University Employee Health Clinic (UEHC) Resident & Fellow Guide

All incoming residents and fellows are required to complete the following detailed instructions:

A. Create a ReadySet online account with UEHC

- Go to https://uiowa.readysetsecure.com/rs/
- See attached ReadySet pages (Page 4 and 5 of this document) for step-by-step instructions.
- You must complete your ReadySet Surveys **prior** to your pre-employment health screening appointment.

B. Submit other required immunization records to UEHC

- Email other required **vaccination and titer records**, see section D below, to UEHC-GME-Onboarding@healthcare.uiowa.edu **DO NOT UPLOAD THEM IN READYSET**
- ***Please submit your records in English or be sure to include an official translated copy of them. Include your full name and Date of Birth (DOB) (mm-dd-yyyy) on each page you send.***

C. Schedule a pre-employment health screening appointment with UEHC

- Health screening appointments must be completed **BEFORE** your contract start date.
- For previous UI Health Care employees, please reach out to UEHC to verify that they have all the required records needed for you in ReadySet prior to your appointment
- Incoming residents and fellows may call to schedule your pre-employment health screening appointment **two months prior** to your start date.

Incoming residents in the **Sioux City Family Medicine Residency will receive additional information on the pre-employment health screening that will take place in Sioux City.

If you answer "yes" to the next three questions, then you may call UEHC to schedule your health screening appointment. *Please check with your Program Coordinator before making an appointment, as they may be planning your appointment already.*

1. Have you created your **ReadySet** account? (**ReadySet** instructions attached to this document)
2. Have you completed the health surveys in your **ReadySet** account?
3. Have you submitted all your immunization records?

UEHC Contact Information

- **Address:** 1097-1 Boyd Tower (first floor in Boyd Tower) Clinic, 200 Hawkins Drive, Iowa City IA 52242
- **Hours of Operation:** 7:00 a.m. – 5:00 p.m., Monday – Friday
- **Phone:** (319) 356-3631 (Option 1 for scheduling)
- **Email:** UEHC-GME-Onboarding@healthcare.uiowa.edu

Directions to UEHC:

- Park in Ramp 1 at the University of Iowa Health Care.
- From the main entrance information desk go to the back of the main lobby and turn to your left, following the directional signage on the wall to go to Boyd Tower at the North end of the hospital (elevator A is also located in Boyd Tower). In Boyd Tower you will see Elevator A on the right-hand side and Service Elevators on the left-hand side. Walk through the hallway between the elevators and take a left. You will see signage for the ***University Employee Health Clinic*** on the wall to the right. Follow the hallway down to the end where you will see another UEHC sign, take a right and our office is just down the hallway on the left.

Please note: All UEHC services are offered free of charge. Please share your UEHC appointment date and time with your Program Coordinator.

D. TB Screening and Immunization Requirements from GME and UEHC

GME requires the following:

Tuberculosis Screening (submit **one** of the four options below to UEHC)

1. Negative TB blood test completed no earlier than 6 months *prior* to **START DATE** (this is the preferred testing method for UEHC as of 07/2024) **or**
2. One negative TB skin test completed no earlier than 12 months prior to your **START DATE or**
3. Two past negative TB skin tests from any time period **or**
4. Positive TB blood test with a negative Chest X-Ray following a positive TB blood test result

Please note: **UEHC** only accepts an IGRA blood test completed no earlier than 6 months *prior* to the **New Hire Health Screen** appointment to fulfill TB compliance.

GME and **UEHC** require the following:

Measles, Mumps and Rubella

1. 2 doses of MMR Vaccine **or**
2. Positive Measles, Mumps and Rubella titers (must have results clearly marked as positive/ negative or immune/ non-immune)

UEHC requires the following:

Varicella

1. 2 doses of Varicella Vaccine **or**
2. Positive Varicella titer (must have results clearly marked as positive/ negative or immune/ non-immune)

The following immunizations are recommended but not required:

- **Tdap (Tetanus, Diphtheria, and Pertussis):** One (1) dose of vaccine.
- **Hepatitis B:** Three (3) doses of vaccine **or** Positive blood testing indicating immunity (Hepatitis B Surface Antibody).
- **COVID-19 Vaccine:** Primary series and boosters

