

Employee Health Job Aid for New Hires & Volunteers

PSH EMPLOYEE HEALTH DEPARTMENT NEW HIRE REQUIREMENTS

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

Action Items:

- Create a ReadySet account—[see page 2 for further instructions](#).
 - **If you are a rehire, DO NOT create a ReadySet account until speaking to Employee Health.**
- Upload the following vaccination/titer records to your ReadySet account:
 - MMR vaccine (2 doses) **or** titer record
 - Varicella or Chicken Pox vaccine (2 doses) **or** titer record
 - Hepatitis B vaccination series **and** antibody testing
 - Adult Tetanus, Diphtheria and Pertussis (Tdap) vaccine
 - Seasonal Influenza vaccine
 - Covid vaccination
 - TB blood test or 2 step PPD—only 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.

A member of the Employee Health team will be contacting you to schedule an appointment to review your records **before** your start date. Bloodwork may be necessary if you cannot provide the above records.

Please wait until you have spoken to an Employee Health nurse for further instructions regarding bloodwork. Do not obtain any labs or vaccines on your own.

For questions, email or call the Employee Health Department assigned to your division:

Hershey Medical Center Academic Practice Division Life Lion Hanger College of Medicine	HMCEmployeeHealth@pennstatehealth.psu.edu 717-531-8280
Holy Spirit Medical Center Lancaster Medical Center Hampden Medical Center St. Joseph Medical Center PSH Life Lion LLC Penn State Health Corporation Penn State Health Medical Group Pennsylvania Psychiatric Institute	PSHEmployeeHealth@pennstatehealth.psu.edu 844-774-4772

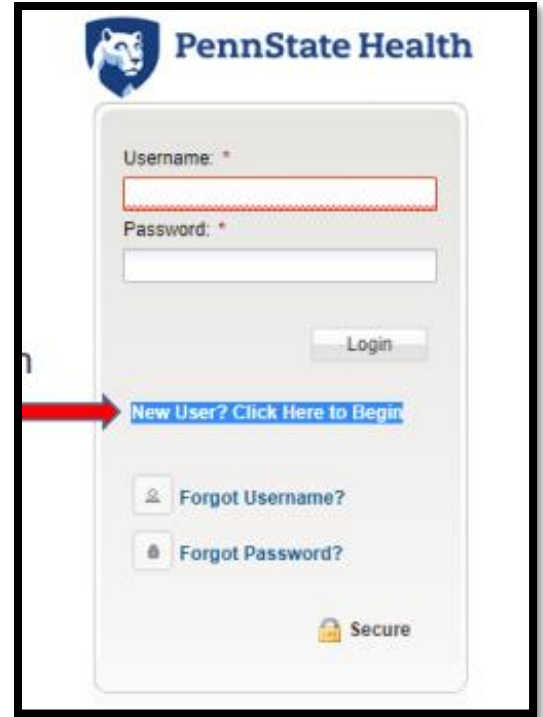
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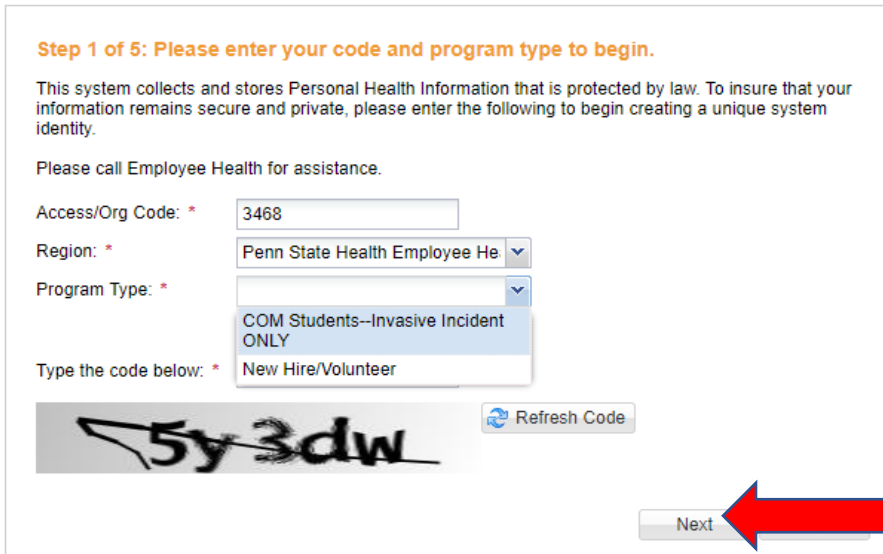
Follow the instructions to create a username and password.

