

## **Frequently Asked Questions for Self-Declaration Exercise for Healthier SG Clinics**

### **1. What is the purpose of the self-declaration form?**

The purpose of the self-declaration form is for doctors practising in Healthier SG clinics to declare whether they have enrolled themselves or their close relatives (defined as the doctor's parents, spouse, and children) to the clinic that they are practising in. For more information, please refer to MOH Advisory No. 01/2024 which can be found at: [Circulars & Correspondences \(primarycarepages.sg\)](#).

### **2. Who should submit a declaration?**

All doctors should submit a declaration. This includes locums, as well as doctors practising at least once a week at Healthier SG clinics.

### **For clinics**

### **3. What should Healthier SG clinics do during the annual self-declaration exercise period?**

- 1) During the annual self-declaration exercise period, Healthier SG clinics will receive email notifications\* about the upcoming self-declaration exercise approximately one month before it begins. Clinics are advised to follow the steps detailed in the email to prepare for the declaration exercise.
- 2) When the declaration exercise commences, clinics would need to work closely with their doctors practising at least once a week at the clinic to:
  - a. Submit a declaration if they have not submitted a declaration before.
  - b. Update their declaration should there be any changes.

\*The emails will be sent to clinic's primary and secondary email addresses in the clinic's Primary Care Digital Services (PCDS) Clinic Profile. For step-by-step instruction on updating the email addresses, please refer to the [PCDS user guide](#).

### **4. What should I do if my clinic just onboarded Healthier SG?**

Please ensure that all doctors practising at least once a week at your clinic submits a declaration, by taking the following steps:

- 1) Give doctors access\* to Primary Care Digital Services (PCDS);
- 2) Work with doctors to log in to PCDS to submit/update^ their declaration.

\*For step-by-step instructions on updating the list of Practising Doctors and their access to PCDS, please refer to the [PCDS user guide](#).

^If the doctor had submitted a declaration previously for other Healthier SG clinics that they are practising in, this doctor should submit a new declaration for your clinic.

## **5. What should I do if a doctor has just joined my clinic?**

- 1) Clinics should ensure that the doctor has access to Primary Care Digital Services (PCDS) for the clinic the doctor just joined.
- 2) Thereafter, the doctor should log in to PCDS and submit a new declaration/update\* their declaration.

\*If a doctor had submitted a declaration previously for other Healthier SG clinics that they are practising in, this doctor should submit a new declaration for your clinic.

## **6. What should Healthier SG clinics do if a doctor is resigning or no longer practising at my clinic?**

Clinics would need to remove the doctor from the list of practising doctors in Primary Care Digital Services (PCDS). There is no action required for the declaration.

## **7. How can Healthier SG clinics edit their list of practising doctors (add/remove doctors) in Primary Care Digital Services (PCDS)?**

Clinics can refer to the [PCDS user guide](#) on how to manage their list of practising doctors.

## **8. If my clinic is offboarding from Healthier SG, what should I do regarding the self-declaration?**

No action is required for self-declaration.

### **For doctors**

## **9. How can I submit/update my declaration? Where can I find the declaration form in Primary Care Digital Services (PCDS)?**

Doctors may refer to the [PCDS user guide](#) on how to access the declaration form and submit a declaration under different scenarios.

## **10. What should I do if I submitted my declaration wrongly?**

If a doctor submitted an incorrect declaration, they may submit a new declaration. The most recent declaration is considered final.

Doctors may refer to the [PCDS user guide](#) on how to submit a declaration under different scenarios.

## **11. Where can I find my latest declaration?**

Doctors may refer to the [PCDS user guide](#) for how to access their latest declaration.

Please note that only the most recent declaration will be displayed, and doctors can only view their own declaration. Clinic staff will not have access to doctors' declaration.

**12. Does a doctor need to declare the enrolment of self and/or close relative(s) if it has not happened but there are plans for it?**

No. Declarations of enrolment of self and/or close relative(s) should be made based on completed enrolment. The doctor can update their declaration when there are changes.

**13. If a doctor is practising in multiple clinics, do they have to submit one form for each clinic?**

No. Doctors can use one form to declare for all the clinics they are practising at.