

Standard Operating Procedure for Form No 7	
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Standard Operating Procedure for Form No 7

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Standard Operation Procedure, SOP-eMRDS-09/1.0

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APPROVALS

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

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

1.0 Objective

This SOP outlines the procedure for HR/P&Admin to upload the updated employee list for the calendar year (1st Jan to 31st Dec) into the system using Form No 7. It also covers the auto-fetching of annual medical checkup dates and results, certification processes, data review, and reporting.

2.0 Scope

This SOP applies to HR/P&Admin personnel, OHC users, and HOD OHC involved in the process of updating and managing employee health records in the system using Form No 7.

3.0 Responsibility

1. HR/P&Admin: Responsible for uploading the updated employee list and initiating the Form No 7 process.
2. OHC User: Responsible for certifying annual medical checkup dates and results.
3. HOD OHC: Responsible for reviewing and certifying Form No 7 data.

4.0 Frequency

This process is conducted annually for the calendar year (1st Jan to 31st Dec).

5.0 General Information/Definition

- Form No 7: Refers to the digital format used for updating employee health records.
- OHC: Occupational Health Center.
- Fit: Indicates that an employee is medically fit.
- Fit with Treatment: Indicates that an employee is fit with prescribed treatment.
- Absent: Indicates that an employee is absent during the checkup.
- Left: Indicates that an employee has left the organization.

Local Version Control System:

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-Ensure that the system maintains a version control system for local copies of Form No 7.

- Regular backups should be performed to prevent data loss.

Centralized Version Control Systems

- If applicable, ensure that the centralized version control system is integrated with the Form No 7 process.

- Maintain access controls to restrict unauthorized changes to the data.

Distributed Version Control System:

- If applicable, ensure that the distributed version control system is synchronized with the Form No 7 updates.

- Implement security measures to protect sensitive health data.

Bug fixes - Any system bugs or issues encountered during this process should be reported to the IT department.

- Ensure timely resolution of reported bugs to maintain system integrity.

6.0 Procedure:

1. HR/P&Admin logs in to the system and uploads the updated employee list for the calendar year (1st Jan to 31st Dec) using Form No 7, including employee name, Employee ID, DOB, sex, department, payroll, Date of joining, nature of job, etc.
 2. Provide provision to upload external Excel files/documents to the system for data import.
 3. OHC user logs in to the system, and the system automatically fetches the annual medical checkup dates and results, populating the Form No 7 format.
 4. OHC user certifies the data, with pre-defined options (Fit, Fit with treatment, Absent, Left) available to reduce repetitive manual entries.
 5. If needed, provide a provision for manual entries.
 6. After certification by the OHC user, Form No 7 data goes to HOD OHC for review and certification.
 7. Include provisions for returning and editing Form No 7 data if necessary.
 8. Allow for the generation of a printout with details in the report header as specified (Form 7, Health register format).
 9. Ensure that all reports are maintained securely in the system.
 10. Implement pending task generation and closure/completion options with comments in the system.
 11. Comply with the retention of records policy for secure storage of health data.
- Abbreviations:
- DM: Diabetes Mellitus
 - BP: Blood Pressure
 - BMI: Body Mass Index

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- TG: Triglycerides
- LFT: Liver Function Test

REFERENCES:

- Factories Act, 1948

This SOP establishes a standardized procedure for updating and managing employee health records using Form No 7 and ensures data accuracy, security, and compliance with relevant regulations.