

<b>QUALITY WORK INSTRUCTIONAL MANUAL</b>	 <b>HALCYON MARINE</b> <small>HEALTHCARE SYSTEMS</small>	<b>DOCUMENT NO.</b> <b>QWI 26.0</b>	<b>EFFECTIVITY DATE:</b> <b>August 31, 2018</b> <b>REVISION NO.: 4</b>
		<b>PREPARED BY:</b> <b>Marilar F. De Guzman, MD</b> <b>QAM</b>	<b>APPROVED BY:</b> <b>Glennda E. Canlas, MD</b> <b>Medical Director</b>

**SUBJECT: WORK INSTRUCTIONAL MANUAL FOR FOLLOW UP NURSES**

## I. DAILY ROUTINE

1. Daily Attendance checking on all Follow up Nurses.
  - Inform the Senior Follow up Nurse of your time in.
  - Send your time in at FF-UP with MOM Skype Group Chat.
  
2. Daily checking on the list of new patients.
  - a. Go to the Doctor's Module and Dashboard.
  - b. Enter the name of the company.
  - c. Click the PEME number of the patient.
  - d. Search for the previous PEME if the patient is a returnee. If not, encode "NO PREVIOUS PEME" in the Doctor's notes.
  - e. Double check if the patient is the same person.
  - f. Compare the patient's present information from previous the PEME.
  - g. Encode the proper PEME # and his/her previous company to the Doctor's Notes.
  
  - h. Look for the significant findings and work ups done in previous PEME and encode it to the Doctor's Notes. If no significant findings in previous PEME, encode "NO SIGNIFICANT FINDINGS". See sample below:

PREVIOUS PEME 12634 Oct. 10, 2014 under North Sea Marine - V. Ships  
 ECG: 78 NSR PRWP

CXR: Atherosclerotic Aorta

TET: Negative for exercise induced ischemia and no arrhythmia noted at 10.1  
 METS

BUA: 612.90 --> 245.30

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Elevated LDL, treated

URO CLEARANCE: A> Renal Nephrolithiasis Left, S/P ESWL

PREVIOUS PEME 12634 Oct. 10, 2014 under North Sea Marine - V. Ships  
NO SIGNIFICANT FINDING

- i. Click submit once done.
  - j. Encode the additional medical condition of the patient in Doctor's Notes.  
(Ex. Known HPN/DM since 2014 with maintenance medication; Known Hepatitis B Carrier since 2010)
  - k. Clicks submit once done.
3. Preparation of Referral Slips and Charge Request Form
- Fill up the referral slips in patient information. (Manila Hearing Aid, Dr. Jose Sarenas III, PMP Request Slip and Charge Request Form for patients whose payment will be charged to the company (Ex. Teekay, Torm, & patients who were acknowledged in the email of the company)
4. Confirmation of clinic schedule to Affiliated Specialists and Relievers
- a. Call the clinic of specialist being referred to.
  - b. Ask if the specialist is available. If not, ask if when will be the next available date/time.
  - c. Appoint the patient and ask if when the patient will be appointed.
  - d. Refer to the Follow up Doctor regarding the appointment.
  - e. Encode the confirmed clinic of the specialist in the Follow up Instruction at Patient's PEME.

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5. Preparation and printing of attachments
 

(E.g. Laboratory result, Spirometry result, ECG result, Treadmill official result (1st page only) and Ultrasound result)

  - Copy and paste all the blood chemistry results and CBC results in a blank document.
  - Encode the name and age of the patient in the header of the blank document.
6. Requisition of Ultrasound result to the Radiology Department.
  - Check the PEME of the patient in Google drive if the ultrasound result is already encoded. If not, request and get it to the Radiology Department once available.
  - Always double check the received tracings and released official results from the Radiology Department.
  - The patient should sign the receiving logbook as a proof that the result has been received.
7. Preparation of Unfit Waiver and Printing/ Writing the Cause of Unfitness.
  - Unfit waiver must be uploaded at the end of the day.
    - a. Scan the signed/unsigned unfit waiver.
    - b. Rename the file. (Name of Patient) UF WAIVER
    - c. Enter the PEME number in the Source Folder.
    - d. Drag/Copy the file.
    - e. Click the Auto file transfer, then upload.
    - f. Encode "UPLOADED AND SEEN UF WAIVER" in the database of the patient.

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8. Endorsement of RUSH patients to the secretaries of Specialists.
  - Call the secretaries to endorse the RUSH patients who will be referred to the specialist.
9. Assisting Follow up Doctor when there are patients for Repeat PE and Whisper Test.
  - Prepare the Otoscopy and Stethoscope when needed.
  - Prepare the basic information (Name, Age, Company, Birth date, Position, Birth Place and Address) that will be asked by the Follow up Doctor during the Whisper Test.
10. Obtaining photos of the patient's findings from physical examination and uploading it to PEME.
  - a. Assist the Follow up Doctor in taking pictures of the patient's affected area.
  - b. Once done, upload the picture in patient's PEME.
    - Enter the patient's PEME #.
    - Find and click the Physical Examination.
    - Scroll down and click "Browse". Look for the saved file/image.
    - Click "OPEN" and then click "UPLOAD".
  - c. After uploading, check if the image is already posted.
  - d. Inform the Follow up Doctor that the image was uploaded.
11. Follow up on the patient's clearances who sought consultations on the other day.
  - Verify on where and when the patient went to the specialist.
  - Look for the contacts of specialist's clinic.

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- Follow up the clearances of patient.
  - Check the email if the clearance was already sent.
12. Checking and updating of assigned transmittal.
  - Check all the status with awaiting remarks if it has results.
  - Follow up the results to the respective units/departments if needed.
  - Update the patient's status/pending if needed.
  - Inform the Follow up Doctor to update the status of the patient.
- NOTE: Evaluation of daily transmittal will be based on the HMHS guidelines, Company guidelines, DOH guidelines, ILO guidelines & P & I club guidelines saved in BRAVO.
13. Follow up, verification and confirmation of the results to the designated units.
  - If the results are not yet encoded or need to verify, call the attention of the concerned unit thru Skype.
14. Preparation of referrals list done for daily monitoring purposes.
15. Audiometry Results computation.
  - Get the average of the patient's audiometry results.
  - $(500 \text{ khz} + 1000 \text{ khz} + 2000 \text{ khz} + 3000 \text{ khz}) / 4 = \text{Audio result}$
  - Compute for Audio result, Right ear and left ear.
  - Encode the Audiometry result to Patient's PEME result. (AD = -- ; AS = --)
16. Computing of Cardiac Risk Assessment Scoring and Q Risk computation.

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- Note Q RISK for NOE patient; CRAS for All patients except NOE and CCL.
- To compute CRAS: AGE + HDL + Total Cholesterol + Systolic BP + if DM + if Smoker + if ECG is LVH.

\*There are certain points for every value. Refer to Chart.

