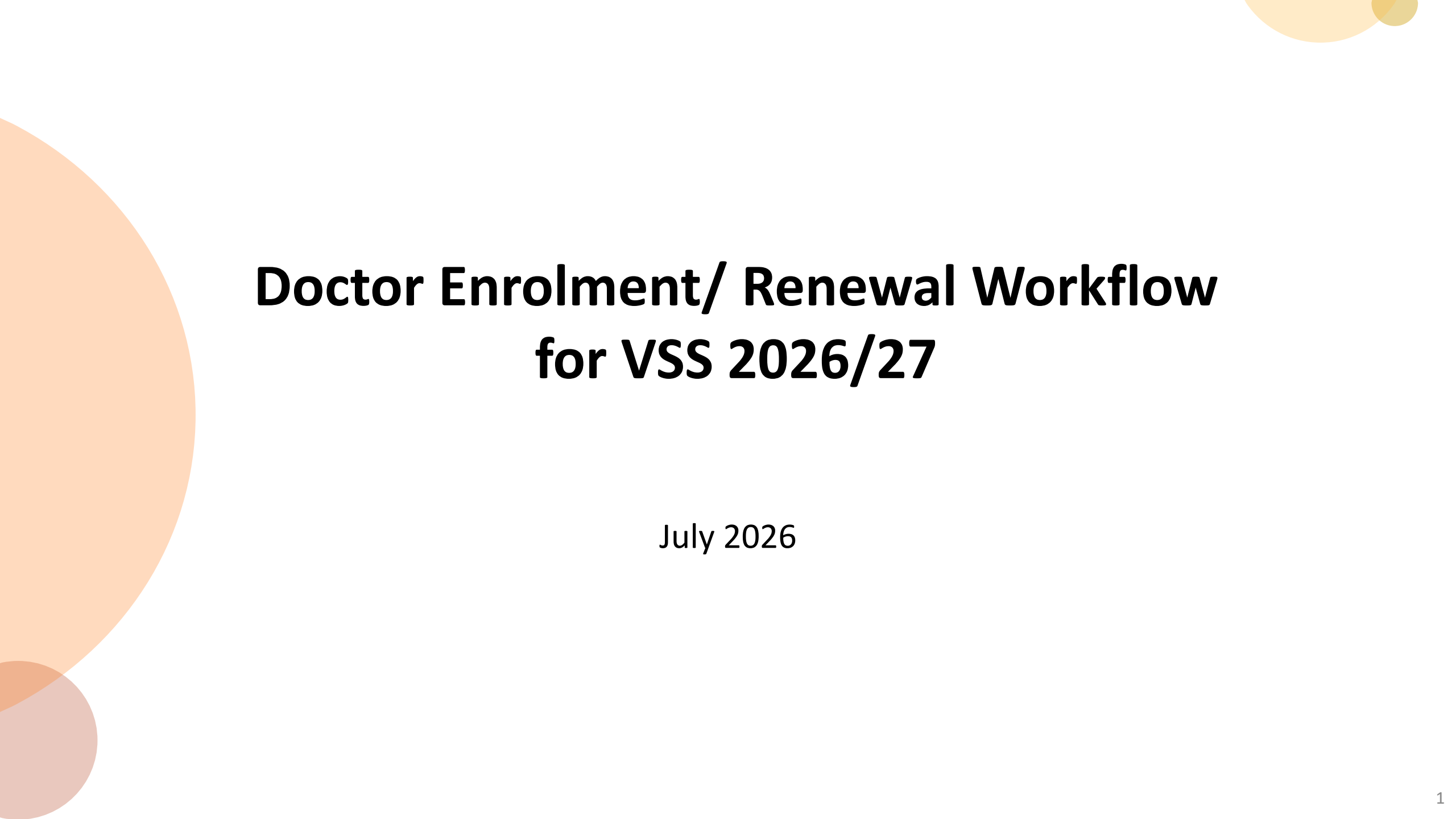




Doctor Enrolment/ Renewal Workflow for VSS 2026/27

July 2026

Highlights for VSS 2026/27

- **Enhanced** overall workflow on **IT System**
- **Streamlined** process of **consenting** to participate in the VSS after comments received from doctors
 - Participants can give consent **via eHealth App**
 - Parents/guardians can give consent for their children aged under 18 years **via eHealth App**
 - **Simplified** paper consent form
- **Self-update** of user profile on IT System

Means of consenting to participate in VSS

		Person aged 18 years or above	Children aged under 18 years	MIP (Mentally Incapacitated Persons)
1	eConsent via Smart ID Card	✓	✓ (Obtained consent from both recipient and parent/guardian)	✓ (Obtained consent from both recipient and parent/guardian)
2	eConsent via eHealth App	✓	✓ (Obtained consent from parent/guardian)	
3	Paper Consent	✓	✓ (Signed by parent/guardian)	✓ (Signed by parent/guardian)

Overview on Doctor Enrolment/ Renewal Workflow for VSS 2026/27

Pre-requisite Requirements

Doctor to ensure the fulfilment of the following requirements before enrolment:

- A registered medical practitioner
- Holds a valid annual practicing certificate
- Works in private medical sector
- Enrolled in PCD
- **Joined eHealth**
- Have a Purpose-Built Vaccine Refrigerator

Step 1 Online Enrolment/Renewal

A. Existing VSS Doctor -> **Renewal**

- Doctor to update and submit **RENEWAL** application through eHealth
- Read and agree the T&Cs

B. Private Doctor -> **New Enrolment**

- Doctor to submit **NEW** application through eHealth
- Read and agree the T&Cs

Step 2 Submit Supporting Documents

A. Existing VSS Doctor -> **Renewal**

- i. If no updates on bank information and no addition of participating service location(s) :
 - Supporting document is **NOT** required
 - The renewal application is deemed **successful upon submission** and will receive confirmation letter **via email**

A. Existing VSS Doctor -> **Renewal**

- ii. If there are updates on bank information and/or addition of participating service location(s) :
 - Doctors are required to submit forms and supporting documents for Programme Office

B. Private Doctor -> **New Enrolment**

- Doctors are required to submit following forms and supporting documents to Programme Office :
 1. Duly signed and completed Authority for Payment to a Bank
 2. Certified true copy of the bank correspondence (e.g. bank statement within 6 months) showing the bank name, bank account number and name of the account holder
 3. Certified true copy of Business Registration Certificate (applicable to corporate bank account)
 4. Record of the Vaccine Storage Refrigerator

Step 4 Confirmation of Enrolment

- Programme Office to confirm the enrolment/renewal application **on eHealth** and issue the confirmation letter to enrolled doctor **via email**
- Enrolled doctor's information will be uploaded to website automatically
- Programme materials will be sent to enrolled doctor (e.g. price poster, scheme logo and leaflet) [by CHP]

Step 3 Vetting of Enrolment

- Programme Office to vet doctor's enrolment information upon receiving doctor's new / renewal application and supporting documents



Thank you