

Enterprise Health Pre-Placement Health Assessment Frequently Asked Questions

Question: What records do I need to submit for the Pre-Placement Health Assessment?

Response: Per [Michigan Medicine Infection Control Practices Policy, 04-06-002](#) some or all of the following records will need to be on file with Occupational Health Services depending on the applicant’s future job duties. Applicants should provide record of receiving any of the immunizations listed below. Records should include your full name and date of birth. Any outstanding requirements will be addressed during the pre-placement visit.

Immunization/Vaccine	Requirement
Measles, Mumps & Rubella (MMR)	<ul style="list-style-type: none"> Documentation of 2 doses of the vaccine -OR- Lab proof of immunity (positive/reactive/immune titer).
Pertussis	<ul style="list-style-type: none"> Documentation of 1 dose of the Tdap vaccine received in 2005 or later.
Varicella (Chickenpox)	<ul style="list-style-type: none"> Documentation of 2 doses of the vaccine -OR- Lab proof of immunity (positive/reactive/immune titer).
Tuberculosis Screen	<ul style="list-style-type: none"> Provide the result if a tuberculosis screen was performed within the last 2 months. A QuantiFERON Gold blood test will be completed during the visit.
Hepatitis B <i>if job duties indicate potential for exposure to blood or bodily fluids</i>	<ul style="list-style-type: none"> Documentation of a complete Hepatitis B series and lab proof of immunity -OR- Submit a Hepatitis B Declination in the Pre-Placement Questionnaire.
Hepatitis A <i>recommended for food service workers</i>	<ul style="list-style-type: none"> Documentation of 2 doses of the Hepatitis A vaccine -OR- Decline vaccine series.
COVID-19 Bivalent Booster <i>for all applicants as of 8/21/2023</i>	<ul style="list-style-type: none"> COVID-19 vaccines are no longer a condition of employment. Candidates are strongly encouraged to be up to date on all CDC recommended vaccines.
Seasonal Influenza <i>applies 8/1 through the end of flu season, annually.</i>	<ul style="list-style-type: none"> Documentation of 1 dose of the seasonal influenza vaccine received on or after 8/1 of the current flu season -OR- An approved medical or religious exemption or declination when eligible.

Question: I do not have access to a computer, can I use my phone?

Response: Yes, a smart phone can be used to activate the portal account, complete the questionnaires and to schedule the pre-placement visit. Applicants can even take a picture of their vaccine record when completing the questionnaires if they do not have an electronic version of the document or access to a scanner and desktop computer.

Question: How do I obtain my immunization and vaccination record?

Response: Applicant should obtain a copy of their current immunization record by contacting their Primary Care Provider. Applicants who are a Michigan resident, can visit the Michigan Care Improvement Registry website at <https://mcir.org/public/> to download a copy of their immunization records.

Question: What if I do not have the immunization and vaccination records listed above?

Response: Applicants should submit their vaccination/immunization record using the Michigan Medicine Pre-Placement Questionnaire. If the applicant does not have a particular record, they can *select I don’t have* on the questionnaire and it will be addressed during the Pre-Placement Health Assessment visit.

Question: If I do not have my record, can I still schedule an appointment?

Response: Yes, applicants should still schedule the pre-placement health assessment even if they do not have their immunization record. Applicants can also bring their immunization and vaccination record to the pre-placement health assessment appointment and the OHS staff will further assist you.

Question: What can I expect during the onsite Pre-Placement Health Assessment?

Response: During the Pre-Placement Health Assessment, an Occupational Health Services nurse will review the immunization and vaccination record that you submitted with your questionnaires in the Enterprise Health Applicant Portal and well as the requirements of the job that you are applying to. If any of the required records are not provided, the nurse will advise on how to meet the requirement. If blood can be drawn to assess immunity, a titer will be drawn. If not, a vaccine can be administered. If an Ishihara color-blindness test and/or respirator N95 fit test are required for your job, these will also be completed during the visit.

