

# Penn State Health Employee Health Department

## New Hire Requirements

Penn State Health's Employee Health team uses ReadySet, an electronic system for storing and tracking employee health medical records. All new hires must complete account set up and upload vaccination documentation before their start date.



### Create ReadySet Account

Set up your electronic health record account using PSH's employee health medical record, ReadySet.



### Gather Vaccination Records

Collect documentation, if available, for MMR, Varicella, Hepatitis B, Tdap, Influenza, COVID, and TB testing



### Submit Documentation


Upload all health-related documents through your ReadySet portal for review

### Recommended Vaccinations

- Two MMR vaccines or antibody titers
- Two Varicella vaccines or titer
- Hepatitis B series and antibody testing
- Adult Tdap vaccine
- Seasonal Influenza vaccine (current year only)
- COVID vaccination (current year only)
- TB blood test, if completed within last 10 weeks

### Where to Find Records

- Primary care provider or public health clinic
- Parents or caregivers for childhood records
- High school or college health services
- Former employers including military
- Hospital Employee Health offices
- Department of Health

 **Important for Rehires:** If you previously worked at Penn State Health, DO NOT create a new ReadySet account. Contact the appropriate Employee Health office listed below for assistance.

# Instructions: Creating a ReadySet Account

Follow these step-by-step instructions to set up your ReadySet account. Accurate information entry is critical for proper account creation and access to your health records system.

1

## Access the Portal

Visit

<https://pennstatehealth.readysetsecure.com/rs/>

and click "New User? Click here to Begin"

2

## Enter Organization Details

Use organizational code **3468**, select region **Penn**

**State Health Employee Health**, and choose program

type **New Hire/Volunteer**

3

## Provide Personal Information


Enter your legal name (as used with HR), date of birth as Employee ID (mmddyyyy format), last 4 digits of SSN, **Population Type**, select **New Hire**, address details.

4

## Create Login Credentials

Confirm all entered information, then select a unique username and password. Save these credentials securely for future access

*Continue to next page*

 **Troubleshooting:** If you receive an error message stating "A user already exists in the system," do not proceed. Instead, contact Employee Health using the phone number from your pre-boarding email to request your existing ReadySet login credentials.

## Save Your Credentials

You will need your ReadySet username and password until your employment start date. Store this information securely and keep it accessible for document uploads and health survey completion.

# Instructions: Complete Health Surveys and Upload Documents

After creating your ReadySet account, you must complete assigned health surveys and upload all required vaccination documentation, if available. Employee Health will review your submissions before your start date.



## Complete Health Surveys

Click on Health Surveys in your ReadySet portal and complete all assigned surveys



## Navigate to Documents

Click on Documents section, then select Upload Document to begin submission process



## Submit Records

Select files from your device, choose appropriate document type, and upload each record

## Acceptable Document Types

- **COVID Vaccine documentation** - Current year only
- **Immunization records** - MMR, Varicella, Hepatitis B, Tdap
- **Previous titer results** - Antibody testing documentation
- **Flu vaccine documentation** - Current year seasonal vaccination
- **TB testing results** - Blood test within 10 weeks

PSH Employee Health does not have access to Penn State Health personal medical records. You must provide copies from your patient portal or healthcare provider.

- ❏ **Important Reminder:** Only upload health-related documents and medical records to ReadySet. Do NOT upload diplomas, fingerprinting clearances, child abuse clearances, professional licenses, or other non-medical documentation. Refer to your preboarding instructions for guidance on submitting these materials through the appropriate channels.

## Review Process

Before your start date, Employee Health will review your immunization records. A member of the Employee Health team will contact to review your health records. Additional lab work may be required as a condition of employment based on this review.

## Questions or Assistance

Contact Employee Health for your location (typical response time: within 1-2 business days):

- **Hershey Medical Center:** Call 717-531-8280 or email [HMCEmployeeHealth@pennstatehealth.psu.edu](mailto:HMCEmployeeHealth@pennstatehealth.psu.edu)
- **Other locations:** Call 844-774-4772 or email [PSHEmployeeHealth@pennstatehealth.psu.edu](mailto:PSHEmployeeHealth@pennstatehealth.psu.edu)