

March 14, 2025

S&P GLOBAL ASIA PACIFIC LLC
6TH FLOOR, ONE AYALA AVENUE CORPORATE CENTER
AYALA AVENUE CORNER EDSA, SAN LORENZO

Thru: AON INSURANCE AND REINSURANCE BROKERS PHILS., INC.

Dear Sir/Ma'am:

This is to confirm the **Annual Physical Examination (APE)** of members under **S&P GLOBAL ASIA PACIFIC LLC** on **March 17-December 29, 2025**. Kindly advise the members to proceed to any **AVENTUS MEDICAL CARE CLINICS** (please see next page for Aventus clinic address).

The members will undergo the following procedures:

- Physical Examination
- Urinalysis
- Fecalalysis
- Chest x- ray
- Complete blood count
- 12LEAD ECG (For members age thirty-five (35) years and above)
- PAPSMEAR (For female members age thirty-five (35) years and above)
- FBS & CHOLESTEROL
- EYE REFRACTION (If not available, Visual acuity only)

Special Instructions:

- ❖ Urine specimen containers will be provided at the clinic. Kindly collect a mid-stream urine sample during the day of examination and immediately submit it to the laboratory. (Females can submit a specimen at least 2 days after the last day of menstruation)
- ❖ The patient should collect in a clean container a pea-sized stool specimen in the morning before proceeding to the clinic and must be submitted to the Laboratory within 1 -2 hours after collection.
- ❖ For female members 35 years old and above who will undergo **Pap Smear**, it is recommended by most Gynecologists and Oncologists to refrain from sexual intercourse for at least 72 hours before the examination. (Females can undergo a pap smear at least 2 days after the last day of menstruation).
- ❖ For Special Procedures such as: **Papsmear** — Kindly coordinate with appointment setter for the availability of the schedule. Please call **Aventus Hotline (02) 8538-1050** or via email at customercare@aventusmedical.com.ph
- ❖ For **Blood Chemistry Test**, member must fast for 10 hours. No food and No water intake until blood extraction.
- ❖ For **APE completion of the tests not done**, members need to set an appointment directly to the clinic. Please call **Aventus Hotline (02) 8538-1050** or via email at customercare@aventusmedical.com.ph. The completion period is 20 days only from the initial APE availment date.
- ❖ We would still encourage patients to book an appointment to ensure accommodation during their visit. For **APE APPOINTMENT**, the patient may visit **Aventus Website**, type <https://www.aventusmedical.net/AventusWebsite>
- ❖ If with confirmed appointment, please proceed to the clinic at least 20 minutes prior to your appointment schedule.
- ❖ **APE Soft Copy results can be viewed at Aventus Online Medical Results** <https://www.aventusmedical.com/MedicalRecordsPortal/PatientGateway>
- ❖ **APE Hard Copy will be personal pick-up.**
- ❖ (For the access, employee should provide the personal email address during APE availment in the clinic.)
- ❖ **Please wear your face mask at all times while inside the clinic premises. No Face Mask, No Entry.**
- ❖ For paperless transaction, please kindly fill-out the online forms through this link <https://www.aventusmedicalcareinc.com/retail-clinic/Homepage> or using the QR code below. Kindly accomplish this form ONLY within 24 hours prior to the date of the scheduled appointment.



- ❖ Patient/s should present their Intellicare card or 2 valid ID prior to any availment. We are strictly implementing a **NO ID, NO APE** policy.

We hope that you will find the above in order. Should you have any question, please feel free to call our office (Tel. No: 789-4000 loc. 3331 to 3333).

Thank you,

Noted by:

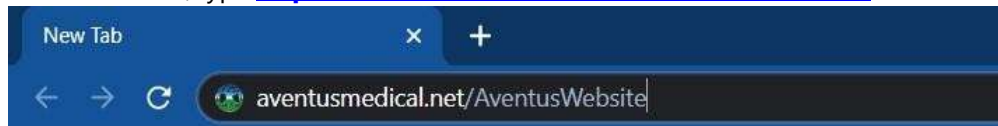
(sgd)
Mary Rose Hidalgo
APE Specialist
AMD-APE Section

(sgd)
Rodalyn O. Pascua
Asst Manager, AMD-APE Section

HOW TO BOOK AN APPOINTMENT TO AVENTUS CLINICS

To access the appointment booking:

