The Employee Health System (EHS) contains Personal

First Name:

Last Name: \* Date of Birth:

Access/Org Code

Health Information that is protected by law. Please enter the following information to retrieve your username:

0

Cancel

# Quick Reference: ReadySet for Employment Candidates & Non-Employees

ReadySet gives employment candidates, contractors and volunteers' access to their unique, protected data from almost any internet connected computer or mobile device.

# Logging On

- 1. Open your internet browser
- 2. Enter https://nationwidechildrens.readysetsecure.com
- 3. Select the **New User? Click Here to Begin** link if you do not have a Username
- 4. In the correct fields, enter your **First Name**, **Last Name** and **Date of Birth**
- 5. Enter 2347 in the Access/Org Code field
- 6. Create a password

Your password must be 8-30, characters long and

contain at least 1 upper case, 1 lower case, and at least 1 special character of the following !,@,\$,%

### Account Set Up

You must complete your account set up so you can retrieve your username and password if you forget them.

- 1. Select the User Settings tab
- 2. Select Personal Information on the left
- Complete all the fields with a red star \* after the field name
- 4. Select Update
- 5. Select Security Questions on the left
- 6. Select the down arrow beside the first **Security question** drop down box
- 7. Enter an answer to the security question in the **Answer** field
- 8. Repeat the process for the next 2 **Security question** and **Answer** fields
- 9. Select Update

My Account Personal Information	Security Questions	6	
Password Security Questions	Security question: * Answer: * Security question: * Answer: * Security question: *	Select a security question Select a security question Select a security question	7 8
	Answer: *	Nationwide Children's	Update 9



4

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6 Forgot Passy

3

# Complete your Health Survey

- 1. Select the MyHealth tab if necessary
- 2. Select **Health Surveys** in the left pane
- 3. Select a health survey from the Surveys and Information Requests pane
- 4. Answer the questions for that survey in the Medical History Survey pane on the right
- 5. A green check will appear in the Status column when the selected Health Survey is completed
- 6. Complete each health survey until all the surveys have a green check in the Status column

Welcome	SET4 <sup>TT</sup> <b>EXAMPLE CH</b> 2 rveys and information Requests	4	Test, Kelly Log Out
Appointments	Name	Status	🚔 Print Form •
# Test Results	Health Surveys (€     5		
Results	Medical History Surve	Incomplete	Part 1 - Medical History
Letters	Measles, Mumps, and Rubella (MMR) Imm	4	
FAQ 3 Links	Tetanus, Diphtheria, and Pertussis (TDaP)	Incomplete Incomplete	This survey requests information about your current health and information that
	Varicella (Chickenpox) Immunization Survey		will help the Employee Health Services provide care for you and promote wellness.
Contact Us	TB Program Symptom and Exposure Quest	Incomplete	
Demographics	Seasonal Flu Immunization Survey	Incomplete	Only those questions marked with a red asterisk must be answered in order to submit the survey. The Genetic information Nondaiscrimination Act of 2006 (RINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

# View Employee Health Appointments

- 1. Select the MyHealth tab if necessary
- 2. Select Appointments from the left pane
- 3. Select the Appointment you want to view in the Date/Time pane
- 4. View the Appointment Details on the right
- 5. If you want to add the appointment to your calendar, select the Add to my calendar hyperlink

RE 1 S			Test, Kelly Log Out	
Welcome Health Surveys Appointments Test Result Results	Date / Time Past Appointments March 3, 2016 at 2,0221	Appointment Details Date: Thursday, March 3, 2016 at 2:56 pm		
Letters	2 3	Location NATIONWIDE CHILDREN'S EMPLOYEE HEALTH SERVICES 700 Children's Drive COLUMBUS OH 43205 Map	Provider NATIONWIDE CHILDREN 5 LENDAR	



# Print Your Medical and Vaccination Records

You can view and print your entire medical and vaccination records, or you can print them individually.

#### Print Individual Vaccination Record

- 1. Select the MyHealth tab if necessary
- 2. Select **Results** from the left pane
- 3. Select the vaccination you would like to print from the Results pane
- 4. Select Print



#### Print your entire Medical/Vaccination Record

- 1. Select the MyHealth tab if necessary
- 2. Select Results from the left pane
- 3. Select what you would like to view or print from the **Records** section
  - To print your vaccinations only, select Vaccinations and Certifications only
  - To print your complete medical records, select Complete Medical Records
- 4. The PDF document will open on your computer
- 5. The document can be printed after opening





### Finding Health Information

The FAQ, Links and Contact Us links contain useful health information.

- 1. Select the MyHealth tab if necessary
- 2. Select the link you would like to view from the left pane
  - FAQ: information related to many common infectious diseases, Health and Safety information, etc.
  - Links: common VIS (Vaccine Information Statements) which provide more information about the vaccinations related to these diseases
  - Contact Us: contact information for the Employee Health Clinic

# **Change Personal Information**

Non-Employees can manage their demographic information and password.

#### **Demographics**

- 1. Select the MyHealth tab if necessary
- 2. Select Demographics from the left pane
- 3. In the **Demographics** pane, select the tab with the information you would like to update
- 4. Select **Update** after you make the change



#### Change Your Password

- 1. Select User Settings
- 2. Select the **Password** link in the left pane
- 3. Enter your Current Password
- 4. Enter your New Password
- 5. In the **Verify Password** field enter your new password again
- 6. Select Update