17. Uploading of medical certificates and clearances to Google drive and encoding of UPLOADED and SEEN in each PEME number of patient
  - a. Scan the medical certificates and clearances
  - b. Rename the file. (Name of Patient) and (kind of clearance)
  - c. Enter the PEME number in the Source Folder.
  - d. Drag/copy the file.
  - e. Click the Auto file transfer, and then upload.
  - f. Encode UPLOADED AND SEEN (kind of clearance) in the patient database.
18. Preparation of attachment for medical reports (Pending Marina for Silver sea; Binding of Laboratory result and other test results for Swedish and SKULD) Marina:
  - a. Enter the patient's PEME #
  - b. Copy the Name of Patient
  - c. Click ALL EXAMINATION under PROCEDURE
  - d. CTRL + P
  - e. Choose PDF Creator

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- f. Save and paste the Name of the patient.

\*If there is a clearance that needs to attached, proceed to the next step. If not, send the MARINA to the assigned Follow up Doctor thru SKYPE.

- g. Open the Google Drive and search for patient's PEME.
- h. Open the PDF binder.
- i. Drag the MARINA and all needed files in the PDF Binder.
- j. Upload the binder in Google Drive
- k. Save the file

\*Special clearance, medical certificate or ask the assigned Follow up Doctor if what files needs to be attached.

- l. Send the file to assigned Follow up Doctor thru Skype.

19. Preparing of Standard form and attachment for binding laboratory result and other test results.

20. Make sure that the equipment (Stethoscope, otoscope, camera and cell phone) are kept properly.

21. Daily backup in case of System downtime

- a. Open the Doctor's module in Inet
- b. Click the MASTERLIST.
- c. Copy and paste each company to search tab and print as PDF until all companies listed in excel will be generated
- d. Save all PDF files in BRAVO

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22. Preparing of Declaration Form for no intake of medications once they reach the borderline level of 120/80 mmHg for elevated blood pressure and 6.0 mmol/L for elevated blood sugar

**II. How to generate and send FIT/ UNFIT LIST.**

1. Open the Doctor's module in Inet.
2. Click the FIT LIST.
3. Sort the list of companies from the earliest time until the last time of generation not later than 8:00PM.
4. Paste all the listed companies by name.
  - a. Once done, highlight and look for the "Sort & Filter" setting located at the taskbar and click "Custom Sort"
  - b. Once open, make sure that the option "My data has headers" has no check
  - c. Go to "Sort By" options and choose "Column C".
5. Open the TRANSMITTAL module in Inet.
6. Click the TRANSMITTAL TODAY
7. Click the FIT/UNFIT Override
8. Copy and paste each company to search tab until all companies listed in excel will be generated.
9. Click the date today and save the file in a new folder. (Rename the folder using the present date.
  - a. In saving the generated file, make sure that all are in PDF form.

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- b. Click the date, save and rename the file as follow: (Name of the Company and the date today (E.g. Grieg Phils. Inc. 8-13-15)
- 10. For Magsaysay patients, the generating of fit/unfit list will be done by the principal. (See Transmittal templates for the respective emails.)
- 11. Open the transmittal template where the emails of the companies are listed.
- 12. Compose an email.
- 13. Double check the email addresses, subject and attached file before sending.
- 14. North Sea Marine, BW Shipping and Kestrel patients are not included in sending of the FIT/UNFIT list.

**III. Transmittal for Follow up patient**

- a. Open the Transmittal module in Inet.
- b. Click the "Transmittal Follow up"
- c. Encode the company (CROSSWORLD, EPIC, EPSILON, FAIRVIEW, INTEORIENT, KJCM, SCANMAR - TVM, Medcrew, Hanzevast, Medcrew and Clipper, BW, ODFJELL & BMC in the search bar.
- d. Copy and paste all updated status of each patient. Please see sample below.

EPSILON MARITIME SERVICES INC.							
DATE OF PEME	PEME	NAME	AGE	POSITION	STATUS	REMARKS	DATE OF FITNESS/ UNFITNESS

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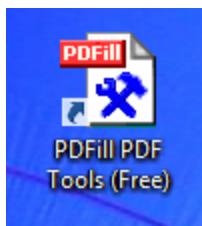
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3/19/2018	174596	NUDO, TEODORO DE CASTRO	49	Chief Engineer	PENDING	Impaired glucose tolerance with maintenance medication May show glucometer with test strips	
3/24/2018	175305	PORTILLO, STEPHEN NULLAGA	27	Engine Cadet	PENDING	Awaiting Pulmonologist Evaluation and Clearance re: Abnormal chest x-ray	

- e. Save the file and rename it using the name of company and date  
(Ex. EPSILON MARITIME SERVICES INC. 4-24-18).

#### IV. How to Encrypt PDF files using PDFill PDF Software

**Step 1:** Run PDFill software



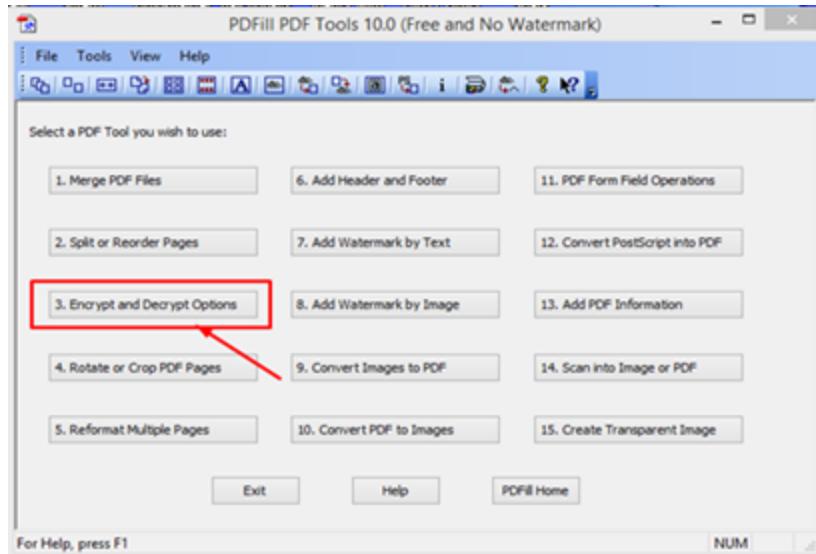
**Step 2:** Select Encrypt and Decrypt Options

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**Step 3:** Select transmittal PDF file you want to encrypt

