
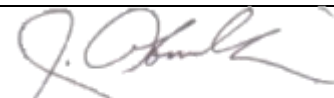

 PHILIPPINE HEART CENTER Incident Command Post for Covid-19	Document Type GUIDELINES	Document Code: GL-ICP-068
	Document Title USER GUIDE FOR ALL EMPLOYEES ON THE ONLINE WAIVER FOR ROUTINE COVID-19 RT-PCR TESTING	Effective Date: November 2020
		Revision Number 0
		Page: 1 of 4

REVISION HISTORY			
Rev No.	Review Date	Description of Change	Date of Next Review
		None	November 2022

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

 <p>PHILIPPINE HEART CENTER Incident Command Post for Covid-19</p>	Document Type	Document Code: GL-ICP-068
	GUIDELINES	Effective Date: November 2020
	Document Title	Revision Number 0
	USER GUIDE FOR ALL EMPLOYEES ON THE ONLINE WAIVER FOR ROUTINE COVID-19 RT-PCR TESTING	Page: 2 of 4

1. INTRODUCTION:

The Philippine Heart Center (PHC) shall conduct routine RT-PCR Testing of all employees in compliance with Republic Act No. 11494, otherwise known as “*The Bayanihan to Recover as One Act*” (*Bayanihan 2*) which is the government’s response to the Covid-19 pandemic.

All PHC employees are entitled to free routine RT-PCR Testing, but may opt out if they prefer to adhere to the symptom-based and high risk exposure testing. Those who decide to opt out or will not avail this test must indicate their choice on the **Online Waiver for Routine COVID-19 RT-PCR Testing** thru the **Online Health Declaration Form** page.

2. OBJECTIVE:

This is to ensure the proper use of this waiver and the compliance of all PHC employees in accomplishing the **Online Waiver for Routine COVID-19 RT-PCR Testing**.

3. SCOPE:


This shall serve as guide for all PHC employees in using the **Online Waiver for Routine COVID-19 RT-PCR Testing**.

4. GUIDELINES:

a. Mode of Access:

The application can be accessed using personal computer (PC) or any mobile device that is connected to the following:

1. Local Area Network (LAN)
2. PHC Wifi
3. Telco Data Service

 <p>PHILIPPINE HEART CENTER Incident Command Post for Covid-19</p>	Document Type	Document Code: GL-ICP-068
	GUIDELINES	Effective Date: November 2020
	Document Title	Revision Number 0
	USER GUIDE FOR ALL EMPLOYEES ON THE ONLINE WAIVER FOR ROUTINE COVID-19 RT-PCR TESTING	Page: 3 of 4

b. Procedure:


1. Intranet (web.phc.gov.ph):

To access the **Health Declaration Form** thru the Intranet, perform the following:

- 1.1. Click on **HRD Information System**
- 1.2. Click on **Personal Data Sheet**
- 1.3. Log-in to the **On-Line Personal Data Sheet**

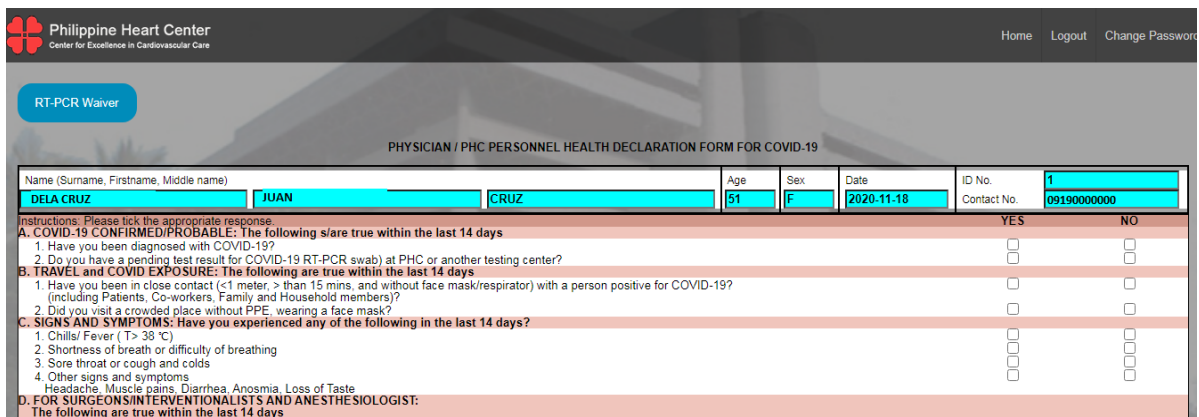
2. Internet:

To access the HDF thru the internet, type <https://www.phc.gov.ph/hdf/> on the browser and click on **LOG IN**.

