• What’s Changing & What’s Not Changing
• TEAMS vs. OPS
• New vs. Established Employees
• Job Duties
• CareSpot Locations
• Interactive Authorization PDF
• Paperwork
• Flow of Results to UF
• Links to Forms
Good News...The OccMed Clinic Will Remain In-House to Support The Program

**What’s Changing:**

The following health assessments will transition to CareSpot beginning in January*:

- Job duty physicals (carrying, lifting, bending, pushing, and pulling)
- Pesticide physicals-respirator only
- Animal contact clearances that require a medical provider (initial only)
- Respirator clearances that require a medical provider-initials and renewals

**What’s Not Changing:**

- Results will remain viewable in myUFL and entered by clinic.
- All vaccinations will continue to be available at the Occ Med clinic on campus
- Process for substitution physicals will remain the same.
- Health assessment waiver (HAMS) process will remain the same.
- **UF Audiology** will continue to do hearing conservation/excessive noise clearance
- HR will continue to manage CDL’s

*Other departments will transition once Information Sessions are held*
What Type Of Employee Are You Hiring?

TEAMS Employees

• Job Duties in “Position Description” determine the type of clearance needed

• The Job Duties are changed by the supervisor using the “supervisor checklist”

• If you’re changing a position and the requirements, please send ePAF to Class/Comp

OPS Employees

• No available job descriptions

• Please continue to use the INOP form so that clinical personnel will know what requirements are needed for the job
The New Employee

The IFAS Employee may need to be cleared for:

- Generic Job Duties (bending, lifting, carrying, push/pull)
- Animal Contact-additional information included
- Excessive Noise
- Possible Respirator Use-additional information included
- Pesticide Use
- CDL (Continue to work with HR/separate acct)

The Department may have to adjust work-flows to determine what works best for their operations and hiring practices.

Established Employees/Transfers

- Most clearances can be done by paperwork clearance, unless there is a change in medical status
- For changes in medical status, the potential hire will need to proceed to CareSpot
- Waivers will continue to be processed by EH&S, based on prior health assessment results. If new duties are present in the new position, then a new health assessment may be required and the candidate may need to go to CareSpot
- For paperwork only clearances, the payment authorization will still apply
IFAS Job Duties At-A-Glance

- **PPHA/Generic Job Duties, which can include:** climbing, reaching, heavy lifting, kneeling, repeated bending, repetitive push/pull
  - Required for new employees, but can be waived once the employee transfers to a new position
- **Excessive Noise** - UF Audiology will continue to perform hearing tests & OccMed clinic will continue to process results.
  - No changes to billing process-please continue what you are doing
- **Animal Contact**
  - For renewals with no medical exam, please don’t forget to submit the payment auth to the OccMed Clinic
  - Required for any employee who will be working in a facility that houses “animals”, but not directly involved in a research program
  - Vaccines that may be required will continue to be given by the Occ Med Clinic.
  - See additional slide for process for “new employees”
- **Potential Respirator Use**
  - EH&S will determine what type of respirator form is needed. No changes to current process.
  - Respirator Questionnaire-depending on answers, may have to go to CareSpot for PFT (every 5 years)
  - See additional slide for process for “new employees”
- **Pesticide Use**
  - CareSpot will perform exam, but lab draw will be done at LabCorp-CareSpot will give “requisition” to employee.

*For employees who require CDL certification, please work with UFHR/Workers’ Comp. They will coordinate the required physical and drug screen which is required to obtain a CDL. This will also be managed in a separate account to protect the employee’s privacy.*
Animal Contact

1. Please send page 1 of the AC form with employee-Supervisor needs to complete the first page-employee will complete page 2
2. CareSpot will process the initial clearance and give tetanus if needed (only if the employee has to go Carespot for physical duties also)

Respirator Use

• Moving forward, all initial & annual renewals will need to be cleared at CareSpot as OccMed Clinic is unable to clear
• PFT’s may be required for any “medical changes” and CareSpot has the ability to perform
Three Gainesville Locations:

720 SW 2nd Avenue (Innovation Square/Midtown)
(352) 240-8000
Rashidah Smith-Manager

3925 NW 43rd Street (Up-Town, North Gainesville)
(352) 371-1777
Rashidah Smith-Manager

3581 SW Archer Road, Ste. 40 (Kanapaha/Haile)
(352) 888-4449
Giselle Ventriere-Manager

In addition, there are 43 locations throughout the State of Florida-
We’re Excited About This Partnership

A Streamlined Approach....

- Same Services @ All Locations
- Same Authorization Form
- Streamlined Billing Process
  - Provosts Office-Pre-Employment
  - Department Billing-Established*

What if there isn’t a CareSpot in my location?

Please continue to work with the Occ Med Clinic & they will process the Substitution Physical with your usual clinic. Please don’t forget to send the payment authorization

*Dept payment authorization will still apply for paperwork only clearances that don’t go to CareSpot
• Billing Information is “baked” into the account—will go to Provost’s office/department billing for established employment. New Employees will be paid by Institutional Funds.

• Click on the “physical” links, which will give department information on required paperwork, paperwork flow, and who to contact with questions

• Click on the “CareSpot” information on the bottom right, which will direct the user to CareSpot webpages for ease of scheduling

Please don’t forget to:

• Send employee to Care Spot with required paperwork*

• Print the authorization form and send along with your employee with required paperwork.

• Please remember to fill out the “UF Department Field” information, so the Provost’s office knows which department to bill.

*Please see EH&S Forms for paperwork.
How results will be sent back to the Occ Med Clinic?

CareSpot E-Portal

- Only **Scanned Copies** Will Be In Documents
- **Email notification** to user when results are available

Who has access?

- Nursing from Occ Med Clinic & Vet Med Clinic will look at results and enter clearances into PeopleSoft
- EH&S Program Coordinator will only have access to help fast track clearances to be entered by the clinic.
- HIPAA Compliant Process
- Clinical Staff will be able to consult with CareSpot Medical Director and/or Providers on duty for any “concerns”
Resources and Links

• EH&S Forms Website:  www.ehs.ufl.edu/forms/
• CareSpot Scheduling Portal:  www.carespot.com/
• Occ Med Clinic-Gainesville: (352) 294-5700

Additional Questions: Please contact Tara Hetsler, Occupational Medicine Program Coordinator Thetsler@ehs.ufl.edu * Phone: (352) 392-1591