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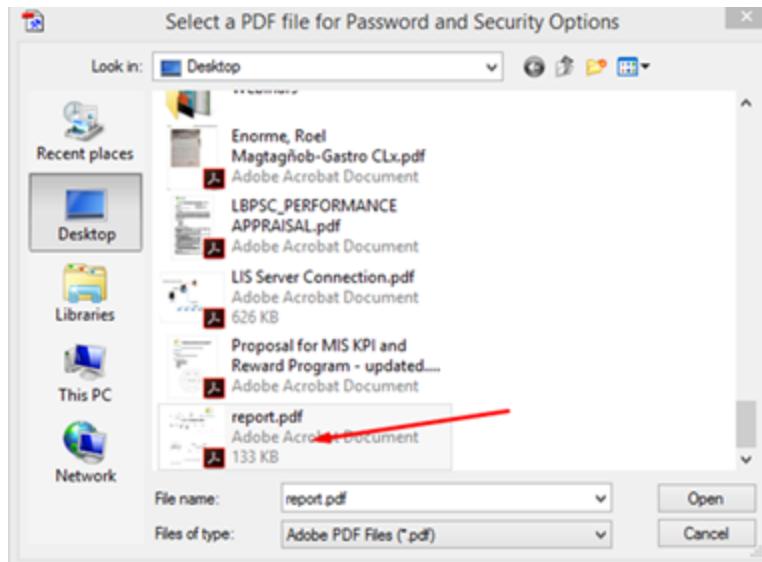
Name	Date modified	Type	Size
WITH PASSWORD	8/23/2018 6:17 PM	File folder	
Adamson (Phil) Inc - NEW.pdf	8/23/2018 5:39 PM	PDF File	100 KB
ALL OCEANS MARITIME AGENCY, INC. - ...	8/23/2018 5:45 PM	PDF File	126 KB
All Oceans Maritime Agency, Inc. - NEW....	8/23/2018 5:43 PM	PDF File	100 KB
Alster International Shipping Services, Inc...	8/23/2018 5:29 PM	PDF File	107 KB
Alster International Shipping Services, Inc...	8/23/2018 5:39 PM	PDF File	102 KB
Bright Maritime Corporation - NEW.pdf	8/23/2018 5:44 PM	PDF File	101 KB
Epsilon Maritime Services Inc. - FF-UP.pdf	8/23/2018 5:31 PM	PDF File	121 KB
Epsilon Maritime Services Inc. - NEW.pdf	8/23/2018 5:40 PM	PDF File	106 KB
Fleetship Management Inc. - FF-UP.pdf	8/23/2018 5:47 PM	PDF File	115 KB
Fleetship Management Inc. - NEW.pdf	8/23/2018 5:43 PM	PDF File	100 KB
Friendly Maritime Services Inc. - FF-UP.pdf	8/23/2018 5:31 PM	PDF File	131 KB
Friendly Maritime Services Inc. - NEW.pdf	8/23/2018 5:41 PM	PDF File	107 KB
German Marine Agencies, Inc. - FF-UP.pdf	8/23/2018 5:31 PM	PDF File	110 KB
German Marine Agencies, Inc. - NEW.pdf	8/23/2018 5:41 PM	PDF File	102 KB
Interorient Maritime Enterprises, Inc. - FF...	8/23/2018 5:32 PM	PDF File	113 KB
INTERORIENT MARITIME ENTERPRISES, I...	8/23/2018 5:51 PM	PDF File	26 KB
KICM Maritime - FF-UP.pdf	8/23/2018 5:30 PM	PDF File	110 KB
Kjor Maritime - NEW.pdf	8/23/2018 5:40 PM	PDF File	103 KB
MOT-BARKO MANILA INC. - FF-UP.pdf	8/23/2018 5:47 PM	PDF File	126 KB
Mot-Barko Manila Inc. - NEW.pdf	8/23/2018 5:44 PM	PDF File	101 KB
Net Ship Management Inc. - FF-UP.pdf	8/23/2018 5:34 PM	PDF File	110 KB
Net Ship Management Inc. - NEW.pdf	8/23/2018 5:41 PM	PDF File	102 KB
PTC - AALTO Shipping Company - FF-U...	8/23/2018 5:45 PM	PDF File	110 KB
Sealanes Marine Services - FF-UP.pdf	8/23/2018 5:48 PM	PDF File	116 KB

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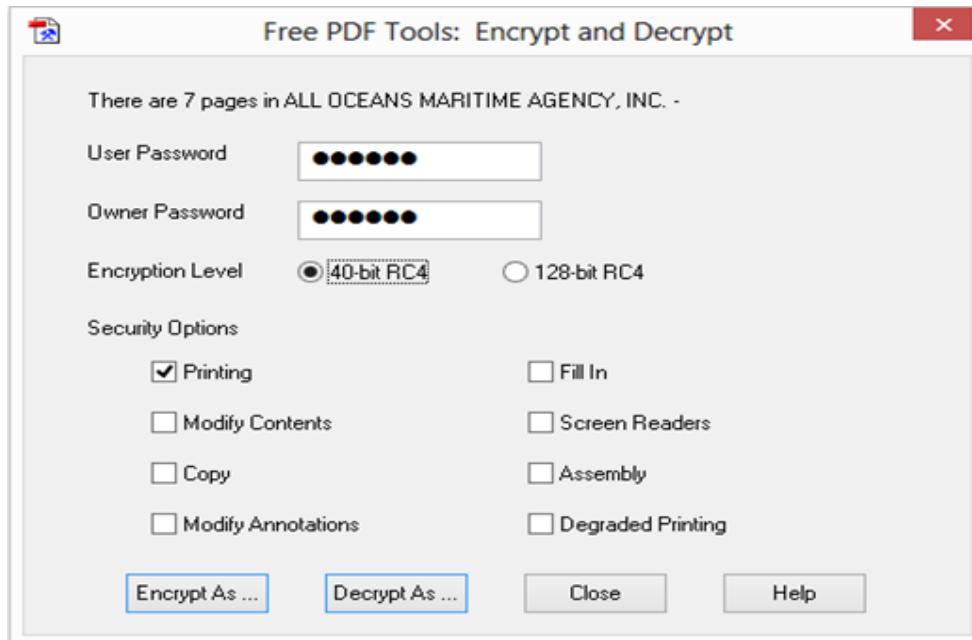


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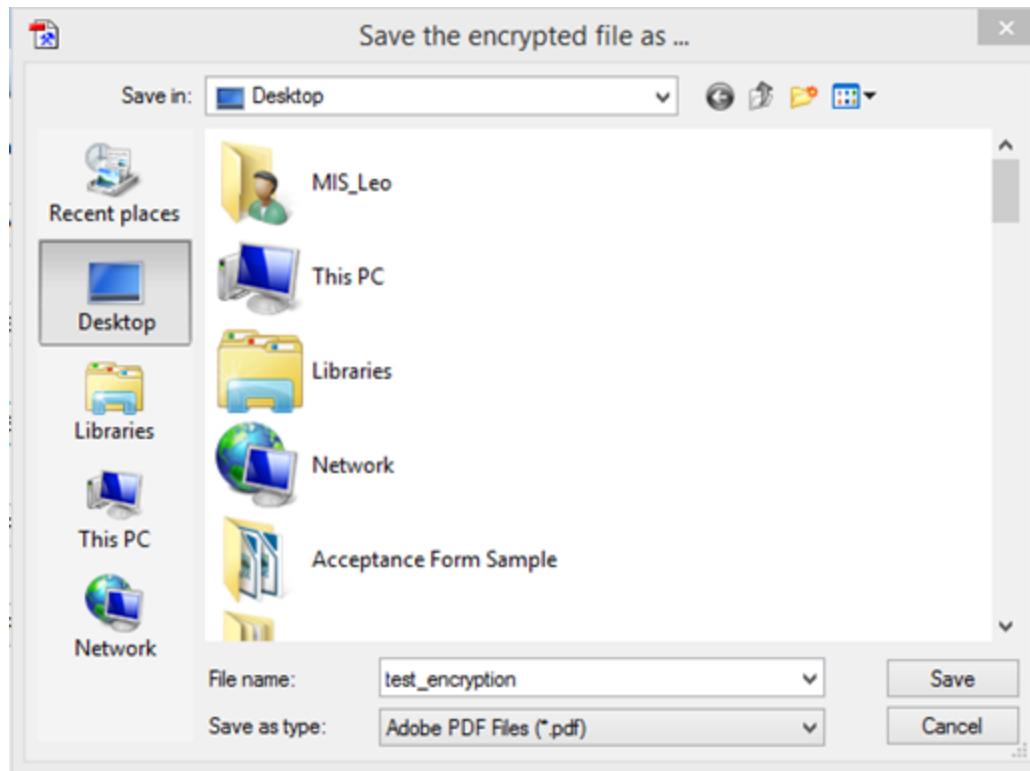
**Step 4:** Enter the password. Use the same password for user and owner.