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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- Enter LEGAL Name (as used with HR), Date of Birth
 - *IMPORTANT that this is typed correctly
- Use date of birth for Employee ID (mmddyymm)
- 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: *

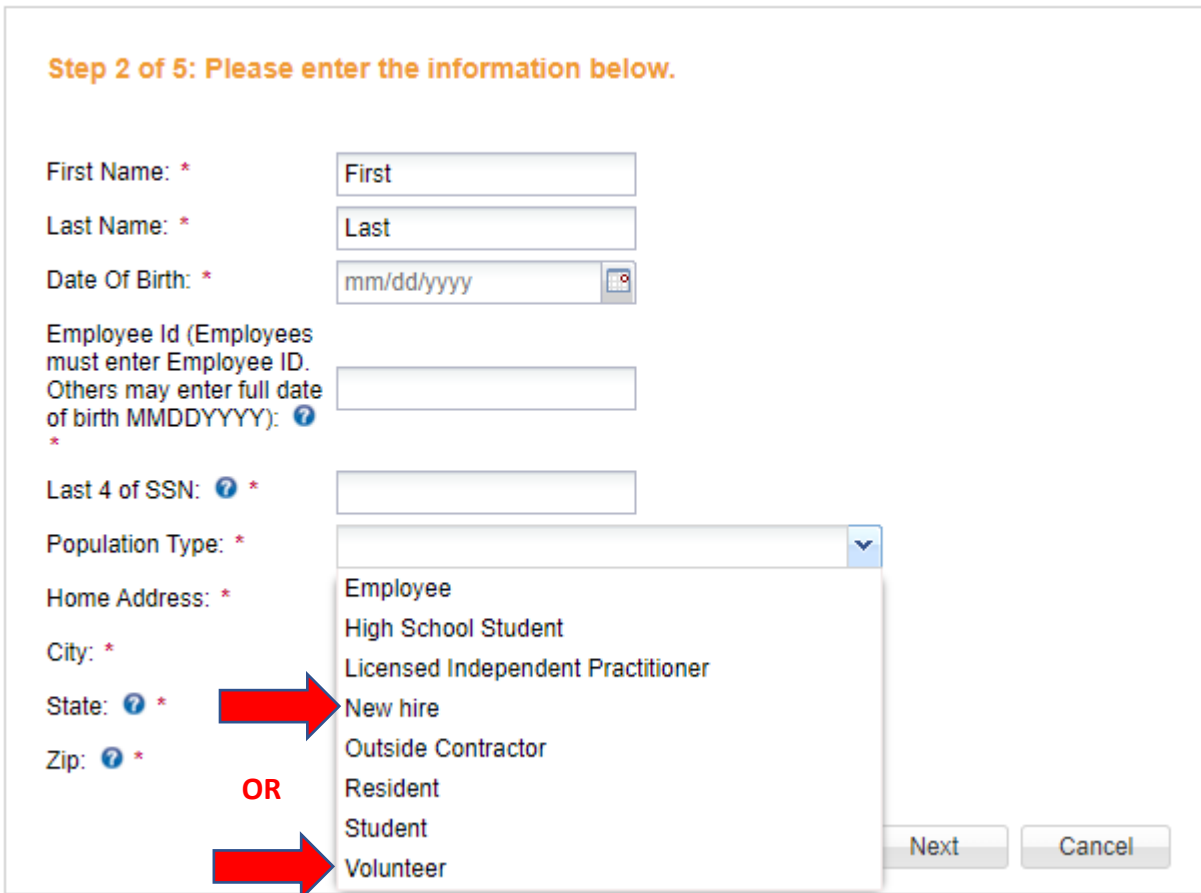
Home Address: *

City: *

State: ? *

Zip: ? *

OR

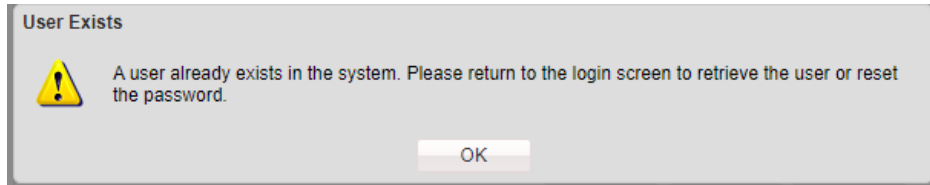


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ATTENTION: If you are getting an error message after this step that says: “A user already exists in the system.” **Please refer to the first page of this document that contains the site-specific phone number for contacting Employee Health.**

Call Employee Health and request your ReadySet login credentials.