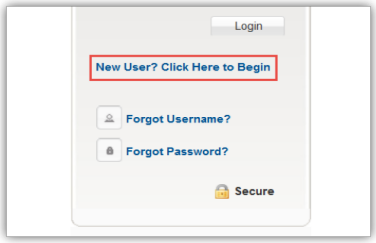
Below are tips on how to find your immunization records:

- Ask parents or other caregivers if they have records of your childhood immunizations.
- Check with your high school and/or college health services for dates of any immunizations. Records are usually kept for one to two years after students graduate.
- Check with previous employers (as well as the military) that may have required immunizations.
- Check with your physician or public health clinic. Please note that if you receive your healthcare at University of Iowa Hospitals and Clinics, UEHC does not have access to your personal medical records, but you may obtain your own records through MyChart via a personal computer https://mychart.uihealthcare.com/mychart/ or a cell phone app from the App Store or Google Play.
- Check your local immunization registry. All states and some cities have centralized registries of vaccines given by local providers. A registry may not have all ages or all records, but this still can be a great place to check. The Centers for Disease Control and Prevention (CDC) has a listing of registry contacts and websites at https://www.cdc.gov/iis/contacts-locate-records/

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EMPLOYEE WELL-BEING THROUGH SOFTWARE

How to Create your "My Health" Account

- Go to **https://uiowa.readysetsecure.com/**
- Click on **New User? Click Here to Begin.**

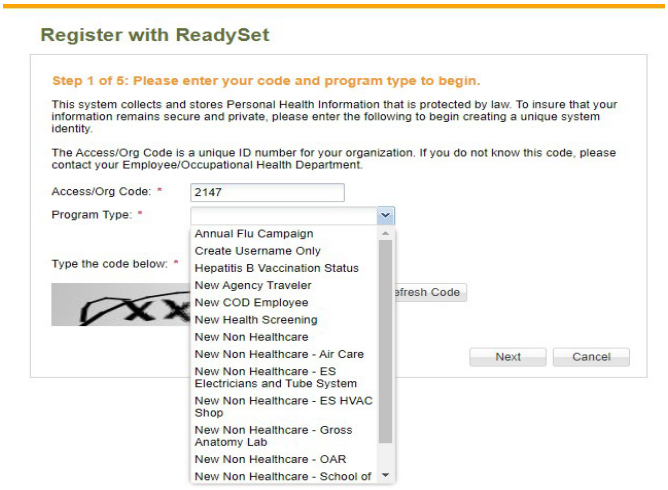


- **If you worked or volunteered at UIHC after Feb. 2016 you may already have a ReadySet account and will not need to create new one.**
  Before you continue please contact the Employee Health Clinic at 319-356-3631 for assistance.

1

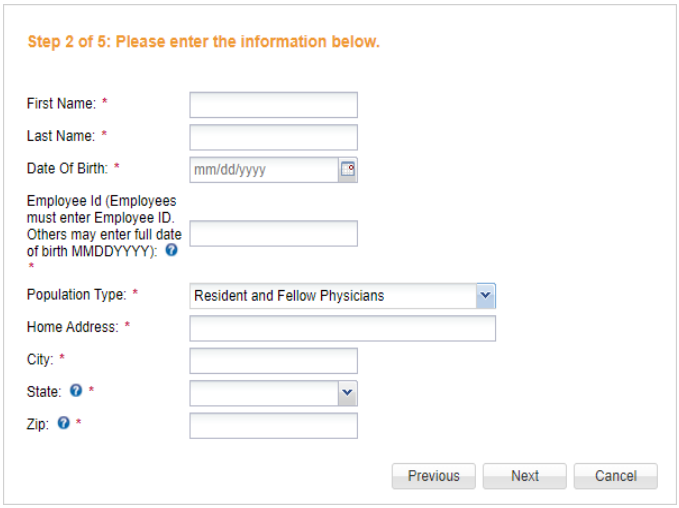
Enter Access/Org Code **2147**

1. Choose the correct **Program Type**:
   a. If you are a *new employee*, *resident or fellow who works in UI Health Care*, select **New Health Screening**.
2. Enter the code shown in the image, and click **Next**



