Employee Health Screening: Step-by-Step Guide

Complete Your ePreCheck, Lab Work, and Urine Drug Screen

This detailed guide walks you through creating a MyOchsner account, selecting your ePreCheck deadline, submitting your health information, and completing required testing.



FIRST 7-DAY WINDOW	SECOND 7-DAY WINDOW
Begins when ePreCheck opens and ends at your selected deadline.	Begins when Employee Health issues your lab and UDS orders.

Create Your MyOchsner Account

MyOchsner is Ochsner Health's secure patient portal. You will use it to complete Employee Health screening activities, receive messages from Employee Health, and access your lab work and Urine Drug Screen orders.

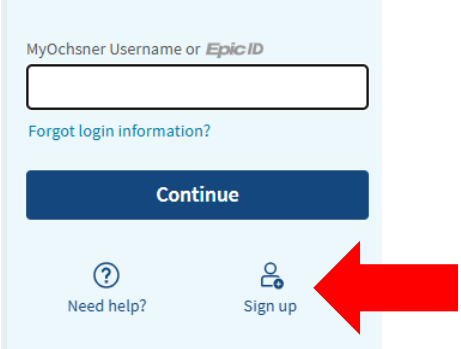
ALREADY REGISTERED? **If you already have a MyOchsner account, skip to "Select Your ePreCheck Deadline."**

1 Open the MyOchsner login page

Go to the MyOchsner login page and select **Sign up**.

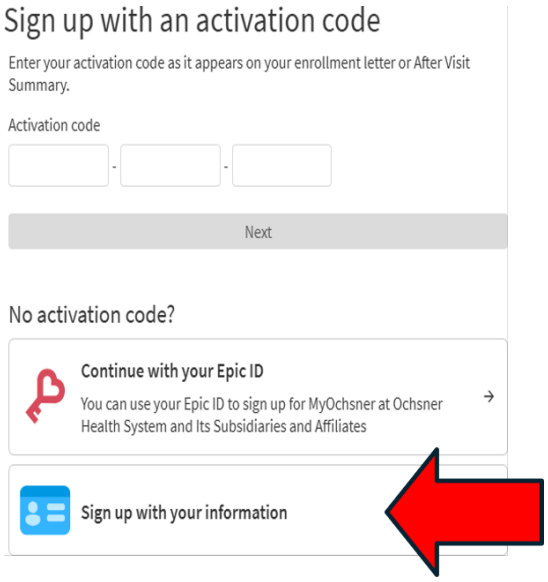
[Open the MyOchsner login page](https://my.ochsner.org) (https://my.ochsner.org)

Select Sign up on the MyOchsner login screen.



2 Choose the sign-up method

Under No activation code?, select **Sign up with your information**.



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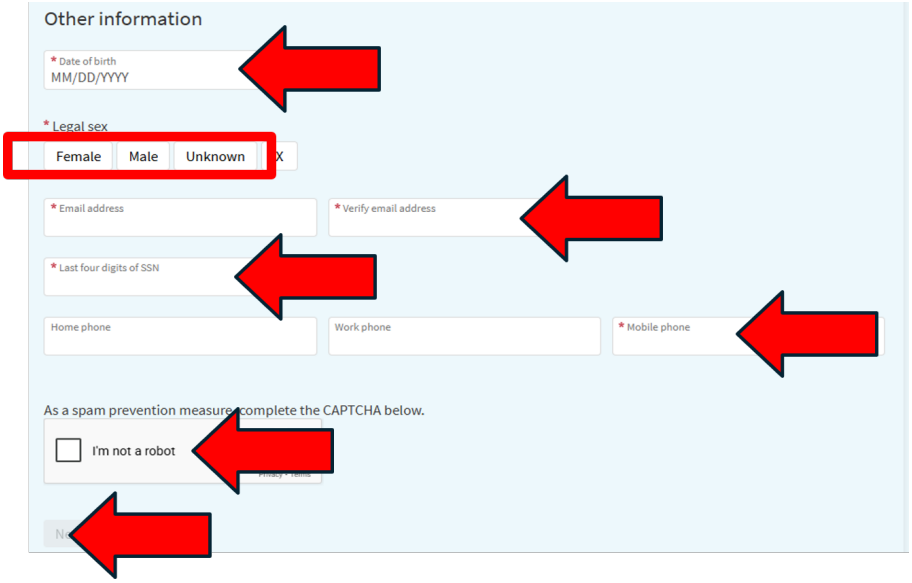
Enter your personal information

