



March 2019

Dear Doctor:

Employee Health Services welcomes you to the Loyola University Health System. In order to ensure your compliance with Loyola Employee Health and Safety requirements, the following documentation and actions are needed from you.

No later than May 31, 2019, you will need to call 1-888- LUHS- 888 to schedule a new employee appointment/exam. When making your appointment, please **identify yourself as a new resident/fellow**. Your appointment must be scheduled between April 1 and June 17 or June 24 depending on your start date. **Appointments will fill up quickly, please call to make your appointments now. You must attend your scheduled appointment.** If you fail to call to reschedule and do not show for your scheduled appointment it will be assumed you are declining the offer and it will not be rescheduled.

If you are currently a SSOM student, welcome back. You are required to complete all three categories below as well.

1. Loyola Evaluation History Form – ([Link](#)), **complete and bring to your appointment**. The medical evaluation at the end of the form is to be signed by an Employee and Student Health APN at Loyola. Do **not** have your provider sign the form. Additional documentation will be requested if you request ADA accommodations.
2. Immunization records – Please **obtain laboratory copies** of the following titers and your records of the following immunizations and **bring to your appointment**:
 - Measles IGG - laboratory documentation of protective/ immune titer.
 - Mumps IGG - laboratory documentation of protective/immune titer.
 - Rubella IGG - laboratory documentation of protective/immune titer.
 - Varicella IGG- laboratory documentation of protective/immune titer.
 - Hepatitis B Surface Antibody - laboratory documentation of protective/immune titer.
 - Quantiferon Gold (or other IGRA screening test) in past 3 months with negative result. TB (ppd) skin testing is **not** acceptable.
 - If positive or indeterminate Quantiferon Gold (or other IGRA screening test) you will need to submit documentation of chest PA in past year, negative for active disease.
 - TDAP- we require documentation of vaccine given after June 2014.

If you do not have any of the above immunization documentation and are unable to obtain them at your current institution, additional testing will be completed at your appointment.

3. OSHA Respirator Medical Evaluation Questionnaire ([Link](#)), **complete the form and bring to your appointment.** You will also complete a respirator fit test during your employee health appointment.

Remember to bring the following to your appointment:

- ✓ **Loyola Evaluation Health History Form**
- ✓ **Immunization Records and Titers**
- ✓ **OSHA Respirator Medical Evaluation Questionnaire**
- ✓ **Legal Photo ID**

Your forms will be incorporated into your health record and must be received for your employment to become official. Not meeting all of the above requirements will delay the start of your program.

If you have any questions, please call 708- 216-2312.

Sincerely,

Lorraine Fearon, APN
Employee and Student Health Service
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708- 216-2312