

 <p>MY HOME GROUP</p>	MY HOME CONSTRUCTIONS PVT LTD	
	Medical Health Checkup Policy	Date: 01.01.2019
		Rev: Version-I

1. OBJECTIVE:

1.1 To ensure preventive health care of the employees of MHCPL

2. ELIGIBILITY & APPLICABILITY:

2.1 All regular employees of MHCPL, MHCPL-TD, MHPSP, MHIPL, ASDPL.

2.2 All regular employees who are above 40 years of age, irrespective of their Grade.

3. PROCESS OWNER (S):

3.1 HR department

3.2 Accounts Dept

4. POLICY & PROCEDURE:

4.1 Compulsory Health Check-up:

4.1.1 Employees in regular rolls who are above 40 years of age (irrespective of their Grade) are eligible to undergo Compulsory Health Check-up once in Two Years.

4.1.2 The details of investigations that are carried out is indicated below:

(a) Haematology:

Hb, PCV, RBC, MCHC, MCV, MCH, Total WBC, Diff. Count, ESR, PLT, Peripheral Smear, Complete Urine Exam & Stool Routine Test.

(b) Histopathology:

Pap smear for women

(c) Biochemistry:

FBS & PLBS Creatinine, Urea and Uric acid, Lipid Profile (Total Cholesterol, HDL Cholesterol, LDL Cholesterol, VLDL Cholesterol, Triglycerides, Cardiac Risk ration) Liver function Test (Total Bilirubin, Direct Bilirubin, Indirect Bilirubin, Alkaline Phosphate, SGOT, SGPT, Total Protein, Albumin, Globulin ratio), Serum Calcium

(d) Serology:

Test for Hbs Ag

<p>Prepared & Recommended By:</p>  <p>15.11.18</p> <p>General Manager (HR&ADMIN)</p>	<p>Head Office 8th Floor, Block-3, My Home HUB, Madhapur, Hyderabad-500081.</p>	<p>Approved by:</p>  <p>Managing Director</p>
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(e) Thyroid Profile:

T3, T4, TSH

(f) Blood Bank:

Blood Grouping-Rh typing

(g) Cardiac Investigations:

ECG (Resting), Stress Test (TMT)

(h) Radiology Investigations:

X-ray Chest, Ultrasound (Upper Abdomen Screening)

(i) Lung Investigations:

Pulmonary Function Test

(j) Eye Check:

Visual Acuity, Eye Pressure, Fundoscopy.

(k) Examination & Consultation by:

Consultant Physician

Consultant Gynaecologist

Consultant Ophthalmologist

Dietician Consultation (on examining consultant's recommendation)

4.1.3 This also includes counselling from a Nutritionist and Dietician.

4.1.4 The investigation will be carried out in the morning (from 8.00 a.m. onwards). The detailed investigations will take about two to three hours.

4.1.5 Employee must not take coffee/ tea and breakfast before going for Health check up.

4.1.6 After the investigations, breakfast will need to be taken by the employee.

<p>Prepared & Recommended By:</p> <p> 16.11.2018</p> <p>General Manager (HR&ADMIN)</p>	<p>Head Office 8th Floor, Block-3, My Home HUB, Madhapur, Hyderabad-500081.</p>	<p>Approved by:</p> <p></p> <p>Managing Director</p>
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- 4.1.7 Employee should contact HR department for fixing up the date and the time, who will in turn arrange the same with the Hospital with whom we have corporate tie-up.
- 4.1.8 Eye check up will also be facilitated for drivers at regular intervals.
- 4.1.9 Bill for the above will be settled by the Organization directly to the concerned Hospital.
- 4.1.10 This policy will be applicable w.e.f. 01.01.2019 and management reserve the right to amend or withdraw at its discretion.

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