

PHILIPPINES – 2024 ANNUAL PHYSICAL EXAM (APE) GUIDELINES – PASIG

Schedule of Onsite APE

| Date & Time | Registration Cut-Off Time | X-Ray Van Lunch Break | Eligible Team Members |
|---|---------------------------|-----------------------|---|
| September 17 (Tuesday) 8:00 am to 5:00 pm | 4:00 pm | 12 noon to 1:00 pm | Silvercity (including Silvercity Virtual) |
| September 18 (Wednesday) 12:00 am to 9:00 am | 8:00 am | 4:00 am to 5:00 am | Silvercity (including Silvercity Virtual) |
| September 19 (Thursday) 4:00 pm to 1:00 am (next day) | 12:00 am | 8:00 pm to 9:00 pm | Silvercity (including Silvercity Virtual) |

The APE package is listed below. It also lists the allowable required tests that can be completed in Aventus, Ortigas (Pasig) if you were not able to complete during the onsite APE. All APE required tests stated below **must be completed**.

| Required Tests | | |
|---|---|--|
| | Allowed to complete in Aventus Ortigas? | Completion period |
| 1. Chest X-ray | Yes. Females who are suspected pregnant during onsite APE only. | <ul style="list-style-type: none"> Pasig – September 25 – October 17, 2024, test to be done in Aventus Ortigas only. |
| 2. Urinalysis | Yes. Females who have their menstrual period and suspected pregnant during onsite APE only. | <ul style="list-style-type: none"> Pasig - September 25 – October 17, 2024, specimen to be submitted in Aventus Ortigas only. |
| 3. Complete Blood Count | No | N/A |
| 4. Electrocardiogram (for members 35 years old and above, or if advised by onsite APE doctor) | No | N/A |
| 5. Evaluative doctor's consultation | No | N/A |
| 6. Physical Exam (breast) | No | N/A |
| Optional, can be waived by signing the waiver with Aventus during the onsite APE | | |
| 7. Fast Blood Sugar (requires 10 hours fasting – no meals AND water) | No | N/A |
| 8. Cholesterol (requires 10 hours fasting – no meals AND water) | No | N/A |
| 9. Eye refraction | No | N/A |
| 10. Pap Smear (for members 35 years old and above, or if advised by onsite APE doctor) | Yes. Females who have their menstrual period during the onsite APE | <ul style="list-style-type: none"> Pasig - September 25 – October 17, 2024, test to be done in Aventus Ortigas only. |
| 11. Physical Exam (genital, rectal) | No | N/A |
| 12. Fecalalysis | No | N/A |

See information below for 2024 APE

- Accredited APE provider for all our team members is Aventus (Ortigas only).
- **All team members are required to pre-register their attendance for the onsite APE. The online form will be accessible until 11:59 pm PH time of August 23, 2024. Please click on this [link](#).**
- All team members must start and complete all the required tests according to the office location in Workday.
 - 2024 Pasig new hires: not required to undergo APE as the pre-employment medical results are already sufficient.
- Please bring your own ballpen, tissue and alcohol. Avoid borrowing from medical staff / colleagues.
- Team members MUST complete the above allowable required tests in Aventus Ortigas only. Please refer to table above for required tests and reasons that can be completed in Aventus Ortigas.
- Results:
 - Team members' results will be available via [Aventus online portal](#). Please provide your preferred email address and mobile number during the [pre-registration](#).
 - Physical copies will be delivered to the S&P Global Silvercity 2, Pasig Office 20 working days after the last day of the activity. These will be stored at the S&P Global clinics.
 - Chest x-ray results are now digitized. There will no longer be x-ray plates anymore.
 - You have the option to have your results interpreted by S&P Global health care providers (i.e. S&P Global company clinic doctors, panel of Intellicare doctors or facilities) or non-S&P Global providers.
 - If you would like to have your results interpreted by the S&P Global company clinic doctors, please reach out to clinic-pasig@spglobal.com to schedule an appointment.
- Any laboratory test not covered within the APE package will undergo the usual out-patient process by getting an Intellicare doctor's lab request and getting an LOA or Referral Control Sheet (RCS 2). Those tests will be deducted from member's Intellicare Maximum Benefit Limit. Refer to the process here: [Philippines Insurance Handbook, page 37-39](#).
- Refer to the APE flowchart at the last page of this document to understand the procedures during the onsite APE.
- Intellicare dependents' APE
 - Dependents may book their APE until December 22, 2024.
 - Dependents should book their APE via [Aventus Appointment System](#).
 - If there are no Aventus clinics nearby, accomplish [this non-Aventus Branch template](#) and email accomplished template (password protected) to apeteam@intellicare.ph and cc: Aon Service Team (poliyana.clemenana@aon.com and carol.delos.reyes@aon.com)
 - It is the responsibility of the dependent to pick up the hard copy of their results directly from the facility. Delivery of their physical copy of results to the S&P Global offices will not be allowed. Dependent may arrange to get their results via online by directly coordinating with the facility.

