OCCMED Forms

Description

The need for any of the following forms depends on the department's identification of specific job duties covered by the University of Florida's Occupational Medicine Program. This can be done both during the hire process and during a change of duties process.

For those individuals hired on a specific position, the job duties are identified by position number in myUFL's position information on the *UF Hr Position Data* tab.

(Navigation: Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info)

For those individuals hired with no position attached (OPS or volunteers), the job duties are identified outside of PeopleSoft on the form *Job-Related Health Risk Checklist for Individuals Not On Positions* (see INOP Form below). Health Assessment Matrix can be filtered for applicable job duties and display one-page worksheet.

UF Employee Preplacement Health Assessments: <u>Policies and Procedures</u> lists job duties and health assessment components. OCCMED Clinic requires submission of the <u>Payment Authorization Form</u> prior to scheduling appointment in order for services to be rendered.

Please read instructions and fill out forms carefully! Failure to complete forms correctly may delay processing.

Save a completed copy of the form for your records before submission/e-mailing.

As a best practice for fillable .pdf files:

- 1. "Save As" with appropriate name to your PC to download form
- 2. Complete using Acrobat Reader and Save
- 3. Click "submit" to open email
- 4. Attach if necessary and Send

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