



**ST. ANDREW'S
COMMUNITY HOSPITAL**

Corporate User Login

1. Login the **Username, Password** and **Institution** given in the email



The screenshot shows a login interface for the 'Clinic Assist Software Corporate Portal'. It features a dark grey background with a light blue border. At the top left is a green circular logo with a white 't' and the word 'Login' in white, followed by 'Clinic Assist Software Corporate Portal' in smaller white text. Below this, there are three input fields: 'Username' (containing 'Login ID'), 'Password' (containing 'Password'), and 'Institution' (containing 'Institution'). To the right of these fields is a QR code. Below the input fields is a blue 'Login' button. At the bottom, there is a copyright notice: 'Copyright © 2017 Assurance Technology Pte Ltd. All Rights Reserved.'

Username
Login ID

Password
Password

Institution
Institution

Login

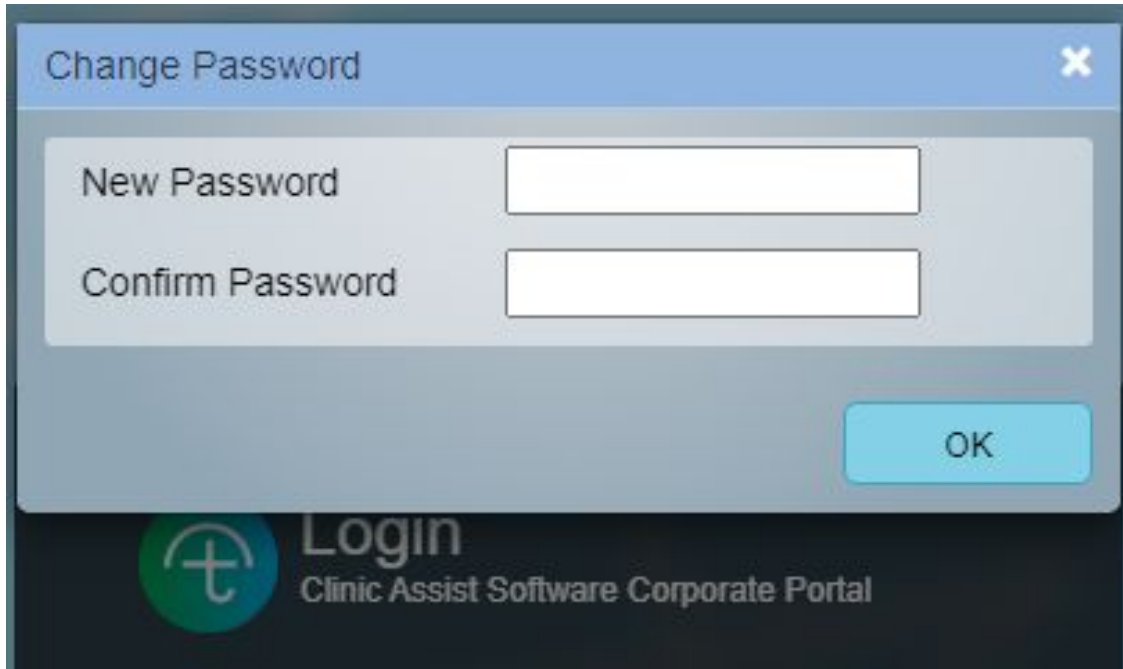
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2. Change the Password

Password must be between **12 to 20 characters** and contain **upper & lower case, digit** and **special character**




Change Password

New Password

Confirm Password

OK

 Login
Clinic Assist Software Corporate Portal

Remember your password and key correctly for each login.

Your account will be locked after 4 attempts of the wrong password keyed.



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3. Select **Employee**, download **Employee Template**

1

Menu

« Hide Menu Employee

Logout

eDocument

Search:

Add Import

Click to download Employee Template(.xls)

Employee

Emp No	Employee Name	NRIC	Sex	DOB	HP	PCP Start	PCP End	Sector	Termination Date	SMS Send Date
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2



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4. Excel Template

Fill in the details and save the file

*(**Do not** change the filename)*

Max. 500 MWs per excel file


Employers who have more than 500 MWs to enrol require to upload **more than one file**.

You can only use the **same filename** to upload the excel template.



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EmpNo	Employee No.: If companies have their employee ID, they may key in. Alternatively, if the company doesn't have this, they may preassigned e.g. 00001 to 00500. (Up 15 characters)
DOB	Date of Birth: Please follow the date format assigned, dd/mm/yyyy.
Sex, ID Type, Nationality, Language Spoken	Please use the drop down list available.
HP	Mobile no. – Eg. 91234567 Please use the mobile no. of the MW . An SMS will be triggered to him/her after enrolment.



