

**Mandaluyong Branch**  
Lower Ground Floor STARMALL  
EDSA cor. Shaw Blvd. Mandaluyong City  
Telephone Numbers: 654-4651 \* 650-3743  
Email: sto.domingodiagnostic2@gmail.com



**Parañaque Branch**  
Unit A Wilmart Bldg.  
3104 Redemptorist Road  
Brgy. Baclaran, Parañaque City  
Telephone Number: 851-1992  
Email: sto.domingo.baclaran@gmail.com

**STO. DOMINGO**  
**DIAGNOSTIC & MEDICAL CENTER CORP.**  
*"Quality, Honesty, Integrity and Service above self"*  
**OPEN DAILY (INCLUDING HOLIDAYS)**  
**We accept Company Annual Check-up and Home Service**

**Main Office**  
Rm. 303-304 Luz Bldg., 111 Quezon Avenue  
Brgy. Sto. Domingo, Quezon City  
Tel. Nos. : 732-1412 \* 253-7799 Fax: 740-8362  
Mobile: 0929-891-8649 \* 0933-516-6906  
Accounting Dept.: 516-1332 APE Dept.: 516-6155  
Email: sto.domingo.tertiary@gmail.com

**Cavite Branch**  
2<sup>nd</sup> & 3<sup>rd</sup> floor MGS Bldg. General Trias Drive, Tejero  
Rosario, Cavite  
Tel. Nos. : (046)437-9463 \* (046)437-2905 \* 775-8795  
Mobile: 0928-668-2525 \* 0933-939-9786  
Email: sddmcc.cavite@gmail.com

## **ANNUAL PHYSICAL EXAMINATION PROCEDURES**

- ✓ Proceed to registration table & present HMO Card/any valid ID.

Pre-printed forms will be given, no need to fill-up APE forms.

- ✓ **In compliance of the Data Privacy Act, read and understand the information written in the upper portion of the APE form. Sign in the space provided, to acknowledge and provide authorization.**
- ✓ Taking of height and weight, pulse rate and blood pressure readings.
- ✓ Proceed to the blood extraction area for Complete Blood Count (CBC) and Platelet Count.  
**If FBS and Total Cholesterol are included, 8-10 hours fasting; if Lipid Profile (Total Cholesterol, Triglycerides, HDL, LDL & VLDL) is included, 10 – 12 hours overnight fasting (nothing by mouth) is required. Sip of water is allowed.**
- ✓ Submit Urine samples to assigned Medical Technologist at the designated area.
- ✓ Proceed to the Optical Team for the Eye Refraction or Visual Acuity Test.
- ✓ Proceed to Doctor's Room for the History Taking and Physical Exam.
- ✓ Please proceed to ECG Room
- ✓
- ✓ REMINDERS: Patients should not drink coffee prior to ECG examination.  
Patients should not smoke prior to ECG examination.  
Please remove jewelries and mobile devices (watch, bracelets, cellphone).

For female employees 35 years old & above, please proceed to PAP SMEAR Room. (Prior to the procedure, patients should take note of the following: 1.) No sexual contact 3 days prior to the examination, 2.) The pap smear should be done at least 7 days from the last day of menstruation or at least 7 days before the next menstruation). For Male Employees please proceed to designated area for Chest X-ray.

- ✓ For Female Employees please have Physical Exam done prior to the X-ray procedure. Also, please be advised not to wear double clothing and/ or jewelries to avoid delay in the procedure.
- ✓ Please note that the employees who have previous findings in their chest x-ray have to bring their plates for comparison. Label it properly to avoid confusions. (Put your full name, age, gender and company name).
- ✓ For delayed menstruation or suspected pregnancy, please inform the X-ray technician so that proper screening and clearance from our Doctor can be obtained before undergoing the X-ray.
- ✓ To give emphasis, ALL female Employees are advised to undergo the Physical Examination first prior to proceeding X-ray.
- ✓ Please submit accomplished APE forms to the registration area for verification if already complete or still with incomplete procedures.
- ✓ Upon submission of APE forms and verification of its COMPLETION. FREEBIES (simple tokens) shall be given to examinee.

