

**eLIS Portal (eLIS.moh.gov.sg) Internet User Manual on
TOP/VS Regulatory Submission Version 1.5**



Version	Effective Date	Summary of Changes
1.0	June 20, 2013	First Version
1.1	Sept. 26, 2014	Update Section 1. Submission of Voluntary Sterilisation (VS) Returns (Removed the term “High” in the word “High Court”)
1.2	May 7, 2014	CR ELIS-2014-001 Add in the following sections: <ul style="list-style-type: none"> Section 3. Search for (TOP/VS) Submission Update the following sections: <ul style="list-style-type: none"> How do I Submit the TOP Returns? 1.2 How do I appeal for the rejected submission? (Add ‘MOH Officer email address’ in view appeal page for internet user) 2.2 How do I appeal for the rejected submission? (Add ‘MOH Officer email address’ in view appeal page for internet use)
1.3	Nov. 11, 2014	CR ELIS-2014-004(item 1) Update the following sections: <ul style="list-style-type: none"> 2.2 HOW DO I APPEAL FOR THE REJECTED SUBMISSION? (If date of Pre-Counselling is not blank and date of operation is not blank, system will validate the time between date of pre-counselling to date of operation must be at least 3 days.)
1.4	April, 14, 2015	Add the following sections: <ul style="list-style-type: none"> 1.3 HOW TO GENERATE VOLUNTARY STERILISATION STATISTICS? 2. 5 HOW TO GENERATE TERMINATION OF PREGNANCY STATISTICS? (<ol style="list-style-type: none"> Remove the Statistics No. Of Operation Add new statistics: <ul style="list-style-type: none"> No. of TOP conducted by Drug Only No. of TOP conducted by Surgical Procedure Only No. of TOP conducted by Drug and Surgical Procedure Only) <ul style="list-style-type: none"> 2. 1 HOW TO REGISTER TOP DOCTOR (Add a new mandatory field: “Type of Pregnancy”) Update the following sections: <ul style="list-style-type: none"> 2.2 HOW DO I SUBMIT THE TOP RETURNS? 2. 3 HOW DO I APPEAL FOR THE REJECTED SUBMISSION? (<ol style="list-style-type: none"> Display the new mandatory field: “Type of Termination Pregnancy” in inbox register page Add a new mandatory field: “Type of Termination Pregnancy” Add a new mandatory field: “Type Drug” & Others Rename Field from Date of Operation to Date of Termination of Pregnancy (If TOP Solely by Drug, enter Date of First Administration of Drug. If TOP by Drug and Surgical Procedure, enter Date of Operation))

Version	Effective Date	Summary of Changes
		5. Rename "Hospital/Clinic of Operation to "Hospital/ Clinic of Termination of Pregnancy" 6. Add the new Fields: "Whether given counselling" and "if the counselling was not given")
1.5	February 24, 2020	Removed section: How to submit TOP application upon approval of TOP appeal.

CHANGE HISTORY

Table of Contents

CHANGE HISTORY	2
TABLE OF CONTENTS.....	4
1 SUBMISSION OF VOLUNTARY STERILISATION (VS) RETURNS	5
1.1 HOW DO I SUBMIT VS RETURNS?	5
1.2 HOW DO I APPEAL FOR THE REJECTED SUBMISSION?.....	8
1.3 HOW TO GENERATE VOLUNTARY STERILISATION STATISTICS?.....	10
2 SUBMISSION OF TERMINATION OF PREGNANCY (TOP) RETURNS	12
2.1 HOW TO REGISTER TOP DOCTOR.....	12
2.2 HOW DO I SUBMIT THE TOP RETURNS?.....	15
2.3 HOW DO I APPEAL FOR THE REJECTED SUBMISSION?.....	19
2.4 HOW DO I SUBMIT THE YEARLY RETURN OF TOP COUNSELLORS?	22
2.5 HOW TO GENERATE TERMINATION OF PREGNANCY STATISTICS?.....	23
3 SEARCH FOR (TOP/VS) SUBMISSION	25
4 FEEDBACK / SUGGESTION	27

1 SUBMISSION OF VOLUNTARY STERILISATION (VS) RETURNS

REPORT ON TREATMENT FOR SEXUAL STERILIZATION

The report on VS patient returns are previously submitted via the online TOP/VS System. With the launch of the eLIS, the VS patient returns are now required to be submitted via the eLIS portal.

The HCIs institutions which carry out Voluntary Sterilisation, are required to submit the VS returns on VS performed, if only:-

- 1) Treatment is carried on an unmarried person below 21 years of age, under the conditions in section 3(2)(c) of the Voluntary Sterilization Act.
- 2) Treatment is carried on a person who lacks mental capacity, pursuant to an order of the Court under section 3(2)(d) or 3(2)(e) of the Voluntary Sterilization Act

Note: The VS form on VS performed must be completed and submitted to the Director of Medical Services within 30 days of any treatment carried out on any such persons under the circumstances described above.

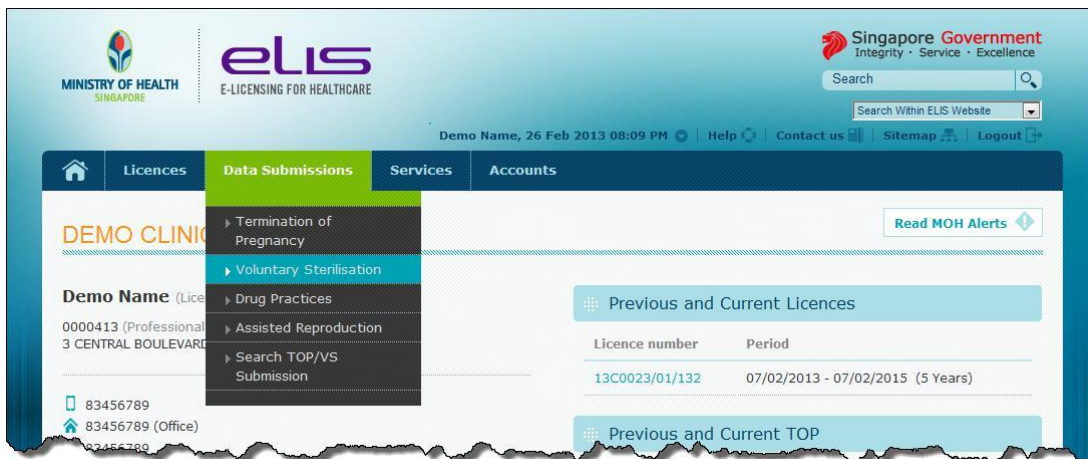
For more information on the VS Act/ Regulations, please click here:

[Circular for Voluntary Sterilization, and Guidance for Healthcare Institutions and Medical Practitioners Performing Sexual Sterilization](#)

1.1 How do I submit VS returns?

Steps

1. Login into the eLIS portal (<https://elis.moh.gov.sg>), if you have not yet login.
2. From the menu bar, click on the “Data Submissions” >> “Voluntary Sterilisation”.



