

ReadySet- Health Assessment and Document Upload User Guide

Introduction

Welcome to Marshfield! We are excited to have you joining our team. We strive to provide a smooth and expedient onboarding experience. This document will assist you in completing health assessments and uploading required documents in **ReadySet**, the employee electronic health record.

Complete Health Surveys

New employees must complete a series of health surveys as a part of the onboarding process. Current employees must also complete surveys on an annual basis.

- 1. Login to ReadySet.
 - a. If new employee, go to https://marshfieldclinic.readysetsecure.com.



- b. If current employee, from desktop, clickReadySet
- 2. From home screen, click Health Surveys.
- 3. Select survey.



- 4. Complete survey questions.
 - a. To save information and complete survey at another time, click Save Draft.
 - b. To submit completed survey, click **Submit Final**.
 - c. To reset questions, click Reset.

10) I hereby certify that I have carefull given is complete, true and accurate to	lly read the survey questions, that I understand them and that the information to the best of my knowledge. I understand that the falsification or
grounds for termination from this pro neglect may be discovered. TYPE YO	induoin, or the infure or neglect to discrose any of the information may be ogram, regardless of when such falsification, misrepresentation, failure or UR NAME BELOW. THIS CONSTITUTES AN ELECTRONIC SIGNATURE THAT
IS REQUIRED BY LAW. *	
IS REQUIRED BY LAW. *	

Copyright © 2010-2020 by Marshfield Clinic Health System. All rights reserved. Marshfield Clinic Health System's products and processes including, but not limited to, its software applications, may be covered by one or more patents and are subject to other trade secret and proprietary rights. Marshfield Clinic Health System retains full and complete title to any and all intellectual property rights in the products and/or processes that are the subject of this documentation including, but not limited to, software applications.

Note: Once a survey is completed, the survey status will read **Complete** in green.

Tetanus, Diphtheria, and Pertussis (TDaP	Incomplete
Varicella (Chickenpox) Immunization Survey	Incomplete
TB Program Symptom and Exposure Que	Incomplete
Travel Screening Survey	Complete
Seasonal Flu Immunization Survey	Incomplete

5. Repeat steps for remaining surveys until all surveys have been completed.

Upload and Manage Documents in ReadySet Upload Documents

- 1. From home screen, click **Documents**.
- 2. Document window displays. Click **Upload Document**.

READYS My Health User Settings	E T 😜 Mar	shfie	n Ald Clinic
Health Surveys	Search	~	Documents
Appointments	Document Name		Upload Document 🔾 Delete
Documents	Document Type		Document Name
▲ Test Results	Document Source		No Results Found
Results	Charting Form		
FAQ	Appt Date		
Links	Document Status		
Contact Us	Created By		

- 3. Add Document window displays. Click Select a File.
- 4. In **Document Name** field, type descriptive name for file.
- 5. From dropdown, select **Document Type**.
- 6. In Upload Comment, enter.
- 7. Click Upload.

Add Document	×
Any files that you up	pload can be viewed by your EHS department.
Document to Upload: *	C:\fakepath\SkywalkerHepBRecord.docx
Document Name: 2 *	Skywalker Hep B Record
Document Type: 🕜 *	Immunization Records
Upload Comment:	
	Upload Cancel

Copyright © 2010-2020 by Marshfield Clinic Health System. All rights reserved. Marshfield Clinic Health System's products and processes including, but not limited to, its software applications, may be covered by one or more patents and are subject to other trade secret and proprietary rights. Marshfield Clinic Health System retains full and complete title to any and all intellectual property rights in the products and/or processes that are the subject of this documentation including, but not limited to, software applications.



Delete Documents

To delete a document uploaded in error, complete the steps below.

- 1. From the home screen, click **Documents**.
- 2. From **Documents** window, select document.
 - a. To view document details, click 😺
 - b. To view document, click
- 3. Click **Delete Selected**.



Employee Health Department

Office hours M-F 7:30am - 4:00pm 715-387-7081 or ext. 77081 715-389-5505 (fax) employeehealth@marshfieldclinic.org

Copyright © 2010-2020 by Marshfield Clinic Health System. All rights reserved. Marshfield Clinic Health System's products and processes including, but not limited to, its software applications, may be covered by one or more patents and are subject to other trade secret and proprietary rights. Marshfield Clinic Health System retains full and complete title to any and all intellectual property rights in the products and/or processes that are the subject of this documentation including, but not limited to, software applications.