

Participant – Submitting a Health Questionnaire

Submitting a Health Questionnaire Form

The Health Questionnaire is filled out by the Participant.

- The Supervisor never sees the Health Questionnaire
- The participant only needs to complete the Health Questionnaire form one time and it will be reused if they have multiple Risk Assessments
- The Participant only has 30 minutes to complete the form, so it is very important to have access to your medical information while completing the HQ

The Health Questionnaire:

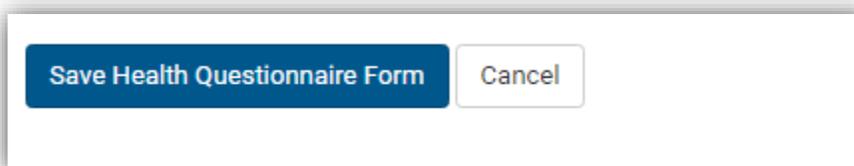
Provides the Medical Professional with Participant's medical history, including:

- Vaccines
- Tuberculosis Screening
- General History
- Exposures
- Biological Hazards
- Allergies
- Health Status Changes

Completing the Health Questionnaire

Participants should complete the Health Questionnaire to the best of their ability. Any unknowns or unclear answers may slow the process down.

- Participants will be automatically taken to the Health Questionnaire upon agreeing to the Risk Assessment
- If you choose to come back and complete the Health Questionnaire later, you can access it from your home page under **Pending Actions**
- If a Health Questionnaire is already on file, you can review the form and approve it with no changes, or if there have been changes to your health, you can modify it by selecting the **Modify** button at the bottom of the page
- Once you have completed the Health Questionnaire, select the Save Health Questionnaire button



The next step will be for the Medical Reviewer to review the Risk Assessments and your Health Questionnaire and perform a Medical Assessment.

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Pending Actions

- On your home page, the Pending actions section to the right will tell you what is required of you to further the process.

Pending Actions

Review Risk Assessment(s)

Your supervisor has completed a Risk Assessment form for your review.

Checking the status of your Assessment

- From the home screen, go to My Assessments
- Anything with a red flag requires your attention  09/21/2016 - P
- You can also sort by the column headers
- You can hover over the date of the risk assessment, health questionnaire or Medical Assessment in order to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the  Email button on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list, however the data will not be erased from the system!*

Acknowledgement of the Medical Assessment

Participants must acknowledge the Medical Assessment even if no services are required in order to complete the process. To acknowledge your Medical Assessment:

- Log into ehs.ucop.edu/ohss
- Select Review Medical Assessment under pending actions
 - This option will only display if your assessment is ready for you to acknowledge
- You will be taken to the My Assessments page
 - In the MA column, any Medical Assessment requiring acknowledgment will have the red flag
- Select the date to view the Medical Assessment
- Review the Medical Assessment and select the  button
 - You will see a confirmation screen when the process is complete
 - You can double check that it was completed by checking the My Assessments page in the Process Completed column