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P17											
	K	L	M	N	O	P	Q	R	S	T	
1	Language Spoken	BlkHseNo	UnitNo	Street	BuildingName	Postal	HealthCheckup (MWOC)	PCP Start (dd/mm/yyyy)	Sector Living	Dormitory	
2									#N/A	#N/A	
3									#N/A	#N/A	
4									#N/A	#N/A	
5	Fields		Remarks							#N/A	#N/A
6										#N/A	#N/A
7	BlkHseNo,		Please fill in the full residential addresses in the community.							#N/A	#N/A
8	UnitNo,		BlkHseNo – Eg. 321							#N/A	#N/A
9	Street.		UnitNo – Eg. #03-22							#N/A	#N/A
10										#N/A	#N/A

Fields	Remarks
BlkHseNo, UnitNo, Street, BuildingName, Postal	Please fill in the full residential addresses in the community . BlkHseNo – Eg. 321 UnitNo – Eg. #03-22 Street – Eg. Jurong East St 31 BuildingName Postal – Eg. 600321
Postal	Postal Code: You only need to key the postal code for dormitories . Eg. 608559
HealthCheckup (MWOC)	Please use the drop down list available. Only for members who newly arrived in Singapore , and have done their Medical Examination (ME) at the Migrant Worker Onboarding Centre or St. Andrew's Migrant Worker Medical Centre prior to taking on the PCP may select "Y".



PCP Start
(dd/mm/yyyy)

Sector
Living

DormitoryBlkHseDStreetBuilding

Fields	Remarks
PCP Start	<p>The date of enrolment for the migrant workers (MW). PCP date <u>cannot</u> be changed once uploaded.</p> <p>Eg. 1: If you submit the contract on 1 Apr, because you want the MW to be enrolled from 02 Apr onwards, you indicate 02/04/2022 in this field. Eg. 2: If you submit the contract on 1 Apr, but you only want the MW to be enrolled from 05 May onwards, you indicate in 05/05/2022 in this field.</p>
Sector Living	By default all members should be under Zone “F”.
Dormitory to Building in grey cells	These cells are protected cells and will auto-populate.



5. Click “Import”

« Hide Menu Employee (122 - Company A)

Search: + Add Import [Click to download Employee Template\(.xls\)](#)

	Emp No	Employee Name	NRIC	Sex	DOB	HP	PCP Start
<input type="checkbox"/>	EM0001	MW 00001	A1234567	F	01/01/1982	81121238	14/03/2022

6. Click “Choose File” to select Employee List

7. Click “Import” to import Employee List

« Hide Menu Import Employee

6 Choose File EmployeeMWLists.xlsx 7 Import Total row(s): 1

Company Code	Employee No	Employee Name	Sex	DOB	ID Type	ID Number	Passport Number	Nationality	HP	Language Sp
pcp	M00002	MW2	Female	31/01/1982	Passport	A123456	A123456	BANGLADESHI	81121238	Mandarin

Registration Acknowledgement

Congratulations! You have successfully enrolled the workers in the Primary Care Plan.

- 1) You may process with the issuance of work passes.
- 2) Your workers may now make appointment for consultation at **SAMWMC@Penjuru** or walk-in to the **Designated Clinics** or use our **Telemedicine services**.
- 3) The invoice will be generated from the e-portal and emailed to employers on the 1st day of every calendar month. Please make payment upon receiving the invoice. Thank you.

Employers and workers can follow the steps below for booking appointments and telemedicine.

A. BOOKING APPOINTMENT @SAMWMC, PENJURU

Medical Examination (ME) / Consultation / Medical Services

Employers or Workers can:-

WhatsApp: 9173 8567

Enter: **1)** Worker's Name & FIN number of worker (last 4 digits); **2)** Sick / ME

Our friendly staff will contact you to confirm the appointment and transportation.

B. WALK-IN TO THE DESIGNATED CLINIC

The **Designated Clinics** are only for reporting sick attendance, and not ME.

Walk-in or make an appointment if ≥ 3 pax per company.

C. TELEMEDICINE - "Doctor Anywhere."

Link to Doctor Anywhere Telemedicine App, please click [here](#).

[Download](#) User Guide to Doctor Anywhere Telemedicine App.

Payment mode: Debit card and Credit card



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