Complete all required fields using your full legal name, physical U.S. address*, personal email address, and a valid U.S. mobile phone number.

IMPORTANT

Enter your name exactly as it appears on your legal identification.

***Your address will be used to identify a nearby Quest Diagnostics location for your required laboratory testing and urine drug screening, both of which must be completed before arriving at Ochsner for onboarding in January.**

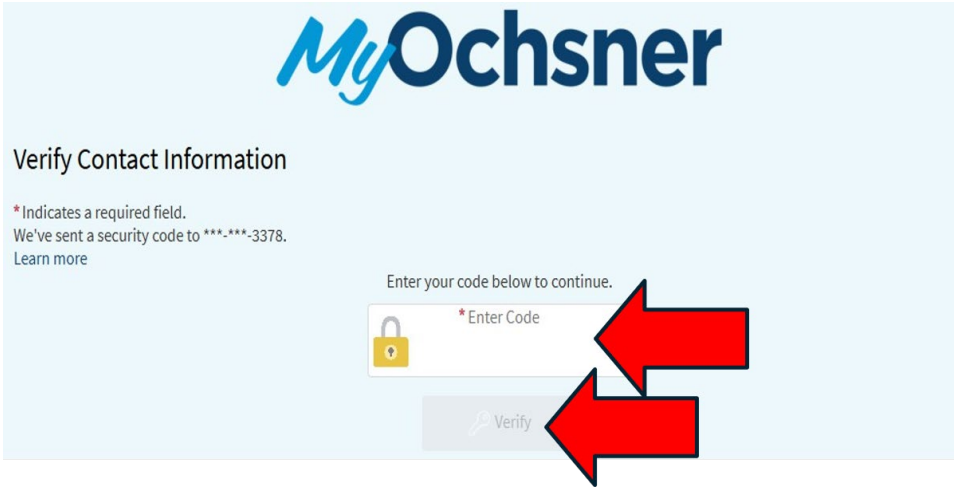


Complete all required fields, check I'm not a robot, and select Next.

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Verify your contact information

