



MINISTRY OF HEALTH
SINGAPORE

MH 20:03

MOH Circular No. 05/2022

10 Jan 2022

All Registered Medical Practitioners

UPDATES ON IMPLEMENTATION DATE OF NEW DEATH CERTIFICATION PROCESS AND DIGITAL DEATH CERTIFICATE

This circular is a follow up to the MOH Circular No. 151/2021 dated 19 Oct 2021 on the implementation of the new death certification process that was previously planned for 20 February 2022. The purpose of this circular is to apprise medical practitioners of a change in the implementation date.

2. Details of the changes are described in the enclosed ICA letter. The updates are summarized as follows:

- The implementation date of the new death certification/registration process has been revised to 27 March 2022.
- The new Registration of Births and Deaths Act 2022 will come into force on the same day.
- Private medical practitioners who need to certify death in the course of their practice and yet to sign up for the new eRBD access may do so by referring to Annex D of the enclosed ICA letter. Access to the new eRBD will only be activated on 27 March 2022.

3. For any feedback and queries relating to the new death certification workflow, digital death certificate and electronic Registration of Births and Deaths (eRBD) portal, please email:



Ministry of Health, Singapore
College of Medicine Building
16 College Road
Singapore 169854
TEL (65) 6325 9220
FAX (65) 6224 1677
WEB www.moh.gov.sg

RBD Death Processing Unit
Email: ICA_DPU_RBD@ica.gov.sg

For queries relating to guidelines on death certification:
Email: MOH_INFO@moh.gov.sg

Yours sincerely,



A/PROF KENNETH MAK
DIRECTOR OF MEDICAL SERVICES
MINISTRY OF HEALTH

Encl: (1) ICA letter on updates on implementation date of new death certification process and digital death certificate



ICA Building
10, Kallang Road #08-00
Singapore 208718
(Next to Lavender MRT Station)
<https://www.ICA.gov.sg>

7 January 2022

Registered Medical Practitioners

UPDATES ON IMPLEMENTATION DATE OF NEW DEATH CERTIFICATION PROCESS AND DIGITAL DEATH CERTIFICATE

This circular is a follow up on the circulars sent by MOH vide MOH Circular No. 34/2021 dated 31 Mar 2021 and MOH Circular No. 151/2021 dated 19 Oct 2021. The purpose of this circular is to apprise medical practitioners of a change in the implementation date.

Recap

2 The death registration process will be streamlined, and death certificate will be digitized. A new Registration of Births and Deaths Bill was passed in July 2021 to support the new process and digitization of death certificate.

3 An overview of the new death registration process and the key changes under the new death certification process that were communicated in the earlier circulars are attached at [Annex A](#) and [Annex B](#) respectively for your easy reference. Legal obligation of medical practitioners under the new process is reiterated at [Annex C](#).

4 This was earlier planned for implementation on 20 February 2022.

Updates

5 The implementation date of the new death certification/registration process has been revised to **27 March 2022**.

6 The new Registration of Births and Deaths Act 2022 will come into force on the same day.

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Systems for Online Submission & eRBD Access

7 Private medical practitioners who need to certify death in the course of their practice and yet to sign up for the new eRBD access may do so by referring to Annex D. Access to the new eRBD will only be activated on 27 March 2022.

Clarification

8 You may direct any queries relating to the new death certification workflow, digital death certificate and eRBD portal to:

RBD Death Processing Unit
Email: ICA_DPU_RBD@ica.gov.sg

9 For queries relating to guidelines on death certification:

Email: MOH_INFO@moh.gov.sg

Thank you.