3. Fill in the patient return details.

VOLUNTARY STERILISATION (VS) SUBMISSION

Treatment Detail

Treatment on an unmarried person below 21 years of age, under the conditions in section 3(2)(c) of the Voluntary Sterilization Act

Treatment on a person who lacks mental capacity, pursuant to an order of the Court under section 3(2)(d) or 3(2)(e) of the Voluntary Sterilization Act

Part I : Particulars Of Person Who Underwent Treatment For Sexual Sterilisation

1. **Name of Patient*:**

2. **ID No.*:**
For foreigners, pls choose FIN or Passport No.

3. **Date of Birth*:**

4. **Gender*:**

5. **Residence Status*:**

6. **Ethnic Group*:**

7. **Marital Status*:**

Part III : Particulars Of Treatment For Sexual Sterilization Performed

22. **Method of Sterilization*:**

23. **Hospital/Clinic where the sterilization was performed :**

24. **Date of Operation*:**

25. **Reviewed by Hospital Ethics Committee (HEC) (state name of hospital) :**

26. **Date of HEC Review :**

27. **Doctor Professional Regn No.*:**

28. **Name of Doctor who performed the sterilization :**

4. Click on the “Submit” button.

Acknowledgement

Upon successful submission, an acknowledgement page will be displayed with acknowledgement no. and patient return details. You may print the copy of acknowledgement page for future reference.

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Search Within ELIS Website

Record(s) has been created successfully

VOLUNTARY STERILISATION(VS) SUBMISSION - ACKNOWLEDGEMENT

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SUBMISSION DETAILS

Submitted By : Name
 Date of Submission : 26/09/2014
 Acknowledgement No. : 140926002451

TREATMENT DETAIL

Type of Treatment : Treatment on a person who lacks mental capacity, pursuant to an order of the Court under section 3(2)(d) or 3(2)(e) of the Voluntary Sterilization Act

PARTICULARS OF PERSON WHO UNDERWENT TREATMENT FOR SEXUAL STERILISATION

NRIC/FIN/Passport No. :	FIN - F1234567N	Name of Patient :	PatientName
Date of Birth :	07/08/1992	Marital Status :	Single
Residence Status :	Singapore PR	Other Residence Status :	
Ethnic Group :	Chinese	Other Ethnic Group :	
Education Level :	'O' Level	Occupation :	
Gender :	Female		
Main reason for Sterilization :	Mental illness	Other Main reason for Sterilization :	
No. of Living Children :	0	Date of Birth of Last Child :	

PARTICULARS OF PARENTS/GUARDIAN WHO GAVE ADDITIONAL CONSENT

ID No. :		Name of Patient :	
Date of Birth :		Relationship to Person Who Was Sterilized :	

PARTICULARS OF PERSON WHO APPLIED FOR COURT ORDER

ID No. :	FIN - F1111111N	Name of Patient :	CourtPerson
Date of Birth :	11/09/1988	Relationship to Person Who Was Sterilized :	Friend
Date Court Order Issued :	25/09/2014	Court Order Document :	Click here to download Court Order Document

PARTICULARS OF TREATMENT FOR SEXUAL STERILIZATION PERFORMED

Doctor Professional Regn No. :	00180E	Name of Doctor who performed the sterilization :	00180E
Hospital/Clinic where the sterilization was performed :	RD Medical Clinic	Date of Operation :	26/09/2014
Method of Sterilization :	Bands or Clips	Other Method of Sterilization :	
Reviewed by Hospital Ethics Committee (HEC) :		Date of HEC Review :	

[New Submission](#)

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1.2 How do I appeal for the rejected submission?

The legislative requirements for submitting the returns of VS patient are as below.

- **Submission must be within 30 days of the operation.**

Rejection of the VS submissions

- A. The eLIS will reject your VS returns on VS performed if they do not meet the above legislative requirement at the time of submission, or the required mandatory fields information are not provided correctly.
- B. However, the eLIS will enable the “Appeal” button for you to apply for appeal for the submissions that have been rejected, and the outcome of the appeal will be published in your “Notification” inbox in eLIS. You are required to login and go to your “Notification inbox” to find out the “Outcome” of your “Appeal”.

Steps

1. Click on the “Appeal” button.

The screenshot shows a web form titled "Part III : Particulars Of Treatment For Sexual Sterilization Performed". It includes the following fields and values:

- 22. Method of Sterilization*: Intrauterine device
- 23. Hospital/Clinic where the sterilization was performed : KK Medical Only Clinic
- 24. Date of Operation*: 17/03/2013 (with a note: "Operation Date must be within 30 days from current date.")
- 25. Reviewed by Hospital Ethics Committee (HEC) (state name of hospital) :
- 26. Date of HEC Review :
- 27. Doctor Professional Regn No.*: 0000417
- 28. Name of Doctor who performed the sterilization : HuQXpJpW

At the bottom of the form, there are three buttons: "Appeal", "Save As Draft", and "Submit". The "Appeal" button is highlighted with a red rectangular box.

2. Fill in the appeal details.

The screenshot shows the eLIS interface for submitting an appeal. The header includes the Ministry of Health Singapore logo, the eLIS logo, and the Singapore Government logo. The navigation menu contains 'Licences', 'Data Submissions', 'Services', and 'Accounts'. The main heading is 'APPEAL TO MOH - VOLUNTARY STERILISATION (VS) SUBMISSION'. The form fields are: 'Subject: Appeal to submit VS that does not meet legislation requirements.' and 'Reason for Appeal *:' with a large empty text box. A green 'Submit' button is located at the bottom left of the form area.

3. Click on the “Submit” button.

Acknowledgement

Upon successful submission, an acknowledgement page will be displayed with acknowledgement no. and appeal details. Please print the copy of acknowledgement page for future reference.

