

Quick Reference: ReadySet for Employees

ReadySet gives employees access to their unique, protected data from almost any internet connected computer or mobile device.

Logging On

You can access ReadySet from home and work.

1. Open your internet browser
2. Enter <http://readysset.nationwidechildrens.org>
You can also select the link if you are viewing this page on your computer
3. Enter the same **User Name** and **Password** you use on your Nationwide Children's computer

View Employee Health Appointments

You can view appointments with Employee Health and download them to Outlook.

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** field
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

The screenshot shows the ReadySet 4 web application interface. The browser address bar displays <https://nationwidechildrens.org/readyssetsecure.com/rs/#/myhealth/appointments>. The page header includes the ReadySet 4 logo and the Nationwide Children's logo with the tagline "When your child needs a hospital, everything matters." The user is logged in as "Test, Kelly" and can click "Log Out".

The interface is divided into several sections:

- Navigation:** "My Health" (highlighted with a red box and arrow labeled 1) and "User Settings".
- Left Pane:** A menu with "Appointments" (highlighted with a red box and arrow labeled 2), "Test Results", "Results", "Letters", "FAQ", "Links", "Contact Us", and "Demographics".
- Date / Time:** A section titled "Past Appointments" with a list item "March 3, 2016 at 2:56PM" (highlighted with a red box and arrow labeled 3).
- Appointment Details:** A section on the right showing details for the selected appointment. It includes:
 - Date:** Thursday, March 3, 2016 at 2:56 pm (with a "Print" icon).
 - Location / Services:**
 - Location:** NATIONWIDE CHILDREN'S EMPLOYEE HEALTH SERVICES, 700 Children's Drive, COLUMBUS OH 43205 (with a "Map" link), (614) 355-4135 (phone).
 - Provider:** NATIONWIDE CHILDREN'S CLINIC, CALENDAR.
 - Action:** "Add to my calendar" (highlighted with a red box and arrow labeled 5).
 - Services to be Provided:** MEASLES, MUMPS, AND RUBELLA (MMR) IMMUNIZATION RECORD.
 - Status:** A green checkmark icon.

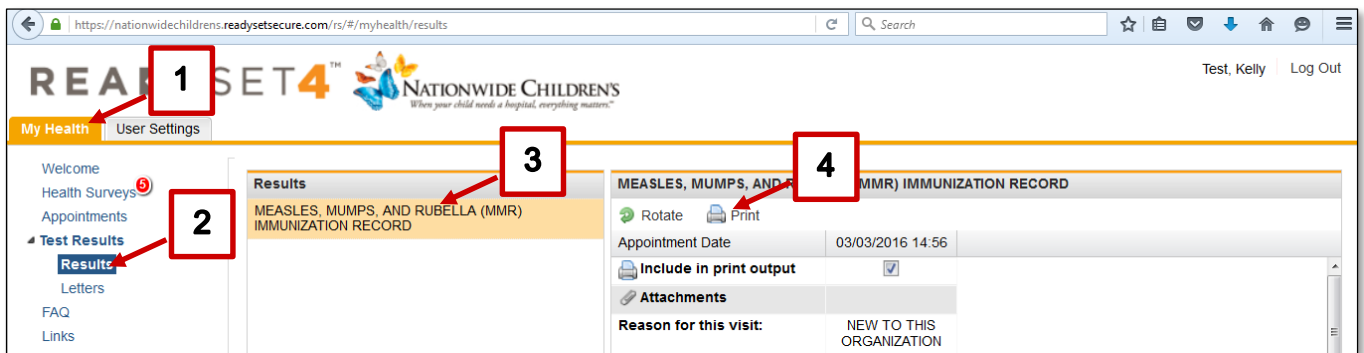
At the bottom of the page, there is a copyright notice: "© 2005-2016 Axion Health, Inc. All Rights Reserved" and the Axion Health logo.

Print Your Medical and Vaccination Records

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

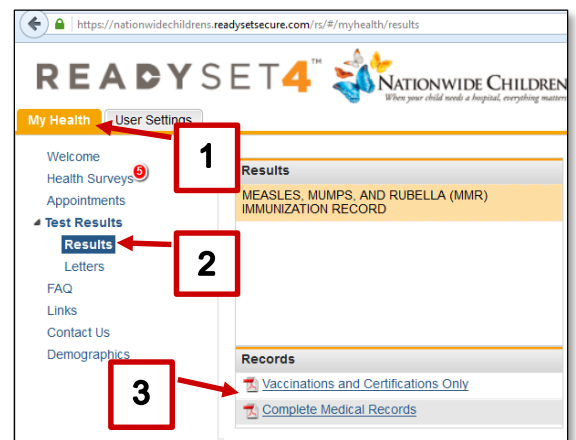
Print Individual Vaccination Record

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 Certificates 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