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Make sure all the security options was unticked except for "Printing"

**Step 5:** Click Encrypt As... button.

**Step 6:** Save the encrypted file.

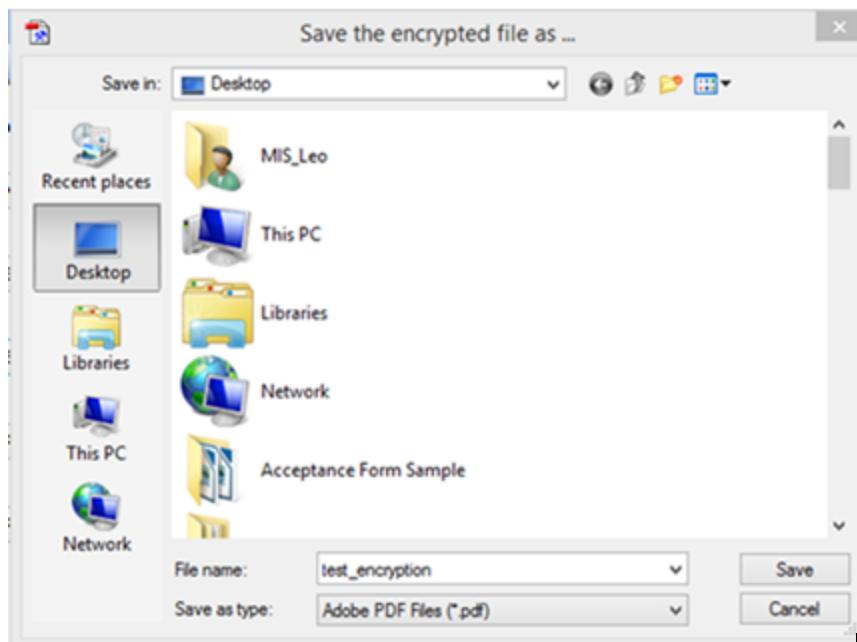
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Name	Date modified	Type	Size
WITH PASSWORD	8/23/2018 5:17 PM	File folder	
<input checked="" type="checkbox"/> Adamson (Phil) Inc - NEW.pdf	8/23/2018 5:39 PM	PDF File	100 KB
<input checked="" type="checkbox"/> ALL OCEANS MARITIME AGENCY, INC. - NEW.pdf	8/23/2018 5:45 PM	PDF File	126 KB
<input checked="" type="checkbox"/> All Oceans Maritime Agency, Inc. - NEW.pdf	8/23/2018 5:43 PM	PDF File	100 KB
<input checked="" type="checkbox"/> Alster International Shipping Services, Inc..pdf	8/23/2018 5:29 PM	PDF File	107 KB
<input checked="" type="checkbox"/> Alster International Shipping Services, Inc..pdf	8/23/2018 5:39 PM	PDF File	102 KB
<input checked="" type="checkbox"/> Bright Maritime Corporation - NEW.pdf	8/23/2018 5:44 PM	PDF File	101 KB
<input checked="" type="checkbox"/> Epsilon Maritime Services Inc. - FF-UP.pdf	8/23/2018 5:31 PM	PDF File	121 KB
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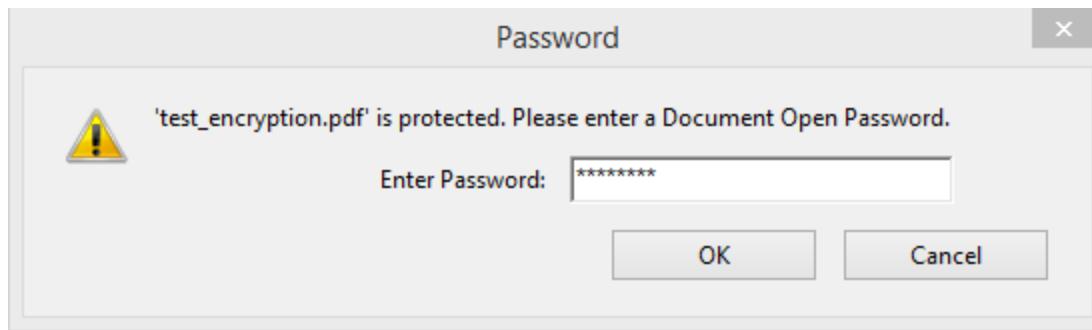
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### How to Open Encrypted PDF files to check for passwords

**Step 1:** Open the file

**Step 2:** Enter password encryption



**Note:** Ensure that all transmitted files sent to clients via email are encrypted and has passwords

#### V. TRANSFERRING OF NEW NSM & KESTREL STATUS

- a. Open the BRAVO> FOLLOW UP FOLDER > CHEL > UPDATED (silver sea) 2 / UPDATED (V-ships) & 2 (templates) / KESTREL (NEW)
- b. Open the Inet. Go to Doctor's Module and Dashboard.
- c. Enter the NORTH SEA MARINE/KESTREL in the search tab, and then click the package tab to sort by package.

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**SUBJECT: WORK INSTRUCTIONAL MANUAL FOR FOLLOW UP NURSES**

- d. Open the updated silver sea under SILVER SEA PACKAGE. Copy and paste the date of PEME, Name and contact number of the patient, PEME Number, and updated status, and then click save once done.
- e. Open the updated V-ship under American P&I, Steamships and DOH package. Copy and paste the Date of PEME; Name and contact number of patient; PEME Number and updated status, and then save once done.
- f. For Kestrel, do the same procedure done in letter D.

**VI. TRANSFERRING OF FOLLOW UP STATUS**

**FOR NSM & KESTREL**

- a. Open the Bravo> Follow up Folder > CHEL > NORTH SEA SILVER SEA FF UP/ NORTH SEA MARINE V-SHIPS FFUP/ KESTREL (FF UP)
- b. Open the Inet. Go to the Doctor's Module and PEME.
- c. Open the North Sea Silver Sea FF up. Copy and paste the updated status for each PEME in the NSM Follow up template.
- d. Search for PEME in Search Tab. Use the Red Font Color for FIT.
- e. Use the Blue Font Color for UNFIT, and then save once done.
- f. Open the North Sea Marine V-Ships FFUp.
- g. Copy and paste the updated status of each PEME in NSM Follow up template.
- h. For Kestrel, do the procedure in Letter C.
- i. Search for each PEME in the Search Tab. Use the Red Font Color for FIT and Blue Font Color for UNFIT, and then save once done. See sample below.