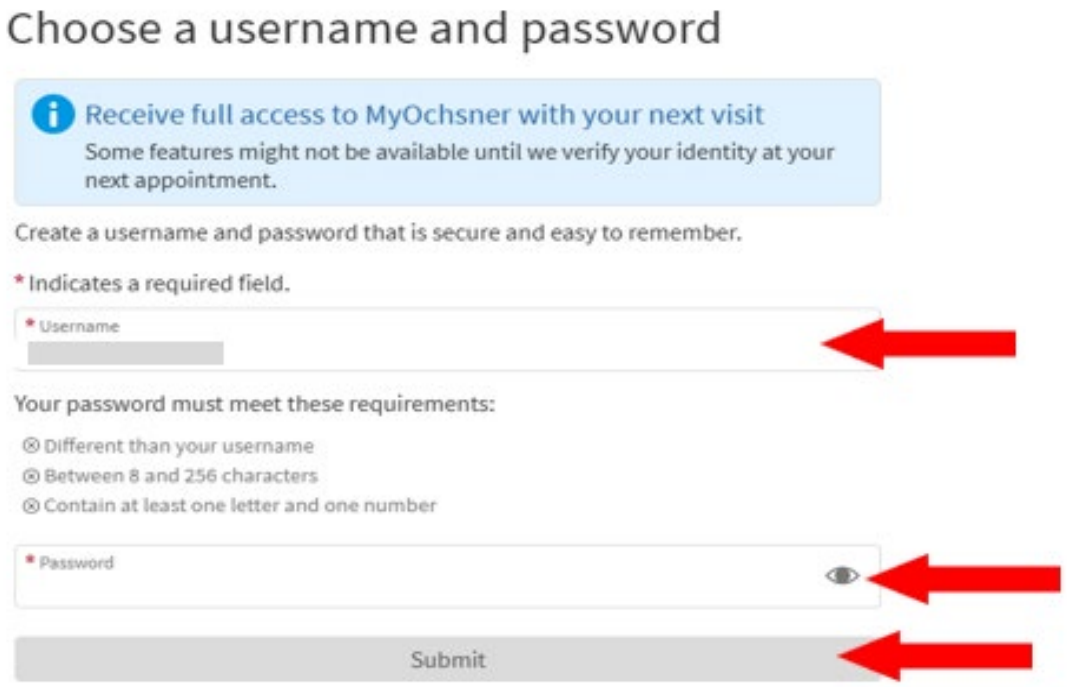
Choose to receive the verification code by text message or email. Enter the code you receive and select **Verify**.



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Create your login credentials

Create a username and password that meet the displayed requirements, and then select **Submit**.



COMPLETED

Your MyOchsner account is now ready to use.

Employee Health Screening and ePreCheck

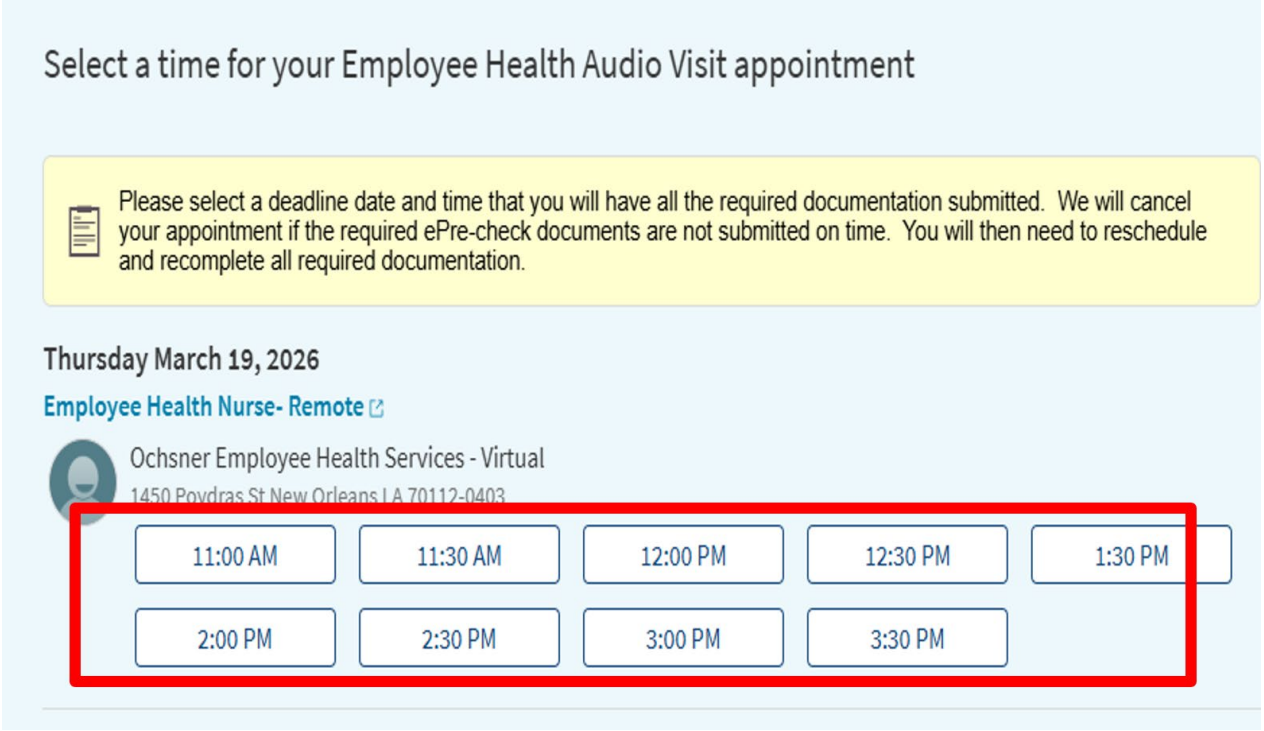
You must complete Employee Health screening **before** arriving at Ochsner Health for January onboarding. The process includes **ePreCheck**, **health-document submission**, **lab work**, and a **Urine Drug Screen (UDS)**.

