




Employee Health Services Post-Offer Health Assessment Instructions

*****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
 - **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.**
 - Choose **Documents** from left side menu *[If Mobile Device]* Press the  icon in top left to display menu and rotate device horizontally to landscape view.
 - Choose **Upload Document**
 - **Complete form.** *[If Mobile Device]* when you press Select a File “Take Photo” is one of your options.
 - Include **all vaccination records or blood titers received as a baby, child, adult, or in the military. 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 unexpired documents to bring to your post-offer health assessment appointment include:**
 - **Two forms of ID (refer to last page of I-9):** 1) a driver’s license or ID card **and** 2) your **original** social security card **or** a U.S. 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
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