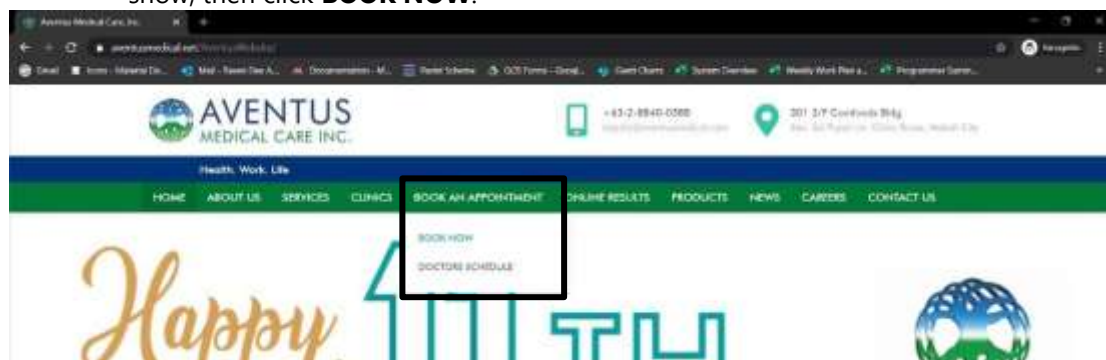
1. Open your browser. (Preferably Google Chrome):
2. In the address bar, type <https://www.ventusmedical.net/AventusWebsite>



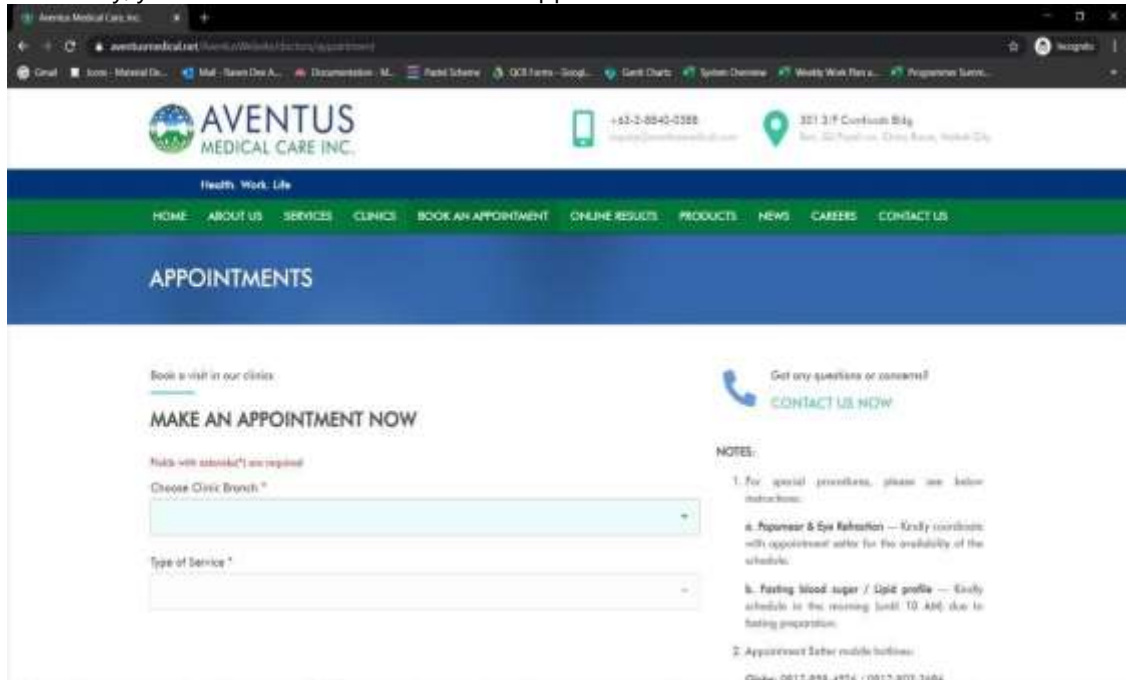
3. Then press **Enter**.
4. You will be directed to Aventus Website environment. There are two ways to get to the appointment form.
 - a. From the top menu, go to **CLINICS** -> Select your preferred clinic -> Click **Book Appointment**



- b. Or, from the top menu, hover **BOOK AN APPOINTMENT**. A dropdown list will show, then click **BOOK NOW**.



