

Completing the Hepatitis B Online Survey using ReadySet

The OSHA Bloodborne Pathogens Standard requires that all employees who are at risk for exposure to bloodborne pathogens be offered the Hepatitis B vaccination (at no cost to the employee), within 10 working days of initial assignment. Previously, 'At Risk' employees completed a Hepatitis B vaccination (acceptance/declination) form available through the Environmental Health and Safety website. This form has now been replaced with a Hepatitis B online survey, available through ReadySet.

Employees new to ReadySet:

'At Risk' employees new to ReadySet must first create an account and pick the 'Hepatitis B Vaccination Status' option from the Program Type.

Instructions for setting up a ReadySet account and accessing the vaccination status are listed below. A Hepatitis B survey is automatically assigned when the Hepatitis B vaccination status is selected.

Employees with an existing ReadySet account:

Employees must log into their ReadySet account to determine if a Hepatitis B vaccination survey has been assigned. If the employee cannot access the Hepatitis B vaccination survey, please contact UEHC at 356-3631 to request that the survey be assigned to their account.

Hepatitis B Vaccination Survey:

When completing the survey, please select one of the following choices:

1. I want to receive the hepatitis B vaccination (**The employee should then call UEHC at 356-3631 to set up an appointment.** A departmental MFK number must be provided at the time of service to cover the cost of the vaccine at the time of the appointment.
2. I do not know if I want to receive the hepatitis B vaccination and would like more information (**The employee should call UEHC for further information.**)
3. I have already received the hepatitis B vaccination (nothing else needs to be done)
4. I already received the hepatitis B vaccination, but cannot provide documentation
5. I do not want the hepatitis B vaccination

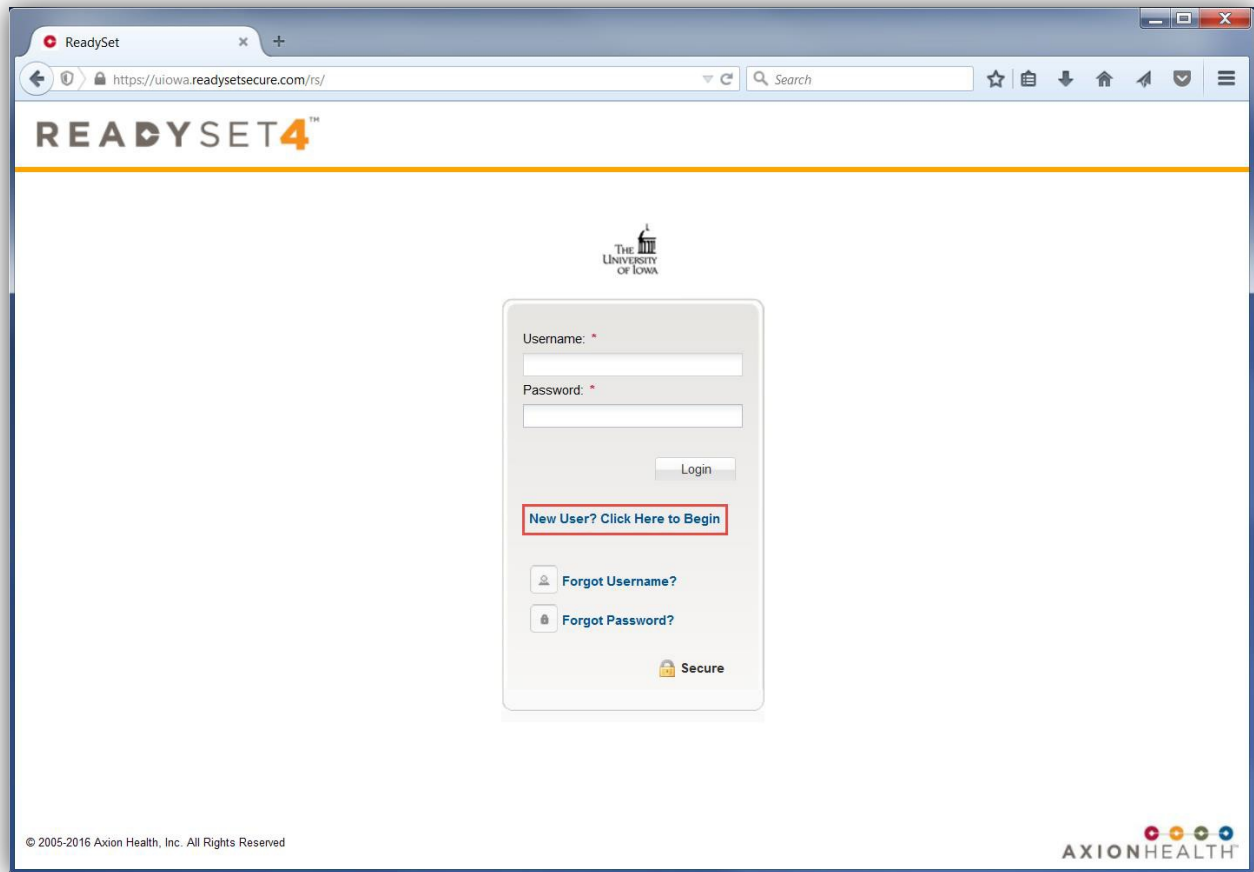
Employee responses to the Hepatitis B survey will feed into the HR report, indicating that the Hepatitis B vaccine has been offered/addressed.