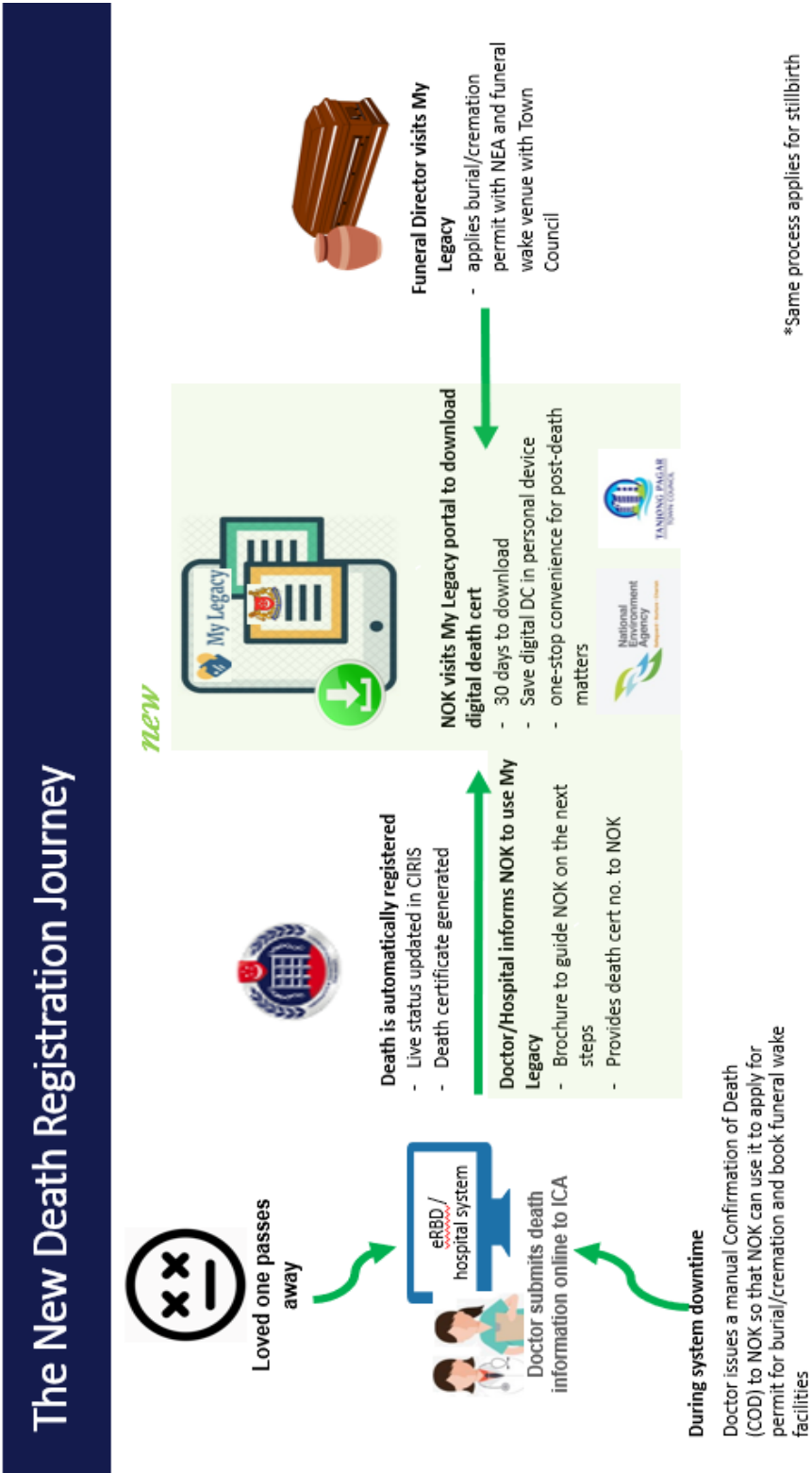


DOMINIC CHUA
REGISTRAR OF BIRTHS & DEATHS

cc Epidemiology & Disease Control Division, Ministry of Health
Forensic Medicine Division, Health Science Authority

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THE NEW DEATH REGISTRATION JOURNEY



*Same process applies for stillbirth

KEY CHANGES UNDER THE NEW DEATH CERTIFICATION PROCESS

REMOVAL OF THE CERTIFICATE OF CAUSE OF DEATH (CCOD)

1 The Certificate of Cause of Death will no longer be necessary. Medical practitioners do not need to issue a CCOD (whether in hardcopy¹ or electronic form). Certifying a death online in the hospital's system (e.g. NEHR) or in the new eRBD portal will suffice.

AMENDMENT TO DEATH RECORDS PERMITTED – REVISED

2 For medical practitioners using eRBD, they will be able to amend, up to 2 times and within 6 months from the date of death, information that was submitted during death certification via the new eRBD portal. For medical practitioners with MAH, they will be able to do so via MAH's RoD system. For medical practitioners using NEHR, MOH will separately share details with the hospitals at a later date.

