Standard Operating Procedure
for
OPD Case Register

APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

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REVISION HISTORY

This document has been revised as follows:

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Standard Operating Procedure For OPD Case register

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Standard Operating Procedure (SOP) for OPD Case Register

1.0   Objective

The objective of this SOP is to establish a systematic process for managing and recording employee and vendor health-related issues in the Occupational Health Center (OHC). This includes registering health cases, prescribing treatments, maintaining medical records, and ensuring data accuracy and security.

2.0   Scope

This SOP applies to all employees and vendors reporting health issues to the OHC.

3.0   Responsibility

- Medical Officer: Responsible for registering health cases, providing treatment, prescribing medicines, and maintaining records.
- Employees/Vendors: Responsible for reporting health issues to the OHC.
- HR Department: Responsible for receiving escalation emails and taking appropriate actions.
- IT Department: Responsible for system maintenance and data security.

4.0   Frequency

This process will be followed whenever an employee or vendor reports a health issue to the OHC.

5.0   General Information/Definition

- OPD: Outpatient Department
- OHC: Occupational Health Center

Local Version Control System:
There shall be a local version control system in place to ensure that the software used for managing health records is up to date and functional. Regular updates and maintenance will be performed as needed.

Centralized Version Control Systems
The central version control system will be used for centralized storage and management of health records data. It ensures data integrity and backup.

Distributed Version Control System:
A distributed version control system will be implemented to facilitate access to health records from different locations within the organization while maintaining data consistency.

Bug fixes - Any software bugs or issues identified within the system will be promptly addressed by the IT Department to ensure the system's smooth operation.

6.0   Procedure:

1. When an employee or vendor reports a health issue to the OHC, the Medical Officer will:
   - Enter the details into the system using card punch access or manual entry.
   - Provide necessary medical advice, treatment, or referrals.
   - Certify the treatment and update the system accordingly.

2. If the Medical Officer advises rest, the employee must submit a medical fitness certificate to the OHC before returning to work.

3. The Medical Officer will upload the certificate into the system and mark the employee's status as "Fit."

4. An escalation email will be sent to the employee, Head of Department (HOD), and the HR department to notify them of the employee's medical status.

5. Reports can be generated on a department-wise or employee ID basis, with the option to apply filters.

 XI. Bugs Fixes:
Any bugs or issues within the system will be reported to the IT Department and fixed promptly to ensure the system's functionality.

 XII. Abbreviations:
- OHC: Occupational Health Center
- OPD: Outpatient Department
- HR: Human Resources
- HOD: Head of Department
- IT: Information Technology

 XIII. REFERENCES:
- Company Health and Safety Policies
- Retention of Records Policy
- IT System Maintenance Procedures

This SOP aims to ensure the efficient and secure management of health records for employees and vendors, promoting their well-being and maintaining data accuracy.