

SUB-CONTRACTOR NEW HIRE PROCESS – CSC HOHS PHYSICALS

SCHEDULING PROCESS

- The sub-contractor point-of-contact (POC) (i.e., buyer technical representative, training coordinator, manager, etc...) shall verify if the company is set up in PeopleCore. This information may be located via your computer by going to **start, All Programs, HLAN, XI Crystal Enterprise Reporting**, click on **o.k.**, enter the word **Company** in **Search title**, access **Company Table List**. If the sub-contractor is not on this list, BTR shall request the new sub-contractor company be added by sending a request to ^PSCR or PSCR@rl.gov.
- Sub-contractor POC completes New Hire Scheduling form and submits to CSC Hanford Occupational Health Services (CSC HOHS) Scheduling Department via Outlook address AMH_Scheduler@rl.gov.
- Scheduler builds worker record in Healthcare Scheduling Systems (HSS) then notifies sub-contractor POC.
- Sub-contractor POC requests Employee Job Task Analysis (EJTA) POC to submit EJTA (for a current list of EJTA POC's go to <http://www.hanford.gov/amh/page.cfm/EJTA>).
- Sub-contractor EJTA POC submits EJTA.
- CSC HOHS scheduler schedules exam and sends email to sub-contractor POC with appointment date and time.

ADDITIONAL REQUIREMENTS AND INFORMATION:

1. The CSC HOHS standard process requires a minimum of three working days between receiving an approved EJTA and scheduling exams. Adequate time is required to permit CSC HOHS to schedule appropriate tests and prepare the chart. It is possible to provide accelerated exam scheduling on an exception basis, subject to CSC HOHS resource availability.
2. The employing sub-contractor is required to send all workers base-lining into the Beryllium Worker Medical Program – Current (BERCU) the Beryllium Worker Information Packet one-week prior to the worker's medical exam.
3. CSC HOHS Scheduling Department will hold slots for workers if requested in a timely manner (e.g., Buyer technical representative [BTR] is aware a job will start in two weeks requiring ten workers. BTR requests CSC HOHS Scheduling Department to hold ten slots during the week via Outlook address AMH_Scheduler@rl.gov.)
4. CSC HOHS will accommodate requests for specific dates depending on resource availability.

POST EXAM PROCESS

- CSC HOHS Information (HI) tech performs quality assurance on chart verifying demographics to ensure information is correct for patient
- CSC HOHS HI tech forwards chart to provider once all results have been received
- CSC HOHS provider reviews chart and clearances, completes Medical Examination Report and Opinion Letter form, and prepares results letter
- CSC HOHS HI tech sends a hard copy of the Medical Examination Report and Opinion Letter form to sub-contractor POC and patient, sends results letter to patient, and completes clearance in HSS.

Note: Clearances are routinely processed within ten working days of receipt of last result.

POST EXAM PROCESS EXCEPTIONS

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- Asbestos and Beryllium Exams: X-rays are shipped to University of Washington for B-Read by certified B-Reader – minimum 5-7 days to receive results
- Beryllium Labs: labs are shipped overnight to National Jewish or University of Pennsylvania – minimum 14-21 days to receive results (lab work takes a minimum of five days to process)
- Department of Transportation (DOT) Cards: Cards are sent to Sub-contractor's identified single POC. This individual is responsible for providing the DOT card to employee.
- Heavy metal labs such as lead, cadmium, and mercury take 2-5 days for lab to process – minimum 7-10 days to receive results
- Clearances and medical opinions are mailed to prime-contractor single POC daily. Currently, subs are sent to the prime contractor single POC. Prime contractor single POC is responsible for mailing out to their subs. CHPRC, WCH, and patrol have elected to have their paperwork picked up at CSC HOHS rather than sent to them via plant mail.