Select Your ePreCheck Deadline

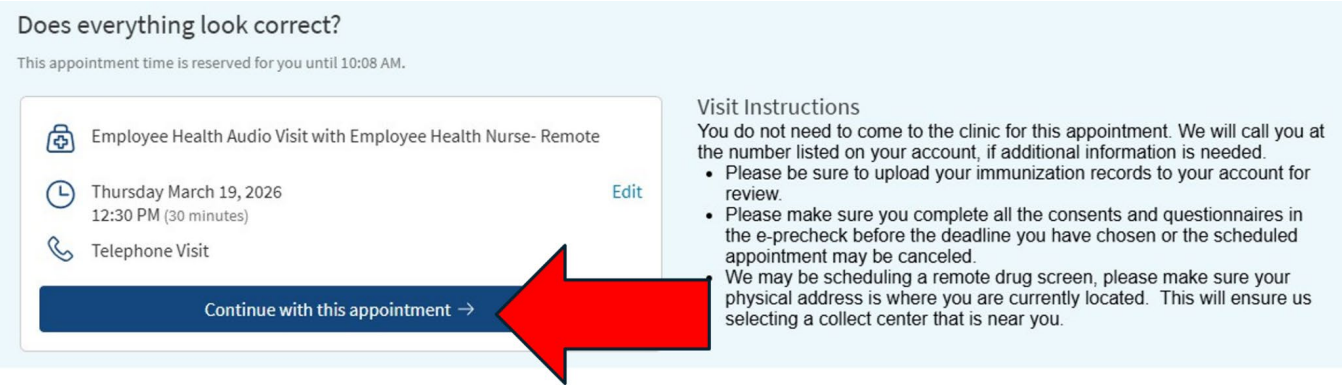
For this part of the process, you must select a date and time by which you can complete all ePreCheck requirements. This date and time is your ePreCheck deadline.

IMPORTANT	Although the system refers to this as a visit, **this is not an actual appointment.** You will not attend a visit or receive a phone call at the selected time. Choose your date carefully. **The date and time you select establishes your deadline for completing ePreCheck.** Your ePreCheck will become available in MyOchsner **7 days before the deadline you select** and must be completed before that date and time.

1	**Use the scheduling link and select your deadline** Open the designated Employee Health scheduling link. Choose a date and time by which you can complete all required ePreCheck activities.

