

Occupational Health Services

Pre-Placement Health Assessment

- Michigan Medicine workforce candidates are required to complete the Occupational Health Services (OHS) Pre-Placement Health Assessment as a condition of employment per [Michigan Medicine Policy 04-06-002](#)

What Applicants Should Expect:

- Applicants will receive an email from noreply@umich.edu with subject: **Michigan Medicine Onboarding - Enterprise Health Portal Activation**
- Carefully, follow the instruction in this email to activate your portal.
- Be sure to maintain record of the username and password that you create.
- If you do not receive this portal activation email with 1-2 days of receiving your contingent offer letter:
 - Check your junk/spam folders for the email.
 - Contact OHS at 734-764-8021, state that you are an applicant and did not receive the Enterprise Health Portal Activation email.

Occupational Health Services

Pre-Placement Health Assessment

Example of the Enterprise Health Portal Activation Email

From: noreply@umich.edu
To:
Cc:
Subject: Michigan Medicine Onboarding - Enterprise Health Portal Activation

Portal Activation Code Instructions
(Applicant Name)
Welcome to the University of Michigan Onboarding Employee Portal
To begin accessing your account, use the following activation code and follow the steps below:

XYS432HRY556221

If you have never registered for the portal:

1. Navigate to the [portal](#).
2. Click the Create Account link in the lower-right of the main account box.
3. Enter the provided activation code, along with the date of birth associated with this activation code*
4. Enter the email address, username, and password to be used for the account.

After activating the portal, you will receive a second email with the subject: Confirmation of Registration confirming the username you created. Be sure to maintain safe record of this username and password as you will need it for future logins.

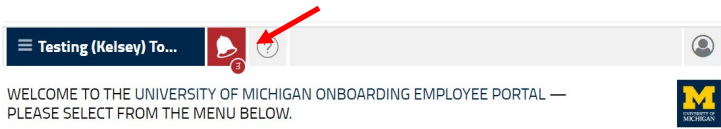
Occupational Health Services

Pre-Placement Health Assessment

Complete Pre-placement Requirements in your Enterprise Health Portal

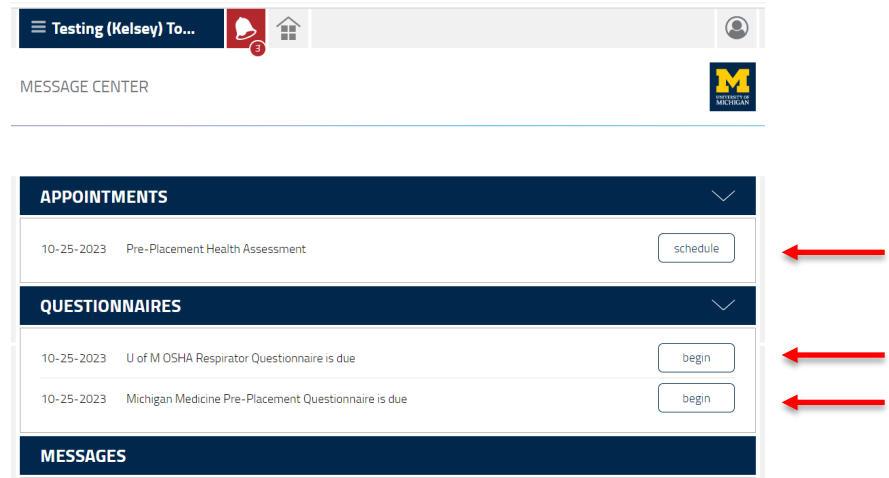
Step 1:

From you Enterprise Health portal homepage, click on the white bell to see action items to be completed.



Step 2:

Carefully read and complete the two questionnaires and schedule a Pre-Placement Health Assessment appointment.



Be sure to complete these activities and schedule an appointment as soon as possible to prevent delay in hiring and onboarding!

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More Information

- The Occupational Health Services [website](#) provides a lot of valuable information for applicants including a list of [Frequently Asked Questions](#) including:
 - *What to expect during the pre-placement visit.*
 - *How to obtain your historical immunization record.*
 - *How to schedule, reschedule or cancel an appointment.*
 - *What to do if you cannot come onsite for the appointment.*
 - *What to do if you are experiencing technical difficulties.*
 - *and more!*
- Please take the time to review this material so that you will be prepared and know what to expect throughout the process.
- **Do not delay completing these activities, schedule your appointment today!**
- If you have further questions after reviewing the information above, contact OHS by email occupational-health@med.umich.edu or phone 734-764-8021.