

**Employee Health & Safety**

1000 North Oak Avenue

Marshfield, WI 54449-5777

***PLEASE READ***

***Marshfield Clinic Employee Health & Safety Department***

***You Must Complete Your Health Assessment Paperwork Online***

***Prior to Orientation-See page 2 for directions***

As part of the new or rehire process for Marshfield Clinic you will need documentation of immune titers/vaccinations for specific diseases and TB Testing. This includes:

* Rubella titer
* Hepatitis B vaccination dates
* Mumps titer
* Hepatitis B Antibody titer (if vaccinated)
* Measles titer
* Flu Vaccine
* Hepatitis C Antibody (will be drawn at orientation)
* Varicella Zoster (Chicken Pox) titer
* Immunizations/Vaccinations
* Acellular Pertussis (Tdap)
* TSPOT (TB)

To prevent unnecessary duplication of tests, if you currently have any of these results from another facility, please send this documentation by mail, fax, or electronically to contact below or bring to Orientation. Immunity to measles, mumps, rubella and varicella is required. If you have a non-immune result it will be evaluated by the Employee Health nurse and further action will be determined.

Carol Heart/Team Leader/Employee Health & Safety GD-2,/Marshfield Clinic/1000 North Oak Ave./Marshfield, WI 54449/P:715-389-3536/F:715-389-5505/email:[heart.carol@marshfieldclinic.org](mailto:heart.carol@marshfieldclinic.org)

If you do not have any of the above information, you do NOT need to get them done prior to starting your employment. These will be completed during your orientation week at no charge to you.

**Hepatitis B, Influenza and Tdap vaccines are required for all Marshfield Clinic employees.**

Marshfield Clinic requires that all titers, TB Screening test and drug testing be completed and on file in the Employee Health Department before you will be allowed to provide care to patients. The TB Screening testing (TSPOT) will be completed on all new hires during orientation.

The Hepatitis C antibody result will not affect your employment status at Marshfield Clinic. Based on the State of Wisconsin Department of Health and Family Service, reporting requirements for communicable diseases, if the Hepatitis C is reactive this will be reported to the local health department. This information is not part of the Clinic medical record and is kept confidential along with all other titer information in your Employee Health record.

***You Must Complete Your Health Assessment Paperwork Online***

***Prior to Orientation***

**Please follow the instructions below to complete your Health Surveys.**

**Complete the 1st Steps in the Program Now.**

1. **Click the link below** **to access your secure and private My Health webpage online.**

Follow the instructions below to create a username and password and complete your Health Assessment Surveys.

* <https://marshfieldclinic.readysetsecure.com>
* Click “**New User? Click Here to Begin**” and follow the instructions.  *You will need the following information:*
  + Access/Org Code: 2387
  + Program Type: New Hire Clinic

1. **Complete the Health Assessment Surveys.**

You must do the Vision, TB and Health History surveys. Each survey status will have a green checkmark under status when you click “Submit Final”.

You may receive requests for Employee Health information from other facilities or hospitals. These facilities are separate organizations and have their own separate requirements. We understand how frustrating this may be, but as your employer, it is necessary to have this information in your personal Employee Health file at Marshfield Clinic.

If you have any questions, please feel free to contact Carol Heart at 800/782-8581, ext. 7-5430 or ext. 7-5505 or e-mail at [heart.carol@marshfieldclinic.org](mailto:heart.carol@marshfieldclinic.org).

Thank you,

Carol Heart

Marshfield Clinic

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