2

1. First Name (your legal first and last name is required)
2. Last Name
3. Date Of Birth
4. Employee ID (Enter your **University ID**, if known; if unknown, enter **Birthdate**.)
5. Select the correct Population Type
   a. If you are a **new** Resident or Fellow, select **Resident and Fellow Physicians**
   b. If you are a *current employee, resident, or fellow*, select **Employee**
6. Home Address
7. City
8. State
9. Zip Code

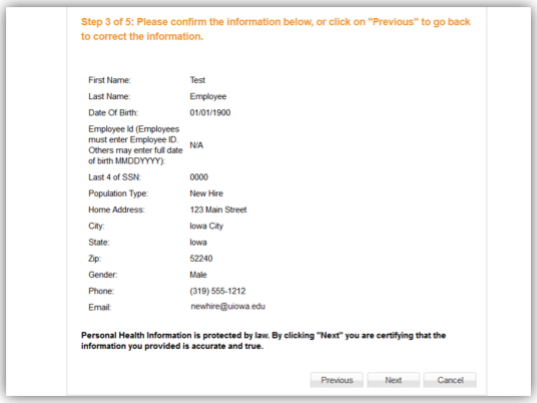


Complete Additional Information
(if required)
The system may ask for additional information about your new account. If you are a *current employee*, you may not see this step.

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How to Create your "My Health" Account *(continued)*

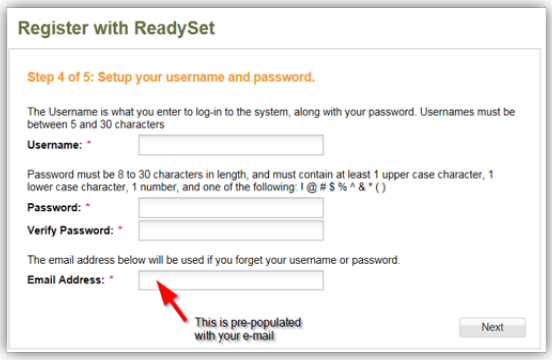
3 When you are through with Step 2, a screen will show all data that has been entered. Click **Next** to continue, or **Previous** to change your information.



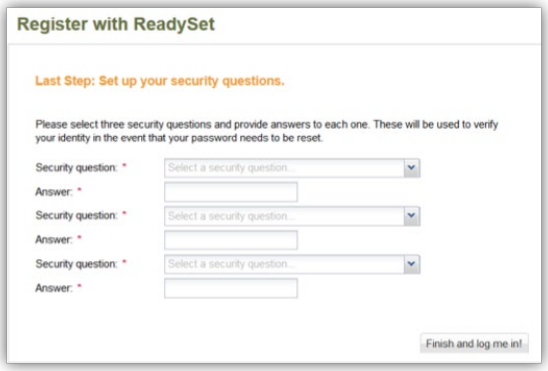
4 When you click **Next**, the system will ask for you to **setup a Username and Password.** Your password must contain at least one of these special characters:

! @ # $ % ^ & * ( )

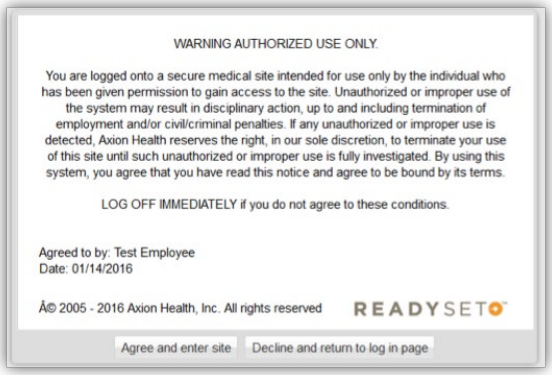
Then **verify your Email Address** in case you forget your account information.



5 **Set up security questions** in case you need to recover your username and/or password.



6 Finish registration by clicking **Agree and enter site**.



7 **You are now logged into ReadySet ! Your personalized list of Health Surveys will appear.**

Please finish each 'Incomplete' survey which will be marked with a green checkmark when it is complete.

8 **New Hires are not able to self-schedule appointments at this time.**

Please call Employee Health at (319) 356-3631, option 1 for scheduling.

Review Date: 1/22/2026