

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 encourage you to complete your initial New Hire appointment by **5:30 PM EST on the Monday before your scheduled onboarding date**. Completing it at least one week in advance allows time for any necessary follow-up and helps ensure a smooth start. Please note that delays in completing these steps could impact your start date or status of your offer.
- 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 and/or Social Security Card 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 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 (via 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 onboarding during flu season: Sept 1st and May 30th). 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 an 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 Employee Health at 502-446-2683 and let them know you need to schedule your new hire appointment.

**If you wish to schedule at Norton Scott Hospital, please call (812)-752-8578.*

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.*

Available Locations for your Employee Health Appointment with Drug Screen:

Main New Employee Clinic

6420 Dutchmans Pkwy
Suite 165
Louisville, KY 40205
(Use East Entrance)

Norton Brownsboro Hospital

Ground level, Room 904A

Norton Healthcare Pavilion

First floor, Suite 104

Norton Women's & Children Hospital

Ground floor by the cafeteria

Norton Scott Hospital

1st Floor, located in Med 2 Hallway

Norton Clark Hospital (In Medical Arts Building)

207 Sparks Ave,
Jeffersonville, IN 47130
Suite 401

Norton King's Daughters' Health Hospital

1373 E St. Rd. 62
Madison, IN 47250