

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 Employee Health clears you for your assignment. 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 site from the intranet via Quick Launch for 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.
 - Enter O'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 and Submit** each completed survey.

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 and current 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).
- **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 to your nurse instructor.**