Please note that all 'At Risk' personnel must complete the Hepatitis B survey in ReadySet, regardless of whether the vaccination is accepted or declined. An 'At Risk' employee may choose to receive the vaccination series at a future date at no charge, even if they decline the vaccination initially.

Please contact UEHC by phone at 356-3631 or by e-mail at employee-health@uiowa.edu with any questions regarding setting up the ReadySet account.

How to create your “My Health” account

Go to the site: <https://uiowa.readysetsecure.com/rs/>. Click on the link “New User? Click Here to Begin”.



1. Enter Access/Org Code: 2147
2. Choose the correct Program Type:
 - a. If you need a **specific service through the Employee Health Clinic**, select the option that applies:
 - i. 4 Year Health Screening
 - ii. Annual Flu Campaign
 - iii. Annual TB / Mask Fitting
 - iv. Hepatitis B Vaccination Status
 - v. Respirator Medical Clearance
 - vi. TB Screening
 - b. If you are a **current employee or volunteer just wanting to set up an account**, select *Create Username Only*
 - c. If you are a **new employee or volunteer who works in UIHC**, select *New Health Screening*
 - d. If you are a **new employee who does not work in UIHC**, select *New Non Healthcare*
3. Enter the code shown in the image, and click on “Next”



Register with ReadySet


Step 1 of 5: Please enter your code and program type to begin.

This system collects and stores Personal Health Information that is protected by law. To insure that your information remains secure and private, please enter the following to begin creating a unique system identity.

The Access/Org Code is a unique ID number for your organization. If you do not know this code, please contact your Employee/Occupational Health Department.

Access/Org Code: *

Program Type: *  

Type the code below: * 

- 4 Year Health Screening
- Annual Flu Campaign
- Annual TB / Mask Fitting
- Create Username Only
- Hepatitis B Vaccination Status
- New Health Screening
- New Non Healthcare
- Respirator Medical Clearance
- TB Screening

Enter the information for your new account (all items are required):

1. First Name
2. Last Name
3. Date Of Birth
4. Employee Id (Please enter your University Id, if known. If unknown, please enter “N/A”)
5. Enter “0000” for Last 4 of SSN
6. Select the correct Population Type
 - a. If you are a **current employee, resident, or fellow**, select *Employee*
 - b. If you are a **prospective employee or volunteer**, select *New Hire*
 - c. If you are a **current volunteer**, select *Volunteer*
7. Home Address
8. City
9. State
10. Zip code

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *	<input type="text"/>	1
Last Name: *	<input type="text"/>	2
Date Of Birth: *	<input type="text"/>	3
Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): ? *	<input type="text"/>	4
Last 4 of SSN: ? *	<input type="text"/>	5
Population Type: *	<input type="text"/>	6
Home Address: *	<input type="text"/>	7
City: *	<input type="text"/>	8
State: ? *	<input type="text"/>	9
Zip: ? *	<input type="text"/>	10

Previous Next Cancel

Enter the additional information about your new account. **Note that if you are a current employee, you may not see this step.

