

UC San Diego Health

Pre-Employment Occupational Health Instructions for Alvarado Hospital Medical Center Employees

Upon accepting a position at UC San Diego Health, you must (1) demonstrate proof of immunity, (2) disclose if you have any current work restrictions or accommodations, and (3) have a clear pre-employment drug screen on file. As an alternative to completing a pre-employment physical for this purpose, we will accept your health records from the Alvarado Hospital Medical Center's Occupational Health Department, pending your completion of a Release of Information.

After signing your offer letter and job description, the following two steps **must be completed promptly to avoid jeopardizing your ability to begin your employment as scheduled.**

1. Within one business day of accepting a UC San Diego Health position, call UCSD Health Registration at (800) 926-8273, choose option 3, and then say "Registration".
 - a. Obtain your Medical Record Number.
 - b. Ask to be signed up for UCSD My Chart. You will receive an activation code via email or text. You will need to activate it immediately before continuing to step 2.
 - c. After activating MyChart, email UC San Diego Health's Center for Occupational & Environmental Medicine (COEM) at COEM@health.ucsd.edu. In the subject line, write "New Employee – (insert your name)". In the body of the email please include your name and phone number in case we need to reach you.
 - d. Upon COEM receiving your email confirming the activation of MyChart, a message with the next steps will be sent to you via MyChart within 24-48 business hours.

2. **Log into your UCSD MyChart Account.**
 - a. Click on "eCheck-In".
 - b. Complete all the questionnaires through MyChart, which will include your Release of Information that COEM will send to Alvarado Hospital Medical Center's Occupational Health Department. See note below.

In summary, confirm you have completed the following:

- Called UCSD Health Registration and obtained a Medical Record Number
- Signed-up for UCSD My Chart
- Emailed COEM@health.ucsd.edu
- Completed your Questionnaires through UCSD MyChart eCheck-In

If there are any deficiencies identified from your Alvarado Hospital Medical Center employee health record, we will contact you to schedule an appointment at one of UC San Diego Health's Center for Occupational & Environmental Medicine (COEM) Clinics.

Note: If you prefer to have a complete pre-employment physical instead of releasing your current health records, please call 619-471-9210 to schedule an appointment after completing step 1.

Upon completing your Occupational Health and HR-related requirements and contingencies, the UC San Diego Health HR Department and/or your hiring supervisor will contact you to confirm your clearance for employment.