

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

151.005

ISSUING ORG. MEDICAL SERVICES ORGANIZATION

ISSUE DATE
03/09/2005REPLACES
01/23/2001

SUBJECT PREPARATION OF SAUDI ARAMCO FORM 3941: "MEDICAL EXAMINATION REQUEST/NOTICE"

APPROVAL
TQDPAGE NO.
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CONTENT:

This instruction outlines procedures to be used by supervisors when requesting medical evaluation for employee/employment candidates. Such requests are initiated by utilizing FORM 3941: Medical Examination Request/Notice.

1. Purpose of Form 3941
2. Initiation of the Form
3. Completion of the Form
4. Distribution of the Form

1.0 PURPOSE OF FORM 3941:

Form 3941 is provided for supervisors to obtain information from Medical Services regarding the health status of an employee/employment candidate. Such information is provided only in relation to work in a manner that otherwise maintains the confidentiality of the employee's information as a patient. Similar information is also requested for other purposes enumerated on the Form:

- Pre-employment - New Hire/Reinstatement: Employment Candidate/Apprentice/CDPNE/Casual Employee/Domestic Helper/Driver/Expatriate Dependent/Other.
- Departure Physical - Vacation/Termination
- Medical Clearance for Advanced Training-Employee/Accompanying Dependent.
- Medical Examination-Candidate Food Handler/Routine Food Handler.
- Special Job Physical-Fireman/Security/Other.....Placement/Periodic.
- Special Exposure Physical-Asbestos/Silica/Laser/Other... Placement/Periodic.
- Routine Medical Examination For Food Handler
- Medical Examination Request by Supervisor: Specify:
 - Determine current fitness to work
 - Following sickness absence
 - Following incident/accident

* Determination of CMC Termination as per the procedure laid down in GI 0155.007.

- Other: Specify

2.0 INITIATION OF THE FORM

- * 2.1 Except in the case of CMC Termination, Line Supervisors and Employment/Advanced Training Supervisors shall arrange for the employee/employment candidate to have an appointment at the clinic of primary care where the outpatient medical file is available or at the clinic designated for employment candidates. The appointment shall be made with the Senior Physician or with his/her treating physician.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

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- 2.2 The Supervisor shall initiate FORM 3941 by completing the upper part in a manner that would be clearly legible in the original and the two copies.
- 2.3 For pre-employment/pre-placement candidates or for claims of physical limitation, a copy of the job description shall be attached to the FORM.
- 2.4 The initiated FORM 3941 is placed in an envelope duly addressed & sealed and handed over to the employee. SC 3-10 employees are also supplied with FORM 155: Medical Aid Request.
- 2.5 The employee is instructed to hand over the sealed envelope to the examining physician.

3.0 COMPLETION OF THE FORM:

- 3.1 The examining physician shall receive the patient and review FORM 3941 and the attached copy of his job description when pertinent.
- 3.2 He shall evaluate the patient's health in general and in relation to his referral. Such evaluation may be concluded at a later date if investigations or consultations are required.
- 3.3 The lower part of FORM 3941 shall be completed, answering the supervisor's queries in relation to job performance.

P.S: In keeping with the confidentiality policy of medical information, no specific diagnosis shall be provided nor any information not directly related to job performance.

4.0 DISTRIBUTION OF THE FORM:

- 4.1 The ORIGINAL part of the completed FORM 3941 is sent back to the supervisor in a sealed envelope addressed to the supervisor.
- 4.2 The FIRST COPY of the completed FORM 3941 is inserted into the employee's O.P. Medical File in the correspondence part.
- 4.3 The SECOND COPY of the completed FORM 3941 is retained with the Sr. Physicians Clinic Files.

Approved by:

Vice President Medical Services

* CHANGE

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