

Standard Operating Procedure Exit Medical	
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# Standard Operating Procedure for Exit Medical

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### APPROVALS

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

#### Prepared By:

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## REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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## 1.0 Objective

The objective of this SOP is to define a standardized process for conducting exit medical checkups for employees leaving the organization, ensuring accurate record-keeping, and facilitating communication with relevant stakeholders.

## 2.0 Scope

This SOP applies to the HR/P& Admin department, Medical Officer, Nursing staff, and other personnel involved in the exit medical process.

## 3.0 Responsibility

- HR/P& Admin Department: Initiates the exit medical process and acknowledges exit medical requests.
- Medical Officer: Conducts exit medical checkups, enters medical data, and certifies employee fitness.
- Nursing Staff: Records additional health data such as BMI, eye test report, and uploads external files.
- HOD OHC: Approves exit medical reports.
- Employees: Attend exit medical checkup and mark attendance.

## 4.0 Frequency

Exit medicals are conducted when an employee leaves the organization. This occurs on an as-needed basis.

## 5.0 General Information/Definition

Exit medicals refer to the comprehensive health checkups conducted for employees leaving the organization. This process ensures that the employee's health status is documented accurately at the time of departure.

### Local Version Control System:

This system ensures that employee health data is stored securely in a localized environment in compliance with the retention of records policy.

### Centralized Version Control Systems

A centralized system for storing and managing exit medical data across different locations and cabins within the organization.

### Distributed Version Control System:

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Allows multiple medical officers to simultaneously work on exit medical checkups at various locations/cabins.

**Bug fixes** The system should have provisions for addressing any technical issues or bugs promptly.

## 6.0 Procedure:

1. Initiation: HR/P& Admin Department initiates the exit medical process by entering employee details into the system.
2. Acknowledgment: The Medical Officer acknowledges the exit medical request.
3. Nursing Staff Input: Nursing staff log in to the system, record additional health data (e.g., BMI, eye test report), and have the provision to upload external files.
4. Medical Checkup: The Medical Officer conducts the exit medical checkup in their cabin, with employee attendance marked by card punch.
5. Blood Test Data: The system fetches blood test report data from hospital software or other external software.
6. Medical Officer's Remark: Predefined options are available for the Medical Officer's remarks, referencing the employee's health card for details.
7. Certification: The Medical Officer fills in pulse, blood pressure records, checks blood reports, and certifies the employee's health status.
8. Automated Certification: If the employee is certified as "Physically Fit," relevant observations are automatically marked as "Normal," "Not palpable," "Bilaterally Symmetrical," "Not applicable," etc.
9. Approval: Exit medical records are approved by the HOD OHC and recorded in the system.
10. Email Notification: An email is triggered to the employee, HOD, and HR department, notifying them that the "Exit Medical" is completed.
11. Acknowledgment: HR/P& Admin Department acknowledges the exit medical report.
12. Data Retention: Employee health data remains in the system with an exit medical date for the duration specified in the retention of records policy.

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13. Exceptions: The system allows for adding details of employees who have not attended the exit medical, along with reasons.

14. Data Printout: The system provides the option to generate a printout of exit medical data with company name and logo, report title, page number, format number, and effective date as per OHC SOP.

15. Data Transfer: If an employee is transferred to a new employee ID or payroll, previous medical record data is transferred accordingly.

16. Task Closure: A closure/completion option with comments is available in the system for pending tasks.

**Abbreviations:**

- HR: Human Resources
- P& Admin: Planning and Administration
- BMI: Body Mass Index
- HOD OHC: Head of Occupational Health Center
- SOP: Standard Operating Procedure
- OHC: Occupational Health Center

**REFERENCES:**

- Retention of Records Policy (Reference Document)
- OHC SOP (Reference Document)

This SOP outlines a clear, comprehensive process for conducting exit medical checkups, ensuring data accuracy, security, and compliance with organizational policies.