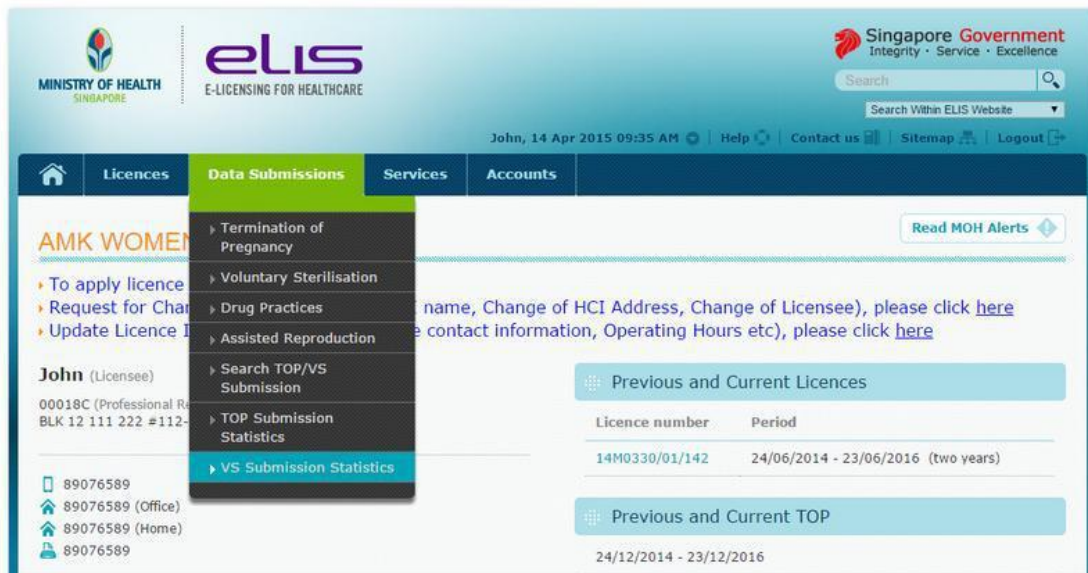
The screenshot shows the acknowledgement page for the appeal submission. The header and navigation menu are identical to the previous screenshot. The main heading is 'APPEAL TO MOH - VOLUNTARY STERILISATION(VS) SUBMISSION - ACKNOWLEDGEMENT'. The page is divided into two sections: 'Submission Details' and 'Particulars Of Appeal'.
Submission Details:
Submitted By : AS00001
Date of Submission : 17/05/2013
Ack No. : 130517000735
Particulars Of Appeal:
Subject : Appeal to submit VS that does not meet legislation requirements.
Appeal Reason : For your approval pl

1.3 How to generate Voluntary Sterilisation Statistics?

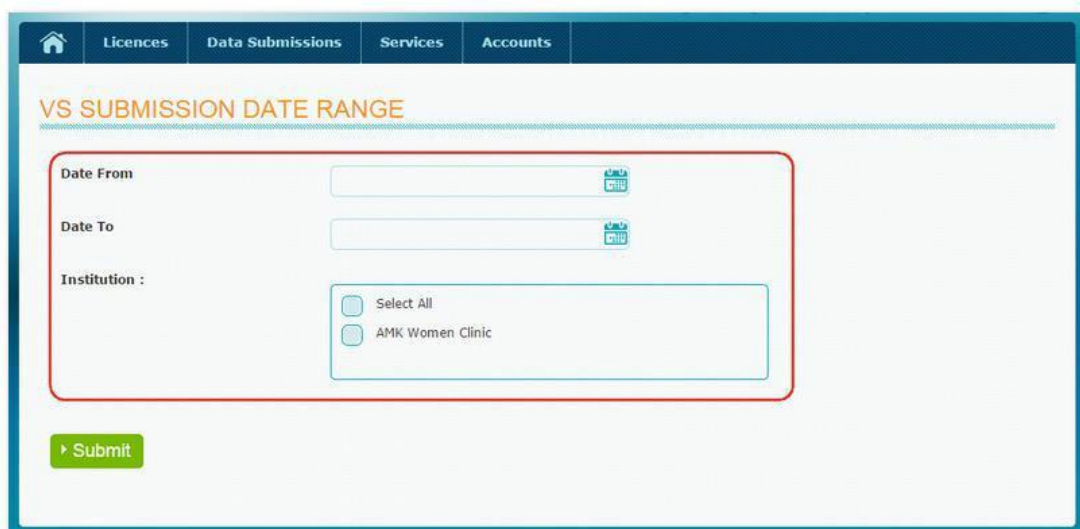
You can generate the VS Statistics using the eLIS portal.

Steps

1. Login into eLIS portal (elis.moh.gov.sg), if you have not yet login.
2. From the main menu, click on the “Data Submission” >> “VS Submission Statistics”.



3. Fill-in the details in the “VS Submission Date Range”



4. Click on the “Submit” Button

The screenshot shows the 'VS SUBMISSION DATE RANGE' form. It includes a navigation bar with 'Licences', 'Data Submissions', 'Services', and 'Accounts'. The form has three main sections: 'Date From' and 'Date To' with empty text boxes and calendar icons; 'Institution' with a list containing 'Select All' and 'AMK Women Clinic', both with unselected checkboxes; and a green 'Submit' button at the bottom left.

5. The VS statistics table will be shown upon submission.

This screenshot shows the same form after submission. The 'Date From' field is filled with '01/01/2014' and 'Date To' with '31/12/2014'. Both checkboxes under 'Institution' are now checked. A table titled 'AMK Women Clinic' is displayed below the form, showing submission and operation statistics for each month of 2014.

Year 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No. of Submission (M)	-	-	-	-	-	-	-	-	0	-	-	0	0
No. of Submission (F)	-	-	-	-	-	-	-	-	1	-	-	1	2
No. of Submission (Total)	-	-	-	-	-	-	-	-	1	-	-	1	2
No. of Operation (M)	-	-	-	-	-	-	-	-	0	-	-	0	0
No. of Operation (F)	-	-	-	-	-	-	-	-	1	-	-	1	2
No. of Operation (Total)	-	-	-	-	-	-	-	-	1	-	-	1	2

2 SUBMISSION OF TERMINATION OF PREGNANCY (TOP) RETURNS

REPORT ON TREATMENT FOR TERMINATION OF PREGNANCY (TOP)

The report on treatment for TOP are previously submitted via the online TOP/VS System. With the launch of the eLIS, all the TOP patient returns are now required to be submitted via the eLIS portal.

