

New Staff Medical Pre-Employment

Date _____

Last Name _____ First Name _____

Job Title _____ Site _____ Start Date _____

Have you had a physical within the last twelve months? (Please circle) Yes No
 If yes, where and when. _____

Have you had a TB test within the last twelve months? (Please circle) Yes No
 If yes, where and when. _____

Have you had the Hepatitis B vaccination?		When	Where
1 st Yes No	_____	_____	
2 nd Yes No	_____	_____	_____
3 rd Yes No	_____	_____	_____

Human Resource Department

Physical Exam

- Employee is to schedule an appointment with *Concentra Medical Centers immediately. Results to be returned to Human Resources by _____.
- Employee is to take the required “**Staff Health Report**” form to their health care provider for completion. Required form is to be returned to Human Resources by _____.

TB Skin Test

- Employee is to schedule a TB Skin Test with *Concentra Medical Centers immediately. Results to be returned to Human Resources by _____.
- Employee is to request from their health care provider results of their recent TB Skin Test. Documentation is to be returned to Human Resources by _____.

DOT Exam

- Employee is to schedule a DOT Exam with *Concentra Medical Centers immediately. Results to be returned to Human Resources before start of employment.

Hepatitis B Vaccination

Will this employee be a First Responder? Yes No
 (First Responders are Teacher Directors, Transportation Specialists, Home Visitation Teachers, Family Advocates and Teacher Assistants that are alone with children)

If yes:

- Employee is to provide records of Hep B 1, 2 or 3 immunizations received or sign a waiver. Documentation needs to be provided to Human Resources by _____.

 Completed by

 Date

*Concentra Medical Centers, 1619 Stoughton Road, Madison, WI 53704 - (608) 244-1213