

# Employee Health Job Aid for New Hires & Volunteers

## PSH EMPLOYEE HEALTH DEPARTMENT NEW HIRE REQUIREMENTS

Penn State Health’s Employee Health team uses an electronic system called **ReadySet** to store and track employee health medical records.

### Action Items:

- Follow the instructions on page 2 to set up your **ReadySet** account.
- Obtain the following vaccination records:
  - Documentation of two Measles, Mumps and Rubella (MMR) vaccines or documentation of antibody titers (blood test)
  - Documentation of two Varicella (Chicken Pox) vaccines, or documentation of an antibody titer
  - Documentation of a Hepatitis B vaccination series, and antibody testing.
  - Documentation of Adult Tetanus, Diphtheria and Pertussis (Tdap) vaccine
  - Documentation of seasonal Influenza vaccine
  - Documentation of Covid vaccination
  - Documentation of TB blood test or 2 step PPD if completed within the past 10 weeks

**NOTE:** To locate your vaccination records:

- Check with your PCP or public health clinic.
- Check with parents or caregivers for childhood documentation
- Check with attended schools (high school and/or college)
- Check with former employers (including the military)
- Check with hospital Employee Health offices.

- Upload your documents to your Ready Set account (see page 5)

Please note: PSH Employee Health does not have access to Penn State Health personal medical records, you will have to provide copies from your portal or provider.

A member of the Employee Health team will be contacting you to review your immunizations with you prior to your start date and you may be required to have laboratory work completed as a condition of hire.

For questions, email or call the Employee Health department based on where you will be working:

|  |  |
|--|--|
| Hershey Medical Center<br>APD<br>Life Lion Hanger<br>College of Medicine   | <a href="mailto:HMCEmployeeHealth@pennstatehealth.psu.edu">HMCEmployeeHealth@pennstatehealth.psu.edu</a><br><br>717-531-8280 |
| Holy Spirit Medical Center      Lancaster Medical Center<br>Hampden Medical Center      St. Joseph Medical Center<br>Life Lion LLC<br>Penn State Health Corporation<br>Penn State Health Medical Group | <a href="mailto:PSHEmployeeHealth@pennstatehealth.psu.edu">PSHEmployeeHealth@pennstatehealth.psu.edu</a><br><br>844-774-4772 |

**Continue to next page.....**

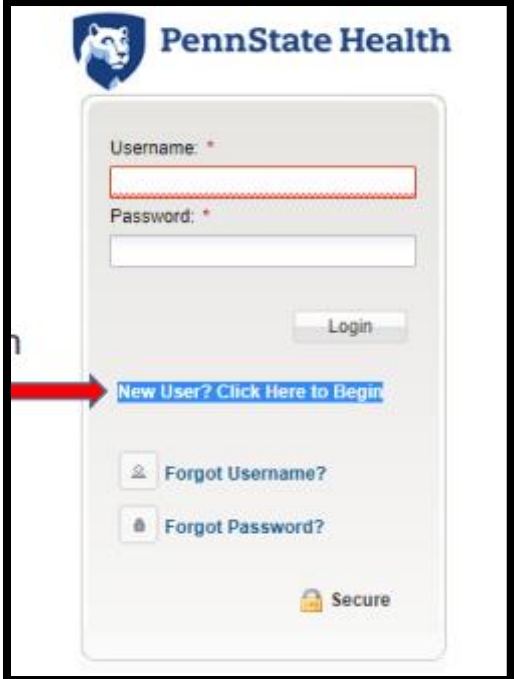
# Employee Health Job Aid for New Hires & Volunteers

## Creating your ReadySet Account:

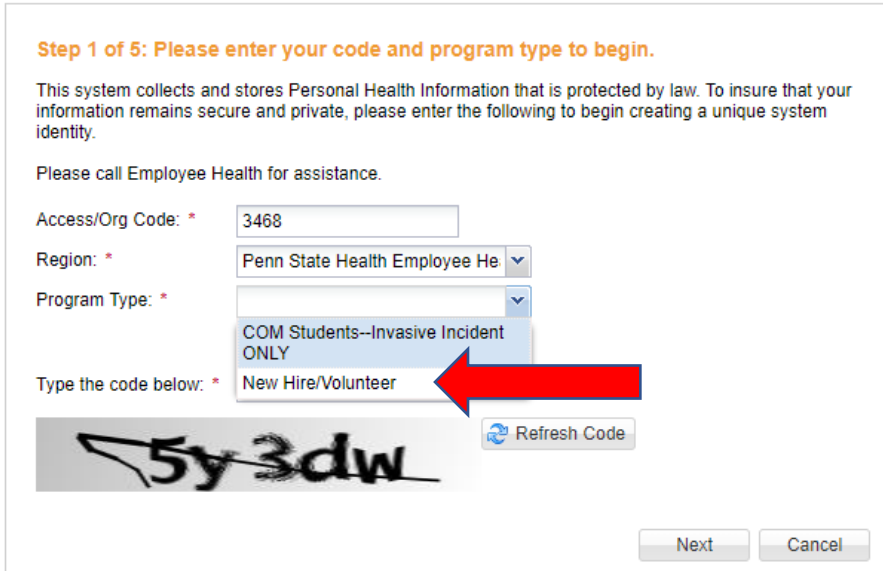
Follow the instructions to create a username and password.