5. Either way, you will be redirected to Aventus Appointment Form.



6. Choose a Clinic Branch.

7. Type of service will be automatically selected the **Annual Physical Exam**.

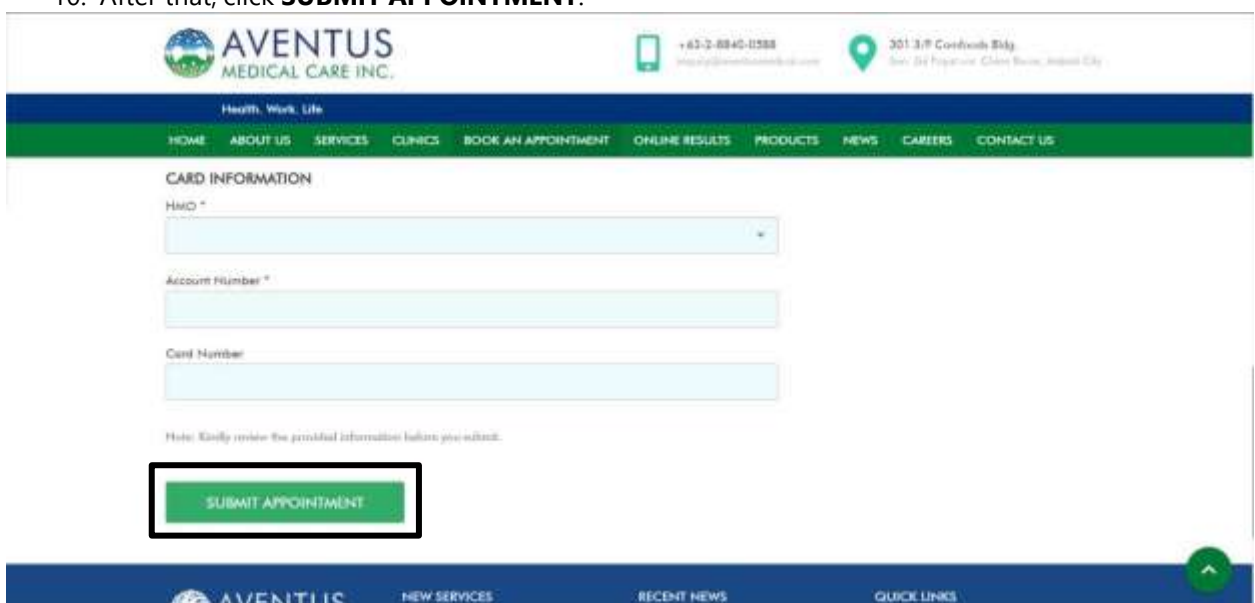
8. Choose for available date and time.

- **Green** – Available
- **Red** – Not Available



9. Then, fill up your Personal Information and Card Information (if necessary).

10. After that, click **SUBMIT APPOINTMENT**.



11. Upon submission, you will get a confirmation SMS and email (if available) of your appointment.

Important Reminder:

- **Please note that all patients with confirmed appointments will be attended on a FIRST COME FIRST SERVE BASIS.**
- **Blood Chem, fasting blood sugar / Lipid profile – kindly schedule in the morning (before 10 am) due to fasting preparation**
- **Make sure that spelling of your name is correct especially if your name has prefix/suffix (e.g., Maria, Junior, Senior, I, II, III, etc.).**
 - ✓ **If you have prefix/suffix name, try the abbreviation instead of the whole word.**
 - ✓ **▪ Maria -> Ma.**
 - ✓ **▪ Junior -> Jr.**
 - ✓ **▪ Sometimes, it could also be in the different position. Try interchanging between**
 - ✓ **Last name and First name.**
 - ✓ **Usually, it is matched with your Intellicare HMO Card (if you already have one).**
 - ✓ **If you think your name is correct but can't book an appointment, kindly coordinate with your HR personnel.**
- **Please wear your face mask at all times while inside the clinic premises.**
- **PLEASE BRING YOUR OWN BLACK PEN as a safety precaution.**
- **For any cancellations / reschedule, please advise at least 48 hours prior your preferred schedule.**

For further inquiries & additional information, call: 09178584526 / 09190867104. Business hours: Monday-Friday 8am-4pm and Saturday 8am-12nn

LIST OF AVENTUS CLINICS:

AVENTUS CLINIC ALABANG

2/F Sycamore Arcs 1 Building Buencamino Street, Alabang-Zapote Road, Alabang, Muntinlupa City **Aventus Hotline (02) 8538-1050**

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

Attires not allowed in the clinic – For Men: Sando, Shorts, Jersey, Rubber Slippers, Sports/Athletic Shorts, Flip Flops, Caps, Bonnets, Beanies, and Hats. **For Women:** Tank Tops worn without vest, blazer, cardigan, jacket, or bolero, Bckless Tops, Cleavage-baring Tops, See-through Tops, Midriff-baring Tops, Sports/Athletic Shorts, Flip Flops, Open-toe Footwear, Caps, Bonnets, Beanies, and Hats

AVENTUS CLINIC AYALA NORTH EXCHANGE

Units 61-62 3/F Ayala North Exchange Ayala Avenue corner Salcedo Street Legaspi Village, Makati City. **Aventus Hotline (02) 8538-1050** Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC ONE AYALA

Lower Ground Fir One Ayala, Ayala Center, **Aventus Hotline (02) 8538-1050**

Ayala Center, San Lorenzo, Makati City Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC BGC

G/F Unit 1 & Basement Unit 2 Citibank Plaza, 34th Street corner Lane D Bonifacio Global City, Taguig **Aventus Hotline (02) 8538-1050** Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC CUBAO

