



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.

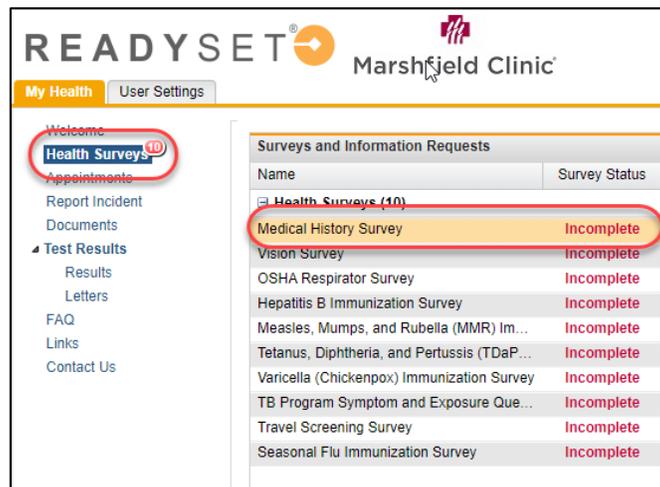
Complete Health Surveys

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.

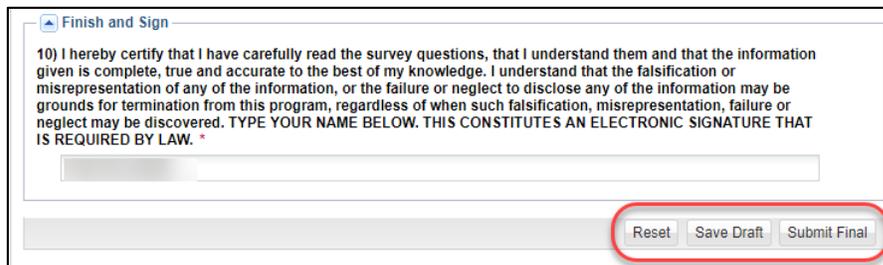
1. Login to **ReadySet**.
 - a. If new employee, go to <https://marshfieldclinic.readyssetsecure.com>.



- b. If current employee, from desktop, click **ReadySet**.
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**.





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

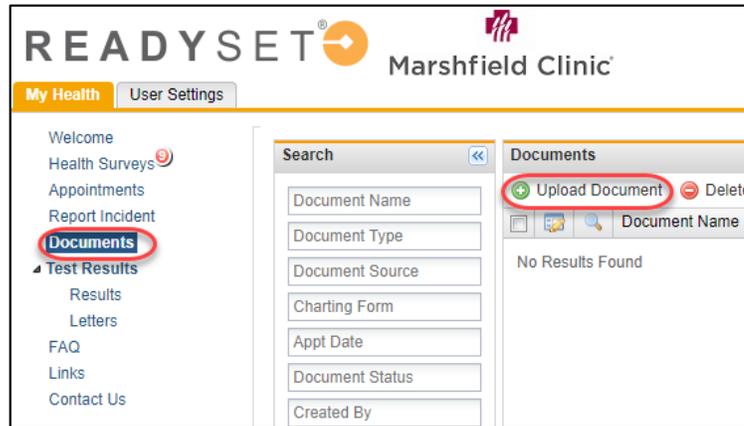
| | |
|---|------------|
| Tetanus, Diphtheria, and Pertussis (TDaP... | Incomplete |
| Varicella (Chickenpox) Immunization Survey | Incomplete |
| TB Program Symptom and Exposure Que... | Incomplete |
| Travel Screening Survey | Complete |
| Seasonal Flu Immunization Survey | Incomplete |

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

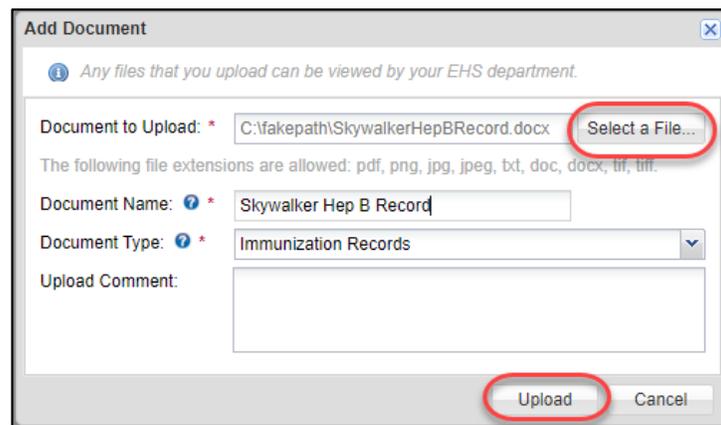
Upload and Manage Documents in ReadySet

Upload Documents

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



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**.





Delete Documents

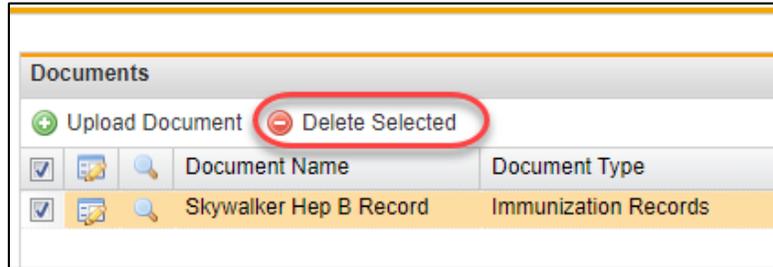
To delete a document uploaded in error, complete the steps below.

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

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