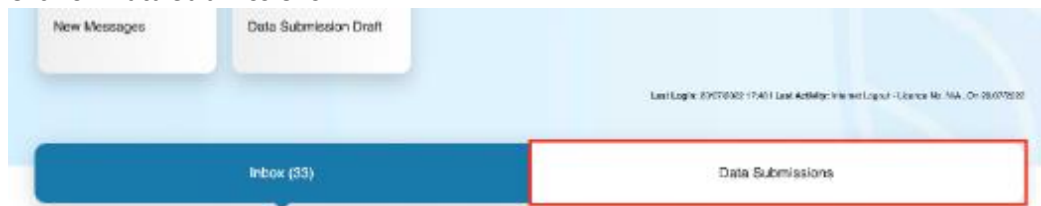
3. If **CONTINUE** is clicked, the system will resume the submission.

The screenshot shows the same 'Particulars of Consent or Court Order' step as in the first screenshot. The progress bar now shows step 2 as completed (blue background with a white checkmark). The form fields are the same as in the first screenshot. At the top right, there is a 'Submitter' dropdown menu. The 'SAVE AS DRAFT' button is no longer visible, and the 'CONTINUE' button from the previous message is not present.

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



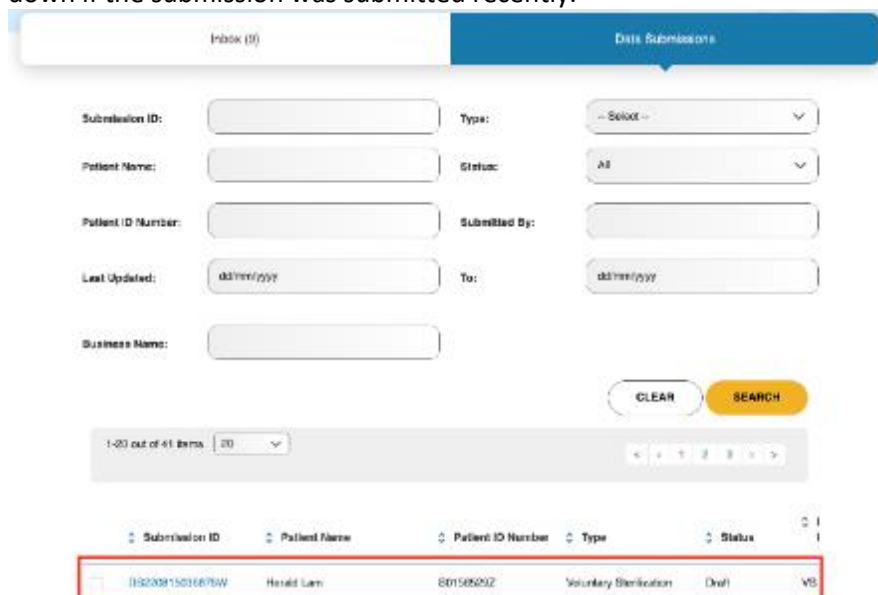
- Click on **Data Submissions**.



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

A user can search for a data submission by their **Submission ID**, **Type**, **Patient Name**, submission **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.



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

	Submission ID	Patient Name	Patient ID Number	Type	Status	
<input type="checkbox"/>	DS220815036876W	Herald Lam	S0156528Z	Voluntary Sterilization	Draft	VS

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

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Submitter

New Data Submission

You are submitting for **Voluntary Sterilization**

1 Treatment Details | 2 Particulars of Consent or Court Order | 3 Particulars of Treatment for Sexual Sterilization Performed | 4 Preview & Submit

Name of Patient * Herald Lam

ID No. * NRIC S0156528Z

- Click the **tabs** to travel to the point you had left off.

MINISTRY OF HEALTH SINGAPORE | HALP Healthcare Application and Licensing Portal

Submitter

New Data Submission

You are submitting for **Voluntary Sterilization**

1 Treatment Details | 2 Particulars of Consent or Court Order | 3 Particulars of Treatment for Sexual Sterilization Performed | 4 Preview & Submit

Particulars of Parents/Guardian Who Gave Additional Consent

Name of Person * Genevieve Lam

ID No. * NRIC S3014272A

Date of Birth * 09/08/1960

Relationship to Person Who Was Sterilized *