FONT SIZE: 10. FONT STYLE: Arial.

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NORTH SEA MARINE Silver Sea				
DATE OF PEME	NAME OF PATIENT	PEME ID	STATUS	RECOMMENDATION
8/18/15	TIMBANCAYA, MARK JOSEPH SALVADOR 0906-226-8807	87438	PENDING	➤ For repeat BUA after treatment. To sign affidavit for diet
7/13/15	CONSEBIDO, JUANITO JR. SAMANIEGO 0918-243-0125	83746	FIT	➤ FIT FOR SEA DUTY AS CATERING STAFF ➤ Impaired Glucose Tolerance with maintenance medications
8/5/15	UNCIANO, JAIME UGALE 258-08-29 0915-697-9448	86150	UNFIT	➤ UNFIT TEMPORARILY FOR SEA DUTY due to Multiple gallbladder stones

Same with v. Ships

#### FOR BAHIA CCL

- a. Open the sent census of the CCL Nurse.
- b. Create a new file in excel that serves as a template for Bahia CCL.
- c. Copy and paste all with PENDING and FIT (for the day) status in BAHIA CCL template. (See sample below)
- d. For pending patients, encode "For Completion of PEME".
- e. For patient that needs treatment or additional work ups as per CCL, encode "For Completion of work ups/treatment".
- f. For patient waiting for the reply of CCL, encode "Awaiting CCL Reply".

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- g. For patient that were already reviewed and for MMR vaccine 2nd dose, encode "For Completion of 2nd dose of MMR Vaccination".
- h. For patient who needs approval from CCL, encode "Results to be forwarded".
- i. For patients that are declared as FIT, encode "FIT by HMHS/ FIT by CCL".
- j. Save once done.

<b>BAHIA CCL</b>		
<b>NAME</b>	<b>POSITION</b>	<b>CAUSES OF PENDING</b>
SANTOS, RICARDO VALENCIA	Turner	For completion of work-up/treatment
ZILMAR, IVAN DEQUINO	Able Seaman	For completion of 2nd Dose of MMR Vaccination
SABORNIDO, JOSEPH MADRONERO	Environmental Team Member	For completion of PEME
LAMBAN, ERIC CABUG-OS	Security Officer	Awaiting CCL Reply

**FOR UPL CCL**

- a. Open the census of UPL CCL sent by the Senior Follow up Nurse
- b. Create a new file in excel that serves as a template for UPL CCL.
- c. Copy and paste the Date of PEME, PEME #, Name of the Patient, Position, Status and Date of Fitness of all patients of the present month and still pending of the previous months. Please see sample below.
- d. For patients with pending, encode "For Completion of PEME".

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- e. For patients that needs treatment or additional work ups as per CCL, encode "For Completion of work ups/treatment".
- f. For patients waiting for the reply from CCL, encode "Awaiting CCL Reply".
- g. For patients that were already reviewed and for MMR vaccine 2nd dose, encode "For Completion of 2nd dose of MMR Vaccination".
- h. For patients that needs approval from CCL, encode "Results to be forwarded".
- i. For patients that are declared FIT, encode "FIT".
- j. Save once done and rename the file to UPL CCL (present date)

<b>UPL CCL</b>					
<b>DATE OF PEME</b>	<b>PEME</b>	<b>NAME</b>	<b>POSITION</b>	<b>STATUS</b>	<b>DATE OF FITNESS</b>
1-Aug	85719	VALENZUELA, LLOYD REYNALD DELOS REYES	Stateroom Steward	For Completion of work ups/ treatment	6-Aug
1-Aug	85751	BARQUEZ, RAYMUND RAVAGO	Team Waiter	For Completion of PEME	
1-Aug	85760	PILLOS, DOROTHY LYN DE LUNA	Guest Service Supervisor	FIT	14-Aug
1-Aug	85762	LACOSTE, MARK MANUEL KISKISAN	Galley	For Completion of 2nd dose of MMR Vaccination	
3-Aug	85809	SOLANO, JONI GALANG	Hotel Stewardess	Result To Be Forwarded	
3-Aug	85867	DE DIOS, HONEYLETTE RANILI	Assistant Waitress	Awaiting CCL Reply	

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## VII. MONTHLY / ANNUAL CENSUS

1. 1<sup>st</sup> day of the month - Kestrel, North of England, Odifell, Senator, Skuld, Solvang, SSML, Standard P&I, Swedish and Teekay
2. 10th day of the Month – American P&I
3. 12th day of the Month (GARD)
4. 3rd week of the Month (American P&I; UK P&I, Japan P & I)
5. Annual Census.

### A. KESTREL CENSUS PROCEDURE

1. Census to be done (per Company) will be given by the Senior Follow up Nurse. Drafting of census is rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under KESTREL.
4. Type KESTREL in the COMPANY column.
5. Follow the format and fill in the table.
6. Count the number of patients per day and encode it to the given template. Make sure that it will tally.
7. Make a table for FIT, UNFIT, FAILED SCREENING, PENDING, PENDING SCREENING and EXPIRED depending on what type of census. Double check if the number of patients and summary will tally.

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8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

**B. NORTH OF ENGLAND CENSUS PROCEDURE**

1. Census to be done (per package) will be given by the Senior Follow up Nurse.  
Drafting of the census will be rotated among follow up nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under NORTH OF ENGLAND / NOE.
4. Type the designated package (NORTH OF ENGLAND / NOE) in the PACKAGE column.
5. Sort by company. In excel sheet, templates will be given per census. Follow the format and fill in the table.
6. Count the number of patients per company and encode it to the given template. Make sure that it will tally.
7. Make a table for PENDING, UNFIT and EXPIRED depending on what type of census. For TEEKAY and SSML, make a table for patients that are considered as FIT WITH RISKS (Medical conditions). Double check if the number of patients and summary will tally.
8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.
9. For TEEKAY and SSML census, place the previous pending per month at the bottom and make sure that all are updated.

**C. ODFJELL CENSUS PROCEDURE**

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1. Census to be done (per Company) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under ODFJELL.
4. Type ODFJELL in the COMPANY column.
5. Follow the format and fill in the table.
6. Count the number of patients per day and encode to the given template. Make sure that it will tally.
7. Make a table for FIT, UNFIT, UNFIT TEMPORARILY, FIT WITH MEDS, FIT form TEMPORARILY UNFIT, PENDING and EXPIRED depending on what type of census. Double check if the number of patients and summary will tally.
8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

**D. SOLVANG CENSUS PROCEDURE**

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the Census will be rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under SOLVANG.
4. Type SOLVANG in the COMPANY column.
5. Follow the format and fill in the table.

