



Employee Health Services

Post-Offer Health Assessment Hazardous Drug Instructions

Both clinical and nonclinical new hires are enrolled in the HD's medical surveillance program who have a potential for occupational exposure to hazardous drugs (HD's), when they prepare, administer, transport or dispose of HD's.

*****All surveys must be completed BEFORE your scheduled appointment.*****

Dear New Hire Candidate,

Please follow all instructions listed below:

1. Click the link below to access your secure and private My Health webpage online (unless you previously worked for NCH **after March 2016** then call 614-355-4135 for alternative instructions).

- <https://nationwidechildrens.readyssetsecure.com>
- Follow the instructions below to create a username and password and complete your Health Assessment Surveys
- Click "**New User? Click Here to Begin**" and follow the instructions. *You will need the following information:*
 - **Organizational 4-digit Code:** [2347](#)
 - **Program Type:** Pre Employment Screening - **Hazardous Drug**
 - **Population Type:** [New Hire](#)

2. Complete the Health Assessment Surveys.

- Each survey status will have a **green** checkmark under status when you complete and click "Submit Final".

3. Upload your Employee Health Documents.

- Use the Document option (left side menu) to upload all documents. If using a mobile device, you may take a photo to upload your documents.
- Include **all vaccination records or blood titers received as a baby, child, and adult.**
Immunization records are available from your high school, prior employers, colleges, health care providers, or military, if served.
- All tuberculosis testing (TB): skin test (PPD) results, blood tests QFT / T Spot results, and all chest x-ray results related to TB testing.

4. REQUIRED documents to bring to your post-offer health assessment appointment include:

- **Two forms of ID (refer to last page of I-9):** 1) an **unexpired** picture ID and 2) your **original** social security number on it **or** a passport for your pre-employment drug screen
- **Please bring a paper copy of immunization records, titer results, and chest x-ray reports to your visit and work accommodations (if applicable).**

Thank you,

Employee Health Services

Phone: (614) 355-4135

Fax: (614) 355-4142

EmployeeHealth@nationwidechildrens.org



*****INTERNAL HR USE ONLY*****

Hazardous Drug (HD) Cost Centers:

001012510 (TAGE aka Adolescent Medicine Clinic) and Teen Clinic (no cost center)
001012450 (T4D Infusion Clinic)
001010820 (H10B neuroscience)
001013010 (H04A cardiac care)
001010820 (H10B Neuroscience)
001060800 (Hematology-Educ)
001010550 (Hem/Onc Hematology Programs)
00101054 (H12 Hem Onc)
001010510 (Hem/Onc Clinical Services)
001010530 (Hem/Onc Ambulatory Clinic)
001011200 (Pharmacy)
001011215 (Specialty Pharmacy)
001011220 (Clinical Pharmacy)
001011230 (Pharmacy Admin)
001011235 (Pharmacy Support Services)
001011240 (Ambulatory Pharmacy)
001011250 (Investigational Drugs)
001013430 (Safety)