The HCIs institutions approved to provide TOP under TOP Act, are required to submit the TOP returns as specified in the Regulation 9 of the TOP Regulations:-

(a) Within 30 days of the pre-termination of pregnancy counselling if no treatment to terminate pregnancy is carried out on a pregnant woman; or

(b) Within 30 days of the post-termination of pregnancy counselling if treatment to terminate pregnancy is carried out on a pregnant woman.

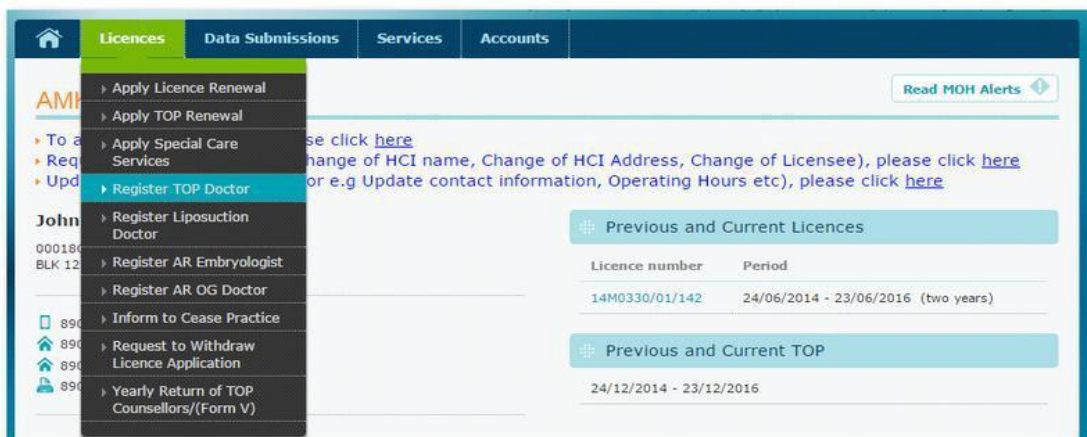
2.1 How to Register TOP Doctor

Every treatment for terminating pregnancy shall be carried out by an authorised medical practitioner in an approved institution. The HCI must submit to the Ministry the Registration/Names of the authorised medical practitioners accredited to carry out treatment for the termination of pregnancy in the institution using the eLIS System.

For medical practitioner in a private practice who applies for authorisation to carry out treatment to terminate pregnancy shall be approved at only one specified private medical clinic. However, if the TOP doctor is accredited to work in Hospital to carry out treatment to terminate pregnancy, the medical practitioner may also perform such treatment at the approved Hospital.

Steps

1. Login into the eLIS portal (<https://elis.moh.gov.sg>), if you have not yet login.
2. From the main menu, click on “Licences > Register TOP Doctor”



3. Fill in the details.

Type of termination of pregnancy has to be indicated when applying for registration of TOP doctor. The medical practitioner must be registered with SMC with specialty of Obstetrics & Gynaecology to perform "TOP by Drug & Surgical Procedure". O & G specialty is not mandatory for "TOP Solely by Drug" registration.

Upload the supporting documents such as (Copy of Obstetrics and Gynaecology Certificate, TOP Form II (Application for authorisation to carry out treatment to terminate pregnancy) and click on the "Upload" Button.

4. Click on the "Submit" Button.

TOP by Drug & Surgical Procedure

Upon submission, the medical practitioner that was registered and approved in the other previous institution to perform “TOP by Surgical Procedure” will be de-registered. For this case, the new registration of TOP Doctor in the current institution will be automatically approved. Else, the Ministry will review submitted application and the outcome (In-Process, Approved, Rejected) will be displayed in the “Register Doctors” Inbox.

TOP Solely by Drug

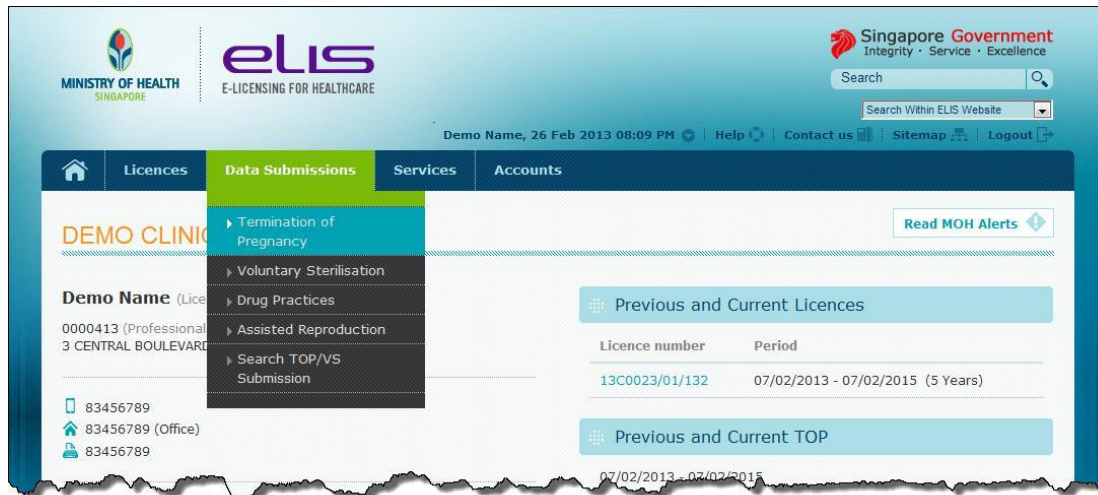
Upon submission, the Ministry will review submitted application and the outcome (In-Process, Approved, Rejected) will be displayed in the “Register Doctors” Inbox.

Status	Type	Submitted By	Submitted Date
In-process	Register Top Doctor (Solely by Drug)	S7348401D	16/04/2015

2.2 How do I submit the TOP returns?

Steps

1. Login into the eLIS portal (<https://elis.moh.gov.sg>), if you have not yet login.
2. From the menu bar, click on the “Data Submissions” >> “Termination of Pregnancy”.



