

COUNTY OF ALAMEDA
PRE-EMPLOYMENT HEALTH SCREENING PROCEDURES

Alameda County has reviewed its pre-employment medical screening process and developed three separate referral forms for pre-employment medical screenings, depending on the extent of the initial examination requirements.

Please consult your Agency/Department list of job classifications, exam types, and special requirements to determine which referral form to use. For TAP candidates or retired annuitants, the exam type and special requirements for the job classification in which the candidate will be working apply. There are three categories of screening procedures:

- A. Sedentary positions that do not require TB testing, vaccinations, or respirator medical evaluations (most sedentary positions fall in this category).
- B. Sedentary positions requiring TB testing, vaccinations, and/or respirator medical evaluations.
- C. Non-sedentary positions.

Each category requires completion of a Health History Questionnaire. The same Health History Questionnaire is utilized for all non-POST, and ACFD non-badge positions. An additional questionnaire must be completed if a respirator medical evaluation is required.

Instructions and medical provider contact information are included on each referral form. All instructions are included below for your reference. Referral forms and health history questionnaires are available in the document center and will be available on the Risk Management website beginning mid-July, 2011.

Referral Forms:

- *Referral Form for Health Screening Only - Sedentary Positions* - for sedentary positions with no initial special testing requirements.
- *Referral Form for Pre-employment Health Screening Sedentary Positions with Special Requirements* - for sedentary positions requiring TB testing, vaccinations, or respirator medical evaluation.
- *Referral Form for Pre-employment Health Screening Non-Sedentary Positions* - for all non-sedentary positions.

Health History Questionnaires:

- Health History Questionnaire - all positions except POST and ACFD badge positions.
- Health History Questionnaire - Public Safety Dispatchers only.
- Health History Questionnaire - Peace Officers only.
- Health History Questionnaire - ACFD badge positions only.
- Respirator Medical Evaluation Questionnaire - if applicable.

A medical provider directory listing the sites and contact information for pre-employment medical and psychological screenings will also be available online.

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INSTRUCTIONS

A. Sedentary Positions with No Special Requirements:

The Agency/Department representative must:

- Complete the *Referral Form for Health Screening Only - Sedentary Positions* and fax it to Alameda County Medical Center Employee Health Services (ACMC-EHS) at 510-346-7579 and to the Risk Management Unit at 510-272-6815.
- Call ACMC-EHS at 510-346-7551 to confirm receipt of the referral.
- Provide the candidate with the Health History Questionnaire and the date it is due to ACMC-EHS. The representative is to complete the Agency/Department information at the top of page 1.

The candidate must:

- Complete and submit the Health History Questionnaire to ACMC via fax, mail, or in-person so that ACMC-EHS will have them by the due date.

ACMC-EHS
15400 Foothill Blvd., Building “C” Ground Floor
San Leandro, CA 94578
Phone: 510-346-7551 / Fax: 510-346-7579

- Contact ACMC-EHS to confirm receipt of the documents if faxed or mailed.

ACMC-EHS will:

- Fax a medical clearance or a request for an exam/test to the Agency/Department representative within three business days of receipt of the completed Health History Questionnaire.

B. Sedentary Positions with Special Requirements: Some sedentary positions require a TB test, vaccination(s), or a respirator medical evaluation.

The Agency/Department representative must:

- Complete the *Referral Form for Pre-employment Health Screening Sedentary Positions with Special Requirements* and fax it to the Alameda County Medical Center Employee Health Services (ACMC-EHS) at 510-346-7579 and to the Risk Management Unit at 510-272-6815.
- Call ACMC-EHS to confirm receipt of the referral and to make an appointment for the special requirements and/or respirator medical evaluation.
 - The representative should request several appointment dates and then coordinate with the candidate.
 - The representative should then finalize the date and time with ACMC-EHS.
- Assign the appointment date to the candidate.
- Provide the candidate with the Health History Questionnaire and Respirator Medical Evaluation Questionnaire, if applicable, and the due date the candidate must submit them

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to ACMC-EHS. The representative is to complete the Agency/Department information at the top of page 1. The due date must be at least 24 hours prior to the appointment.

The candidate must:

- Complete and submit the Health History Questionnaire and, if applicable, the Respirator Medical Evaluation Questionnaire, via fax, mail, or in-person so that ACMC-EHS will have them by the due date.

ACMC-EHS
15400 Foothill Blvd., Building “C” Ground Floor
San Leandro, CA 94578
Phone: 510-346-7551 / Fax: 510- 346-7579

- Contact ACMC-EHS to confirm receipt of the documents if faxed or mailed.
- Arrive at ACMC-EHS 30 minutes before the appointment **with a picture ID**.

ACMC-EHS will:

- Fax the medical clearance, or request for additional testing, to the representative within three business days after the completion of the special requirements.

C. Non-Sedentary Positions:

For health screening:

The Agency/Department representative must:

- Complete the *Referral Form for Pre-employment Health Screening Non-Sedentary Positions* and submit it to the medical provider AND to the Risk Management Unit, fax: 510-272-6815, QIC 28505. ACMC-EHS can provide screenings for exam types 1, 11, and 12. Kaiser can provide screening for all exam types.
 - **For ACMC:** fax referral to 510-346-7579, then call 510-346-7551 for an appointment.
 - **For Kaiser:** fax referral to 510-752-6449 or email it to Occupational-Health@kp.org with a “cc” to david.sakamoto@kp.org. Kaiser will fax/email the representative with an appointment within 24 hours. Please call David Sakamoto, 510-752-2674, if you do not receive the appointment notification within 24 hours.
- Provide the candidate with the appropriate health history questionnaire and if applicable, the respirator medical evaluation questionnaire. In the Health History Questionnaire for non-safety employees, the representative is to complete the Agency/Department information at the top of page 1.

The candidate must:

- Complete the questionnaires before the appointment date.
- Arrive at the medical facility 30 minutes before the appointment **with the completed questionnaires and a picture ID**.

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The medical provider will:

- Fax a medical clearance or a request for additional testing to the Agency/Department representative within three business days of the later of the appointment, or the receipt of other screening results (i.e. TB test results).

If a pre-employment psychological screening is required:

The Agency/Department representative must also:

- Fax this referral form to the Law Enforcement Psychological Services (LEPS) main office so the employee can be entered in their system.
- Contact Dr. Tong at the evaluation office to make an appointment for the psychological exam.

Fax referral form to:
Pat Roberts
LEPS Main Office
Phone: 408-356-9696
Fax: 408-358-8182

For appointment, evaluation, and results:
Dr. Debra Tong
LEPS Evaluation Office
1868 Clayton Rd. #126
Concord, CA 94520
Phone: 925-609-8448

- Assign the appointment date to the candidate. There is no psychological questionnaire for the candidate to complete.

The candidate must:

- Arrive at the LEPS evaluation office 30 minutes before the appointment **with a picture ID**.

Pass/fail results will be available upon request to Dr. Tong within 24 hours of the evaluation. A written report will follow within one week.