
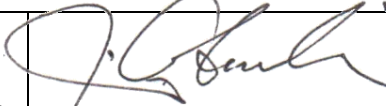

 <p><b>PHILIPPINE HEART CENTER</b> Incident Command Post for Covid-19</p>	Document Type	Document Code: GL-ICP-062
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	Document Title	Revision Number 0
	<b>USER GUIDE FOR SAFETY OFFICERS ON THE ONLINE HEALTH DECLARATION FORM (VERSION 2) FOR COVID-19</b>	Page: 1 of 3

<b>REVISION HISTORY</b>			
<b>Rev No.</b>	<b>Review Date</b>	<b>Description of Change</b>	<b>Date of Next Review</b>
		None	September 2022

Reviewed by:	 <b>GERARDO S. MANZO, MD</b> Incident Commander	Approved by:	 <b>JOEL M. ABANILLA, MD</b> Executive Director
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I. INTRODUCTION:

The PHC Health Declaration Form (HDF) is a web-based application that collects data on the health status of Philippine Heart Center employees, consultants and contracted service workers every 14 days in line with the PHC Covid-19 Pandemic Initiatives under the Incident Command.

II. OBJECTIVE:

This is to ensure the proper utilization of the Online Health Declaration Form by Safety Officers in monitoring the compliance of all staff members in their respective units/offices and generating reports.

III. SCOPE:

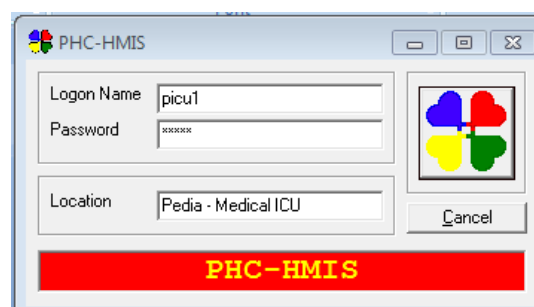
This is a guide for all PHC Unit Safety Officers in using the Online Health Declaration Form.


IV. GUIDELINES:

a. Monitoring of Compliance and Generating Reports:

1. Mode of Access:

The assigned Safety Officers of each unit/office can monitor the HDF Compliance of their respective staff members using this application. The reports can be accessed through the Hospital Management Information System (HMIS) program. Below is the HMIS icon which should be seen on the desktop of the unit/office computer.



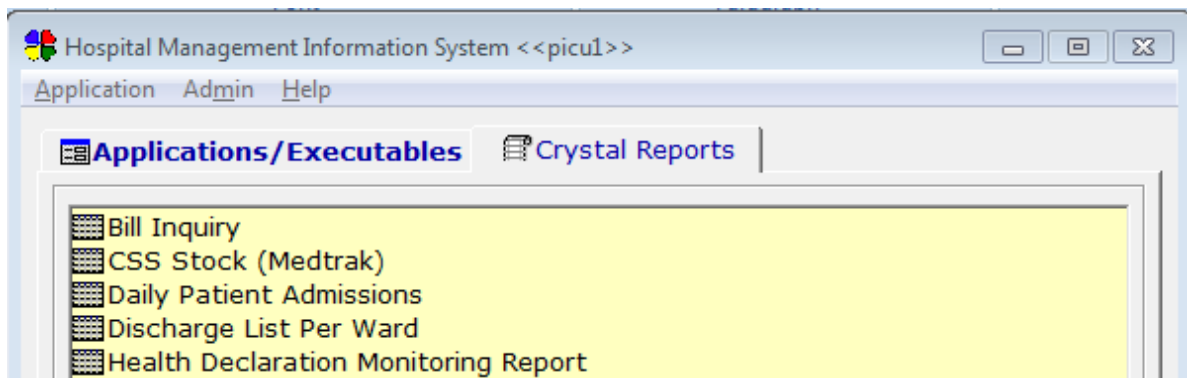
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If the HMIS is not available in the unit/office computer, you may contact MISD at Local 3214 and request to have it installed and/or have the report included in the assigned group.

2. Procedure:

Log-in to HMIS. Click the **Crystal Report** Tab then select **Health Declaration Monitoring Report**. The report displays the names of employees, dates of last response and date of next schedule to submit the HDF.

Below are screenshots of the menu and sample HDF Monitoring Report.



ENo	Name of Patient	Position	Date Hired	Last Submit	Next Schedule
<b>PEDIATRIC INTENSIVE CARE UNIT I</b>					
1	4574 ANGELES, RUTH	NURSE I	11/9/2015	9/4/2020	9/18/2020
2	4782 BENGUET, JENNIFER	NURSE I	6/13/2016	8/30/2020	9/13/2020
3	5036 CASTILLO, CHARMAINE	NURSE I	5/15/2017	7/15/2020	7/29/2020
4	4689 CASTILLO, JUN-JUN	NURSING ATTENDANT	3/14/2016	9/4/2020	9/18/2020
5	4630 DAVID, MICHELLE	NURSE I	1/25/2016	8/29/2020	9/12/2020
6	4813 DE LOS REYES, ARDELYNNE	NURSE I	8/8/2016	9/5/2020	9/19/2020
7	4475 DEGINIO, MA. ALISAN ANYA	NURSE I	6/29/2015	7/4/2020	7/18/2020
8	4025 DIMAR, MARY THERESE	NURSE III	9/16/2013	9/2/2020	9/16/2020
9	4761 ECHALAR, CHURCHILLE	NURSE I	5/10/2016	9/3/2020	9/17/2020
10	4707 ELERIA, HESSEL ANNE	NURSE I	3/21/2016	8/26/2020	9/9/2020
11	4886 ESMAR, EVA GLODIA	NURSE I	11/21/2016	9/4/2020	9/18/2020
12	4344 FERRER, KRISTAL JANE	DATA ENCODER	3/3/2015	8/25/2020	9/8/2020