



Guidelines for Employee Health Service (EHS) Clearance

Please read these guidelines carefully, and check your physician's forms, PRIOR to submitting them to EHS. To ensure your privacy, please communicate directly with EHS directly regarding health-related matters.

Submit all completed medical documents directly in your VSys portal under the menu tab "Upload Health Clearance Documents."

Items needed for medical clearance

Drug Screening/Toxicology performed at Quest Diagnostics

You will receive an email from the Department of Volunteer Services (DVS) with the subject line "Your Drug Screen QPassport." The email will contain instructions on how to schedule your toxicology test at a Quest Diagnostic location. Once the test is taken, Quest Diagnostics will send the results directly to EHS.

Urine Toxicology Includes Screening for: amphetamines (amphetamine, methamphetamine), barbiturates, benzodiazepines, cocaine metabolites, opiates (morphine, codeine, hydromorphone, and hydrocodone), oxycodone (oxymorphone and oxycodone) and phencyclidine.

Physical Examination

Mount Sinai Hospital Physical form completed by physician must be within 12 months of start date

Tuberculosis Tests (also called PPDs) ***Volunteers onsite for 10 weeks or less only need one PPD***

Two (2) PPD tests (one within 12 months and one within 3 months of your start date; the 2nd PPD should be administered one week after the first TST result was read)

OR

Quantiferon Gold blood test with lab results (within 3 months of start date)

Immunization Records:

Rubella – copy of laboratory result OR Immunization records with 2 MMR vaccines

Mumps – copy of laboratory results OR Immunization records with 2 MMR vaccines

Measles – copy of laboratory results OR Immunization records with 2 MMR vaccines

Chicken Pox – copy of laboratory results OR Immunization records with 2 MMR vaccines

TDap Vaccine- must be within 10 years

Flu Vaccine- ONLY during flu season

Hepatitis B: If your assignment involves patient contact or potential exposure to blood (e.g., in a lab), a hepatitis B screening is needed. This requires one of the following:

Vaccine documentation,

Hepatitis B titer – with copy of laboratory results, **OR**

Hepatitis B declination statement (you acknowledge and accept risks of NOT being vaccinated)



**Mount
Sinai**

Department of Volunteer Services

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Helpful tips for smooth clearance

- Ensure that your doctor **signs, stamps and dates** the physical exam forms
- **Lab results** of titers must be provided if proof of vaccines aren't provided
- Quest Diagnostics toxicology screening receipt must be sent to EHS with all other medical forms
- Completing your toxicology screening **before** submitting your medical forms will help expedite the clearance process

Please note it is the applicant's responsibility to cover co-pays and other out of pocket expenses with your provider. If you are uninsured or there are certain requirements that are not covered by your insurer, please contact the Department of Volunteer Services as there are a limited number of EHS appointments for applicants without medical coverage.

If you have any questions about the medical forms you can contact the EHS team at VolunteerHealthForms@mountsinai.org.

Only contact the Volunteer Department at volunteerdept@mountsinai.org only if you have not received an update on your clearance status after two weeks.

Health FAQs/FYI

What is a Titer?

Bloodwork that indicates if you are immune or not immune to a disease. EHS requires Titer results if you do not provide 2 immunization records of the necessary vaccines (Rubella, Mumps, Measles & Chicken Pox). Sometimes a person can be immune from only 1 round of the vaccine – if this is true for you and you never received the 2nd vaccine then please send titer lab results or complete the 2nd vaccine.

What is the Tdap Vaccine?

Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis (three types of bacteria). One dose of Tdap is given typically at age 11 or 12. Children 7 years old or younger receive a DTAP. The Td Booster is then given every 10 years. Please check with your Primary Care Provider if you need the Tdap or the Booster and provide dates of when received.

Do I need a flu shot?

Yes. All Volunteers must receive the Flu Vaccine during the flu season. As per the CDC, the flu season is typically from late fall to early spring. The CDC will announce when the flu season has begun and when it will end. If you are applying to be a volunteer and going through the EHS clearance during this timeframe, you must receive the vaccine if you wish to continue clearance.