



NEW NORMAL ON-SITE APE GUIDELINES AND PROCESS FLOW

In order to strictly implement Infection Control Procedures, please be guided by the following policies:

1. Strictly **NO MASK, NO ENTRY TO THE TESTING SITE.**
2. Patients are encouraged to apply hand sanitizers/alcohol prior entering the collection site.
3. Employees can go inside the collection site by batches to avoid crowding. The rest of the patients will have to wait outside the area while practicing social/physical distancing.
4. Area must be well ventilated.
5. All medical waste is being brought to Hi-Precision for proper disposal.
6. Observe **at least 1m distance** from person to person at all times from Triage Screening up to the last procedure.
7. RA 11332 requires that the information the patient will provide regarding their health condition and possible exposure are true.
8. Protective barriers are placed in some areas as needed.
9. Hi-Precision staff implements regular disinfection per section/area before, in between and after the activity.
10. We implement "Bring your own pen" policy.

STEP 1 –REGISTRATION AND BARCODING (2-3mins)

The Registration Form is a detailed document for patient registration. It includes sections for Personal Data (Name, Date of Birth, Gender, Age, Civil Status, Address, Tel Number/CP Number), Health Declaration (Current Health, Past Health, Allergies, Medication, etc.), and a section for the Patient or Legal Guardian's Signature and Printed Name. The form is designed to be filled out by the patient or their legal guardian.

REGISTRATION FORM

The Patient Data Sheet (DPA) is a form for recording patient data. It includes sections for Patient Data (Name, Date of Birth, Gender, Age, Civil Status, Address, Tel Number/CP Number), Health Declaration (Current Health, Past Health, Allergies, Medication, etc.), and a section for the Patient or Legal Guardian's Signature and Printed Name. The form is designed to be filled out by the patient or their legal guardian.

**Patient Data sheet /
DPA**

- All forms will be presented to the HP staff. Forms will be given in advance.
- These forms must be accomplished/filled prior starting the APE.
- Personal data must be filled prior registration:
Full Name (Surname, Given Name, Middle Name) Date, Gender, Age, Civil Status, Date of Birth, Address and Tel Number/CP Number
- Registration forms are to be presented to every station prior to examination.
- Once all the process is completed, registration form must be surrendered to the registration area.
- Barcode Stickers will be given which will be attached to the Registration form.

Reminders:

- ✓ Do not lose the Registration form
- ✓ Barcode stickers shall not be wet or folded

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Frequent change of medical gloves
- ✓ Regular disinfection of the area including tables, chairs and other medical items using Lysol spray

STEP 2 - BLOOD EXTRACTION (3-5mins)

- Present Registration form to attending Phlebotomist prior to extraction.
- Phlebotomist will then proceed with the extraction.

REMINDERS:

- **If test is CBC (Complete Blood Count) only, FASTING IS NOT REQUIRED**
- Patients with **Blood Chemistry Test/s** are required to fast and follow the assigned fasting and extraction schedule
- We will only attend to patients that are in compliance with the fasting schedule.

FASTING GUIDELINES FOR BLOOD CHEMISTRY TEST

Last Meal taken	8 th hour	10 th hour	12 th hour
9:00 pm	5:00 am	7:00 am	9:00 am
9:30 pm	5:30 am	7:30 am	9:30 am
10:00 pm	6:00 am	8:00 am	10:00 am
10:30 pm	6:30 am	8:30 am	10:30 am
11:00pm	7:00 am	9:00 am	11:00 am
11:30 pm	7:30 am	9:30 am	11:30 am
12:00 mn	8:00 am	10:00 am	12:00 nn

Disinfection protocol:







- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Change of medical gloves after every patient
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for infectious and non-infectious waste material

STEP 3 – SUBMISSION OF SPECIMEN (1min)

A. URINE COLLECTION:

- Please make sure to use the collection cups provided by Hi-Precision.
- Containers will be given on the day of testing.
- Do not open the cup prior to collection to avoid contamination.
- Midstream catch collection is required.
- Sample must be submitted at least 1 hour from time of collection.
- Do not submit urine samples if with monthly period. It should be 3-5 days from **the last day of spotting (for women)**.

PROPER URINE SPECIMEN COLLECTION GUIDE

-  Wash the private area with soap and water. Rinse well then pat dry.
-  Let the first & last flow of the urine drop to the toilet bowl. **Catch only the middle flow** in the same cup, to minimize contamination.
-  Fill the specimen cup at least 10-15ml (mid portion) or up to the red mark indicated (**See figure A**).
-  Secure the lid properly. Wipe the specimen cup clean.
-  Label container with patient's complete name, and time of collection.
-  Submit the urine sample **immediately** to the specimen receiving area.

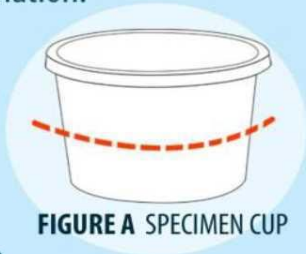




FIGURE A SPECIMEN CUP

REMINDER




Female patients with menstruation **cannot** submit their specimen for urinalysis as this may interfere with the result.



In case there'll be a delay, have the urine **placed inside the refrigerator** and transport it within 2 hours.

Test Preparation: Proper Urine Specimen Collection Guide HPD Primary Collection Manual, Revision_



B. STOOL COLLECTION:

- Containers will be given in advance to HR/Clinic.
- A pea size stool sample is sufficient.
- **Liquid, soft or semi-formed stool** specimens should ideally be submitted within 30 minutes to 1 hour of passage.
- **Formed Stools** should be examined on the same day maximum of 8 hours and be stored in room temperature prior to examination.
- Feces with tissue or cotton are not acceptable for testing.