Register with ReadySet

Just need a little more information.

Gender: *

Phone: *

Email: *

Previous Next Cancel

Upon completion, a screen will show all data that has been entered. Click "Next" to continue, or "Previous" to change your information.

Register with ReadySet

Step 3 of 5: Please confirm the information below, or click on "Previous" to go back to correct the information.

First Name: Test

Last Name: Employee

Date Of Birth: 01/01/1900

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): N/A

Last 4 of SSN: 0000

Population Type: New Hire

Home Address: 123 Main Street

City: Iowa City

State: Iowa

Zip: 52240

Gender: Male

Phone: (319) 555-1212

Email: newhire@uiowa.edu

Personal Health Information is protected by law. By clicking "Next" you are certifying that the information you provided is accurate and true.

Previous Next Cancel

Once you have clicked "Next", the system will allow you to enter a username and password. Also, verify your email is correct in case you forget your username or password.

Register with ReadySet

Step 4 of 5: Setup your username and password.

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 30 characters

Username: *


Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: !, @, \$, or %.

Password: *

Verify Password: *

The email address below will be used if you forget your username or password.

Email Address: *

 This is pre-populated with your email

The system will then ask for security questions in case you need to recover your username and/or password.

Register with ReadySet

Last Step: Set up your security questions.

Please select three security questions and provide answers to each one. These will be used to verify your identity in the event that your password needs to be reset.

Security question: *

Answer: *

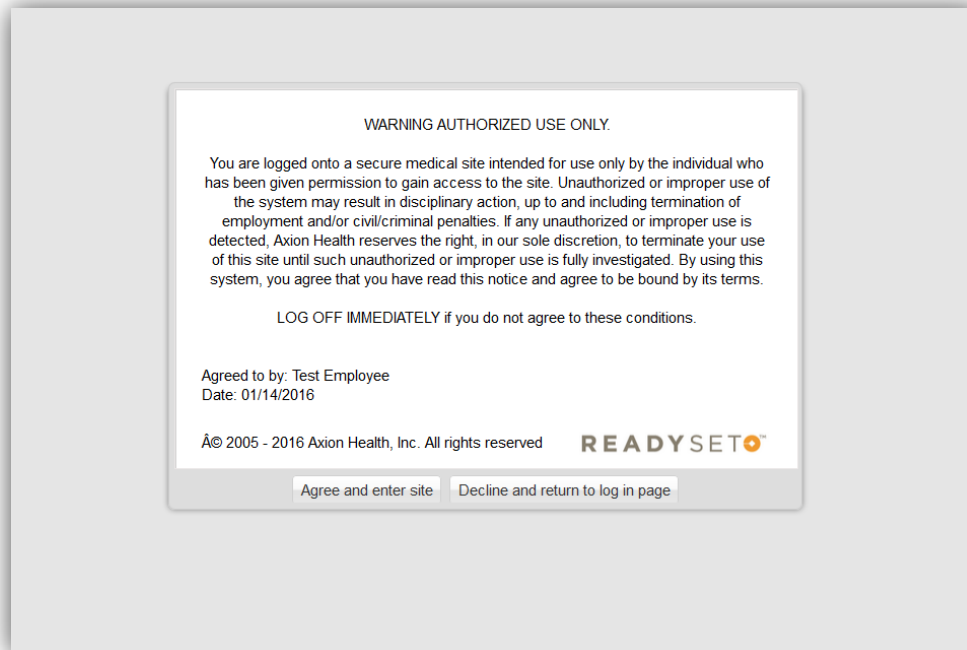
Security question: *

Answer: *

Security question: *

Answer: *

Finally, you must click “Agree and enter site” to agree to the site conditions.



You are now logged into ReadySet. If required, the list of Health Surveys will be shown. As you complete each survey, it will have a green checkmark (✓) to indicate you have completed it. This will assist the Employee Health Clinic in determining the correct services for you.

