



## 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:

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- 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  
Phone: (614) 355-4135  
Fax: (614) 355-4142  
[EmployeeHealth@nationwidechildrens.org](mailto:EmployeeHealth@nationwidechildrens.org)

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