



Employee Health Appointment

Overview: The purpose of your Employee Health Appointment is for you to receive a health assessment, a drug screen and immunizations that are required for employment.

- For any new hires completing their Employee Health Appointment on-site (those who live within one hour of the Milwaukee campus), please follow the instructions listed below for **On-Site Employee Health Appointment**.
- For any new hires completing their Employee Health Appointment off-site (those who live greater than one hour from the Milwaukee campus), please follow the instructions listed below for **Off-Site Employee Health Appointment**.

If your recruiter has sent you alternative instructions for your Employee Health Appointment and ID badge, please follow those instructions instead.

- **Be prepared!**
 1. Complete the medical history paperwork before your appointment.
 2. Bring related medical and immunization records for your appointment. All information will be kept confidential.
 3. Your appointment can take 90+ minutes, so please plan accordingly.
 4. For safety and confidentiality, children cannot be present during the appointment.
 5. Set up your **ReadySet** account. Please visit **ReadySet Directions** for instructions on creating your ReadySet account. Complete all questionnaires prior to your appointment.
 - The ReadySet link may not work with some browsers. If this is the case, type **chw.readysetsecure.com** into your browser. If you do not see the Children's Wisconsin logo, you are not on the right site; clearing your cache may help.
 - The most compatible browsers are Chrome, Edge, Safari or Firefox. Do NOT use Internet Explorer.
 - The ReadySet site is not accessible through a mobile device; therefore, it is recommended you use a desktop/laptop.
 6. For any new hire completing their Employee Health Appointment on the Milwaukee campus, your employee badge photo will be taken at the appointment on-site.

On-Site Employee Health Appointment Instructions: If you live **within one hour of the Milwaukee campus**, we ask that you come on-site to complete your Employee Health Appointment.

1. Click **here** to schedule an appointment with a Children's Employee Health & Wellness (EHW) nurse, unless your recruiter has instructed you differently.

Note: It is important to complete your appointment as soon as possible since it could take up to one week for lab test results.

2. Once the appointment is scheduled, you will receive a confirmation email with instructions on what you need to bring with you.
3. At your appointment, there will be a general health assessment and a urine drug test. Everything must be completed in one appointment.
4. Your photo will be taken to be used for your Children's Identification Badge.
5. Failure to complete your scheduled appointment or canceling your appointment with less than 24 hours' notice may impact your start date or ability to work at Children's.

Off-Site Employee Health Appointment Instructions: If you live **more than one hour away from the Milwaukee campus**, you will complete your Employee Health Appointment through Concentra.

1. Click [here](#) to identify the Concentra clinic that is closest to you.
2. Once you have selected a clinic location, click [here](#) to email Employee Health and Wellness (EHW) the following information:
 - Your first name
 - Your last name
 - Your phone number
 - Your email address
 - Your Children's job title
 - The Concentra clinic location you have chosen for your Employee Health Appointment
 - Your start date
3. EHW will send pre-authorization paperwork to the requested Concentra location.
4. You will receive an email confirmation from EHW when the pre-authorization paperwork has been submitted to Concentra.
5. Once you have received the email confirmation from EHW, complete the assigned ReadySet questionnaires. Once complete, contact Concentra to schedule your Employee Health Appointment.
6. When your appointment has been scheduled, click [here](#) to email EHW to confirm your appointment date and time.

Note: If there are no Concentra clinics within one hour of your location, please click [here](#) to contact EHW to discuss your options.

7. Submit a photograph to your hiring leader for ID badge preparation.
 - Email your leader a .jpg photo of yourself as soon as possible so an ID badge can be created.

IMPORTANT PHOTOGRAPH INFORMATION:

- Should be taken in front of a solid background.
- Should only capture from the shoulders up.
- No headgear, jackets or glasses (unless prescription) should be worn.