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**PLEASE BE INFORMED OF OUR REQUIREMENTS PRIOR TO APE AVAILMENTS AND THE UNDERLYING PROCEDURES ON-SITE:**

**REGISTRATION AREA** – We will need one (1) long table and 4 chairs. Patients will receive their APE Form with routing slip and their control #.

**BLOOD EXTRACTION –**

Please provide 2 tables and 4 chairs.

The collection of blood samples is a standard procedure used to screen employees undergoing an Annual Physical examination.

Depending on the selected package, the blood specimen is used to screen and test various conditions. The standard test is the Complete Blood Count. This may help screen the employees for certain conditions such as anemia. Anemia, when present, may have an indirect effect on the work output of the affected employee since some form of anemia may inadvertently reduce the physical energy of an affected individual. It can also detect certain forms of infection that may connote or suggest bacterial, viral, fungal and allergic process.

The blood extraction is performed by a well-trained Medical Technologist. Although majority of the patients do not suffer from any side effects, a small percentage may experience some discomfort. A hematoma or lump accompanied by bruising may occur during the collection of a blood. If this happens, you should apply pressure for up to 1-2 minutes and apply ice pack for about 15 minutes for the first 24-hrs then apply warm compress for the following days. The site may be sore for a few days and bruising may last for about 7 to days, but there will be no lasting effects.

**URINE EXAMINATION**

Urine examination is a good screening test for presence of infections, based on the parameters included in the urinalysis, The Physician will be guided for any possible Renal and or other systemic problems aside from UTI.

Urine specimen containers will be distributed at the registration area. Urine specimen should be collected during the day of examination and immediately submit it to our med-tech onsite / laboratory.

Female patients/ employees who have menstruation during their APE are not encouraged to submit urine specimen for the reason of avoiding contamination of urine specimen with menstrual blood. However, the company has the choice to make this mandatory even in the presence of menstruation. Should the company choose to make it mandatory, the female patient needs to inform our SDDMCC staff who is assigned to collect the urine specimen that she has menstruation so that the staff could properly label or indicate the menstruation. The results will be properly correlated during the evaluation process of the official APE results.

For female patients with recently concluded menstruation, it is highly recommended that the best time to submit their urine specimen is **7 (seven) days after the last day of menstruation** this timeframe will highly negate the interplay of interfering factors brought about by menstruation.

**STOOL EXAMINATION** - Stool specimen should be submitted to our med-tech onsite / laboratory within two (2) hours from time of collection. Please instruct your employees to label the containers with their full names.

\*\*\* Female patients with menstruation are discouraged to submit stool sample to minimize possibility of contaminating the stool sample with menstrual blood. Should the company mandate that stool specimen should be submitted even if the APE co-insides with menstruation then, the SDDMCC staff who will receive the specimen should be informed by the one who is submitting the specimen that she has an on-going menstruation ; so that it will be properly indicated in the patient's PE form. Proper correlation will be done during the evaluation of the official APE results.

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**EXAMINATION ROOM** – Two (2) Doctors will be available on for the comprehensive physical examination of the employees. Please provide each Doctor an examination room with one writing table, one table and two chairs.

**PHYSICAL EXAMINATION** – As specified by the Physician, patients are required to undress for some part of the examination. Failure to do so or deferment in whatever way would require the patient's signature on the Annual Physical Examination Form.

**CHEST X-RAY** - This procedure will be done at Mobile Van at park area \_\_\_\_\_. Pregnant, suspected pregnancy or delayed menstruation is not allowed to undergo this procedure. Do not wear blouses or polo shirts with buttons or zipper. Remove unnecessary metals. Mobile Bus requirements are as follows: **220 volts, 60 – 100 amperes, single phase, and direct circuit breaker.**

**E C G** – For employees 35 years old and above, please provide two examination rooms with one long table, one chair and one writing table. Do not apply lotions, oils or powder to the chest. Remove unnecessary metals (example coins, jewelries, keys, belt).

**PAP SMEAR** - Female doctor will be available to do the procedure. It is recommended by most Gynecologists, Oncologist to refrain from sexual intercourse for at least 72 hours before the examination.