3. Fill in the patient return details.

The screenshot shows the 'TERMINATION OF PREGNANCY (TOP) SUBMISSION' form. The form is titled 'Part I - Particulars Of Patient' and contains the following fields:

1. Name of Patient*:
2. ID No.*: NRIC (dropdown) and text input. Note: For foreigners, pls choose FIN or Passport No.
3. Date of Birth*:
4. Nationality*:
5. Date Commenced Residence in Singapore:
6. Ethnic Group*:
7. Marital Status*:
8. Education Level*:
9. No. of Living Children*:
10. Activity Status*:
- 10a. Occupation:

Part II - Particulars Of Family Planning/Pregnancy

11. **Contraceptive History*:**

12. **Most Recent Contraceptive Method Used*:**

13. **No. of Previous Termination of Pregnancy*:**

14a. **First Day of Last Menstrual Period*:**

14b. **Gestation Age based on Ultrasound :**
 (1) **Weeks**
 (2) **Days**

14c. **Gender of the Aborted Child if Gestation Age is 15 weeks and above :**

15. **Main reason for request to terminate pregnancy*:**

Part III - Particulars Of Pre-Termination Of Pregnancy Counselling

16. **Whether given counselling :**

16a. **Whether given counselling on mid-trimester pregnancy termination :**

16b. **Whether patient sign the acknowledgement for counselling on mid-trimester pregnancy termination :**

17a. **ID No. of Counsellor (If counselling is given by Doctor, pls enter Doctor's Professional Regn No(MCR No.). Otherwise, pls enter Counsellor's NRIC/FIN No.) :**

17b. **Name of Counsellor :**

18. **Date of Counselling :**

19. **Hospital/Unit/Clinic where the counselling was done :**

20. **Result of Counselling :**

21. **If undecided, Date of Second Counselling :**

22. **Result of Second Counselling :**

Part IV - Particulars On Present Termination Of Pregnancy

23a. **Type of Termination of Pregnancy :**

23b. **Type of Drug :**

24a. **Date of Termination of Pregnancy (If solely by Drug, enter Date of First Dose. If solely by Surgical Procedure, enter Date of Operation. If by Drug and Surgical Procedure, enter Date of Operation) :**

24b. **Place of Termination of Pregnancy :**

25a. **Doctor Professional Regn No. :**

25b. **Name of Doctor who performed the Termination of Pregnancy :**

Part V - Particulars On Post-Termination Of Pregnancy

26a. Whether given counselling : No

26b. If counselling was not given : Hysterectomy

27a. NRIC/FIN of Counsellor :

27b. Name of Counsellor :

28a. Date of Counselling :

28b. Hospital/Clinic where Counselling was done :

Save As Draft Submit

4. Click on the “Submit” button.

Acknowledgement

Upon successful submission, an acknowledgement page will be displayed with acknowledgement no. and patient return details. You may print the copy of acknowledgement page for future reference.

Part V - Particulars On Post-Termination Of Pregnancy

26a. Whether given counselling : No

26b. If counselling was not given : - Select -


27a. NRIC/FIN of Counsellor :


27b. Name of Counsellor :

28a. Date of Counselling :


28b. Hospital/Clinic where Counselling was done :

Save As Draft Submit





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✔ Record(s) has been created successfully

TERMINATION OF PREGNANCY(TOP) SUBMISSION - ACKNOWLEDGEMENT

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SUBMISSION DETAILS

Submitted By :	John
Date of Submission :	14/04/2015
Acknowledgement No. :	150414002704

PARTICULARS OF PATIENT

NRIC/FIN/Passport No. :	FIN / F1234567N	Name of Patient :	PatientName
Date of Birth :	21/06/1988	Nationality :	CANADIAN
Date Commenced Residence in Singapore :	15/04/2009	Residence Status :	Employment Pass Holder
Ethnic Group :	Others	Marital Status :	Married
Education Level :	'A' Level	No. of Living Children :	1
Activity Status :	Working	Occupation :	Administrative & Managerial Workers
Gender of Living Children (By Order) :	Female		

PARTICULARS OF FAMILY PLANNING/PREGNANCY

Contraceptive History :	Discontinued before Pregnancy	Most Recent Contraceptive Method Used :	Condom
No. of Previous Termination of Pregnancy :	0	First Day of Last Menstrual Period :	13/03/2015
Gestation Age based on Ultrasound Week:	0	Gestation Age based on Ultrasound Day :	0
Gender of the Aborted Child if Gestation Age is 15 weeks and above :	Unknown	Main reason for request to terminate pregnancy :	Cannot afford another child
Other Reason for Termination of Pregnancy :		Sub reason for request to terminate pregnancy :	
Other Sub reason for request to terminate pregnancy :			

PARTICULARS OF PRE-TERMINATION OF PREGNANCY COUNSELLING

Whether given counselling :	Yes	Whether given counselling on mid-trimester pregnancy termination :	No
Whether patient sign the acknowledgement for counselling on mid-trimester pregnancy termination :	No	ID No. of Counsellor (If counselling is given by Doctor, pls enter Doctor's Professional Regn No(MCR No.), Otherwise, pls enter Counsellor's NRIC/FIN No.) :	G1053593Q
Name of Counsellor :	name0234	Date of Counselling :	11/04/2015
Hospital/Unit/Clinic where the counselling was done :	AMK Women Clinic	Result of counselling :	Wants to Terminate Pregnancy
If undecided, date of second counselling :		Result of Second Counselling :	

PARTICULARS ON PRESENT TERMINATION OF PREGNANCY

Type of Termination of Pregnancy :	Drug and Surgical Procedure	Type of Drug :	Hypertonic Saline, Urea, Dextrose Saline
Date of Termination of Pregnancy :	13/04/2015	Place of Termination of Pregnancy :	AMK Women Clinic
Doctor Professional Regn No. :	00344A	Name of Medical Practitioner who performed the Termination of Pregnancy :	00344A

PARTICULARS OF POST-TERMINATION OF PREGNANCY COUNSELLING

Whether given counselling :	No	If counselling was not given :	Hysterectomy
NRIC/Passport No. of Counsellor:	G1053593Q	Name of Counsellor:	name0234
Date of Counselling :	14/04/2015	Hospital/Clinic where Counselling was done :	AMK Women Clinic

➔ New Submission

2.3 How do I appeal for the rejected submission?

The legislative requirements to be met before TOP can be carried out:

- Mandatory Abortion Counselling for Singaporeans/PR having secondary education or higher and having two children or less is not provided.
- The patient have been resident in Singapore for at least four months prior to termination, unless she is Singaporean, a Work Permit , Employment Pass holder, or the wife of a Singaporean, Work Permit Holder, Employment Pass holder or Dependent pass holder.
- If the patient is under 16 years old and is single, pre- abortion counselling must be at carried out at an institution authorised to do so.
- Termination is only permitted up to 24 weeks of gestation or less.
- Post-termination counselling is mandatory, and must be after the termination.
- Submission must be within 30 days of the operation.
- All Doctors, Institutions and Counsellors are in the Ministry's approved TOP list.
- The time of submission must be at least 2 days from the Date of Pre-Counselling to Date of Operation. Submission will only be allowed on the 3rd day
- If Post-termination counselling was not given, reason is mandatory

Rejection of the TOP submissions

- A. The eLIS will reject your TOP submissions on TOP performed if they do not meet any of the above legislative requirements at the time of submission or the required mandatory fields information are not provided correctly.
- B. The eLIS will enable the “Appeal” button for you to apply for appeal for the TOP submissions that have been rejected, and the outcome of the appeal will be published in your “Notification” inbox in the eLIS.

Steps

1. Click on the “Appeal” button.

2. Fill in the appeal details.

3. Click on the “Submit” button.

Acknowledgement

Upon successful submission, an acknowledgement page will be displayed with acknowledgement no. and appeal details. Please print the copy of acknowledgement page for future reference.

Note: Once your appeal is approved, **you do not need to re-submit any information.** However, you should still verify that the appeal has been approved using the following steps.

Steps

1. Verify that appeal is approved in the “Data Submission” inbox.

The screenshot displays the eLIS interface for HCI Code 13M0046. It features four main sections: Licences, Register Doctors, Data Submissions, and Notifications. The 'Data Submissions' section contains a table with the following data:

Status	Type	Submitted By	Submitted Date
Approved	Appeal VS Data Submission	AS00001	20/03/2013
Approved	Appeal TOP Data Submission	AS00001	20/03/2013

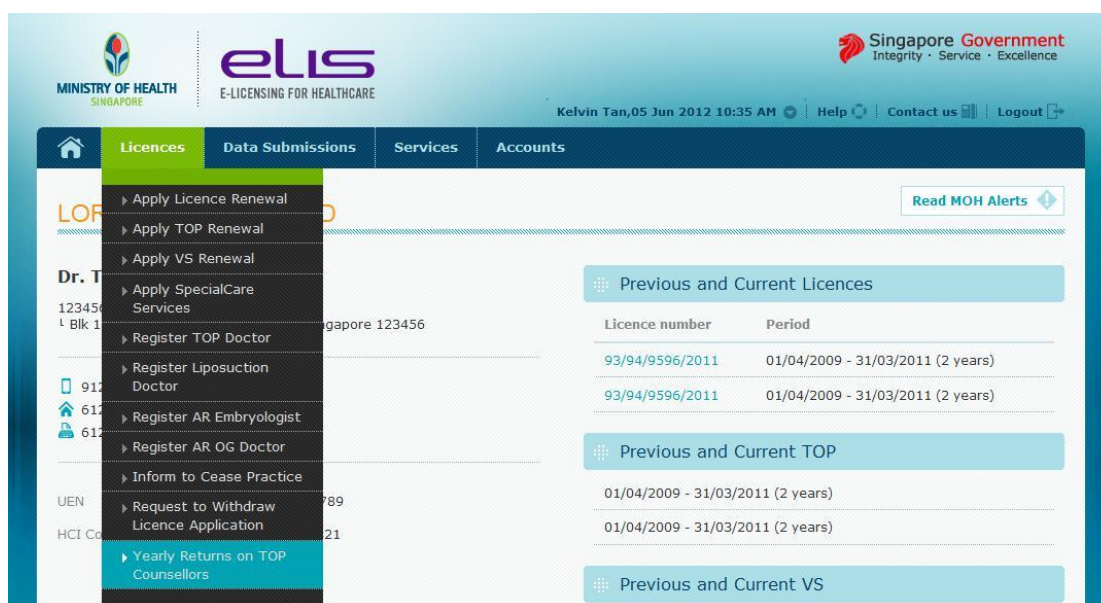
The 'Approved' status of the 'Appeal TOP Data Submission' row is highlighted with a red box. The 'Register Doctors' and 'Notifications' sections both show 'No record(s) found.' The 'Licences' section shows one record: 'New HCI Licence' submitted by 'KK Medical Only Clinic' on '19/03/2013'.

2.4 How do I submit the yearly return of TOP counsellors?

You can submit the yearly return of TOP counsellors using the eLIS portal.

Steps

1. Login into eLIS portal (elis.moh.gov.sg), if you have not yet login.
2. From the menu bar, click on the “Licences” >> “Yearly Return of TOP Counsellor”.



3. Fill in the TOP counsellor details.

The screenshot shows the 'Counsellors' form in the eLIS portal. The form includes fields for 'ID No.*' (with a dropdown menu set to 'NRIC'), 'Name', and 'Qualification'. Below these fields is a section for 'Audio - Visual Equipment For Screening of Counselling Materials' with a dropdown menu set to '- Select -'. A 'Declaration' section contains a checkbox and the text 'I hereby declare that the particulars stated in this application are true to the best of my knowledge and belief.' A green 'Submit' button is highlighted with a red box.

4. Click on the “Submit” button.

Acknowledgement

Upon successful submission, an acknowledgement page will be displayed with acknowledgement no. and TOP counsellor details. You may print the copy of acknowledgement page for future reference.

YEARLY RETURN OF TOP COUNSELLORS - ACKNOWLEDGEMENT

We will be processing your application and may contact you if necessary.

