


 PHILIPPINE HEART CENTER INCIDENT COMMAND POST	Document Type GUIDELINES	Document Code: GL-ICP-065
	Document Title ELECTRONIC HEALTH DECLARATION FOR COVID-19 SCREENING	Effective Date: September 2020
		Revision Number: 0
		Page: 1 of 4

REVISION HISTORY			
Rev No.	Review Date	Description of Change	Date of Next Review
			September 2022

Reviewed by:	 GERARDO S. MANZO, MD Incident Commander	Approved by:	 JOEL M. ABANILLA, MD Executive Director
--------------	--	--------------	--

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-065
	GUIDELINES	Effective Date: September 2020
	Document Title	Revision Number: 0
	ELECTRONIC HEALTH DECLARATION FOR COVID-19 SCREENING	Page: 2 of 4

I. INTRODUCTION:

To continue the implementation of Covid-19 Transmission prevention guidelines within the hospital, the screening for symptoms and submission of health declaration has been done since June 2020 through the filling out of Health Declaration Form and has been widely observed in all establishments. The electronic platform for Health Declaration is recommended for easy access, monitoring, and immediate reporting to the Covid Team.

II. OBJECTIVE:


To ensure the proper implementation of the PHC Electronic Health Declaration (eHD) and encourage compliance of all concerned.

III. SCOPE:

This shall serve as guide for the PHC Management, Heads of Offices, Unit Safety Officers, all employees, medical staff members, contracted service workers, medical secretaries/clinic assistants, personnel of all establishments within the PHC premises, tenants, patients/customers, suppliers, and visitors.

IV. GUIDELINES:

- a. Who shall be required to accomplish the eHD every 14 days:
 1. All healthcare workers and employees are required to accomplish the Electronic Health Declaration and shall be regularly monitored by their respective Unit Safety Officers. Daily temperature monitoring must be done twice a day.
 2. All Physicians and Medical Secretaries/Clinic Assistants are also required to submit Health Declaration every 14 days through the QR code scan provided for Clinics at the MAB. Daily temperature monitoring through the MAB entrance shall be mandatory.


 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-065
		Effective Date: September 2020
	Document Title	Revision Number: 0
		Page: 3 of 4
	GUIDELINES	
	ELECTRONIC HEALTH DECLARATION FOR COVID-19 SCREENING	

3. All employees of establishments/tenants of PHC entering the premises are also required to undergo temperature screening and to submit eHD every 14 days. A QR Code Scan shall also be provided for the following establishments:

- 3.1. Development Bank of the Philippines
- 3.2. Café France
- 3.3. 7-11
- 3.4. Figaro

b. Who shall be required to accomplish the daily eHD at PHC Entrances:

1. All patients, their companions, and other visitors entering the MAB entrance to the Doctor's Clinics and the Diagnostic Laboratories, Pulmonary Clinics, and other areas -
 - 1.1. The screenshot of the duly accomplished eHD shall be shown to the entrance guard who does the temperature scan and the patient/visitor shall then pass through the Concierge.
 - 1.2. A PHC sticker is required to be allowed to enter the PHC and navigate within the premises indicating clearance from the MAB Concierge.
2. All companions/watchers of admitted patients upon admission and when passing through the hospital entrance -
 - 2.1. A temperature scan must be done and if temperature is 38 degrees or higher, the person shall be referred to the Covid ER.
 - 2.2. Patients for diagnostic tests/procedures at the Hospital Building such as the Radiological Sciences Division (e.g. X-ray, Ultrasound, EEG) and Invasive Laboratory shall also accomplish the eHD if they do not have a PHC sticker from the MAB Concierge.
3. All patients and watchers entering the PHC Annex Building for Out Patient Division (OPD) consult or at the Diagnostic Laboratories -
 - 3.1. A temperature scan must be done and if temperature is 38 degrees or higher, the person shall be referred to the Covid ER.

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-065
	GUIDELINES	Effective Date: September 2020
	Document Title	Revision Number: 0
	ELECTRONIC HEALTH DECLARATION FOR COVID-19 SCREENING	Page: 4 of 4

3.2. All patients and watchers must pass through the OPD Triage and a PHC sticker shall be placed, if applicable.

- c. The eHD submitted by all concerned shall be monitored by respective Unit Safety Officers.
- d. The Management Information Systems Division (MISD) shall provide technical assistance to all users of the eHD and to all Unit Safety Officers for monitoring and generating of reports.
- e. An Electronic Health Declaration with a "Yes" shall be referred to the Covid ER for the following:
 - 1. Further investigation for history of exposure and contact with confirmed or suspected Covid cases
 - 2. Chest X-Ray, CBC and/or Covid swab test, if applicable
- f. Summary Report of the eHD shall be submitted monthly to the Infection Prevention and Control Office by Unit Safety Officers for evaluation and action plan recommendation if there is cluster transmission (more than 3 healthcare workers/patients are positive per area or unit).
- g. A Patient Safety Report shall be submitted to the Incident Command Post by concerned Unit Safety Officer for approval of recommendations.
- h. Special areas such as the Blood Bank, EPS and others shall be provided with a link to a search module in order to confirm that patients going to their areas have actually accomplished a Health Declaration.

V. EFFECTIVITY:

These Guidelines shall be effective immediately.