

Prime-Contractor New Hire Scheduling Process

SCHEDULING PROCESS

- Prime contractor Human Resources (HR) enters new-hire demographics into PeopleCore or People Soft (whichever is appropriate for your company)
- Prime contractor point-of-contact (POC) (typically an HR representative) requests Employee Job Task Analysis (EJTA) POC to submit EJTA (for a current list of EJTA POC's go to <http://www.hanford.gov/health/page.cfm/EJTA>)
- Prime-contractor EJTA POC submits EJTA.
- HPMC scheduler schedules testing appointment (first-encounter) and sends email to prime-contractor POC with appointment date and time.
- Worker presents to scheduled facility and completes testing required per program enrollment via EJTA.
- Worker completes check-out and is scheduled for evaluation (second-encounter) appointment.
- Automated notice for the evaluation appointment is sent to worker and his/her manager as listed in PeopleCore.
- One-week prior to scheduled appointment, automated reminder is sent to worker and his/her manager as listed in PeopleCore.

Note: If prime-contractor needs worker to be cleared for respirator with the first-encounter, they must notify the medical scheduler **prior** to the appointment being scheduled.

ENCOUNTER PROCESS

- HPMC Health Information (HI) tech performs quality assurance on chart verifying demographics to ensure information is correct for patient, reviews results to verify all required testing results have been received, prepares chart for evaluation appointment.
- HPMC HI tech forwards chart to facility where worker is scheduled for second-encounter two working-days prior to scheduled appointment.
- HPMC provider reviews chart and clearances, completes medical exam, completes Medical Examination Report and Opinion Letter form, prepares results letter, provides required paperwork to patient, and completes clearances in electronic system.
- HPMC checkout reviews and provides any additional required paperwork to patient, including copies of the Medical Examination Report and Opinion Letter (Clearance) for the worker and manager.

POST-ENCOUNTER PROCESS EXCEPTIONS

- 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, ORISE or University of Pennsylvania – average 21 days to receive results (lab work takes a minimum of five days to process).
- Department of Transportation (DOT) Cards: Cards are sent to Prime-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. Prime contractor single POC is responsible for mailing out to their managers/workers.

ADDITIONAL REQUIREMENTS AND INFORMATION:

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