OCCUPATIONAL HEALTH FLOWSHEET

OH Administrative Assistant will download questionnaires from the RLSS Dashboard.

If a risk assesment questionnaire is not validated, OH will not process the form and will cancel it. OH Admin will verify if person is active in EMR, employment status, FTE Status, and eligibility to receive OH services. No FTE will lead to form cancellation.

Admin will verify if person has an EMR chart. If no chart is found, Admin will create one. Forms will then be uploaded to chart and forwarded to RN's. For all risk assessment questionnaires, Admin will verify the UA billing account provided by form validator by checking account status in UAccess Financials. If account is active, OH Admin will enter that billing account into person's chart.

RN's will review forms, verify eligibility for services, and request any necessary documentation from individual. If documentation is not received within one week, RN's will process forms and forward to OH Advanced Provider.

Once all forms are submitted, OH providers will review, update clearances based on CDC guidelines and AHP BOHCR, and enter orders for services as needed. AP will send a secure message to the individual that the forms were reviewed and if an OH visit is needed. AP will send to OH Admin to schedule services, if needed.

OH Admin staff will then contact the person to schedule their appointment. OH will contact the person three times using three different methods of contact with each attempt.

Person is seen in clinic and receives services. Services include education, RPP clearance, immunizations, prescribed medications, and blood draws for laboratory tests. At the end of each week, a billing report is created by AP for services provided during the clinic week.

All services are checked individually to determine which departments to bill for the service.

All Hepatitis B related services are charged to Risk Management Services.

Influenza vaccinations are paid by OH and not billed to any departments.

All other immunzations, medications, and lab tests are charged to the department based on the protocols the individual is listed on and are split if on multiple protocols.

The billing report is posted for the RLSS Administrative Assistant to invoice the departments.

OH - Occupational Health; EMR - Electronic Medical Record; FTE - Full-Time Equivalent; AHP - Animal Hazards Program;
BOHCR - Basic Occupational Health Care Recommendations; RPP - Respiratory Protection Program; AP - Advanced Provider;
CDC - Centers for Disease Control; RLSS - Research Laboratory & Safety Services; RN - Registered Nurse