

Welcome to Norton Healthcare – Employee Health Visit & Drug Screen Instructions

We are excited to welcome you to the Norton Healthcare (NHC) 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:

- We recommend you complete your initial New Hire appointment at least a week before your start date, to accommodate any needed follow up. **All New Hire Employee Health requirements, follow up items and Drug Screens must be completed no later than 3:30 p.m. EST on the Thursday before your start date.** Failure to complete these requirements will affect your start date.
- Please note if you are going to be working at Norton King's Daughters all follow-up will need to be completed no later than 12:00pm EST the Wednesday before your start date. Failure to complete these requirements will affect your start date.
- 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 and delay your start date.
- Make sure to bring a valid photo ID to complete your drug screen.
- **PLEASE NOTE: IF YOU ARE UNDER 18, YOU MUST HAVE A PARENT/GUARDIAN WITH YOU.**

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) may 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 letter for request with you 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 NHC annual requirement. You may receive the vaccine at your appointment or provide proof of having received the vaccine elsewhere during the current flu season (September 1 to March 30).
- **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:

- **Please call the applicable Employee Health Team below:**

Norton Clark Hospital New Hires: (812)-283-2068

Norton Scott Hospital New Hires: (812)-752-8578

Norton King's Daughters' New Hires: (812)-801-0743

All other New Hires: (502) 446-2683

OR

- **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:

Main New Employee Clinic

6420 Dutchmans Pkwy

Suite 165

Louisville, KY 40205

(Use East Entrance)

Monday - Friday, 8 a.m. - 4 p.m.

Norton Brownsboro Hospital

Ground level, Room 904A

Monday - Friday, 7 a.m. - 3:30 p.m.

Norton Healthcare Pavilion

First floor, Suite 104

Monday - Friday, 7 a.m. - 5:30 p.m.

Norton Women's & Children Hospital

Ground floor by the cafeteria

Monday - Friday, 7 a.m. - 3:30 p.m.

Norton Scott Hospital

1st Floor, located in Med 2 Hallway

Monday – Friday, 7:30 a.m. -3:30 p.m.

Norton Clark Hospital (In Medical Arts Building)

207 Sparks Ave,

Jeffersonville, IN 47130

Suite 401

Monday – Friday, 7:30 a.m. -3:30 p.m.

Norton King's Daughters' Health Hospital

1373 E St. Rd. 62

Madison, IN 47250

Monday-Tuesday, 8 a.m. -2:30 p.m.

Wednesday, 8 a.m. – 12:00 p.m.