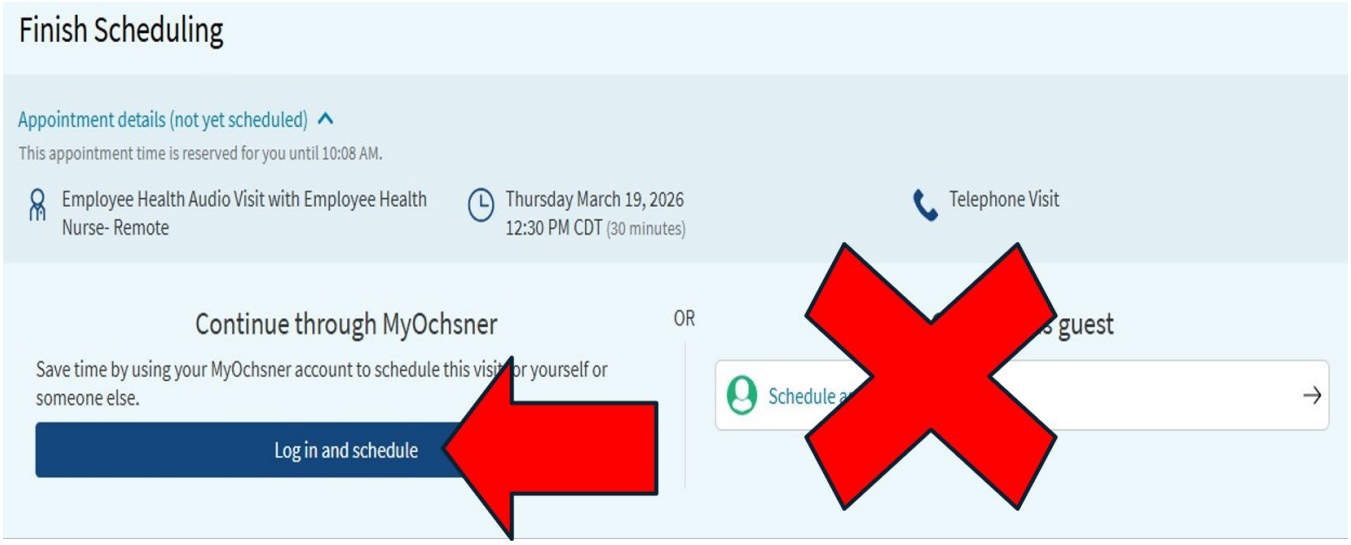


2	**Continue with your selected deadline** Review the selected date and time. If the information is correct, select **Continue with this appointment**. Although the system uses the word appointment, the selected date and time serves as your ePreCheck completion deadline.

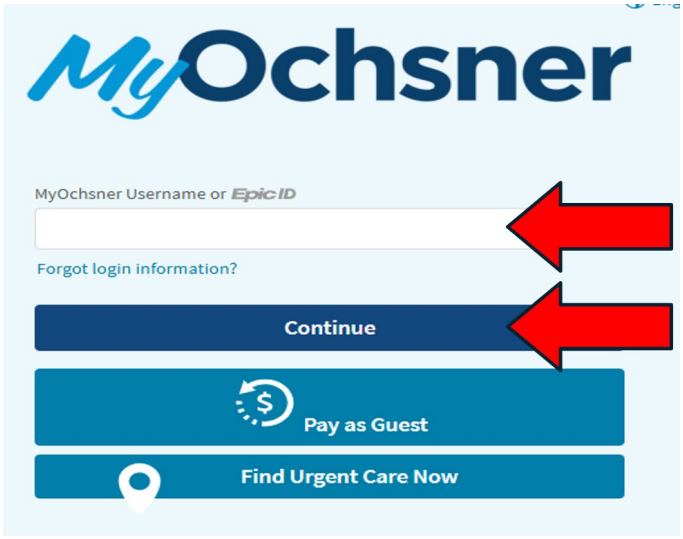


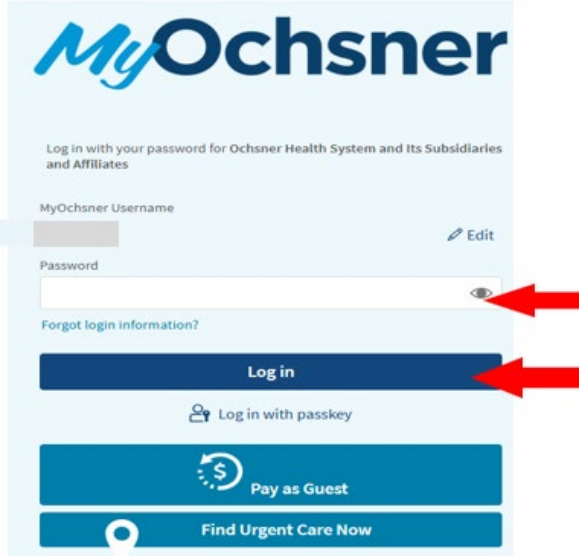
Select Continue with this appointment.

