

Corporate User Login

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





ST. ANDREW'S COMMUNITY HOSPITAL

2. Change the Password

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

Change Password	×
New Password Confirm Password	
	ок
Clinic Assist So	ftware Corporate Portal

Remember your password and key correctly for each login.

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



ST. ANDREW'S COMMUNITY HOSPITAL

3. Select Employee, download Employee Template







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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	Postal Postal Code: You only need to key the postal code for dormitories . Eg. 608559																						
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	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.	ST. ANDREW'S COMMUNITY HOSPITAL

5. Click "Import"

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6. Click "Choose File" to select Employee List7. Click "Import" to import Employee List

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COMMUNITY HOSPITAL

Registration Acknowledgement

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

- 1) You may process with the issuance of work passes.
- 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 <u>here</u>. <u>Download</u> User Guide to Doctor Anywhere Telemedicine App. Payment mode: Debit card and Credit card