1. <https://pennstatehealth.readysetsecure.com/rs/>
2. CLICK “New User? Click here to Begin” and follow the instructions.

- You will need the following information:
  - o Organizational 4-digit Code: 3468
  - o Region: Penn State Health Employee Health
  - o Program Type:
    - New Hire/Volunteer



### Register with ReadySet



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# Employee Health Job Aid for New Hires & Volunteers

- Enter LEGAL Name (as used with HR), Date of Birth
  - \*IMPORTANT that this is typed correctly
- Use date of birth for Employee ID (mmddyyyy)
- Last 4 of SSN
- **Population Type - Choose your role:**
  - **NEW HIRE OR**
  - **VOLUNTEER**

## Register with ReadySet

**Step 2 of 5: Please enter the information below.**

First Name: \*

Last Name: \*

Date Of Birth: \*

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): ? \*

Last 4 of SSN: ? \*

Population Type: \*

Home Address: \*

City: \*

State: ? \*

Zip: ? \*

**OR**

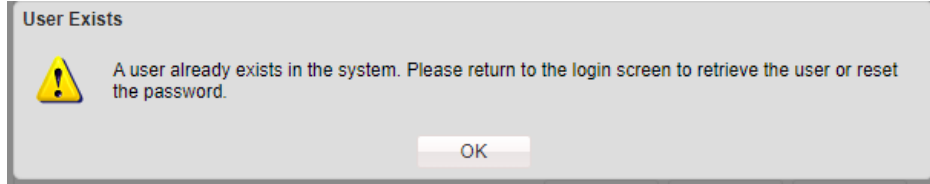
Employee  
High School Student  
Licensed Independent Practitioner  
New hire  
Outside Contractor  
Resident  
Student  
Volunteer

Next Cancel

**Continue to next page.....**

# Employee Health Job Aid for New Hires & Volunteers

**ATTENTION:** If you are getting an error message after this step that says: "A user already exists in the system." **Please refer to your pre-boarding email containing the site-specific phone number for contacting Employee Health. Call Employee Health and request your ReadySet login credentials.**



- Next Screen will confirm all information entered
- Select a username and password
- Be sure to save this information. You will need your log in information until you start employment.

## Register with ReadySet

**Step 4 of 5: Setup your username and password.**

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 60 characters

**Username: \***

Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # \$ % ^ & \* ( ). Common words or phrases such as: password, admin, manager, ABC, 123, your username, your first or last name, etc. are not allowed.

**Password: \***

**Verify Password: \***

The email address below will be used if you forget your username or password.

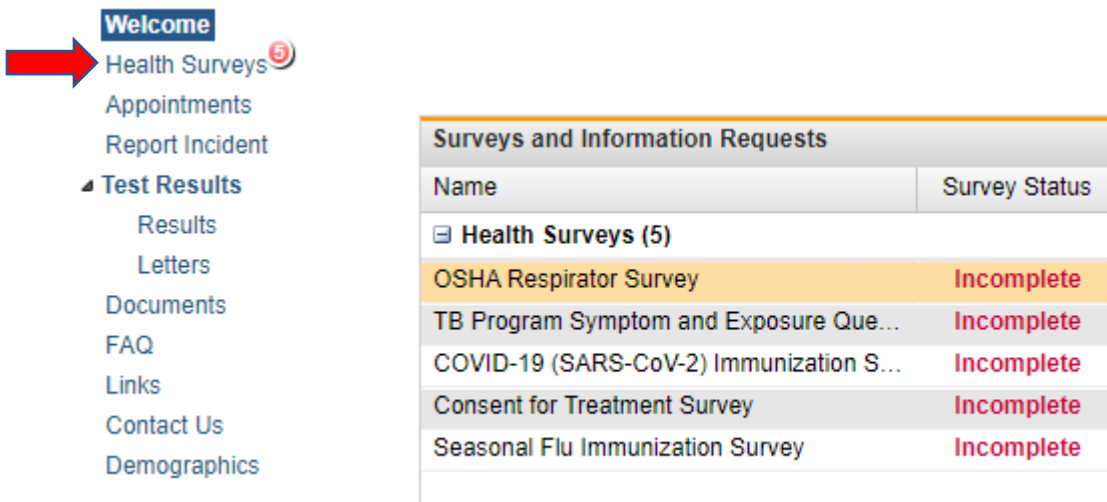
**Email Address: \***

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# Employee Health Job Aid for New Hires & Volunteers

