


# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Occupational Health Services</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: V-12</b>
	<b>PAGES: 1 of 2</b>
	<b>DATE ISSUED: 10/05/64</b>
	<b>DATE REVIEWED/REVISED: 11/08/23</b>

## GENERAL POLICY:

The Occupational Health Service, a unified Department, has as its primary responsibility the medical aspects of Associate health-related regulatory compliance, monitoring medical aspects of work-related illness or injury, and pre-placement and fitness for duty examinations.

## POLICY APPLICABLE TO:


All Associates (including, but not limited to, employed physicians, attending physicians, house staff, and volunteers).

## PROCEDURE:

The Occupational Health Service (OHS) offers the following services to all the Medical Center's Associates:

1. Health Assessment – This is a program of periodic examination and/or assessments that is mandatory under law and Medical Center policy. The results of these assessments are held strictly confidential (except as may be required by law) and are normally discussed only with the Associate whose health is being assessed. COMPLIANCE WITH MANDATED HEALTH ASSESSMENTS IS A CONDITION OF EMPLOYMENT.
2. Occupational Injury or Injury at Work – Anyone who is injured at work or whose illness is suspected of being caused by their work, must notify their supervisor immediately and the Associate and/or manager contact CorVel 24/7 at (800-683-6778) Nurse Triage Advocacy Line) to report the injury or illness at the time it occurs or as soon as the manager is notified of its occurrence by the Associate. Very serious illnesses or injuries should be referred to the Emergency Department. In the event of an injury at work site, the Supervisor is responsible for completing an accident report (Report of Injured Employee Form) which must be forwarded and received in the OHS within twenty-four (24) hours.
3. Reporting to the OHS after an Absence – When returning to work after being absent because of illness or injury (other than pregnancy), an Associate must call OHS prior to return to schedule an appointment to obtain a “Return to Work” slip/clearance. A “Return to Work” slip will be emailed to the Associate and their manager. This permission from OHS is required when:
  - the absence is more than five (5) days;
  - the absence is more than three (3) days for an Associate working over 11 hours; or
  - the absence is job related or thought to be job related.

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4. Illness at Work – Anyone who becomes ill at work may visit OHS for medical care or may call OHS to schedule a telephonic visit. If assistance is required outside the OHS hours, the Associate should contact the appropriate Emergency Room for medical care. The Associate must obtain permission from their Supervisor to visit the OHS or the appropriate Emergency Room. The initial visit to the OHS shall be considered as time worked if the Associate reports to his/her work area first and has obtained their Supervisor’s permission. If the Associate is sent home from the OHS, sick time shall commence at that point. Associates who clock in and go directly to OHS must use sick time. Associates who go directly to OHS without first reporting to their work area and obtaining the Supervisor’s permission will not be seen by OHS except in an emergency situation.
5. Physician Referral – OHS is available to provide information to help Associates select physicians who are generalists or specialists who are located at the Medical Center, near the Medical Center or in the area where the Associate resides. OHS does not serve as an Associate’s primary care practitioner.

The OHS will operate on schedules published for each OHS location.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center’s Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*