



## CONSULTATION FOR ANNUAL PHYSICAL EXAMINATION AND PRE-EMPLOYMENT

| STEP | ACTIVITIES                        | FEE  | NECESSARY FORM        | MAXIMUM TIME    | RESPONSIBLE OFFICER/STAFF                | ALLOWABLE PERIOD OF EXTENSION<br>ACCEPTABLE REASON  |
|------|-----------------------------------|------|-----------------------|-----------------|--|---|
| 1    | <b>SCHEDULED CONSULTATION</b>     | NONE | MEDICAL HEALTH RECORD | 3 minutes       | Nurse on Duty                            | 8 minutes<br>- Depending on the number of patients  |
| 3    | <b>RETRIVAL OF CHART</b>          | NONE | MEDICAL HEALTH RECORD | 5 minutes       | Nurse on Duty                            | 10 minutes<br>- Depending on the number of patients |
| 5    | <b>VITAL SIGNS TAKING</b>         | NONE | Vital Signs Form      | 5 minutes       | Nurse on Duty                            | 10 minutes<br>- Depending on the number of patients |
| 6    | <b>WAIT FOR NAME TO BE CALLED</b> | NONE | MEDICAL HEALTH RECORD | 10 - 20 minutes | Nurse on Duty or Resident Doctor on Duty | 30 minutes<br>- Depending on the number of patients |
| 7    | <b>CONSULTATION</b>               | NONE | MEDICAL HEALTH RECORD | 10 - 20 minutes | Resident Doctor on Duty                  | 30 minutes<br>- Depending on the number of patients |



## SCHEDULLING FOR ANNUAL PHYSICAL EXAMINATION AND PRE-EMPLOYMENT

| STEP | ACTIVITIES  | FEE  | NECESSARY FORM     | MAXIMUM TIME | RESPONSIBLE OFFICER/STAFF | ALLOWABLE PERIOD OF EXTENSION<br>ACCEPTABLE REASON  |
|------|---|------|--------------------|--------------|---------------------------|---|
| 1    | <b>LOG NECESSARY INFORMATION IN THE EHS LOGBOOK</b>   | NONE | EHS LOG BOOK       | 1 minute     | Nurse on Duty             | 5 minutes<br>- Depending on the number of patients  |
| 2    | <b>PRESENT and SUBMIT LABORATORY RESULTS</b>          | NONE | LABORATORY RESULTS | 5 minutes    | Nurse on Duty             | 10 minutes<br>- Depending on the number of patients |
| 3    | <b>SECURE SCHEDULE AND INSTRUCTION FROM EHS NURSE</b> | NONE | NONE               | 5-10 minutes | Nurse on Duty             | 10 minutes<br>- Depending on the number of patients |



## RELEASING OF LABORATORY REQUEST FOR ANNUAL PHYSICAL EXAMINATION AND PRE-EMPLOYMENT

| STEP | ACTIVITIES  | FEE  | NECESSARY FORM   | MAXIMUM TIME | RESPONSIBLE OFFICER/ STAFF | ALLOWABLE PERIOD OF EXTENSION<br>ACCEPTABLE REASON  |
|------|---|------|--|--------------|----------------------------|---|
| 1    | <b>LOG NECESSARY INFORMATION IN THE EHS LOGBOOK</b> | NONE | EHS LOG BOOK   | 1 minute     | Nurse on Duty              | 5 minutes<br>- Depending on the number of patients  |
| 2    | <b>SECURE LABORATORY FORMS</b>                      | NONE | Clinical Pathology Request Form<br>Radiology Request Form<br>ECG Request Form<br>Anatomic Pathology Request Form | 5 minutes    | Nurse on Duty              | 10 minutes<br>- Depending on the number of patients |
| 3    | <b>INSTRUCTION FROM THE NURSE ON DUTY for</b>       | NONE | NONE   | 5-10 minutes | Nurse on Duty              | 15 minutes<br>- Depending on the number of patients |