

Employee Health Visit and Drug Screen Instructions

We are excited to welcome you to the Norton Healthcare family! Employee Health is available to help keep you, your family and our patients safe. Below is information about Employee Health requirements for employment at Norton Healthcare.

Key points to remember:

- New hire Employee Health requirements and drug screens must be completed **no later than 5:30 p.m. EST on the Thursday prior to your first day of orientation or your appointment will be rescheduled for the following week.** We recommend you complete your appointment at least a week before your start date to ensure all components of the Employee Health visit and drug screen have a timely result. **Failure to complete these requirements will affect your start date.**
- You will need to make an appointment with Employee Health to complete new hire requirements by following the instructions for online scheduling on the next page. **PLEASE NOTE: IF YOU ARE UNDER 18, YOU MUST HAVE A PARENT/GUARDIAN WITH YOU.**
- If you have your immunization records, remember to bring them and any other applicable documents (in paper form, not electronically) with you to your Employee Health appointment. Failure to bring these documents to your appointment could lead to you having to reschedule your appointment, which could delay your start date.
- Make sure to bring a valid photo ID to complete your drug screen.

New Hire Requirements Include TB Testing and Proof of Immunizations:

Tuberculosis (TB) testing: TB testing via a blood draw will be completed at your Employee Health new hire appointment.

- If you have had a TB blood test within the past two months, bring the documentation to your appointment. Failure to bring this information could require your appointment to be rescheduled and delay your start date.
- If you have a history of a positive TB test, bring all documentation to your appointment for evaluation. This includes chest X-rays, INH (isoniazid) medication therapy and any other documentation. Failure to bring this information could require your appointment to be rescheduled and delay your start date.

Immunizations:

If you have access to your immunization records, please bring them with you to your appointment. If you have difficulty locating your records, *this resource* provided by the Centers for Disease Control and Prevention (CDC) can help you. **If you no longer have access to your immunization records, Employee Health will check titers (through a blood draw) at your appointment.**

All new employees must provide proof of immunity to the following diseases. NOTE: You may request an exemption or deferment for the influenza vaccine. **If requesting an exemption or deferment, you must bring a letter for request to your Employee Health appointment. If this is a medical exemption or deferment, you will need a letter from your provider as to why you need a medical deferment or exemption.**

- **Measles, mumps and rubella (MMR):** Proof of having received two vaccines, one after your first birthday or proof of positive titers (blood draws) for all three diseases.
- **Varicella (chickenpox):** Proof of having received two vaccines; or proof of a positive titer (blood draw); or written documentation by a physician that you have had the disease.
- **Tetanus, diphtheria, pertussis (TDaP):** Proof of having received vaccine. The TD vaccine does not meet this requirement.

- **Influenza (flu):** This is a Norton Healthcare annual requirement. You may receive the vaccine at your appointment or provide proof of having received the vaccine elsewhere during the current flu season (Sept. 1 to May 30).
- **COVID-19:** This vaccine is no longer required.
- **Hepatitis B (OPTIONAL):** This vaccine series is strongly encouraged if there is potential to be exposed to blood or body fluids. If you have received the vaccine, please provide proof of having received three vaccines; or proof of a positive titer.

How to schedule your new hire appointment that includes your drug screen:

- If you are scheduling your appointment at **Norton Scott or Norton Clark Hospitals**, please call the facilities directly (see list of locations below).
- **For all other locations, schedule by phone by calling (502) 446-2683**
- **For all other locations, schedule online through MyNortonChart* (<https://mychart.nortonhealthcare.org/mychart/Authentication/Login>).**

****If scheduling online and you do not see an appointment available, please call (502) 446-2683 to get your appointment scheduled before your deadline.***

Locations for your Employee Health appointment with drug screen:

New Employee Clinic

2935 Breckenridge Ln. Suite 101
Inside CPA Lab
Louisville, KY 40220
Monday to Friday, 8 a.m. - 4 p.m.

Norton Brownsboro Hospital

Ground level, Room 904A
Monday to Friday, 7 a.m. - 3:30 p.m.

Norton Healthcare Pavilion

First floor, Suite 104
Monday to Friday, 7 a.m. - 5:30 p.m.

Norton Women's & Children Hospital

Ground floor by the cafeteria
Monday to Friday, 7 a.m. - 3:30 p.m.

Norton Scott Hospital

Call (812) 752-3456 for appointment
1st floor, located in Med 2 Hallway
Monday to Friday, 7:30 a.m. - 3:30 p.m.

Location for your Employee Health appointment in which you will need to go to a designated Norton Immediate Care Center for the drug screen:

Norton Clark Hospital

Call (812) 283-2086 for appointment
4th floor, #401
Monday to Friday, 7:30 a.m. - 3:30 p.m.

Locations for your drug screen if you go to Norton Clark Hospital for Employee Health:

Norton Immediate Care Center - Clarksville

2051 Clevidence Blvd., Suite A.
Clarksville, IN 47129
(812) 282-1720

Norton Immediate Care Center - Jeffersonville

3118 E 10th St.
Jeffersonville, IN 47130
(812) 280-9355