Submission Details

Submitted By:	AS00001
Date of Submission:	17/05/2013
Acknowledge No.:	130517000740

Counsellors Particular

ID No.:	NRIC / S9579049F
Name	D name
Qualification	B Sc

Audio - Visual Equipment For Screening of Counselling Materials

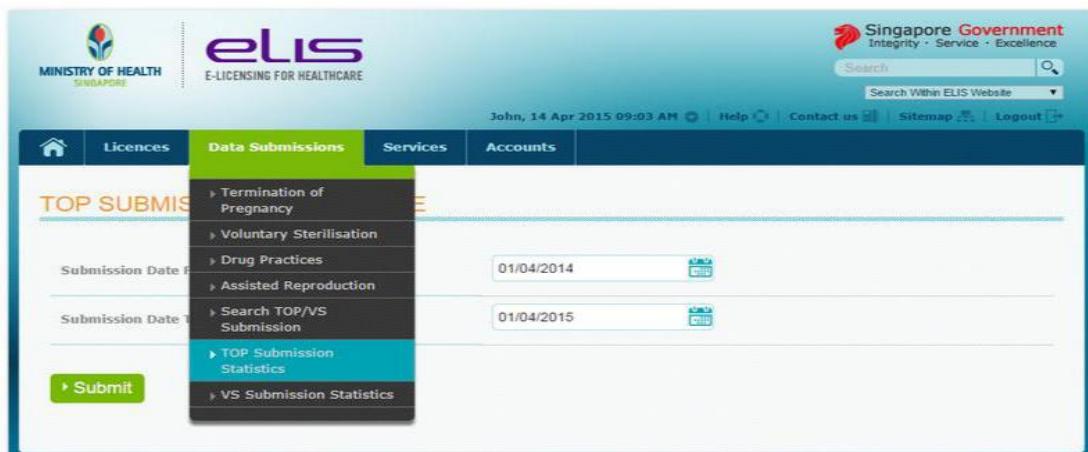
Audio - Visual Equipment For Screening of Counselling Materials Is Available:	YES
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2.5 How to generate Termination of Pregnancy Statistics?

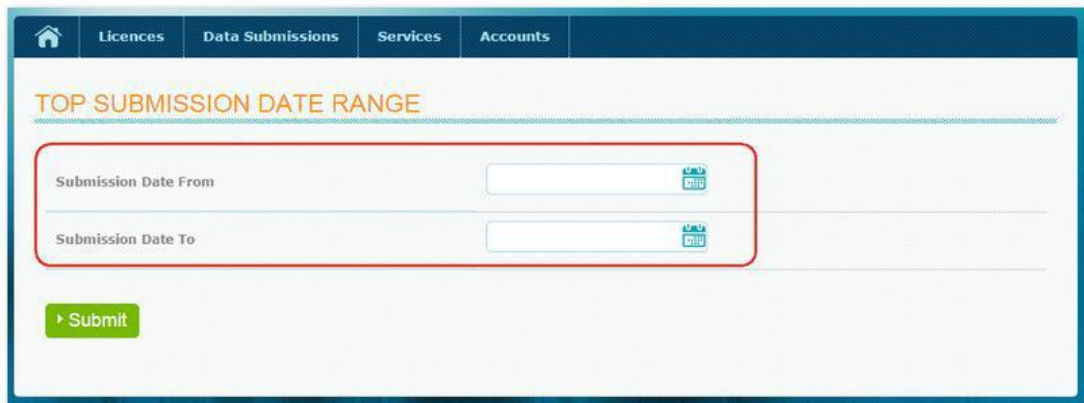
You can check the TOP Statistics using the eLIS portal.

Steps

6. Login into eLIS portal (elis.moh.gov.sg), if you have not yet login.
7. From the main menu, click on the “Data Submission” >> “TOP Submission Statistics”.

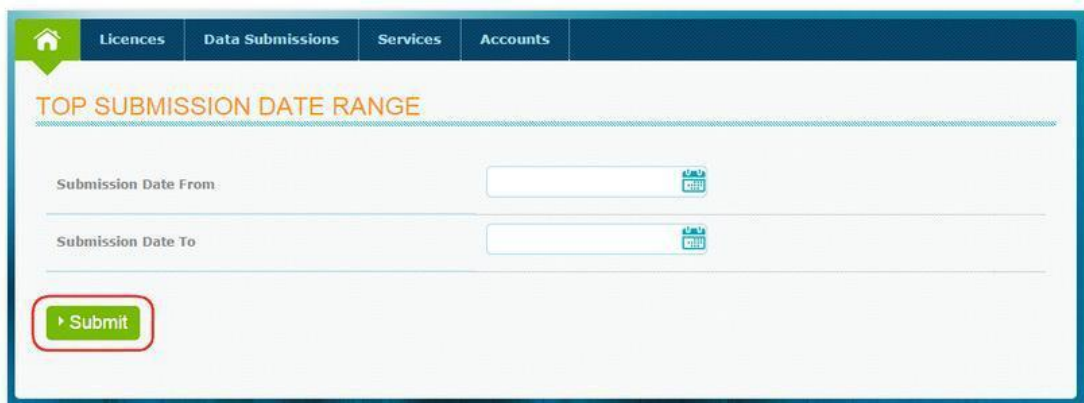


8. Fill-in the details in the “TOP Submission Date Range”



The screenshot shows a web interface with a dark blue header containing navigation tabs: Home, Licences, Data Submissions, Services, and Accounts. Below the header, the title "TOP SUBMISSION DATE RANGE" is displayed in orange. The main content area contains two input fields: "Submission Date From" and "Submission Date To". Each field has a small calendar icon to its right. A green "Submit" button with a right-pointing arrow is located below the input fields. A red rectangular box highlights the two input fields.

