**Welcome to O’Connor Hospital**

To: New Student/Contractor

Re: Health Screening and ReadySet™

We look forward to welcoming you as a new student or contract worker. But first you must complete a few things before we can see you in Employee Health for your health screening. Employee Health Services uses ReadySet™ software to manage, monitor and report employee health requirements for compliance with hospital, federal, state and local agencies.ReadySet™ is online, confidential and only accessible to Employee health Nurses for review and documentation and you for any health records you want to copy and maintain for yourself.

Let’s begin:

**Log in to the website:**

Type<https://dochs.readysetsecure.com>into the browser’s address bar (not search bar).

In hospital you can access sitefrom the intranet via Quick Launch for Axion ReadySet.

**1. New to ReadySet?** Create your account**:**

* **Click on Create a New Account**
  + Enter name and date of birth. Use the same name you use for your school or employer.
  + EnterO’Connor Hospital 4 digit organization code: **1409.**
  + Select **New Hire**and click next
  + Enter your **birthdate** (instead of Employee ID)
  + Enter SSN, Select **Student or Contractor** as population type **and** Enter home address
  + Enter distorted letters in box
  + Make sure all information you have entered is correct
  + Create username and password. Password must have a capital letter, a number and a special character, i.e. @, #,%,&.**Remember you user name and password, you will be using them for future ReadySet documentation.**

**2. Returning User? Do not create another account!**

* + To avoid problems with duplicate records do not set up another account.

If you forgot username or password and need assistance, visit the ReadySet page click on link below the log-in field and follow instructions to retrieve your user name and password.

Next:

**3. You must complete and submit the online pre-placement surveys before services can be provided.**

* **Complete LOGIN with your User Name and Password.**
* **SELECT “My Health” Tab on the top left.**
* **SELECT “Health Surveys” from the list of links in the left hand column , OR**

**Click ‘Here’ to complete pending surveys or questionnaires.**

* **SELECT survey to open.**
* **Complete the following Surveys: Tuberculosis, Measles, Mumps, Rubella, Varicella, Tdap, Hepatitis B and Influenza.**
* **E-sign, take a screen shot, and Submit each completed survey.**
* **Make a copy of the screen shot showing completion of EACH survey, print out and use in Step 4 – See next page!**

**If you have Questions regarding surveys? Call Employee Health Services 408-947-2629**

**4. After you have completed and submitted your Surveys:**

* **Gather all your records: immunization records for vaccines (Measles, Mumps and Rubella, Varicella, Hepatitis B, Tdap andcurrent year Influenza), Tuberculosis screening (skin test results, quantiferon test results and or recent chest x-rays), and lab test results confirming immunity (Measles, Mumps, Rubella, Varicella, and Hepatitis B).**
* **Attach screen shots from step 3 on top of your hard copies and staple in top left corner. Give to instructor on assigned due date.**
* **Remember To avoid any delays in your start date, create an account following the instructions above, remember your user name and password, complete and submit the specific surveys listed above prior to your assignment and provide your records for EHS review.**

***Note: this form has been slightly altered by S. Cozzens to provide smooth and efficient processing between DAC and ECH***