



MINISTRY OF HEALTH  
SINGAPORE

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Licensees / Managers of Medical / Dental Clinics

## Clarification on Co-location Policies in Licensed Medical / Dental Clinics

It has come to the Ministry's attention that a medical clinic had ceased its services without informing the Ministry and allowed its entire premises to be used by another organisation to provide allied health services. Investigations against the medical clinic are ongoing.

2 We would like to take this opportunity to remind all clinics' licensees and managers of the following:-

### Co-location with other services

- a) In accordance with Regulation 45 of Private Hospitals and Medical Clinics (PHMC) Regulations, the premises of a medical clinic shall be properly separated from premises used for other services. As long as the clinic licence is still valid, neither the whole nor a part of the licensed premises shall be used for the provision of services that are non-licensable under the PHMC Act.
- b) Auxillary health services provided by allied health professional(s) such as physiotherapists or dieticians may be co-located within a licensed clinic provided that the services are rendered only to the patients seen and referred by a doctor in the clinic and the allied health professional does not project himself as operating a separate business entity in the licensed premises.



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- c) Even after a medical clinic has ceased its operation but has not relinquished its licence, neither the whole nor a part of the premises shall be used for the provision of any other service. The licensee has to write in to the Ministry to give the required notice of the cessation of the clinic operation (please refer to paragraph 2e below) and take down the clinic signboard / related signages and await the Ministry's official notice that the licence has been revoked.

Co-location with other licensed clinic(s)

- d) Clinic licensees are allowed to operate in the same unit address with other clinic licensees. Under the current co-location policy, each room/area in the unit must only be under the management and control of one licensee. Details of the co-location rules and the application procedures are available on our licensing portal (eLIS) at the following link: (<https://elis.moh.gov.sg/elis/info.do?task=guidelines&section=GuideGeneralInfo&src=menu>)

Notification of cessation of operation

- e) If a licensee of a clinic intends to cease the operation of his clinic, he shall notify the Ministry at least 30 days before the date of cessation and inform the patients. The licensee shall provide details of the arrangements for the medical records of the clinic's patients to be handed over to other clinics, to patients or to be disposed accordingly (if the patient is uncontactable) to ensure patient confidentiality is not compromised. Before the clinic licence is revoked, the licensee is still accountable and responsible for all the activities carried out in the clinic premises.

3 Should you require further clarification, please send us your queries via email at [eLIS@moh.gov.sg](mailto:eLIS@moh.gov.sg).



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