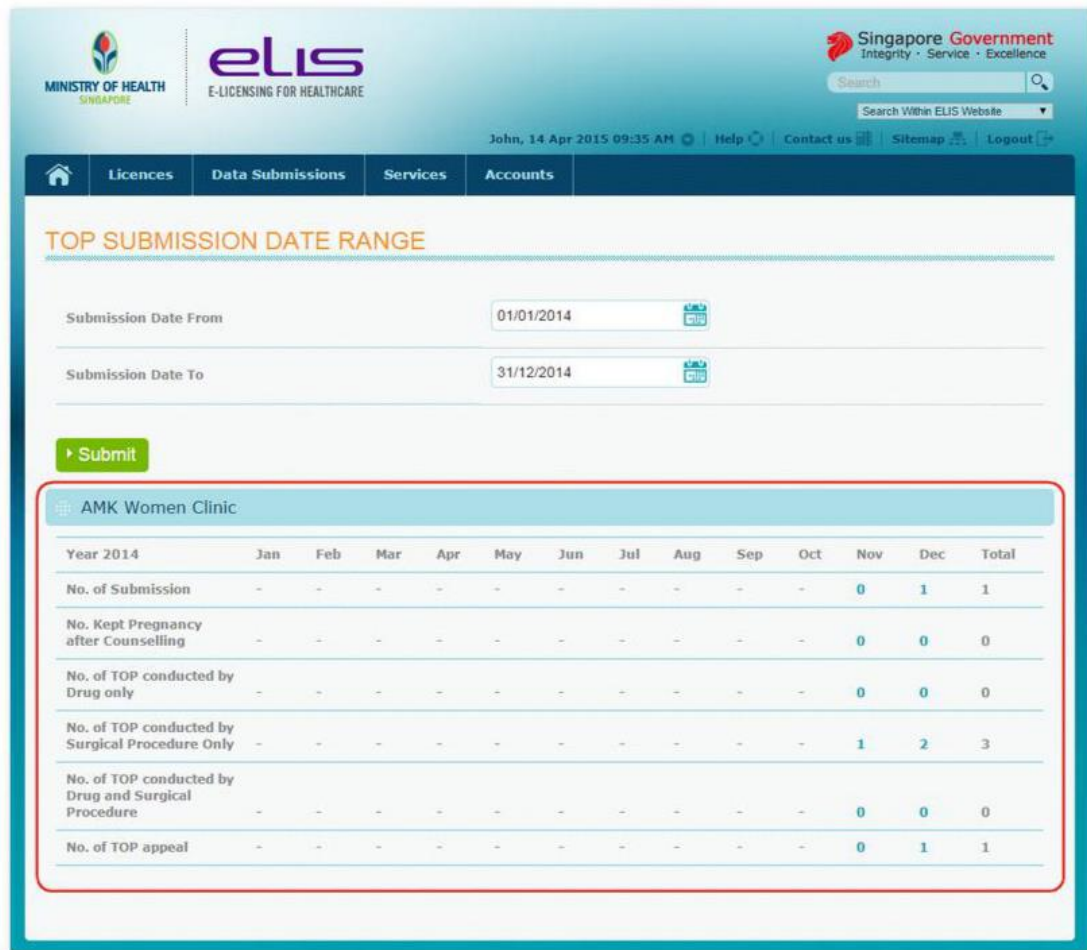
9. Click on the “Submit” Button



This screenshot is identical to the previous one, showing the "TOP SUBMISSION DATE RANGE" form. However, a red rectangular box now highlights the green "Submit" button, indicating the next step in the process.

10. The TOP statistics table will be shown upon submission.

Note: The number of approved TOP will be reflected after internet user re-submitted the rejected submission? You may refer to Section 2. 6 [How do I appeal for the rejected submission?](#)

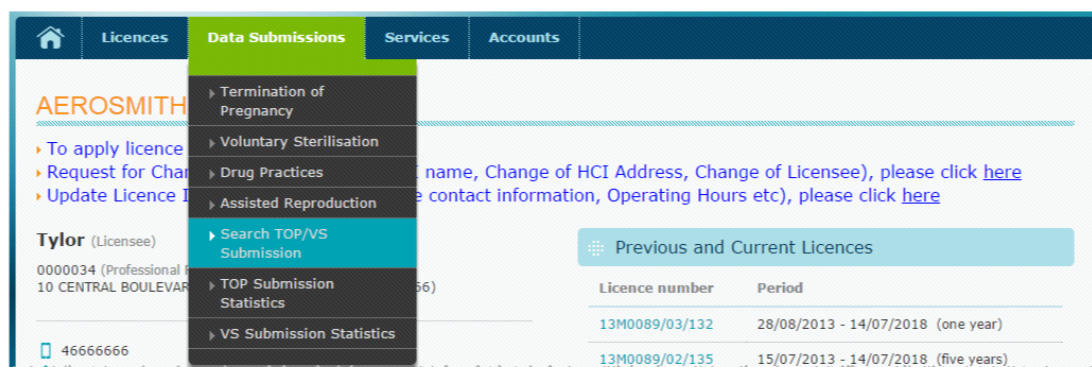


3 SEARCH FOR (TOP/VS) SUBMISSION

eLIS System allow Authorised Staff of licensee to search for TOP/VS submission. However, only the past 2 years of TOP/VS submissions will be searchable.

Steps

1. Login into the eLIS portal (<https://elis.moh.gov.sg>), if you have not yet login.
2. From the menu bar, click on the “Data Submissions” >> “Search TOP/VS Submission”.



3. Fill-in the search criteria fields and click on the “Search” Button.

The screenshot shows the eLIS website interface for searching Termination of Pregnancy (TOP) / Voluntary Sterilisation (VS) Submissions. The page header includes the Ministry of Health Singapore logo, the eLIS logo, and the Singapore Government logo. A search bar is located in the top right corner. The main navigation menu includes Home, Licences, Data Submissions, Services, and Accounts. The page title is "SEARCH TERMINATION OF PREGNANCY (TOP) / VOLUNTARY STERILISATION (VS) SUBMISSION". Below the title is an "Instruction" box stating: "Please note that you can only search for submissions up to 2 years ago." The search criteria are organized into two columns: "Submission Details" and "Doctor/Patient Details".

Submission Details

- Search Type:** Radio buttons for Select All, TOP, and VS.
- Status:** Radio buttons for Select All, Draft, and Submitted.
- Appeal:** Radio buttons for No, Yes(Approved. Not Yet Resubmit), Yes(Approved. Resubmit), Yes(In Progress), and Yes(Rejected).
- Acknowledgement No.:** Text input field.
- Date of Submission:** Two date pickers.

Doctor/Patient Details

- Doctor Professional Regn No.:** Text input field.
- Doctor Name:** Text input field.
- Patient ID No.:** Text input field.
- Patient Name:** Text input field.
- Patient Date of Birth:** Two date pickers.
- Date of Operation:** Two date pickers.

A green "Search" button is located at the bottom right of the form area.

Acknowledgment

Upon successful search, the search results matching the search criteria will be displayed. Click on the link “Patient ID No.” to view termination of pregnancy (TOP/VS) Submission Page.

Showing 1 - 10 of 10 results

Search Results							
S/N	Type	Acknowledgement No.	HCI Name	Doctor Professional Regn No.	Doctor Name	Patient ID No.	Patient Name
1	TOP Data Submission	140704002299	RD Medical Clinic	00180E	00180E	FIN / F1234567N	Patient Name
2	TOP Data Submission	140325001941	RD Medical Clinic	00180E	00180E	FIN / G5338214U	PatientName
3	VS Data Submission	140926002451	RD Medical Clinic	00180E	00180E	FIN / F1234567N	PatientName

4 FEEDBACK / SUGGESTION

If you have any feedback or suggestions regarding eLIS, please contact us at:

Email: eLIS@moh.gov.sg