**\*\*\* END OF EXAMINATION \*\*\***

### **GUIDELINES FOR PAP SMEAR TEST:**

Pap smear test is one of the procedures that is offered to screen cervical cancer in women. Female patients regardless of age are qualified to undergo such test.

All qualified patients who wish to undergo the test are advised to avoid having sexual intercourse and vaginal douching 48-72 hours (2-3 days) prior to the procedure since it may wash away or obscure abnormal cells.

The procedure is not advised to be done during a menstruation. It is best done 7 days after the last day of menstruation.

After ensuring that the patient is qualified for the procedure, a verbal informed consent is obtained. The licensed Female Physician of SDDMCC will be performing the procedure in the designated room of examination as follows:

- Patient will be asked to undress from the waist down, proper draping will be done by the Physician
- Patient is asked to lie on her back with her knees bent.
- The female Physician will gently insert the properly autoclaved speculum into the patient's vagina which may cause a sensation of pressure in the patient's pelvic area.
- The female Physician will also gently insert a swab gently collect sample of cell specimen which will be then be fixated on the designated slide.
- The specimen is then properly labeled, stored and handled by a designated SDDMCC staff before it is sent to the SDDMCC Pathologist who will process and interpret the said specimen.

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**COLLECTION OF MIDSTREAM URINE SAMPLE:**

- Use an approved empty sterile container for collection.
- Wash and dry your hands thoroughly.
- Remove the container cap and set it aside. Do not touch the inner surfaces of the container to avoid any possible contamination.
- Wash your urogenital area (“lower parts”) with the towelette or napkin. Women: wipe from front to back between the folds of the skin. Men: retract the foreskin (if uncircumcised), and clean the glands (head of the penis).
- The intent is to collect sample midways through the urination process (hence the name “midstream” urine).
- Pass a small amount of urine into the toilet, (women: hold skin folds apart). Stream of urine may be contaminated with skin and urethral bacteria.
- Then midways through urination, urinate into the container. The container should only be ½ to 2/3 full.
- Remember to wash your hands thoroughly after collecting the specimen.
- Bring specimens to the laboratory as soon as possible.

**COLLECTION OF STOOL SAMPLE:**

- Fecal specimen should be collected in a clean wide-mouthed containers received from the laboratory receptionists. This must be labeled with patient’s name and control number.
- The fecal specimen should not be contaminated with toilet paper, water, urine or other materials should not be included.
- If the stool specimen is collected from home, make sure to place something in the portion of the toilet bowl such as an empty disposable plastic food container or secure a glad cling wrap or any type of plastic wrap in the rim of the toilet bowl. A clean paper, folder, or anything that can catch a small amount of fecal specimen will suffice. It is highly advised that the fecal sample will not come into contact with the inside of the toilet.
- Use the plastic spoon or spatula that is provided inside the specimen container to collect a pea-sized amount of fecal sample.
- The lid of the specimen container should be firmly/ securely closed after placing the pea-sized amount of fecal sample.
- If the specimen is collected from home, it is highly advised to place the specimen container inside a plastic bag, tie it up before storing it in a controlled cool temperature usually a refrigerator.
- For transportation purposes, using a cooler filled with ice or an ice pack or a thermal bag (the one used in groceries to store meat products) with an ice pack inside, to store the fecal specimen will suffice. This is advised so that the integrity of the specimen will remain intact and to negate the possibility of proliferation of bacteria in the said specimen.
- For routine examination of parasite and stool specimen for culture and sensitivity, the specimen should be submitted to the laboratory within 30 minutes to 2 hours of collection. Beyond 2 hours from collection, it is highly advised that the fecal specimen container be stored inside a cooler with ice or an ice pack or the thermal bag as previously mentioned, before handing the specimen to the assigned staff.
- Unlabeled and leaking containers cannot be accepted upon submission and need to be recollected.
- The patient should be advised to select parts of stool which contain pus, mucous, or blood to transfer to sterile container. A small amount of stool (pea/thumb size) is enough for the analysis.

