

Standard Operating Procedure For Periodic Medical Checkup	
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Document Number/Version No.: SOP-eMRDS-13/1.0	Proprietary & Confidential

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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

Reviewed By:

Printed Name	Department	Signature & Date

Approved By:

Printed Name	Department	Signature & Date

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REVISION HISTORY

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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 and efficient process for conducting periodic medical checkups of employees and vendors in compliance with company health and safety standards. This SOP outlines the responsibilities, procedures, and frequency of medical checkups.

2.0 Scope

This SOP applies to all employees and vendors who require periodic medical checkups as part of their responsibilities within the organization.

3.0 Responsibility

1. Medical Officer:

- Prepare the schedule for department-wise periodic medical checkups.
- Acknowledge and conduct medical checkups for employees.
- Record medical checkup results and provide necessary advice or treatment.
- Escalate "Unfit" cases to the respective HOD/Section Incharge.
- Generate "Fit" status and email notifications after the follow-up of cured employees.
- Maintain and securely store all health data in the system.

2. HOD/Section Incharge :

- Login to the system and add employee and vendor details for periodic medical checkup.
- Acknowledge periodic medical checkup records, including "Fit," "Absent," and "Not to enter clean room" statuses.
- Review and validate the final reports.

3. Employees and Vendors:

- Undergo periodic medical checkups as per the schedule.
- Follow medical officer's advice and treatment recommendations

4.0 Frequency

Periodic medical checkups shall be conducted as per the schedule established by the medical officer. The system will auto-capture the next due date as per the defined frequency with a tolerance period considered.

5.0 General Information/Definition

- Periodic medical checkup: A routine health assessment conducted at specified intervals to ensure the well-being of employees and vendors.

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- Clean room area: A controlled environment where cleanliness and hygiene are essential, often found in manufacturing or research facilities

Local Version Control System:

The system shall allow for the creation of new departments and the addition of vendors for periodic medical checkups with their identification details (Aadhar card number, passport number, etc.).

Centralized Version Control Systems

Medical officers can log in to the system to acknowledge and conduct department-wise periodic medical checkups. The system will auto-update employee details for respective department-wise periodic medical checkups.

Distributed Version Control System:

Multiple medical officers can simultaneously conduct periodic medical checkups at different locations/cabins within the organization. Each employee's health card opens for medical officer remarks after they punch the card.

Bug fixes - The system shall allow medical officers to record medical checkup results and provide treatment recommendations. In case an employee is deemed "Unfit," a default remark of "Not to enter clean room area till cure" shall be generated. The system will also allow for the upload of prescriptions and mention follow-up dates.

6.0 Procedure:

1. Schedule Preparation:

- The medical officer prepares a schedule for department-wise periodic medical checkups.

2. Data Entry:

- HOD/Section Incharge logs in to the system and adds employee and vendor details for periodic medical checkups.
- Provision is made to generate new departments and add vendors with identification details.

3. Medical Checkup:

- Employees undergo medical checkups at medical officers' cabins and punch their cards.
- Medical officers record checkup results and provide advice or treatment recommendations.
- If an employee is certified "Unfit," a default remark is generated, and follow-up dates are specified.

4. Email Escalation:

- System-generated emails are sent to HOD/Section Incharge for "Unfit" employees on the day of the medical checkup.

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- After employee follow-up and recovery, a "Fit" status is generated, and emails are sent to the concerned parties.

5. Acknowledgment:

- Respective HODs/Section Incharges acknowledge the periodic medical checkup records, including "Fit," "Absent," and "Not to enter clean room" statuses.

6. Reporting:

- A final report is generated, classifying employees into "Fit," "Absent," and "Not to enter clean room" categories.
- Medical officers/nursing staff can view absent employees for checkup.
- Reminder emails are sent to absent employees and concerned HODs/Section Incharges.
- Department-wise/subject-wise printable reports are generated.

7. Data Management:

- Health data is securely stored in the system as per the retention of records policy.

Abbreviations:

- HOD: Head of Department
- SOP: Standard Operating Procedure

REFERENCES:

- Company Health and Safety Guidelines
- Retention of Records Policy

This SOP establishes a comprehensive and organized framework for conducting periodic medical checkups, ensuring the health and well-being of employees and vendors while maintaining data accuracy and security.