DO NOT STOP	**Selecting a date and time does not complete the scheduling process. You must sign in to MyOchsner and finish the remaining steps. Do not schedule as "guest."**

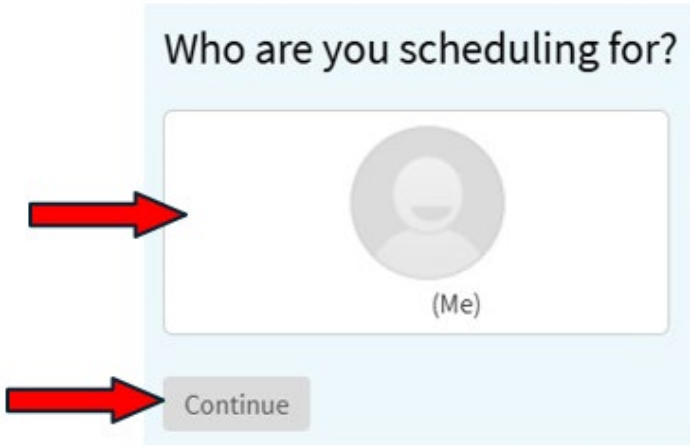


3	**Enter your MyOchsner username and password** Enter the username you created when you established your MyOchsner account, select **Continue.** Enter your MyOchsner password and select **Log in**.





4	**Select your profile** Select your profile, and then select **Continue** to confirm your ePreCheck deadline.



CONFIRMED	**Your ePreCheck deadline has been successfully scheduled. ePreCheck will become available in MyOchsner 7 days before your scheduled deadline.**

