



<b>CONSULTATION FOR ANNUAL PHYSICAL EXAMINATION AND PRE-EMPLOYMENT</b>						
STEP	ACTIVITIES	FEE	NECESSARY FORM	MAXIMUM TIME	RESPONSIBLE OFFICER/STAFF	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	<b>SCHEDULED CONSULTATION</b>	NONE	MEDICAL HEALTH RECORD	3 minutes	Nurse on Duty	8 minutes - Depending on the number of patients
3	<b>RETRIVAL OF CHART</b>	NONE	MEDICAL HEALTH RECORD	5 minutes	Nurse on Duty	10 minutes - Depending on the number of patients
5	<b>VITAL SIGNS TAKING</b>	NONE	Vital Signs Form	5 minutes	Nurse on Duty	10 minutes - 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 - Depending on the number of patients
7	<b>CONSULTATION</b>	NONE	MEDICAL HEALTH RECORD	10 - 20 minutes	Resident Doctor on Duty	30 minutes - 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 ACCEPTABLE REASON
1	<b>LOG NECESSARY INFORMATION IN THE EHS LOGBOOK</b>	NONE	EHS LOG BOOK	1 minute	Nurse on Duty	5 minutes - Depending on the number of patients
2	<b>SECURE LABORATORY FORMS</b>	NONE	Clinical Pathology Request Form Radiology Request Form ECG Request Form Anatomic Pathology Request Form	5 minutes	Nurse on Duty	10 minutes - 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 - Depending on the number of patients