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# HOW TO PREPARE FOR YOUR MEDICAL EXAMINATION

To obtain the best accurate and precise results from your medical exam, we suggest that you follow these basic steps:

- As part of the new normal, those members with flu-like symptoms are highly recommended to wear face mask throughout the duration of APE to ensure workplace safety.
- Please wear a short-sleeved garment or one with sleeves that easily roll up just in case you are required to undress and to facilitate proper hand washing. It is highly encouraged to avoid wearing beaded shirts or blouses and or underwire bra
- Please wear comfortable shoes with socks
- Please avoid wearing jewelries and accessories to mitigate probable viral transmission
- Prepare in advance for questions regarding medical conditions, surgeries, medications, or other treatment you may have had. The medical examiner may also ask you for the names and addresses of physicians and/or hospitals that have treated you.
- Avoid coffee, soda, tea or other products with caffeine for several hours before the exam.
- Avoid smoking or chewing tobacco for at least one hour prior to your scheduled exam.
- Avoid alcoholic beverages for at least 24 hours prior to the exam.
- Avoid nasal decongestants.
- Do not engage in strenuous exercise for the at least 24 hours before the exam.
- Get a good night’s rest before the medical exam.



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**Annual Physical Examination**

**Frequently Asked Questions**

***Is it safe to get a Chest X-ray if the monthly period is delayed or if there are menstrual irregularities?***

Before proceeding to undergo Chest X-ray, the female patient should be cleared by the Physician. Such clearance will be given after undergoing Physical Examination. The Doctor will be asking for the patient`s last menstrual period. (The first day of the most recent menstruation). Depending on the circumstance, the doctor may ask the patient to undergo pregnancy test, or may advise to postpone the Chest X-ray procedure.

***Is it safe to get another Chest X-ray if the patient had one recently?***

Our machines are safe for repeat Chest X-ray and the radiation exposure is minimal and will impose **NO** medical hazard. As long as there is a justifiable indication, such as during Pre-employment and Annual Physical Examination where employers have the right to screen their employees for possible conditions that may possibly affect the work output of their employees and or the work force in general, it will always be safe to undergo repeat Chest X-ray.

***If there is current menstruation, do you require the patient to undergo urinalysis?***

Ideally, urinalysis is best done 1 week after a menstrual period. This timeframe will best negate the possibility of finding minute amounts of red cells in the urine owing to an extended period or prolonged vaginal discharge secondary to a recent menstruation..

Please inform our medical staff if you have your menstruation. Urinalysis is usually not performed during menstruation, unless otherwise mandated by your company. Should it be mandated amid a menstrual period, ***our medical evaluators will still correlate it based on the last menstrual period should there be evidence of red blood cells in the submitted urine specimen.***

***Can a patient get a Pap Smear even if she is still a virgin?***

If you haven`t had vaginal intercourse. You may have a low risk of cervical cancer but you can still consider testing, if you have other risk factor. You may consult the examining doctor for other indications. The instrument used to collect the cervical cells may stretch and tear your hymen (a thin tissue covering the vaginal opening, which is present in some women who have never had sexual intercourse). Slight bleeding may also occur.

***What can a patient expect from a Pap Smear procedure?***

The doctor will instruct you to lie on your back, with your knees up and bent and feet on the rests. An instrument called a speculum is used to open the vagina so that the walls of the cervix can be clearly seen. A sample of the mucus and cells will be taken from the cervix. During the test, breathe slowly and concentrate on relaxing your stomach and leg muscles. Some discomfort may be experienced.

***Is there a need to fast for Complete Blood Count (CBC)?***

No. Fasting is only required when a blood chemistry panel is to be conducted along with the CBC.

***How much stool specimen is enough for a stool exam?***

A small amount of stool (pea or thumb size) is enough for analysis. This is placed in the provided container and should be sealed properly.

***Will blood extraction cause “black and blue”?***

“Black and blue” or hematoma may happen and is relatively common after a blood extraction. To avoid, apply adequate pressure 1-2 minutes after extraction. You may also: leave the pressure dressing on for at least 8 hours; avoid lifting heavy objects with the arm; apply ice pack for about 15 minutes during the first 24 hours following the formation of the bruise or hematoma; you may apply warm, moist compresses for about 15 minutes during the second 24 hours after collection.