

Employee Health Services is Paperless! Complete Your Health Assessment Paperwork Online.

Dear Candidate,
Please follow the instructions below for your ReadySet Survey.

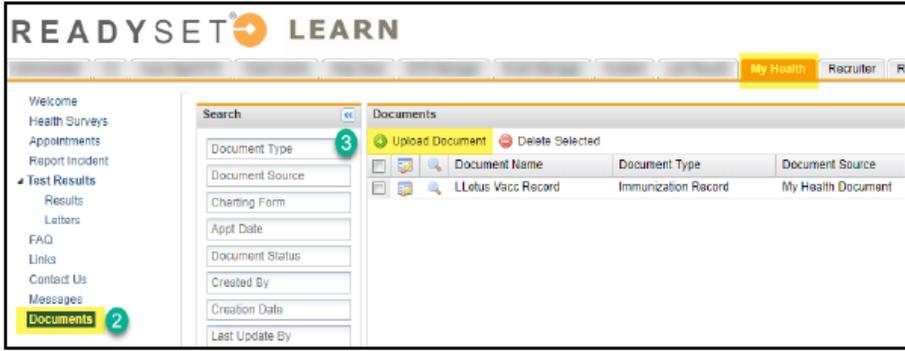
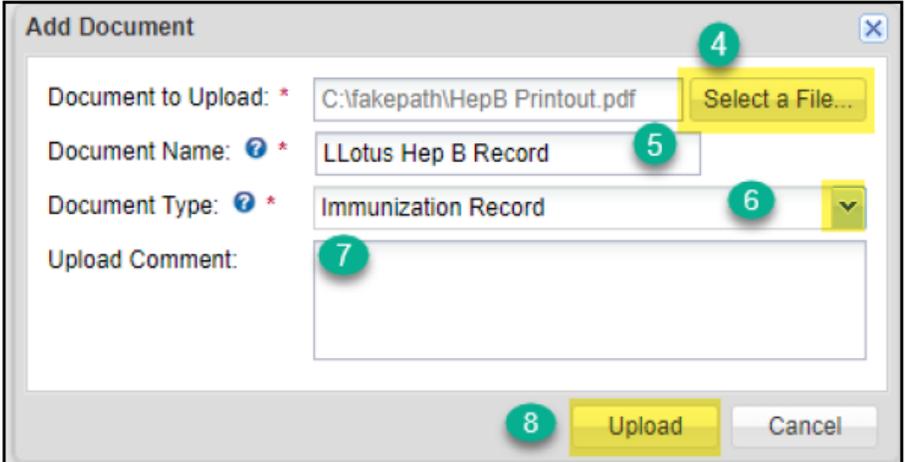
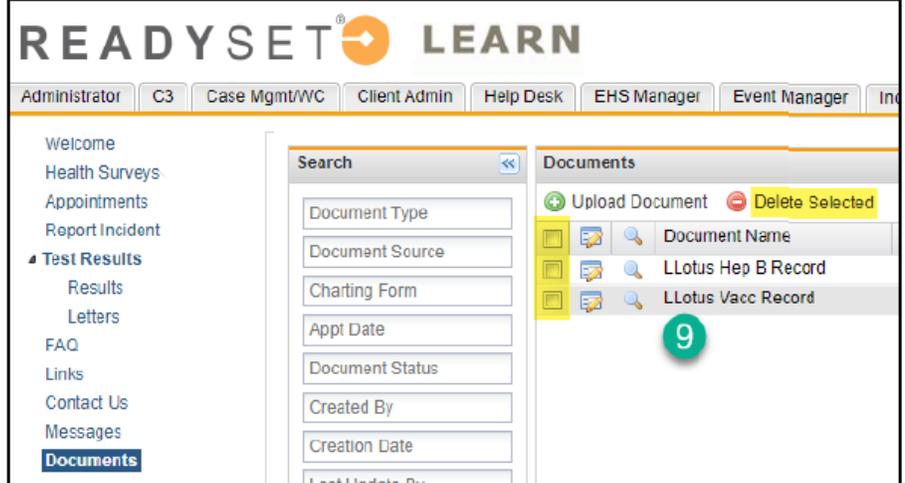
Complete the Steps in the Program Now.

- 1** **Click the link below to access your secure and private My Health webpage online.** Follow the instructions to create a username and password and complete your Health Assessment Surveys.
 - <https://marshfieldclinic.readysetsecure.com>
 - Click “**New User? Click here to Begin**” and follow the instructions. You will need the following information:
 - Organizational 4-digit Code: 2387
 - Program Type: New Hire
 - Population type: New Hire
 - Set up your three (3) security questions.
 - 2** **Complete the Health Assessment Surveys.**
All survey statuses will have a green checkmark under status when you are finished.
 - 3** **Upload your Employee Health Documents.**
 - Use the Document option (left side menu) to upload your immunizations (including Flu and COVID-19), TB, and other records.
 - If using a mobile device, you can take a photo to upload your documents.
 - 4** **Remember to complete your survey before your appointment with Employee Health.**
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Thank you,
Employee Health

Please refer to Page 2 for additional steps! (See below)



My Health Documents	WHERE IN READYSET
<p>READYSET provides the ability for Workers to manage documents from their My Health Portal.</p> <p>To Begin:</p> <ol style="list-style-type: none"> Participant logs into their My Health Account Click on the Documents option (left hand menu) Click Upload Document <p>Add a Document:</p> <ol style="list-style-type: none"> Click the Select a File button on the Document to Upload. Find your document/picture on your computer or phone and select Enter a Descriptive Name for the file (i.e. Sam's Immunization Record) (Note the <i>Help</i> button for example) Select the Document Type by clicking the drop down (Note the <i>Help</i> button for example) Enter an Upload Comment if needed Click Upload, You're Done! <p>Delete a Document:</p> <ol style="list-style-type: none"> Check the box next to the document and then click Delete Selected. <p> View Document Details by clicking the icon.</p> <p> View Document by clicking the icon.</p>	<p>Have your document or picture to upload available on your PC or Phone!</p>  <p>The screenshot shows the 'My Health Documents' page in the ReadySet Learn system. The 'Documents' section is active, showing a table with columns for Document Name, Document Type, and Document Source. A document named 'LLotus Vacc Record' is listed with the type 'Immunization Record'. The 'Upload Document' button is highlighted with a green circle 3.</p>  <p>The 'Add Document' form is shown with the following fields: <ul style="list-style-type: none"> Document to Upload: C:\fakepath\HepB Printout.pdf (with a 'Select a File...' button highlighted by a yellow box and a green circle 4) Document Name: LLotus Hep B Record (with a green circle 5) Document Type: Immunization Record (with a dropdown arrow highlighted by a green circle 6) Upload Comment: (with a green circle 7) The 'Upload' button is highlighted with a green circle 8. </p>  <p>The screenshot shows the 'My Health Documents' page with the 'LLotus Hep B Record' document selected. The 'Delete Selected' button is highlighted with a yellow box and a green circle 9.</p>