Question: Is the Pre-Placement Health assessment required?

Response: The Pre-Placement Health assessment is a conditional requirement for employment just like the background check and drug screen. These three activities occur simultaneously in the hiring process. Applicants will not be able to proceed with hiring and on-boarding until all three requirements have been met and Human Resources is notified.

Question: Do I need to provide my health insurance information to Occupational Health Services (OHS) or will I be billed for the services provided by OHS?

Response: No, the expenses for services received at OHS will be covered in full. Neither the applicant nor their insurance will be billed. If the applicant goes to a different provider for services and submits records to OHS, OHS will not be responsible for the expense.

Question: How do I schedule, re-schedule or cancel my pre-placement appointment?

Response: To schedule the pre-placement visit, applicants should login to the Enterprise Applicant portal and click on the red bell. Here they will find any appointments to be scheduled and questionnaires to be completed. To cancel or reschedule from the portal, they will need to cancel the appointment first. Then, the red bell will indicate there is an additional action item to complete. This will allow the applicant to reschedule the appointment.

Question: I currently live out of the country or out of state and cannot come onsite for my pre-placement health assessment, how do I proceed?

Response: It is preferred that all applicants who are able to come to OHS for their pre-placement health assessment do so in-person. If the applicant is unable to come onsite, they should still schedule a Pre-Placement Health Assessment appointment in the Enterprise Health Portal. In the comments box, they should indicate virtual visit, provide the location where they are calling from and provide a telephone number for the OHS nurse to contact them during the appointment time. (Example: Virtual visit, currently residing in California. 888-222-3333).

Question: Is public transportation available to 2705 South Industrial, do I have to pay for parking?

Response: Yes, Occupational Health Services is located on the AATA bus routes #6 and #24. There is no charge for parking at this location. Applicants should follow the signage to Occupational Health Services and enter the door at Suite 400. Our address is:

2705 South Industrial Highway, Suite 400; Ann Arbor, Michigan 48104

Question: When and how will I be notified that I have cleared the pre-placement health assessment or if additional follow-up is needed?

Response: If titers are drawn during the pre-placement health assessment to test for immunity and the results come back negative (not immune) you will receive an email and Enterprise Health portal notification. This message will contain further instruction regarding how to schedule a return visit to Occupational Health Services. If a multi-dose vaccine series is required, you will be contingently cleared to start working after you complete the first dose but will be required to return to Occupational Health Services to complete the vaccine series or to receive a follow-up titer. Once all the requirements are met, you will clear the pre-placement health assessment.

Question: I did not receive an email from Enterprise Health, how do I proceed?

Response: Applicant should expect to receive the email to the email account they provided when submitting the job application. If applicants do not receive the email from Enterprise Health within 2 business days of receiving the Human Resources contingent letter, applicants should first check their junk or spam folders to confirm it was not received and then contact Occupational Health Services at occupational-health@med.umich.edu or 734-764-8021 and our staff will be able to assist you.

Question: Do I have to receive a flu shot before I can begin working?

Response: Michigan Medicine workforce members are required to have the seasonal influenza vaccine or an approved exemption, annually. The vaccine (or approved exemption) must be received after August 1st of the current flu season and prior to the December 1st deadline per Michigan Medicine Mandatory Influenza Vaccination Policy, 04-06-030. Applicants who hire in after December 1st and until Infection Prevention determines the flu season has ended will be required to be compliant with the policy as a condition of employment. Applicants will be able to receive the flu vaccine during their Pre-Placement Health Assessment appointment. Applicants can also submit proof of receiving the flu vaccine using the Influenza questionnaire in their Enterprise Health portal where they can also submit a request for an exemption. For more information, visit the [Flu Information](#) page on the OHS website.

Question: I'm having technical difficulty accessing Enterprise Health, how do I proceed?

Response: For technical support, contact the Michigan Medicine HITS Service Desk by telephone at (734) 936-8000.