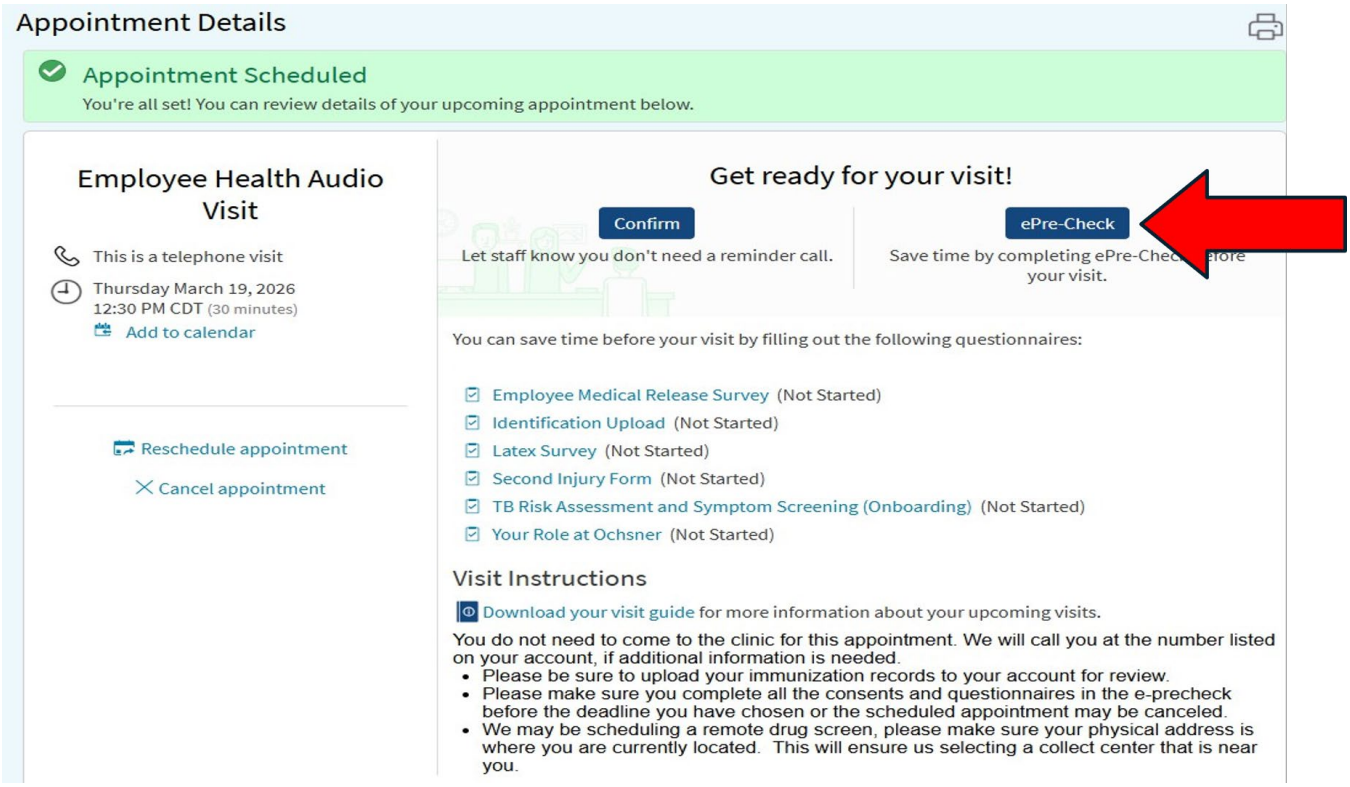
Complete Your ePreCheck Within the First 7-Day Window

Beginning **7 days before your selected ePreCheck deadline**, the ePreCheck will become available in your account.

During this first 7-day window, you must:

- Complete all required consents.
- Complete all required health questionnaires.
- Upload all required immunization and health documentation.
- Submit all ePreCheck requirements before the date and time you selected.

IMPORTANT	**If you miss the deadline, the Employee Health Audio Visit will be cancelled. You will need to select a new date and repeat all ePreCheck requirements, including the consents, health questionnaires, and immunization and health-document uploads.**



Select ePre-Check and complete every listed requirement.

Employee Health Review

After you submit ePreCheck, Employee Health will review your health and immunization records.

- Monitor your MyOchsner messages regularly.
- Respond promptly if Employee Health requests additional information.
- When your orders are available, you will receive a MyOchsner message containing two PDF documents: one for lab work and one for the UDS.

WHEN WINDOW 2 BEGINS	**The second 7-day window starts when Employee Health issues the lab and UDS orders, not when you submit ePreCheck.**

Complete Testing During the Second 7-Day Window

You must complete both the lab work and Urine Drug Screen within 7 days of receiving the orders.

- Complete both tests at an **official Quest Diagnostics** location. NOTE: **Do not use an affiliate or third-party collection site.**
- Show both PDF orders to the Quest Diagnostics representative.
- Complete both tests before the expiration date shown in the upper-left corner of each PDF.

CHECK THE DATE	**The expiration date appears in the upper-left corner of each order.**

ORDERS EXPIRED	**If either order expires, you must restart the entire Employee Health screening process. This includes ePreCheck, consents, health questionnaires, documentation upload, Employee Health review, and issuance of new testing orders.**

Account Assistance

- Forgot your username or password? Select *Forgot login information?* on the MyOchsner login screen.
- For additional help, call MyOchsner Patient Support at 1-877-339-2637.
- If you do not receive an activation email, check your spam or junk folder for a message from donotreply@ohnmychart.org.