

MRHC New Hire Checklist

It feels great to check things off your "to do" list. This checklist is designed to help you through your employment process, so you don't miss any important steps.

- Attend your Pre-Employment Health Assessment and Pre-Hire Paperwork Appointment. Your recruiter will set up an appointment and inform you of the location. Please be on time.
- Please bring any current prescription medications you are taking in their original bottles and/or documentation from your pharmacy of any prescription medications prescribed to you over the last year in order to complete a Health History Questionnaire, Urine Drug Test at Working Well.
- Please bring a copy of all your vaccination records and any lab test (titers) you have, including the following:
 - MMR, Hepatitis B, Varicella
 - Tetanus/Diphtheria (Td) and Tetanus/Diphtheria/acellular Pertussis (Tdap) Tuberculin Skin Test (TST). *If you do not have documentation of a TST within the past 12 months, you may be required to have a Two-Step skin test.*
 - Influenza Vaccine (During Flu Season)
 - ATST may be given at your first appointment in Employee Health or during your first week of orientation, and a second test will be given 1-3 weeks later if necessary. In addition, if you also have proof of having a TST within the past 60 days, you may not need any additional TST performed during your examination.
 - If you have had a previous positive TST bring any documentation that you may have to Employee Health. This should include:
 - Date of your first positive TST, size of the reaction, and if you received treatment
 - If you did receive treatment, you will need to bring records indicating what medication you were given and how long you received treatment. A copy of your most recent chest X-ray report will be acceptable if it has been within the past 12 months; otherwise, you may be sent for a chest x-ray during your visit with Employee Health based upon the TB Screening Questionnaire results completed during your assessment.

NOTE: If you are unable to provide any documentation, Working Well will discuss the requirements with you during your assessment. All laboratory testing and/or vaccinations will be performed at no cost to you.

These items will also be useful for orientation:

- All missing items on your Orientation Handout (given to you in Human Resources)
- Download the ADP Mobile and ADP My Work apps
- Complete the Scavenger Hunt on the New Employee Site and bring it with you to orientation to be entered into a raffle.
- Attend New Employee Orientation.
- Your Orientation date, time and location will be included in your orientation handout. This will be given to you at your Pre-Hire Paperwork appointment.
- For Benefits: Please have spouse and dependent Social Security numbers and dates of birth for enrollment purposes. All Full-Time employees have 30 days after the employment start date to enroll in benefits.