G/F Unit 17-18 Manhattan Parkview Tower One, General Romulo Avenue, Barangay Socorro, Araneta City Cubao, Quezon City **Aventus Hotline (02) 8538-1050** Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC- DASMARIÑAS (new branch)

Commercial Space 1-2 G/F, Antlers Square II, Pasong Lawin, Burol, Dasmariñas City, Cavite **Aventus Hotline (02) 8538-1050** Clinic Hours: Monday to Saturday from 7:00 AM to 4:00 Pm

AVENTUS CLINIC CALAMBA

Ground Floor, Marchi Square, National Highway Paciano, Rizal, **Aventus Hotline (02) 8538-1050** Calamba Laguna Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC PASAY

Unit 109 & 110 G/F Scape Building 24 Diosdado Macapagal Avenue, Pearl Drive Central Business Park, Barangay 76 San Rafael, Pasay City

Aventus Hotline (02) 8538-1050

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC FILOMENA MAKATI

6/F Filomena Building, 104 Amorsolo Street Legaspi Village, Makati City

Tel #: **Aventus Hotline (02) 8538-1050**

Clinic Hours: Monday to Saturday

7:00am – 4:00pm

AVENTUS CLINIC MANDALUYONG

Lower 2/F St. Francis Square Building Julia Vargas Ave., corner Bank Drive Ortigas Center

Mandaluyong City **Aventus Hotline (02) 8538-1050**

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC MANILA

5/F Times Plaza Building Taft Avenue corner United Nations Avenue Ermita, Metro Manila

Aventus Hotline (02) 8538-1050

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

(NOTE: Bring 2 valid ids for the Bldg. Guard and Clinic)

Attires not allowed in the clinic – **For Men:** Sando, Shorts, Jersey, Rubber Slippers, Sports/Athletic Shorts, Flip Flops, Caps, Bonnets, Beanies, and Hats. **For Women:** Tank Tops worn without vest, blazer, cardigan, jacket, or bolero, Backless Tops, Cleavage-baring Tops, See-through Tops, Midriff-baring Tops, Sports/Athletic Shorts, Flip Flops, Open-toe Footwear, Caps, Bonnets, Beanies, and Hats

AVENTUS CLINIC ORTIGAS

Units 15, 16 & 18-20 G/F AIC Grande Tower Sapphire Road corner Garnet Street Ortigas Center,

Pasig City **Aventus Hotline (02) 8538-1050**

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

(NOTE: Bring 2 valid ids for the Bldg. Guard and Clinic, Slippers and Shorts are not allowed)

AVENTUS CLINIC PCS-NORTH EDSA

G/F & 2/F, Philippine College of Surgeons Building 992 EDSA, Quezon City

Aventus Hotline (02) 8538-1050

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC PAMPANGA

G/F BPO Building 5, SM City Clark M.A. Roxas Highway, Brgy. Malabnias Angeles City,

Pampanga **Aventus Hotline (02) 8538-1050**

Clinic Hours: Monday to Saturday

7:00am – 4:00pm

AVENTUS CLINIC STA. ROSA

2/F Carvajal Building 2 National Highway Balibago Sta. Rosa City, Laguna

Aventus Hotline (02) 8538-1050

Clinic Hours: Monday to Saturday

7:00am – 4:00pm

AVENTUS CLINIC-EASTWOOD

6th Floor Unit 2A Eastwood Cyber One Bldg.

Eastwood City Cyberpark 188 E. Rodriguez Jr. Ave. Brgy. Bagumbayan Quezon City

Aventus Hotline (02) 8538-1050

Clinic Hours: Monday to Saturday 7:00am – 4:00pm

AVENTUS CLINIC IT PARK CEBU

Unit 203 2/F TGU Tower, Phase 1 Asiatown I.T. Park, Apas, Cebu City

Tel #: (032) 268 8072; (032) 268 9236; (032) 479 9261

Clinic Hours: Monday to Saturday 7:00am – 5:00pm

AVENTUS CLINIC CYBERGATE CEBU

Unit 302 & 309, Level 3, 2029 Robinsons Cybergate Don G. Garcia and J. Llorente Sts., Capitol Site, Cebu City

Tel #: (032) 236 - 9028; (032) 238 - 3922; (032) 238 – 7672

Clinic Hours: Monday to Saturday 7:00am – 5:00pm

AVENTUS CLINIC-BACOLOD

Ground Floor, RL Jocson Bldg. 21st St.

B.S. Aquino Drive, Barangay 5,

Bacolod City, Negros Occidental

Tel. Nos. (034) 213.0766; 213.0762; 704.9247; 09178476290

Clinic Hours: Monday to Saturday 7:00am – 5:00pm