 <p>PHILIPPINE HEART CENTER Incident Command Post for Covid-19</p>	Document Type	Document Code: GL-ICP-068
	GUIDELINES	Effective Date: November 2020
	Document Title	Revision Number 0
	USER GUIDE FOR ALL EMPLOYEES ON THE ONLINE WAIVER FOR ROUTINE COVID-19 RT-PCR TESTING	Page: 4 of 4

c. Accomplishing the Waiver for Routine COVID-19 RT-PCR Testing:

1. On the upper left side of the **Health Declaration Form**, you will find the **RT-PCR Waiver** button. Please click on the blue button to access the waiver.



Philippine Heart Center
Center for Excellence in Cardiovascular Care

Home Logout Change Password

RT-PCR Waiver

PHYSICIAN / PHC PERSONNEL HEALTH DECLARATION FORM FOR COVID-19

Name (Surname, Firstname, Middle name)	Age	Sex	Date	ID No.	Contact No.
DELA CRUZ JUAN CRUZ	51	F	2020-11-18	1	0919000000

Instructions: Please tick the appropriate response.

A. COVID-19 CONFIRMED/PROBABLE: The following s/are true within the last 14 days

	YES	NO
1. Have you been diagnosed with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a pending test result for COVID-19 RT-PCR (swab) at PHC or another testing center?	<input type="checkbox"/>	<input type="checkbox"/>

B. TRAVEL and COVID EXPOSURE: The following are true within the last 14 days

1. Have you been in close contact (<1 meter, > than 15 mins, and without face mask/respirator) with a person positive for COVID-19? (including Patients, Co-workers, Family and Household members)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you visit a crowded place without PPE, wearing a face mask?	<input type="checkbox"/>	<input type="checkbox"/>

C. SIGNS AND SYMPTOMS: Have you experienced any of the following in the last 14 days?

1. Chills/ Fever (T> 38 °C)	<input type="checkbox"/>	<input type="checkbox"/>
2. Shortness of breath or difficulty of breathing	<input type="checkbox"/>	<input type="checkbox"/>
3. Sore throat or cough and colds	<input type="checkbox"/>	<input type="checkbox"/>
4. Other signs and symptoms	<input type="checkbox"/>	<input type="checkbox"/>

Headache, Muscle pains, Diarrhea, Anosmia, Loss of Taste

D. FOR SURGEONS/INTERVENTIONALISTS AND ANESTHESIOLOGIST:
The following are true within the last 14 days

2. If the employee chooses to opt out, he/she shall click the checkbox provided and then click the **SUBMIT** button. But if the employee chooses to avail **Routine COVID-19 RT-PCR Testing**, he/she shall skip the checkbox and just click the **SUBMIT** button. The employee shall accomplish this waiver only once.

Waiver for OPT-OUT Routine COVID-19 RT-PCR Testing

In response to the Covid-19 pandemic and in compliance to the RA Bayanihan to Heal as One Act 2, the Philippine Heart Center (PHC) will conduct routine testing of all asymptomatic healthcare workers.

I JUAN CRUZ DELA CRUZ of do hereby acknowledge that I have been informed and oriented about Philippine Heart Center's Routine COVID-19 RT-PCR Testing. Thus,

I voluntarily OPT-OUT of the routine swab test and want to be part of the symptom-based and high risk exposure testing Pursuant thereto, I do hereby swear to comply with COVID-19 safety measures at all times.

Submit Cancel

3. Once submitted, the system will refresh the page and the RT-PCR Waiver button will no longer be displayed. To close the HDF, click **LOG OUT**.