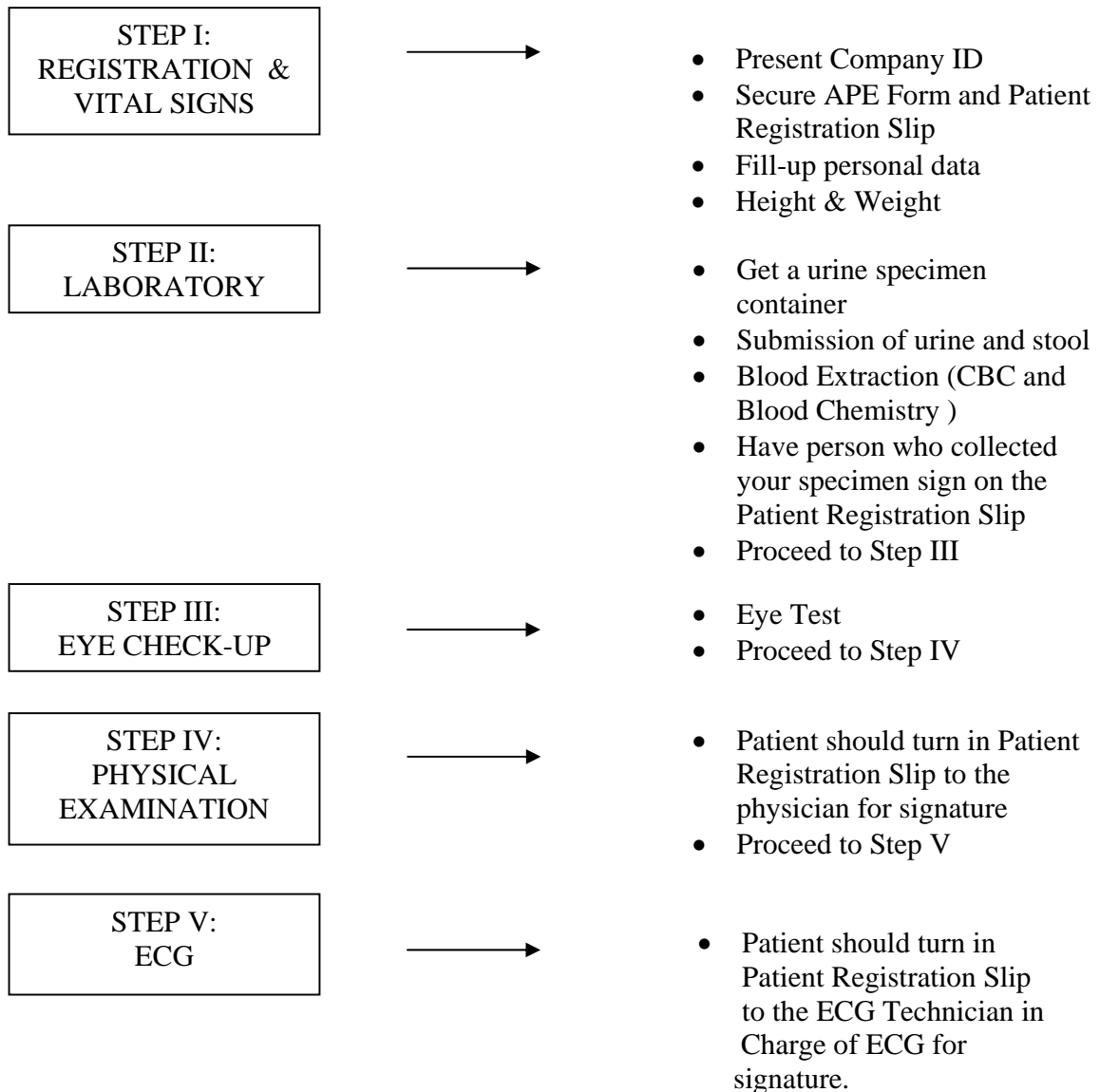
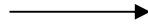




PROCEDURES FOR ANNUAL PHYSICAL EXAMINATION



STEP VI:
CHEST X-RAY
(Mobile Van)



- Patient to proceed to X-ray van
- Patient should turn in Patient Registration Slip to the Radiology Technician in charge of X-ray for signature

STEP VII
PAP-S SMEAR

RETURN APE FORM AFTER ALL THE PROCEDURES TO THE REGISTRATION AREA.

Note: TO AVOID CONGESTION, YOU MAY FOLLOW STEP 4 TO STEP 7 IN ANY ORDER EXCEPT FOR PREGNANT, SUSPICIOUS PREGNANCY, AND DELAYED MENSTRUATION FOR CLEARANCE FROM THE DOCTOR BEFORE PROCEEDING TO CHEST X-RAY.

HOW TO PREPARE FOR TEST

A. BLOOD CHEMISTRIES:

- Fasting Blood Sugar
- Blood Urea Nitrogen
- Creatinine
- Blood Uric Acid
- Cholesterol
- Triglycerides

FASTING

Nothing per Oral (NPO) for 10-12 hours prior to the scheduled examination. Employee is not allowed to eat or drink before extraction of the blood.

B. URINE COLLECTION:

- Use clean if not sterile container.
- Collect mid-stream sample.
- Sample should fill at least half of the container.
- Avoid contaminating sample with menstrual blood and vaginal discharge.
- Submit sample immediately after collection.

C. STOOL COLLECTION:

- Use clear, wide-mouth bottle for collection.
- Specimen should not be contaminated with water or toilet paper.
- Collect thumb-size amount of stool.
- Submit specimen immediately within an hour after collection.

D. PAP SMEAR:

- For female undergoing Pap smear, it is recommended that they should refrain from sexual intercourse for at least 2 days prior to the test.
- Avoid douching or using vaginal medicines or spermicidal foams, creams or jellies prior to pap smear test.

E. CHEST X-RAY:

- Pregnant, suspicious pregnancy or delayed menstruation are not allowed to undergo this procedure.
- All accessories (especially those made of metal) must be removed.

GUIDELINES FOR ANNUAL MEDICAL EXAMINATION

- I. Scheduling should be done 2 weeks prior to target date of On-Site Annual Physical Exam. The company shall provide the following data to CHS, Inc. for database conversion.
 - a. Name of employees
 - b. Address
 - c. Department
 - d. Birthday
 - e. Sex
 - f. Age
 - g. Civil Status
- II. An ocular visit will be done a week before the agreed date and time to assess location for proper set-up and good system flow.
- III. The CHS, Inc. prepares the necessary documents for the Annual Medical Examination, such as:
 - a. Routing slip/checklist
 - b. Pre-prepared APE form
- IV. Cut off time of 30 minutes before lunch time and before the end of the last hour shall be observed to accommodate all examinees within the working hours agreed upon.
- V. Individual employee results and general summary shall be released after 10-14 working days.