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6. Count the number of patients per day and encode to the given template. Make sure that it will tally.
7. Make a table for PENDING, FIT, UNFIT and EXPIRED, depending on what type of census. Double check if the number of patients and summary will tally.
8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

**E. SENATOR CENSUS PROCEDURE**

1. Census to be done (per package) will be given by the Senior Follow up Nurse.  
Drafting of the census will be rotated among the follow up nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under SENATOR.
4. Type SENATOR in the COMPANY column.
5. Follow the format and fill in the table.
6. Count the number of patients per day and encode to the given template. Make sure that it will tally.
7. Make a table for PENDING, FIT, TEMPORARILY UNFIT, UNFIT and EXPIRED depending on what type of census. Double check if the number of patients and summary will tally.
8. Check the package of patients per day if there are different packages entered.  
Make a separate column beside the EXPIRED column (EG. STEAMSHIP)
9. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

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#### F. STANDARD P&I CENSUS PROCEDURE

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under STANDARD.
4. Type STANDARD in the COMPANY column.
5. Follow the format and fill in the table.
6. Count the number of patients per day and encode to the given template. Make sure that it will tally.
7. Make a table for PENDING, UNFIT and EXPIRED depending on what type of census. Make a table for patients that are considered FIT WITH RISKS (Medical conditions). Double check if the number of patients and summary will tally.
8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

#### G. TEEKAY CENSUS PROCEDURE

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among the follow up nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under TEEKAY.
4. Type TEEKAY in the COMPANY column.

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5. Follow the format and fill in the table.
6. Count the number of patients per day and encode to the given template. Make sure that it will tally.
7. Those with SCREENING packages are not included.
8. Make a table for PENDING, FIT, UNFIT and EXPIRED depending on what type of census. For TEEKAY and SSML, Make a table for patients that are considered FIT WITH RISKS (medical conditions). Double check if the number of patients in the table and summary will tally.
9. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.
10. For TEEKAY and SSML census, place the previous pending per month at the bottom. Make sure that all are updated.

#### H. SSML CENSUS PROCEDURE

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under STEAMSHIP.
4. Type the designated package (STEAMSHIP) in PACKAGE column,
5. Sort by company. In an excel sheet, templates will be given per census. Follow the format and fill in the table.

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6. Count the number of patients per company and encode to the given template. Make sure that it will tally.
7. Make a table for PENDING, FIT, UNFIT and EXPIRED depending on what type of census. For TEEKAY and SSML, make a table for patients that are considered FIT WITH RISKS (medical conditions). Double check if the number of patients in the table and summary will tally.
8. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.
9. For TEEKAY and SSML census, place the previous pending per month at the bottom. Make sure that all are updated.

**I. SKULD CENSUS PROCEDURE**

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under SKULD.
4. Type the designated package (SKULD) in the PACKAGE column.
5. Sort by company. In an excel sheet, templates will be given per census. Follow the format and fill in the table.
6. Count the number of patients per company and encode to the given template. Make sure that everything will tally.
7. Make a table for PENDING, FIT, UNFIT and EXPIRED depending on what type of census and include the columns for DM, HPN or both.

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8. For PENDING and UNFIT patients, make a separate table each per company.
9. For each company, make a sheet using the given format by Senior Follow up Nurse.

DATE OF PEME	PEME	NAME	AGE	POSITION	CAUSES OF PENDING	REASON	OUTCOME	STATUS

10. In the CAUSES of PENDING column, input the additional test and the reason only. The outcome is the result of the test done. For clearances, input the diagnosis of the specialist along with the phrase "Cleared by (specialization)".
11. For patients without pending, put OUTRIGHT FIT and merge the column of the Causes until Outcome.
12. If EXPIRED, leave the last status of patient and encode EXPIRED in the outcome.
13. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

**J. SWEDISH CENSUS PROCEDURE**

1. Census to be done (per package) will be given by the Senior Follow up Nurse. Drafting of the census will be rotated among the Follow up Nurses every month.
2. Click the RECEPTION module and go to PEMES tab.
3. Click the calendar and each day of the month to check if there are patients under SWEDISH.
4. Type the designated package (SWEDISH) in the PACKAGE column.

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		<b>PREPARED BY:</b> <b>Marilar F. De Guzman, MD</b> <b>QAM</b>	<b>APPROVED BY:</b> <b>Glennda E. Canlas, MD</b> <b>Medical Director</b>

**SUBJECT: WORK INSTRUCTIONAL MANUAL FOR FOLLOW UP NURSES**

5. Sort by company. In an excel sheet, templates will be given per census. Follow the format and fill in the table.
6. Count the number of patients per company and encode it to the given template. Make sure that it will tally.
7. For this census, place the month to be done below by following the previous month.
8. Fill up the template.

PEME ID	DATE OF PEME	MANNING AGENT	POSITION	AGE	SEX	BMI	HPN	DM	FIT	If unfit/pending – Reason	Eventual outcome	If undertaking DOH Examination only would seafarer pass?
---------	--------------	---------------	----------	-----	-----	-----	-----	----	-----	---------------------------	------------------	--

9. In this census, put PASS, FAIL or PENDING in OUTCOME and the last column. (Instructions will be taught by the Senior Follow up Nurse)
10. For pending patients, put the patient's status shown in their respective PEME.
11. For Patients that fails, input the reason and highlight it with RED and in BOLD letters.
12. If EXPIRED, leave the last status of patient and encode EXPIRED in outcome.
13. Update the previous months if has pending. Make sure that the status of the patient and summary will be updated accordingly.

**K. GARD CENSUS PROCEDURE (PART 1 - EXCEL)**

1. The Senior Follow up Nurse will distribute the companies and template will also be given.
2. Open the PEME of the patient and Input his/her Started date of PEME.
3. Check the entire test for abnormalities and/or significant findings.

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**SUBJECT: WORK INSTRUCTIONAL MANUAL FOR FOLLOW UP NURSES**

4. For patients with medical conditions, findings should be seen in census depending on the condition.
  - a. For Hypertension
    - ECG
    - Treadmill
    - Chest X-ray (if significant)
    - Specialist/Cardiologist clearance (if done)
  - b. For Diabetes Mellitus
    - FBS
    - HbA1c
    - OGTT (if done)
    - Endocrinologist/Specialist clearance (if done)
  - c. For Dyslipidemia
    - Cholesterol
    - Triglycerides
    - LDL
    - HDL
5. Once done with encoding of findings, transfer all the patients with GARD package to Word format to be checked by the Senior Follow up Nurse. Templates will be given as well.
6. For patients without significant findings or considered outright fit will be placed in the first table.

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7. For patients with findings will be placed in the third table. Put the findings according to their test and/or medical condition.
8. Unfit patients will be placed at the last table.

**L. GARD CENSUS PROCEDURE (PART 2 - WORD)**

1. The Senior Follow up Nurse will distribute the companies. The template will also be given.
2. In following to the companies done in excel, transfer all the patients included in GARD package using the WORD format.
3. Templates will be given according to the companies assigned. Each has its own member and manning. Some members of the GARD package have two manning and each WORD format must be separated according to their manning.
4. Patients are already been checked by the Senior Follow up Nurse if they are included in the GARD package billing and it will be highlighted with YELLOW while for patients that are not included will be highlighted with GRAY.
  - Patients that are considered OUTRIGHT or does not have additional test will be placed in the first table. (Please see format below)

Crew with no significant medical or laboratory findings, and given outright "FIT FORSEA DUTY" recommendations			
NAME	AGE	POSITION	PEME DATE

- A patient that is considered FIT and have done additional tests or still has pending will be placed in the third table. (Please see format below)

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**SUBJECT: WORK INSTRUCTIONAL MANUAL FOR FOLLOW UP NURSES**

Individual medical assessment of crew with pending medical results due to medical and/or laboratory findings, and final recommendations

NAME	AGE	POSITION	PEME FINDINGS	FINAL RECOMMENDATION	PEME DATE

1. In this table, the findings are done according to the tests E.g., for Urinalysis, input initial findings and enter the results of repeat test. If there are still additional, enter it below.
2. If there are still other additional tests done, separate it by placing a space in between the tests. (Please see sample below)

Noted at 10.5 METS PBP- 122/80 Class B- Low Risk. Cleared by the Specialist Dental: OP, Restoration of 47 with Co done. Cleared by the Dentist

ECG: NSR at 73

TET: Negative for exercise induced ischemia and no arrhythmia

3. Patients with medical conditions must be highlighted with BLUE along with the patient's name. Follow the order on how the results should be placed as stated in part 1.
4. Pending patients must be highlighted with YELLOW. Highlight the pending test to be done and the word PENDING to be placed in the final recommendation column.

