Standard Operating Procedure
for
Chest X-Ray

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Document Number/Version No.: SOP-eMRDS-05/1.0	Proprietary & Confidential

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 establish a systematic process for conducting Chest X-Rays for employees and maintaining a record of their medical history. This SOP ensures that the chest X-ray process is efficient, accurate, and compliant with relevant policies and regulations.

2.0 Scope

This SOP applies to all employees and vendors who require chest X-ray tests as part of their medical examinations. It covers the entire process from scheduling to archiving the reports.

3.0 Responsibility

1. Medical Officer:
   - Prepares the schedule for Chest X-ray.
   - Assigns employees to chest X-ray tests, department-wise.
   - Screens the Chest X-ray reports and marks results as "Fit" or "Unfit."
   - Manages exit medical data.

2. HOD/Section in Charge:
   - Logs into the system to include employee and vendor details for chest X-ray.
   - Receives auto-triggered emails with test results.

3. Employees:
   - Punch their card after the Chest X-ray test.
   - Access their test results through auto-triggered emails.

4. Nursing Staff:
   - Logs into the system to enter X-ray results.
   - Uploads external reports to the system.

4.0 Frequency

The frequency of Chest X-ray tests shall be defined based on the company's medical examination policy. The system will auto-capture the next due date.

5.0 General Information/Definition

Chest X-ray is a diagnostic medical imaging procedure that helps assess the health of an individual's chest, including the heart, lungs, and surrounding structures.

Local Version Control System:
The local version control system is not applicable to this SOP.

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Centralized Version Control Systems
The centralized version control system is not applicable to this SOP.

Distributed Version Control System:
The distributed version control system is not applicable to this SOP.

Bug fixes In case of system bugs or issues, the IT department shall be responsible for identifying and resolving them promptly to ensure the smooth operation of the chest X-ray process.

6.0   Procedure:

1. Scheduling:
   - The Medical Officer prepares a schedule for Chest X-rays based on the medical examination policy.
   - Employees and vendors requiring the test are identified.

2. Data Entry:
   - HOD/Section in Charge logs into the system to input employee and vendor details for Chest X-rays.

3. Assignment:
   - The Medical Officer assigns employees to the Chest X-ray tests, allocating the activity by department.

4. Testing:
   - Employees undergo Chest X-ray tests and punch their card to mark attendance and complete the activity.

5. Results Entry:
   - Nursing staff log in to the system and enter X-ray results.
   - They also have the provision to upload external reports.

6. Review and Marking:
   - The Medical Officer reviews Chest X-ray reports and marks results as "Fit" or "Unfit."

7. Archiving:
   - Chest X-ray reports are archived in the system for future reference.

8. Automated Notifications:
   - Auto-triggered emails are sent to employees and HOD/Section in Charge with the test results after the completion of the activity.

9. Report Generation:
   - Department-wise Chest X-ray reports are generated.

10.   Additional Functions:
    - The system auto-captures the next due date for tests.
    - Options are available to upload external files and change the schedule.
    - Provision is made to take printouts of medical reports.
    - The system allows adding new employees and deleting them with a reason.
    - Exit medical data is retrieved.
    - The system provides an option for pending task closure/completion with comments.
    - All health data is securely stored as per the retention of records policy.

   Abbreviations:
- HOD: Head of Department
- SOP: Standard Operating Procedure
- OHC: Occupational Health Center

   REFERENCES:
No external references are applicable to this SOP as it is tailored to the organization's specific processes and requirements.