



EMPLOYEE HEALTH DEPARTMENT NEW HIRE REQUIREMENTS

Congratulations on your employment at Penn State Hershey Medical Center. Per policy A-100 HAM you will be scheduled for an initial health screen appointment which must be completed within 10 days of your hire/new employee orientation. Scheduling will be done through your hiring manager. This is a mandatory appointment so it must be rescheduled if missed. Please provide your vaccination record to the employee health department prior to this appointment. ***If you are unable to provide written documentation of previous vaccinations prior to your appointment you will be required to have a blood test/titer and potential vaccination which will be provided free of charge at your appointment.***

The following information is required:

- Documentation of all tuberculosis (TB) tests within the past two years **OR** if you have a history of a past positive skin test, most current chest x-ray report and/or documentation of treatment course.
- Documentation of two ***Measles, Mumps, and Rubella*** (MMR) vaccines **OR** written documentation of blood test/titer for ***Measles (Rubeola), Mumps, AND German Measles (Rubella)***.
- Documentation of two ***Varicella*** (Chicken Pox) Vaccines **OR** written documentation of blood test/titer for ***Varicella*** (VZVG/Chicken Pox).
- Documentation of the ***Hepatitis B*** vaccination series and antibody testing. Hepatitis B vaccination is strongly recommended to employees who are potentially exposed to blood/body fluids.
- Documentation of Adult ***Tetanus, Diphtheria, Pertussis*** (Tdap) Vaccine.
- Documentation of your seasonal ***Influenza*** Vaccine. *There is an expectation that employees will receive Influenza Vaccine (offered yearly free of charge) for self, patient, family, co-worker protection.*

How to Locate Immunization (Vaccine) Records

- Ask parents or other caregivers if they have records of your childhood immunizations
- Try looking through baby books or other saved documents from your childhood
- Check with your high school and/or college health services
- Check with previous employers (including the military) that may have required immunizations.
- Obtain through an employee health portal (You may be required to access portal if no letterhead)
- Check with your doctor or public health clinic
- Employee Health does not have access to Penn State Hershey Medical records.

Please fax immunization/vaccination records to 717-531-3966 or email them to employeehealth@hmc.psu.edu

Contact Employee Health at 717-531-8280 (Option 3) with any questions