Preparations for the Exams

- ✓ Female Patients
 - Physical Exam must be accomplished prior to having the Chest X-ray
 - A waiver must be signed prior to the Chest X-ray procedure
 - For patients with delayed menstrual cycles or are suspected pregnant please inform the mobile team
 - Female Patients with Pap Smear in their package
 - No sexual contact 3 days prior the examination

- The last day of menstruation should be at least 2 days prior to the examination date
- ✓ Patients with ECG in their package
 - Do not apply lotions, creams and powder around the chest area.
 - Please bring shawl or any kind of covering to avoid using the facility's blanket / medical gown
- ✓ Patients who will undergo a Chest X-ray
 - Remove all jewelry prior to the x-ray
 - Avoid printed shirts or with buttons
 - Females are encouraged not to wear undergarments with underwire
- ✓ For patients who don't want to wear the laboratory gowns, patients can bring their own plain white t-shirts
- ✓ Patients who will undergo Fast Blood Sugar and Cholesterol exams:
 - For Fasting Blood Sugar (FBS) only, 8-10 hours fasting is required.
 - For Cholesterol, 10-12 hours fasting, maximum 14 hours fasting is required.
- ✓ **How to collect Urine Specimen**
 1. Use an approved empty container for collection
 2. Wash and Dry your hands thoroughly
 3. Remove the container cap and set it aside. Do not touch the inner surface of the container to avoid any possible contamination.
 4. Wash your urogenital area (lower parts) with a toilet paper or a mini towel
 - For women: wipe from front to back between the folds of skin
 - For men: retract the foreskin (if uncircumcised) and clean the glands (head of the penis)
 5. The intent is to collect midstream during the urination process
 - Pass a small amount of urine into the toilet. The initial stream may be contaminated with skin and urethral bacteria
 - Midway, urinate into the container. The container should only be 1 / 2 or 2 / 3 full
 6. Replace the cap and make sure it is closed properly
 7. Wash your hands after collecting the specimen
 8. Bring the specimen to the medical technicians for submission

Note: For female members, it should be at least 7 days from the last day of menstrual period.

- ✓ **How to collect Stool Specimen**
 1. Use an approved empty container for collection
 2. Wash and Dry your hands thoroughly
 3. Remove the container cap and set it aside. Do not touch the inner surface of the container to avoid any possible contamination.
 4. Fecal specimen should not be contaminated with toilet paper, water, urine, and other materials
 - Best to get a pea size sample from the fecal matter that did not touch any contaminants
 - Patient is also advised to select fecal matter which contains pus, mucous, blood, or anything unusual.
 5. Place the pea sized fecal matter in the container.

6. Replace the cap and make sure it is closed properly
7. Wash your hands after collecting the specimen
8. The specimen should be submitted to the medical technologist **within 2 hours** from the time of collection.

Note: For female members, it should be at least 7 days from the last day of menstrual period.

FAQs:

1. Can I waive some of the exams?
 - ANSWER: Yes, you can waive only the optional exams. The **required tests** that you need to complete are listed in page 1 of this document.
2. What will happen if I do not complete my APE?
 - ANSWER: The APE is the Company's compliance to the Occupational Safety and Health Standards implemented and monitored by the Department of Labor and Employment and part of the Local Government Units' regulations in the renewal of S&P Global Philippines, Inc. and S&P Global Asia Pacific LLC (Philippines Branch)'s Sanitary Health Permit to continue its business operations. **Non-completion or non-compliance will be subject to appropriate disciplinary action. Partially completed required tests will still be considered non-compliant.**
3. I was not able to pre-register before August 23, can I just walk-in during the onsite APE?
 - ANSWER: No. Please wait for email communication on instructions.
4. I pre-registered before August 23 however I was not able to visit the office on the schedule date of APE. Can I take my APE in Aventus Ortigas?
 - ANSWER: Please submit a ticket to [MySolutions – People Services](#) immediately. Further instructions will be communicated after September 20th.
5. I have a team member who is on leave of absence during the scheduled onsite APE (maternity, sabbatical, medical leave, etc), how can they take the APE?
 - ANSWER: Please submit a request to take the APE in Aventus Ortigas in advance through [MySolutions – People Services](#). A manual Letter of Authorization (LOA) is needed prior to booking an appointment.
6. Do I need to fast for the CBC (Complete Blood Count)?
 - ANSWER: No
7. Do I need to fast for the Fast Blood Sugar and Cholesterol tests?
 - ANSWER: Yes, no water and meals 10 hours prior to extraction.
8. I wanted to undergo FBS and Cholesterol blood extraction although it is not a required test however I overfasted during the day of my onsite APE. Can I still undergo the procedure on any of the onsite APE dates for Pasig?
 - ANSWER: Yes, you can still have the blood extraction during the other Pasig onsite APE dates.
9. I have a 2024 chest x-ray result, can I waive the chest x-ray and submit this result instead?
 - ANSWER: No. Also refer to the FAQs related to the tests below.
10. Can I get the physical copies of my APE results?
 - ANSWER: No. Physical copies of the APE are required to be kept within the Company's

premises. It is highly encouraged to get access to Aventus Online Portal to view your results online. You may request for a photocopy of the results from the Pasig Company Clinic in case online results are not yet available in the Aventus patient online portal and if you will use the lab result for specialist consultations.

11. I completed my APE. S&P Global clinic staff contacted me and informed me that my results showed significant findings and I may need to get a clearance from a specialist. Do I need to comply?

- ANSWER: Yes. The APE is part of the Company's Safety and Health procedure and any significant findings while employed with the Company will need to be cleared with a medical professional. Please submit the necessary clearances directly to the S&P Global clinic nurses.

12. Why can't we complete our APE tests in other Aventus branches?

- ANSWER: Due to local government unit requirements for the Company's sanitary permits, tests must be done in their respective areas of jurisdiction. Aventus Makati is accredited by Makati LGU while Aventus Ortigas is accredited by Pasig LGU.

13. I am not available in any of the Pasig Onsite APE dates, can I take my APE in the Makati Office?

- ANSWER: No.

Questions related to the tests:

Annual Physical Examination

Frequently Asked Questions

Is it safe to get an Xray if my monthly period is delayed or if I'm irregular?

Before having an x-ray, please proceed for the Physical Examination. Indicate the date of your last menstrual period in the Medical Form provided and inform the examining doctor. Depending on the circumstance, the doctor may advise you to postpone taking the procedure.

Is it safe to get another Xray if I had one 3 months ago?

The level of safety depends on the type of machine, kind of x-ray test you need and the dose of radiation you will be exposed to. The Aventus machines are safe for repeat chest x-ray and the radiation exposure is minimal.

If I have my menstruation, do I go through Urinalysis?

Please inform the medical staff if you have your menstruation. Urinalysis is not performed during menstruation.

Can I get a Pap Smear even if I haven't had any history of having sexual intercourse?

If you haven't had any history of having sexual intercourse, please inform the examining doctor during the Physical Examination. 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 I 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 and the cervix can be clearly seen. A sample of the mucus and cells will be taken from the cervix. During the test, breath slowly and concentrate on relaxing your stomach and leg muscles. Some discomfort may be experienced.

Do I 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 sealed properly.

Will blood extraction cause "black and blue"?

"Black and blue" or hematoma may happen after 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 20 minutes during the first 24 hours following the formation of the bruise or hematoma; you may apply warm, moist compresses for about 20 minutes during the second 24 hours after collection.



AVENTUS
MEDICAL CARE INC.

Contacts

- For general queries, please submit a ticket through My Solutions Portal:
 - <https://spglobal.service-now.com/esc>



FLOW CHART FOR ANNUAL PHYSICAL EXAMINATION (APE)/APE PROCEDURES

