


# PLEASE FOLLOW THESE STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE UCMERCED OHSS ENROLMENT, MEDICAL HEALTH QUESTIONNAIRE AND UPLOAD NECESSARY IMMUNIZATION:

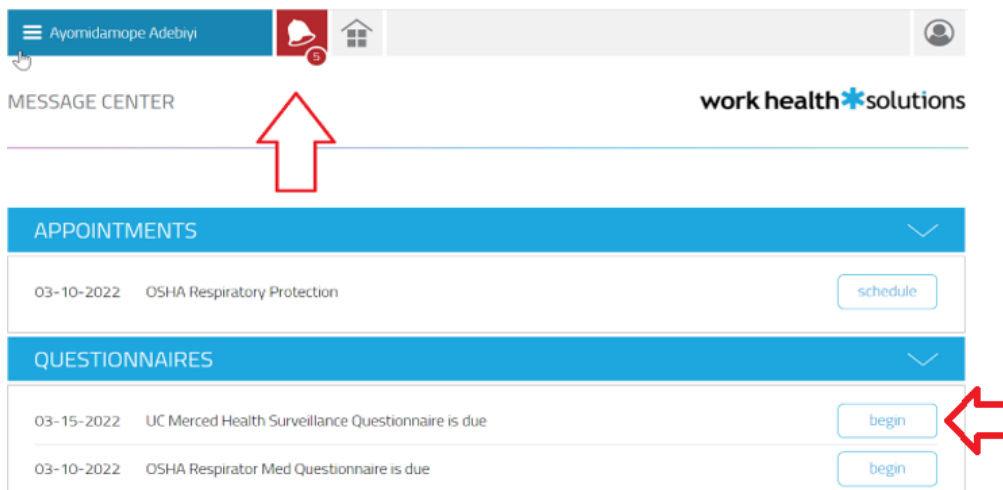
## The Occupational Health Surveillance process:

### Enrolling a new lab member



1. The supervisor/ P.I reaches out to the onsite occupational health services at [occhealth@ucmerced.edu](mailto:occhealth@ucmerced.edu) requesting to create an account for the new lab member.
2. Occupational Health Services might request for the participant's date of Birth and UC Merced ID (if they are nonpaid student) to create an account.
3. Once the account has been created, the participant will then receive an automatically generated email notification from [noreplywebchart@med-web.com](mailto:noreplywebchart@med-web.com) to log in and proceed to the Health Surveillance Questionnaire.


### Health Surveillance Questionnaire

4. Visit  and login with your UC Merced username and password.
5. Once you have completed your single sign-on, you will be directed to the Mobile\*Med employee portal. You will see a Red Notification bell on the left side of the portal. (It will show you all your assigned questionnaires)



6. Once you have entered the immunization dates, click on the attach button next to Immunization Record. Upload an image of your immunization records for verification purposes. PDF, PNG, JPG, JPEG, GIF files are accepted.

Rabies series:	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Vaccinia:	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Tetanus (Tdap or Td):	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/>
Tetanus date:	<input type="text" value="01-01-2015"/> 	
Typhoid:	<input type="button" value="Yes"/>	<input type="button" value="No"/>
<b>Please upload documentation supporting the above immunizations.</b>		
Please upload any immunization or titer records here:	<input type="text" value="Choose file"/> 	



[Save for later](#)

6. Your OHSS clearance could be delayed without the uploaded image of your immunization records.

**NOTE: When filling out your confidential Health Questionnaire (HQ), make sure to have your vaccination history available. Vaccine history, including date, is requested on the HQ and does not automatically pre-populate from previous forms or previous vaccination and/or testing services performed by Occupational Health. If you have had a vaccination, but it is not entered on the questionnaire, the Occupational Health Provider may recommend this service before providing clearance. This may create an unnecessary appointment or clearance delay.**

7. Make sure you answer all the questions correctly, once you have completed step the Questionnaire, click submit.

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THANK YOU!

You will be redirected momentarily.



## Reviewing Medical Assessment

8. If there are questions from the health professional on the HQ, you will receive an email from the Health Care Provider to clarify health information.

The review process will take a couple of days and in some cases, consultation with a medical professional or medical services (i.e., vaccinations, TB testing, Q Fever) may be required prior to getting clearance to enter certain facilities.