Standard Operating Procedure
for
Hepatitis-B Periodic Health Check-up

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Document Number/Version No.: SOP-eMRDS-10/1.0	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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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

Contents

Standard Operating Procedure (SOP) for Hepatitis-B Periodic Health Check-up

1.0   Objective

This Standard Operating Procedure outlines the process for conducting Hepatitis-B periodic health check-ups for employees, ensuring their well-being, and maintaining accurate health records.

2.0   Scope

This SOP applies to all employees within the organization who are required to undergo Hepatitis-B periodic health check-ups.

3.0   Responsibility

- Medical Officer: Responsible for scheduling and overseeing the health check-ups.
- HOD (Head of Department) or Section In-charge: Responsible for adding employee details and ensuring participation.
- Nursing Staff: Responsible for collecting health-related information.
- Employees: Required to complete the health check-up.
- System Administrator: Responsible for system maintenance and data security.

4.0   Frequency

Hepatitis-B periodic health check-ups are conducted at regular intervals, as per the organization's policy, usually annually.

5.0   General Information/Definition

Hepatitis-B periodic health check-up aims to monitor and ensure the health and well-being of employees, particularly in relation to Hepatitis-B.

Local Version Control System:

There is no specific mention of a local version control system in this SOP.

Centralized Version Control Systems
There is no specific mention of centralized version control systems in this SOP.

Distributed Version Control System:
There is no specific mention of a distributed version control system in this SOP.

Bug fixes There is no specific mention of bug fixes in this SOP.

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6.0   Procedure:

1. Schedule Preparation:
   - The Medical Officer is responsible for preparing the schedule for Hepatitis-B periodic health check-ups.

2. Employee Details Entry:
   - HOD or Section In-charge logs into the system and adds employee details for the health check-up in their respective departments.

3. Notification:
   - An automated email is triggered to all employees, providing details such as date, time, and venue for the Hepatitis-B periodic health check-up.

4. Health Information Collection:
   - Nursing staff log into the system and collect health-related information, including history, BMI, vision test, and blood reports, certifying the same.

5. Document Upload:
   - The system allows for the upload of external documents like self-declarations and blood reports from external software.

6. Medical Check-up:
   - Employees complete the Hepatitis-B periodic medical check-up at the Medical Officer's cabin, with attendance marked using a card punch system. Multiple Medical Officers can conduct check-ups simultaneously at different locations.

7. Report Update:
   - Medical Officers update findings, reports, and upload scan copies into the system, certifying the same. They can also provide comments, prescriptions, or request additional tests.

8. Report Access:
   - Employees can view their reports securely in their login; confidential data is restricted.

9. Result Notification:
   - An automated email is sent to employees, HODs, and Section In-charges with the results of the periodic medical check-up.

10. Absentee Management:
    - Medical Officers can identify absent employees for check-ups, and auto-escalation emails are sent for pending tasks.

11. Report Generation:

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- Health check-up reports can be generated with various filters, such as High BP, Excess BMI, DM, absent employees, High cholesterol, High TG, High Sr. Creatinine, LFT, and others.

12. Record Retention:
   - Periodic medical check-up records are retained in the system as per the organization's retention of record policy.

13. Flexibility:
   - Employees have the flexibility to change their schedule without formal deviation.

14. Data Management:
   - The system allows the upload of scan copies of reports, reminder emails to absent employees and concerned HODs, and the addition/deletion of employees with reasons.

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

16. Printing:
   - The system provides the option to take printouts of data with detailed report headers.

17. Activity Tracking:
   - All activities are logged in the system, and pending tasks are generated.

18. Exit Data:
   - Exit medical data is retrieved and stored in the system.

19. Task Closure:
   - Pending tasks can be closed or completed with comments within the system.

20. Data Security:
   - All health data is securely stored in compliance with the retention of records policy.

21. Health Card Generation:
   - The system allows for the generation of Health cards with Hepatitis-B Periodic Medical Check-up data.

Abbreviations:
- DM: Diabetes Mellitus
- BP: Blood Pressure
- BMI: Body Mass Index
- TG: Triglycerides

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- LFT: Liver Function Test

REFERENCES:
- (Include any references or documentation relevant to the Hepatitis-B periodic health check-up process as needed.)

This SOP ensures that Hepatitis-B periodic health check-ups are conducted efficiently, and employee health records are maintained accurately and securely.