HARDCOPY "CONFIRMATION OF DEATH" DURING SYSTEM DOWNTIME

3 In the event of system unavailability (e.g. downtime), medical practitioners will certify death using a hardcopy document known as "Confirmation of Death"² (or "Confirmation of Still Birth"). The original copy of the "Confirmation of Death" should be given to the next-of-kin. Thereafter, it is **mandatory** that the medical practitioner transfers the death certification information recorded in the "Confirmation of Death" (or "Confirmation of Still Birth") into the hospital's system (e.g. NEHR) or the eRBD portal when system resumes.

REMOVING NEED FOR INFORMANT FOR DEATH REGISTRATION³

4 There will be no requirement for the death to be reported by an Informant. Instead, Next-of-Kin (NOK) will visit My Legacy website to download the deceased's digital death certificate. Hospitals/medical practitioners shall assist to provide the NOK the death certificate number, which is required for the downloading of digital death certificate at My Legacy website.

REMOVAL OF PERMIT TO BURY/CREMATE FROM THE DEATH CERTIFICATE

5 The digital death certificate will not include a Permit to Bury/Cremate, unlike the current format. NOK will apply for the permit at NEA.

PHYSICAL INVALIDATION OF DECEASED'S NRIC

6 There is no need for the deceased's NRIC to be surrendered for physical invalidation. The NRIC will be automatically invalidated in ICA's system once the death is registered. To prevent misuse, the family should destroy the NRIC (such as cutting it in half). The use of another person's NRIC is an offence under the National Registration Act which carries a penalty of a fine not exceeding \$10,000 or imprisonment for a term not exceeding 10 years, or both.

¹ The current CCOD booklet will become obsolete once the streamlined death registration process is implemented.

² This document will come in the form of a booklet. ICA will inform doctors when the booklets are ready for collection.

³ Earlier circular stated that doctors need to capture the Point-of-Contact (POC) and their contact details into the system. This process has been reviewed and there will no longer be a need to capture POC information.

LEGAL OBLIGATION OF MEDICAL PRACTITIONERS

The new Registration of Births and Deaths Act will come into force at the same time the new process is implemented on 27 March 2022.

2 The medical practitioner must examine the body of the deceased person and ascertain relevant information about the deceased person's medical history and the circumstance of the death. The new law also requires medical practitioners who certify death to submit related information to the Registrar-General of Births and Deaths within 24 hours from ascertaining the cause of death. A person who fails to do so without reasonable excuse shall be guilty of an offence and liable on conviction to a fine.

3 It will be mandatory for medical practitioners to submit the information online as this step is necessary to electronically trigger the death registration and update the life status.

SETTING UP eRBD ACCESS FOR DEATH CERTIFICATION

1 Only medical practitioners under Groups B and D will require eRBD access:

Medical Practitioners who Certify Death	Systems for Online Death Certification	Remarks
<u>Group A</u> Clinicians at Public Healthcare Institutions (PHIs) who handle non-Coroner cases	NEHR	This group of medical practitioners will continue to use NEHR. They do not require access to eRBD.
<u>Group B</u> Clinicians at PHIs who handle stillbirths and infant deaths (where infants' birth was not registered)	eRBD	Medical practitioners in this group will require access to eRBD. They should contact their respective hospital representatives, who will collate and submit the returns to the Registry of Births and Deaths (RBD).
<u>Group C</u> Medical practitioners practicing or employed at Mount Alvernia Hospital	Mount Alvernia Hospital's system	No action is required from this group of medical practitioners using Mount Alvernia Hospital's system.
<u>Group D</u> Medical practitioners practicing or employed at private hospitals, clinics, etc.	eRBD	Existing users of the current system for eCCOD will have their access transferred to the new eRBD system.

2 Medical practitioners who fall under Group D but who have yet to contact RBD for access to the new eRBD portal, please submit your particulars to us via FORMSG at <https://go.gov.sg/erbd-request-form> or scan the QR code below:

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<https://go.gov.sg/erbd-request-form>

3 Access to the new eRBD will only be activated on 27 March 2022. We will notify you via email when your account is ready. We will also share user guide for the new portal when it is ready.

4 For queries about eRBD access and account creation, you may contact:

Ms Tan Wei Yong, Senior Customer Service Executive (Births & Deaths)

Email : Tan_Wei_Yong@ica.gov.sg

DID: 6391 6438

Mdm Koh Sai Hong, Snr Asst Executive (Customer Service)

Email : Koh_Sai_Hong@ica.gov.sg

DID: 6391 6342

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