## Complete Assigned Surveys and Upload Immunization Documents

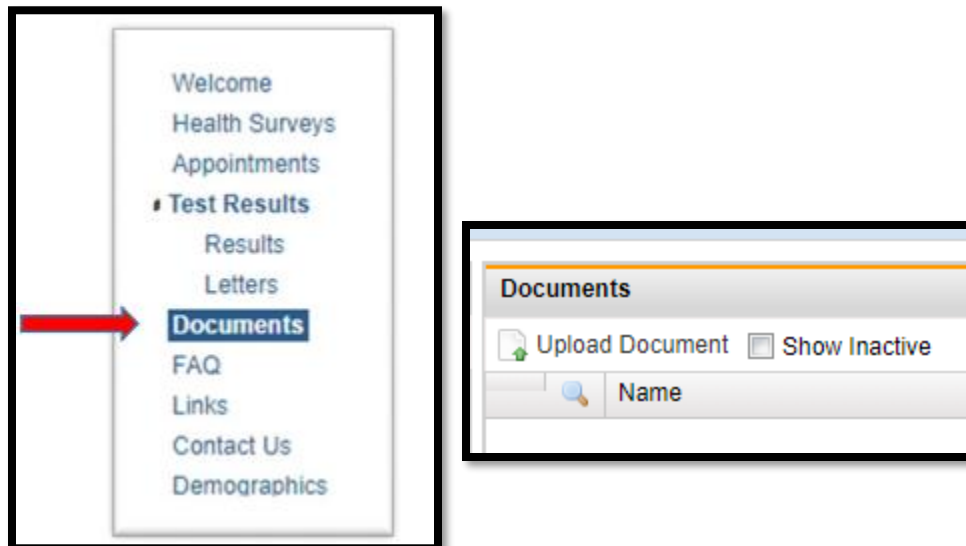
- Click on Health Surveys and complete the surveys assigned.



The screenshot shows the Employee Health portal interface. On the left is a navigation menu with the following items: Welcome (highlighted), Health Surveys (with a notification badge '5'), Appointments, Report Incident, Test Results (expanded), Results, Letters, Documents, FAQ, Links, Contact Us, and Demographics. A red arrow points to the 'Health Surveys' link. To the right is a table titled 'Surveys and Information Requests' with two columns: 'Name' and 'Survey Status'. The table contains the following data:

| Name                                    | Survey Status |
|---|---------------|
| Health Surveys (5)                      |               |
| OSHA Respirator Survey                  | Incomplete    |
| TB Program Symptom and Exposure Que...  | Incomplete    |
| COVID-19 (SARS-CoV-2) Immunization S... | Incomplete    |
| Consent for Treatment Survey            | Incomplete    |
| Seasonal Flu Immunization Survey        | Incomplete    |

- To provide records to Employee Health
  - Click on Documents
  - Click on Upload Document



The first screenshot shows the navigation menu with 'Documents' highlighted by a red arrow. The second screenshot shows the 'Documents' page, which includes an 'Upload Document' button with a document icon, a 'Show Inactive' checkbox, and a search bar with the label 'Name'.

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# Employee Health Job Aid for New Hires & Volunteers

- **Select File from location on computer or phone**
- **Document Type Samples:**
  - **COVID Vaccine documentation**
  - **Immunization records**
  - **Previous titer results**
  - **Flu vaccine documentation**
- **Upload**

The screenshot shows the 'Add Document' form with the following fields and options:

- Document To Upload:** Select a File...
- Document Type:** A dropdown menu is open, showing a list of document types: COVID Vaccine Documentation, COVID Vaccine Exemption - Medical, COVID Vaccine Exemption - Religious, CXR, Declination Flu Vaccine Form, E-mail, Employee Health Record, Employee Health Referral Form for Invasive Incident, Employee Records, Flu Vaccine Documentation, Hep B Signed Sheet, IGRA document - TB Blood test, Immunization Record, INH Documentation, and Initial OHSP.
- Document Name:** ?
- Document Status:** ?
- Employee Viewable:** ?
- Upload Comment:**
- Creation Date:**
- Created By:**
- Last Updated By:**
- Last Updated Date:**

**Note: Only health related records get uploaded to ReadySet. Please do not upload your background check, fingerprinting, license, etc. into ReadySet. Refer to your onboarding instructions for assistance with anything other than health related records.**

**The end.**