Dear Candidate,

On behalf of KP-MAS Employee Health, welcome and congratulations on your new position!

The Employee Health requirements below must be completed for you to gain medical clearance to begin work at Kaiser Permanente.

STEP 1- Call our Medical Record Number Department at **619-881-9954 between** 8am-6pm, Monday-Friday to obtain your Medical Record Number (MRN). *If you have ever been a Kaiser member in the past, your MRN will remain the same.*

Inform the Kaiser representative that you are a **NEW KP EMPLOYEE**. **Please confirm the following before ending the call:**
- **Spelling of your name**
- **Social Security Number**
- **Date of birth**

STEP 2- Set-up your ReadySet account. *If you are a returning employee, contact your Employee Health Nurse to gain access.*

A) Access your secure **MyHealth** webpage at https://kp.readysetsecure.com/rs/

B) Choose "**New User**? **Click here to begin**"

   SELF ENROLL with the exact information provided in Step 1 above

C) Create a **Username** and **Password.**

D) You will need to provide the following information:
   - Access/Org Code: **3047**
   - Region – **Mid-Atlantic States**
   - Program type – **New Hire**
   - Population Type - **NEW HIRE**

D) Complete, sign and submit required Health Assessment Surveys. See chart below to determine if you are considered a healthcare worker or a non-healthcare worker under our policy.

STEP 3 – Upload required documentation into ReadySet (instructions for upload are in attachments below):

- If you are unable to provide documentation of vaccinations and/or proof of immunity, Employee Health can offer the necessary vaccinations and diagnostic testing at no cost.

	MAPMG Healthcare Worker	MAPMG Non-Healthcare Worker
	Works at a Medical Center/Medical Office Building or Regional Lab, and/or has duties that require a regular presence at a MC/MOB	An employee who works remotely or in an office building without member access **(Regional, New Carrollton)**

Health Requirements	MAPMG Healthcare Worker	MAPMG Non-Healthcare Worker
COVID Vaccine– primary series or most current	✔	✔
Seasonal Flu (Current season)	✔	✔
Hepatitis B vaccine	✔	
Hepatitis B titer	✔	
MMR vaccine OR titer	✔	
Varicella vaccine OR titer	✔	
Tdap	✔	
TB IGRA within 6 months of hire date; CXR if positive along with clearance letter	✔	
Ishihara Color Blind Test (Attached below)	✔	

Please contact the Employee Health Nurse **assigned** to your work center as soon as possible via phone or email. Follow-up requirements can be accommodated at any Kaiser facility but must be coordinated with your assigned Employee Health Nurse.

IMPORTANT: Please understand it is critical to satisfy these requirements early so you can begin working at KPMAS. Incomplete information will result in clearance delays. Employee Health is here to help you!

Respectfully,

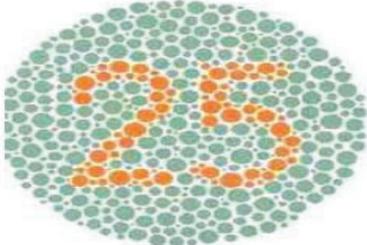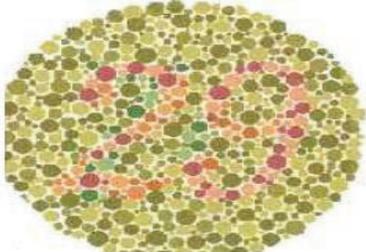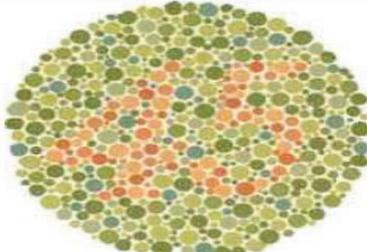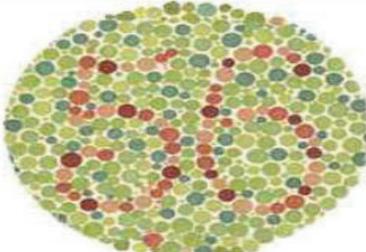Your Employee Health Team
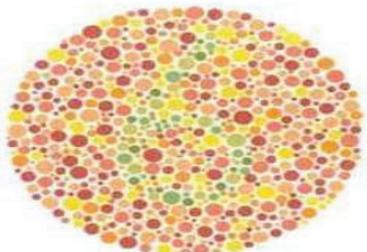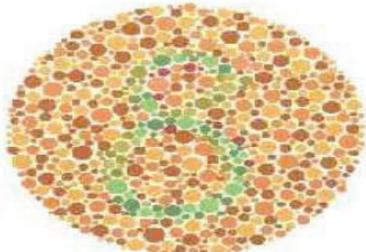See attachments below:

ISHIHARA TEST FOR COLOR BLINDNESS FORM

Name: _____   **Primary Center:** _____

Date: _____   **Department:** _____

Please print the visible number seen on the Colorblind Test Grid, then upload into ReadySet		
	LEFT	**RIGHT**
TOP		
MIDDLE		
BOTTOM		

What numbers do you see revealed in the patterns of dots below?

Have your document or picture to upload available on your PC or _Phone_!

READYSET provides the ability for Workers to manage documents from their *My Health Portal.*

To Begin:

1. Participants log into their **My Health Account**
2. Click on **Documents** (left hand menu)
3. Click **Upload Document**

Add a Document:

1. Click **Select a File** on the Document to Upload. Find your file.
2. Select Document **Name** from drop down menu.
3. Select the **Document Type** by clicking the drop down arrow
4. Enter any necessary information in **Upload Comment** if needed
5. Click **Upload**, **You're Done!**

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