



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** HMO MEMBERS (MEDICARD)

**FROM :** *[Signature]*  
**THE MANAGER**  
Administrative Services Department

**SUBJECT :** APE REMINDERS

**DATE :** 22 FEBRUARY 2021




Relative to our Annual Physical Examination (APE) on Wednesday, 24 February 2021, please be reminded that **blood chemistry examination may only be availed by HMO Members who are 35 years old and above with pre-existing conditions**. Note that fasting is required and should only be between 8-10 hours prior to blood extraction.

Attached are the APE guidelines and procedure as reference.

For your information and guidance.





# Annual Physical Examination (A.P.E.) Guidelines and Process

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## A.P.E. Guidelines

- **General Guidelines for Employees/ Members' for A.P.E.**
  - Employee/ Member with any Flu-like symptoms must be screened by the company clinic personnel and will not proceed for A.P.E.
  - NO Face mask, NO Face Shield NO A.P.E.
  - Inside the A.P.E. area, observe the 1 meter physical distancing at ALL times.
  - Only ten (10) person per batch is allowed inside the A.P.E. area.
  - Bring your OWN Ballpen
  - Body Temperature equals to or above 37.3 °C will not proceed to A.P.E. and will be referred to company clinic personnel.
  - Bring Medicard and company ID for verification.



# A.P.E. Steps and Procedures

## STEP 1

### • REGISTRATION

- Submit the filled-up Registrations form (provided prior A.P.E.) with correct personal data
- Present your Medicard ID for verification
- Temperature Check

## STEP 2

### • VITAL SIGNS AND ANTHROPOMETRIC MEASUREMENT

- Blood Pressure
- Height and weight determination

## STEP 3

### • LABORATORY AREA

- Submission of urine and stool specimen
- Blood collection

## cont. A.P.E. Steps and Procedures

### STEP 4

#### • Physical Examination

### STEP 5

- ECG and Pap Smear
- ECG and Pap smear procedure is per A.P.E. coverage and/or as prescribed by physician

### Step 6

- X-Ray Procedure
- Proceed at the X-Ray Mobile Van
- For Room set-up, proceed to Room assigned for X-ray.


### Step 7

- Submission of Form
- Submit at the registration Area






# Standard Operating Procedure (SOPs)

## Collection of mid stream urine samples:

1. Use an approved empty sterile container for collection.
  2. Wash and dry your hands thoroughly before the collection.
  3. Secure the container cup and set it aside. Never touch the inner surfaces of the container to avoid contamination.
  4. Wash your urogenital area with a towelette or napkin. For female patients, wipe from front to back between the folds of the skin. For male patients, retract the foreskin for the uncircumcised and clean the glans penis head for the circumcised.
  5. Pass a small amount of urine into the toilet and midways through urination into the container. It is advised to fill up the container half to two-thirds.
  6. Wash your hands thoroughly after the collection.
  7. Bring specimen to the laboratory as soon as possible on the day of APE.
  8. For female employees, menstruation period has ended 5 days prior to collection.
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### Collection of Stool Samples:

1. Fecal specimen should be collected in a clean wide mouthed approved container and must be labeled with patient's full name, control #, date and time of collection.
  2. Fecal specimen should not be contaminated with toilet paper, water, urine or other material should not be included.
  3. Unlabelled and leaking container cannot be accepted upon submission and need to be recollected.
  4. Patient should be advised to select parts of stool which contains pus, mucous or blood to transfer to sterile container. A small amount of stool (pea/thumb size) is enough for the stool analysis.
  5. If your stools are loose, pass directly into a container.
  6. Bring specimen to the laboratory within 3 hours from collection.
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## Blood Test

Please be reminded of the possible side effects after taking blood samples.

1. After taking the blood sample, majority of patients do not suffer possible side effects though some may likely to experience discomfort and a hematoma which is usually accompanied by bruising.
2. If this happens, patient is advised to apply necessary pressure for 5-10 minutes and apply cold packs within the first 24 hours and a warm compress will follow the next few days if with persistence.
3. It is expected that soreness lasts for a few days and bruising lasts for a few days to a week.

### Fasting Blood Test/s (For APE Coverage with Fasting Blood Test/s Lab. Exam):

1. Required patient should undergo at least 8-10 hours fasting period before the blood extraction
2. During the fasting period, nothing Per Orem/mouth will be strictly observed
  - no solid foods including chewing gums, candies, medications
  - no liquids like water, alcohol, caffeinated beverages
  - no cigarette smoking
3. Enough bed rest is also encouraged.








### Papanicolaou (Pap smear collection)

Sample preparation that helps to ensure test results are reliable.

1. This examination is intended for 35 y/o and above *otherwise specified by the company or if with indication after screened by a physician.*
2. Schedule the Pap smear test when menstruation period has ended 5 days.
3. Avoid sexual intercourse 72 hours before the test.
4. Avoid douches, vaginal contraceptives (tampon, vaginal cream, BC foam or jellies) and vaginal medication 72 hours before the test.

### ECG

1. For Male and Female 35 years old and above and/or *depending on the Medicaid approved ECG Coverage or otherwise specified by the company or if with indication after screened by a physician.*
  2. Do not apply lotions, oils or powder to the chest.
  3. Remove metals like necklaces, watches, ID and alike.
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## Chest X-ray

1. For female patients, please inform X-ray Technician for delayed menstruation or when during suspected pregnancy.
2. Advised not to wear double clothing, remove any jewelry or any metal objects or clothing that might interfere with the x-ray images
3. In case that the patient has a previous history of Pulmonary Tuberculosis and/or any other Pulmonary related communicable diseases a copy of X-Ray Film and/or CD must be submitted for comparison purposes.