- Next screen will confirm all information entered.
- Create 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.

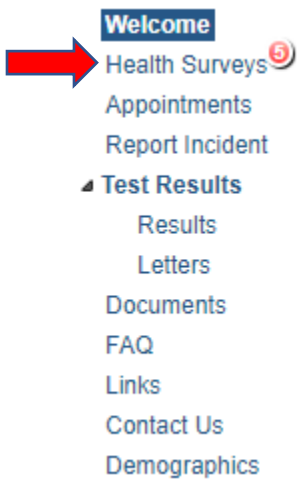
Email Address: *

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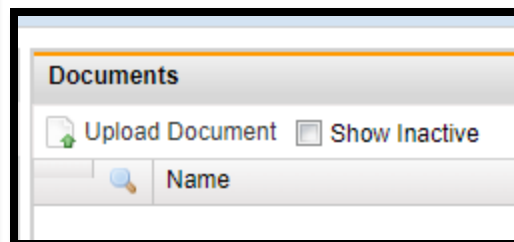
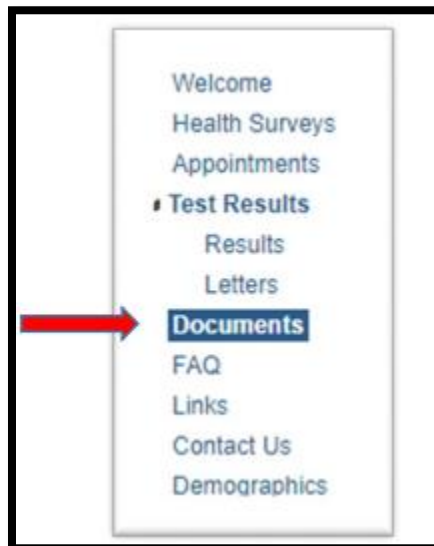
Complete Assigned Surveys and Upload Immunization Documents

- Click on Health Surveys and complete the surveys assigned.



Surveys and Information Requests	
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

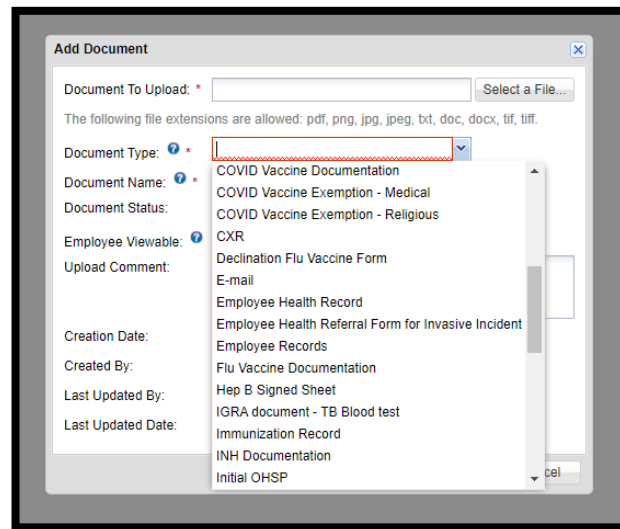
- To upload vaccine/titer records to your account:
 - Click on Documents
 - Click on Upload Document



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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 Record
 - Lab Results (previous titers)
 - Flu Vaccine Documentation
- Upload



The screenshot shows a web form titled "Add Document". At the top, there is a "Document To Upload:" field with a "Select a File..." button. Below this, a message states: "The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff." The "Document Type:" field is a dropdown menu that is currently open, displaying a list of document types including "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". Other fields on the form include "Document Name:", "Document Status:", "Employee Viewable:", "Upload Comment:", "Creation Date:", "Created By:", "Last Updated By:", and "Last Updated Date:", all of which are currently empty.

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.