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.readysetsecure.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 menu 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
Phone: (614) 355-4135
Fax: (614) 355-4142
EmployeeHealth@nationwidechildrens.org

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