CHOLE: 7.79 mmol/L LDL: 3.73 mmol/L	PENDING
For repeat LDL and cholesterol determination after treatment.	

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- Patients that are considered UNFIT, place them at the last table. (Please see format below)

Crew recommended Unfit for employn				
NAME	AGE	POSITION	CAUSE OF UNFITNESS	PEME DATE

- Each patient will have its corresponding number per table. Ensure that all patient will be encoded in word formal and those included in the EXCEL format will be tally.
- Change the month in the file name when saving the document and before sending it to the Senior Follow up Nurse.

### **VIII. KPI PROCEDURE**

1. Open the Doctor's tab in Inet
2. Click the dashboard at the end of the day
3. Encode the number of new patients for the day except for Post Medical, companies like Fourth Shift and canceled PEMEs in the KPI template.
4. Open the FOLLOW UP tab in Inet
5. Click the follow up at the end of the day
6. Encode the number of follow up patients for the day in the KPI Template.
7. Send the report to the Medical Operations Manager every Friday.  
  
judy.riverahalago@halcyonmarine.com.ph.

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8. At the end of the month, compare the KPI with the Documentation unit, Receiving Reception unit, CSO and Follow up Reception unit before sending it to the Medical Operations Manager.

#### **IX. UPDATED PEME**

1. Count all updated PEME (New& Follow up) of the Follow up Doctors.
2. List the number of patients seen by the Follow up Doctor.
3. List the number of medical reports and replied of the Follow up Doctor to the companies.
4. Count all the PEME updated by the Follow up Nurses.
5. Collate it all in the UPDATED PEMES template.
6. Copy all the listed numbers of updated PEME number of the seven patients and medical reports replied by the Follow up Doctors and prepared by the Follow up Nurses.
- \*saved to UPDATED PEMES folder under follow up folder (Chel) in Bravo
7. Send the report to the Medical Operations Manager every Friday.  
  
judy.riverahalago@halcyonmarine.com.ph.

#### **X. NUMBER OF REFERRALS**

1. List all the referrals made at the end of the day.
2. Send all listed referrals and names of referred patients from PMP in Skype.
3. Collate all the listed referrals of follow up nurses and transfer to NUMBER OF REFERRALS TEMPLATE.

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4. Send the report to the Medical Operations Manager every Friday.  
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#### **XI. REQUESTING OF REFERRAL SLIP IN THE CLINIC OF SPECIALIST**

1. Inform the Administrative Manager to ask the messenger to drop by in PMP for Dr. Jose Sarenas and Manila Hearing Aid to ask for referral slips.
2. Inform the secretary of the specialist that the messenger will pick up the referral slips.
3. Endorse the name of the secretary and clinic address to the messenger.

#### **XII. FITTING OF PATIENTS (For Senior Follow up Nurse only)**

1. Patients who have shown their medications, stockings and preceded with Drug and Alcohol test with results can be FIT by the Senior Follow up Nurse.
2. Once the patient completed their medications, the follow up receptionist will chat the PEME of the patient to be fit by the Senior Follow up Nurse.
3. The Follow up Receptionists will ensure that the number of contracts, right dosage of medications and number of patients will show.
4. The Follow up Receptionist will upload the affidavit of undertaking or affidavit for diet.
5. Once completed, the Senior Follow up Nurse will double check the medications and number of contract that the patient has.
6. Using the Doctor's module, click the PEME tab and enter the PEME #.
7. The Follow up nurse will check the Audiometry and Visual results if satisfactory.
8. If okay, the Senior Follow up Nurse will click the "FIT FOR SEA DUTY" tab to fit the patient. If the time of fitness reached the cut off, the Senior Follow up Nurse will click the "FIT FOR TOMORROW" tab to include him/her in the fit list for the following day.

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9. If the audiometry and visual results are in satisfactory, the Senior Follow up nurse will now tick the following tabs:
  - a. FOR HEARING
    - Click the "SATISFACTORY HEARING" tab.
  - b. FOR SIGHT
    - Click the "SATISFACTORY" tab for visual acuity.
  - c. FOR COLOR
    - Click the "SATISFACTORY" tab for Ishihara test.
  - d. FOR LOOK OUT DUTIES
    - If the patient has no Color vision deficiency, click the "FIT FOR LOOKOUT" tab.
    - If the patient has Color vision deficiency, click the "UNFIT FOR LOOKOUT" tab.
    - The Senior Follow up nurse will tick the tabs, change the status and indicate the Rank position of the patient.

Example:

If the position of the patient is Oiler, Motorman or Fitter, the Senior Follow up Nurse will encode "FIT FOR SEA DUTY AS ENGINE RATING".

**XIII. CONTACT PERSON FOR IMPORATANT CASES**

1. Ms. Shiela / Ms. Myra of PMP for any concerns re: PMP. (Tel. no. 522302)
2. Ms. Liza for any concerns re: Pulmo consultation. (09158212782)
3. Ms. Tess for any concerns re: Gastro consultation. (7230101 loc. 6533)
4. Ms. Elaine for any concerns re: ENT consultation. (09399075337)

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5. Ms. Jack for any concerns re: Derma consultation. (028718820)
6. Ms. Jo for any concerns re: Vascular consultation. (09267010710)
7. Ms. Chiggay for any concerns re: EPS consultation. (09426743070) - PHC
8. Ms. Ibe for any concerns re: EPS consultation. (09426743071) – CARDINAL SANTOS
9. Ms. Liway for any concerns re: Neuro consultation. (09552169207)
10. Ms. Reggie for any concerns re: Hema consultation. (09989576770, 09436060499, 092362282)
11. Ms. Ofel for any concerns re: Neuro consultation. (09228449624)

**XIV. SPECIALIST'S CLINIC SCHEDULE:**

Dr. Angeles Tan-Alora Infectious Diseases  UST Hospital Medical Arts Building Room 524 731-30-01 loc. 2442 Mon-Fri 9:00am-12:00pm	Dr. Arnel Chua Nephrology  St. Luke's Medical Center Medical Arts Building Room 329 723-01-01 loc. 6329 Tue/Thu/Sat: 3:00pm-6:00pm National Kidney and Transplant Institute East Avenue 981-0300 loc. 3216/ 981-0400 Mon to Fri 9:00am-12:00pm	Dr. Iris Thiele Isip-Tan Endocrinology  PGH FMAB Dept of Medicine, 2nd Floor Building (beside PNB) Tuesday: 10am - 12pm Wednesday: 2pm - 5pm Friday: 10am – 12pm Tel. 708-0000 loc. 165
Dr. Jeffrey Racoma Ophthalmologist	Dr. Raymond Rosales Neurology / Psychiatry	Dr. Ricardo Quintos Vascular Surgery