PROPER **STOOL** SPECIMEN COLLECTION GUIDE



Pass out the stool (feces). Be careful **not** to contaminate feces with urine.



Using an applicator stick (or popsicle stick), get a **small portion** (pea size about the size of a 5 centavo coin) & transfer it to a wide mouthed clean dry container. (Get samples from bloody & mucoid areas as well as samples from liquid, solid or soft areas must be selected & submitted to the laboratory.)



Secure the lid/cover properly.
Wipe the specimen cup clean.



Label the container with **patient's complete name & time of collection.**

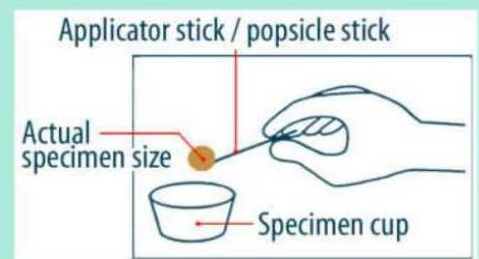


FIGURE B PROPER STOOL SPECIMEN COLLECTION

REMINDER



Do not place on ice.
Do not refrigerate.



Do not submit sample placed in a piece of toilet paper, cotton bud or diaper.

Liquid, soft or semi-formed stool specimens should ideally be examined within 30mins. to 1hr. of passage.

Formed stools should be examined on the same day & may be stored in room temperature prior to examination.

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Frequent change of medical gloves
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for infectious and non-infectious waste material

STEP 4 – VITAL SIGNS TAKING (3-5 mins)

- Present Registration Form to the attending Nurse.
- Nurse will then proceed to take patient's height, weight, pulse rate, respiratory rate and visual acuity. The blood pressure will be taken by the doctor during the physical examination.
- After taking the vital signs, nurse will then encode the data to the laptop.

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Frequent change of medical gloves
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for infectious and non-infectious waste material

STEP 5 – PHYSICAL EXAMINATION (5 mins)

- Present Registration Form to attending physician.
- Physician will then proceed with the blood pressure taking, physical exam, medical history taking, etc.

REMINDERS:

- No Breast examination for women with menstruation.
- Consultation and prescription of medication is not included/not allowed during the physical exam.

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Change of medical gloves and disposable bed liners after every patient
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for infectious and non-infectious waste material

PRE-REQUISITE PRIOR TO PAP SMEAR (+5 mins)

- Should Not Have Sexual Contact At Least 3 Days Prior To Examination.
- Should Not Use Vaginal Douche/ Feminine Wash 3 Days Before The Procedure.
- Should Not Use Tampons, Birth Control Foams, Jellies Or Other Vaginal Creams Or Vaginal Medications For 3 Days Prior To The Test.
- Should not have menstruation or spotting for at least 3 days prior to examination.

STEP 6 – ECG (5-10mins)

- Present Registration Form to attending technician
- Technician proceed with the procedure

REMINDERS

- Please unhook bra. (For female patients)
- Remove jewelry/bracelets, necklaces, etc.

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Change of medical gloves and disposable bed liners after every patient
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for infectious and non-infectious waste material

STEP 7 – CHEST X-RAY (5 mins for this process)

1. Patient to proceed to the mobile van located outside.
2. Present the form to the technician prior to examination.
3. Tray will be provided for the personal belongings of the patient.
4. Patient to proceed to the mobile van located outside.
5. Present the form to the technician prior to examination.
6. Tray will be provided for the personal belongings of the patient.

REMINDERS:

1. **FOR FEMALES** – Remove brassieres, blouse, shirts, clothing with buttons or zippers, necklaces, etc. and wear the patient gown. This is to avoid projection of artifacts onto the film that could affect radiologic interpretations.
2. It is encouraged to have a waiting area for patients in line with at least 1 meter distance in between. Social distancing must be observed all the time.

3. There is no need to undress or change into a patient gown if patient/s will wear a plain white shirt without buttons, zippers, or painted/printed designs.

Note: We encourage patient to wear plain shirt or either change into a patient's gown.

4. Patient gowns will be available to use if needed.
5. Patient must bring his/her recent chest x-ray film if he had previous findings for comparison purposes.
6. For patients with long hair, they are required to clamp or tie your hair upward.
7. DO NOT UNDERGO X-RAY if you are:
 - a. Pregnant or suspected to be pregnant.
 - b. Delayed monthly period.

Disinfection protocol:

- ✓ Use of Antiseptic solution such as Alcohol after every patient
- ✓ Frequent change of medical gloves
- ✓ Disinfection at the changing area after every patient
- ✓ Regular disinfection of the area including tables, chairs and other medical items / equipment using Lysol spray
- ✓ Provision for trash bins for non-infectious waste material

❖ NOTE: After completing all the procedures, the Registration form must be surrendered at the Registration Area

MOBILE X-RAY VAN



SPECIFICATION:

- Single Phase
- 220V/ minimum of 60 Amperes
(Less than 60 amperes is strictly not applicable
Electrical supply might fluctuate. This may affect Radiograph)
- Extension cord cable 60m (Royal Cord 10x2)
- 300 mA/30,000 Watts

MOBILE VAN PLATE NUMBERS/VEHICLE TYPE:

• VAN 7 - BOR 935		Mitsubishi Canter
• VAN 8 - NBB 774		Mitsubishi Canter
• VAN 9 - BOX 463		Mitsubishi Canter
• VAN10 - NAH 9457		Mitsubishi Canter
• VAN 11 - NBG 4128		Mitsubishi Canter