CONNEXO
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Standard Operating Procedure For Annual Health Checkup	
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Standard Operating Procedure
for
Annual Health Checkup

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APPROVALS

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

Prepared By:

Printed Name	Department	Signature & Date

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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 Standard Operating Procedure (SOP) is to outline the process and responsibilities for conducting an Annual Health Checkup (AHC) for employees. This SOP ensures a systematic and efficient approach to employee health monitoring and reporting.

2.0 Scope

This SOP applies to all employees within the organization who are required to undergo an Annual Health Checkup.

3.0 Responsibility

1. OHC Department: Responsible for scheduling and coordinating the AHC.
2. Nursing Staff: Responsible for recording and uploading health-related data.
3. Medical Officers: Responsible for assessing employee health and providing medical certification.
4. Employees: Responsible for attending the AHC and complying with medical recommendations.
5. Site Admin (OHC): Responsible for system administration and data management.

4.0 Frequency

The AHC shall be conducted annually for all employees.

5.0 General Information/Definition

Annual Health Checkup (AHC) is a comprehensive medical examination designed to assess the health status of employees. It includes various medical tests, measurements, and assessments to ensure early detection of health issues.

Local Version Control System:
The organization shall maintain a local version control system for this SOP to track revisions, updates, and changes.

Centralized Version Control Systems
The OHC system will have centralized version control, allowing for consistent and controlled management of maintenance records across the organization.

Distributed Version Control System:
A distributed version control system shall be implemented for regional offices to ensure alignment with the central SOP.

Bug fixes Any issues or discrepancies in the AHC process shall be addressed promptly and documented for improvement.

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6.0 **Procedure:**

1. Scheduling:
  - The OHC department shall prepare the AHC schedule.
  - Automated emails shall be triggered to employees, section in charge, and HODs with details of the AHC, including date, time, venue, and respective employee ID.

2. Data Entry:
  - Nursing staff shall log into the system and input employee history, BMI, vision test results, blood reports, etc.
  - Scan copies of other medical reports shall be uploaded for each employee.

3. Data Integration:
  - The system shall fetch blood test report data from hospital software or external software.
  - The system allows for the addition or deletion of medical tests.

4. Medical Examination:
  - Employees shall complete the AHC at the Medical Officer's cabin and mark attendance with a card punch.
  - Up to 10-15 Medical Officers can simultaneously perform AHC at different locations/cabins.
  - Predefined options shall be available for Medical Officer's remarks.

5. Certification:
  - Medical Officers shall fill in pulse, BP records, check blood reports, and certify the health status.
  - If an employee is certified as "Physically Fit," relevant observations shall be marked as "Normal," "Not palpable," "Bilaterally Symmetrical," "Not applicable," etc.

6. Unfit Employees:
  - If an employee is certified as "Unfit" and requires treatment or additional investigations, comments or prescriptions shall be recorded, along with a follow-up date.

7. Escalation and Reminders:
  - An escalation matrix through email shall be implemented for additional investigations or follow-ups.
  - Reminder emails shall be sent to employees with incomplete or pending activities.

8. Report Access:
  - Employees can view their reports in their login, with confidential data blocked from other employees.
  - Medical officers and nursing staff can view lists of absent employees and those with pending investigations.

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9. Reporting and Analysis:
   - AHC reports can be generated with filters for specific health conditions and employee statuses.
   - Access to medical reports is restricted to individual employees and authorized personnel.

10. Flexibility and Amendments:
    - Employees have the flexibility to change their AHC schedule without formal deviation.
    - The system allows for the upload of scan copies of reports.

11. Employee Management:
    - Provision for adding new employees and deleting employees with reasons in the system.
    - Medical data of exiting employees shall be recorded.

12. Documentation:
    - The system provides the option to generate printed reports with essential details.
    - Advised tests and positive findings shall be highlighted.
    - Pending tasks, such as additional investigations, shall be tracked in the system.

13. Revision and Compliance:
   - Health card and comments can be revised or updated to address audit observations or deviations.
    - Closure and completion of pending tasks with comments are available in the system.

14. Data Security:
   - All health data shall be securely stored in accordance with the organization's retention of records policy.
    - Exit medical data shall be recorded.

 Abbreviations:
- OHC: Occupational Health Center
- BMI: Body Mass Index
- BP: Blood Pressure
- DM: Diabetes Mellitus
- 2DECHO: Two-Dimensional Echocardiogram
- TMT: Treadmill Test
- BSL: Blood Sugar Level

 REFERENCES:
- Relevant organizational policies and guidelines.
- Applicable laws and regulations.

*This SOP ensures a systematic, efficient, and compliant approach to conducting Annual Health Checkups for employees in the organization

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