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Makati Medical Center Rm. 138, 1st Flr., Hall B, Tower 1 Contact: 888-8999 Local No: 7138 Monday - Friday 1-5pm Saturday 9am - 12pm	UST Hospital Medical Arts Building Room 3001; Tel. No. 731-3001 loc. 2308 Mon-Sat (except Tues) 1:00pm-5:00pm  Metropolitan Hospital 1357 Masangkay St., Sta. Cruz, Manila Room 231; Tel. No. 254-74-32/254-1111 loc 2083 Mon/Thurs/Fri: 11:00am-2:00pm Tuesday: 11:00-3:00 (by appointment)  St. Luke's Medical Center Room 701; Tel. No.723-88-02 Wed: By appointment	UP College of Medicine, Pedro Gil UP Manila Department of Physiology 2nd Floor Beside Robinsons Manila, In front of St. Paul Univ. 524-69-25 / Telefax: 400-94-83 Tue/Wed 9:00am-12:00pm *BY APPOINTMENT-c/o Ms. Jo (09198972213)
Dr. Ronan Cuaresma Urology  St. Luke's Medical Center Medical Arts Building, Room 442 723-01-01 loc. 6442 Mon/Tue/Thu/Fri: 10:00am-12:00pm  UST Hospital Medical Arts Bldg. Room 402 Espana, Manila Mon/Wed:	Dr. Sandra Victorio-Navarra Rheumatology  UST Hospital Medical Arts Building, Suite 1000 731-3050 / 731-30-01 loc. 2288 Tue/Thurs 2:00pm-5:00pm  St. Luke's Medical Center Medical Arts Building, Room 222 723-11-08 / 723-01-01 loc.	Dr. Oliver Canlas Gastroenterology  St. Luke's Medical Center-QC Room 533, Medical Arts Building Tel No.: 02-7230101 loc 6533 Tue/thurs/Sat: 9am – 12pm  St. Luke's Medical Center Global City Room 520

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1:00pm-3:00pm Sat: 9:00-12:00 731-3001 loc. 2700  Aventus (Times Plaza Bldg.) 5th floor Monday/ Wed 3pm - 5pm 353-6807	6222 Mon/Wed 3:00pm-5:00pm	Mon, Wed, Fri 1:00-3:00 pm Thurs 2:30-4:00 pm (by appointment)
Dr. Melanie Chao-Lo Dermatology  Metropolitan Medical Center 1357 Masangkay St., Sta. Cruz, Manila Room 6, 2nd Floor Extension Mon-Sat (except Wed) 3:00pm – 6:00 pm Tel. No. 256-5053  St. Luke's - Global 5th St cor 32nd St, Global City Medical Arts Building, Room 228 Tue/Thurs/Sat: 10am – 2pm Tel #: 7897700	Dr. Joy C. Fontanilla Endocrinology  St. Luke's Medical Center 7th Flr 32nd St, Bonifacio Global City, Taguig Tues, Thurs, Sat 9am – 12pm Tel #: 7897700 Loc. 7721	Dr. Maria Leonora del Rosario – Capellan Endocrinology  Makati Medical Center Room No : 336-B, 3F, Hall A, Tower 1 Tel. No. 888-89-99 local 2336  M/W 10am.-12noon (by appointment) Tue 2pm- 5pm Fri 10am-5pm Sat 9am- 12noon (by appointment)

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Dr. Keith Aguilera ENT  St. Lukes Medical Center-QC MAB 530 (5th floor) 723-01-01 loc. 6530 (direct 7231018) MWF – 3:00 pm- 5:00 pm  St. Lukes Medical Center- Global City 3rd floor, MAB, Room 308 Tel. No. 789-7700/Mobile 0939-907-5337 Mondays - Saturdays 10:00am-1:00pm (by appointment)	Dr. Jess Relos Hematology  Makati Medical Center Room 363 Tel. No. 888-89-99 local 2389 Tue/Thu 12:00pm-4:00pm	Dr. Ma. Cecilia Gonzales Endocrinology  Makati Medical Center Rm. 138 Monday: 9:00 am – 12:00 pm Wed. & Fri.: 3:00 – 5:00 pm Tel #: 8888-999 loc. 7138
Dr. Polly Chao Ophthalmologist  Metropolitan Medical Center rm 13 2nd flr extension Mon, Thurs, Fri 10am- 2pm sat 11am- 3pm 254-1111 loc 2168 2565053  St. Lukes Medical Center - QC rm 614 north CHBC Bldg Tues 2pm-4pm	Dr. Nerissa Golangco Endocrinology  Makati Medical Center Rm. 225 Mon, Wed, Fri: 2:00 pm – 6:00 pm Tue. & Thurs.: 9:00 am – 2:00 pm Sat: 8 am - 1 pm Tel #: 888-8999 loc. 2225	Dr. Mikee Cuaresma Urologist  HMI Clinic – Makati Cinema Square Mondays and Wednesdays 12pm – 2pm  Patient First Clinic 3/F Mercury Drug Bldg., Glorietta 3 Tuesdays and Thursdays 12pm – 2pm

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7230101 loc 5614	
Dr. Peter Sy Gastroenterology  Cardinal Santos Medical Center Room 236; Tel. Nos. 724-51-14 / 727-0001 loc. 8236 Mon/Wed/Fri: 10:00am-12:00pm  Chinese General Hospital Room N-8; Tel. Nos. 743-22-64 / 711-4141 loc. 267 Mon/Wed/Fri: 4:00pm-5:00pm  Metropolitan Hospital 1357 Masangkay St., Sta. Cruz, Manila Room 256; Tel. Nos. 254-11-11 loc. 4508 / 254-73-42 Mon/Wed/Fri: 5:30pm-6:30pm  Manila Doctors' Hospital Room 323; Tel. No. 524-30-11 loc. 4508 Tue/Thu/Sat: 2:00pm-4:00pm; Sat: by appointment  UP-PGH Medical Center Gastrointestinal Clinic 567-29-83 / 521-8450 loc. 2530 Tue/Thu: 10:00am-1:00pm	Dr. Jose Raul Canlas Orthopedic Surgeon  St. Luke's Medical Center Quezon City Tel. 723-4918 Mon/Wed: 9:30am-11:00 am  St. Luke's Medical CenterGlobal City Rizal Drive corner, Bonifacio Global City, Medical Arts Bldg 1131 Wed:12 pm- 1:00 pm  Sprain and Strain 2/F Sycamore Center Alabang-Zapote Rd., Muntinlupa City Tel. 809-3942 Tues/Thurs: 3:00-4:00 pm  Moro Lorenzo inside Ateneo Campus Monday: 4:00-6:00 pm Thursday: 10:00 am – 12:00 nn 4266001 loc 4690/4190

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