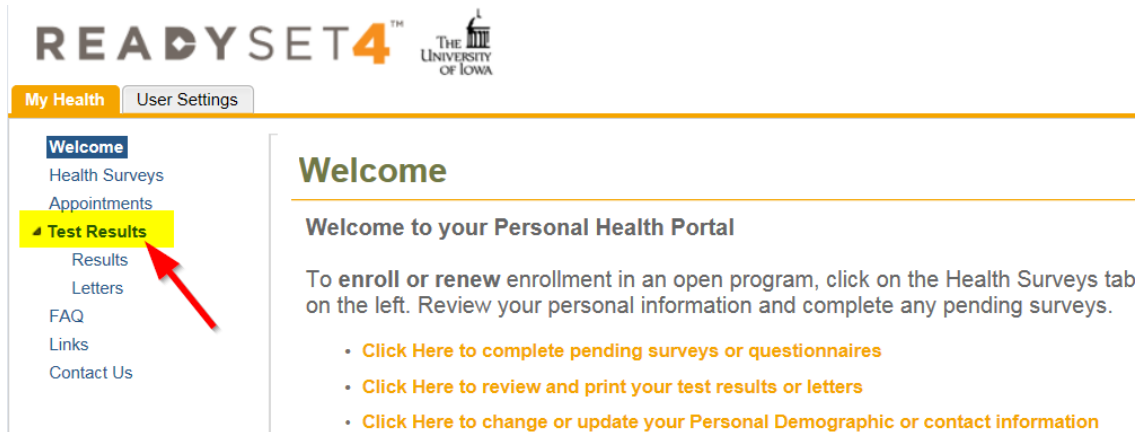


Retrieving Personal Employee Health Records

1. To start go to the site: <https://uiowa.readysetsecure.com/rs/> and log in using your Username and Password

Once you log in you will be redirected to the ReadySet Welcome page.

2. On the left-hand side of the Welcome page select *Test Results*



The screenshot shows the ReadySet4™ interface for The University of Iowa. At the top, there are two tabs: 'My Health' (selected) and 'User Settings'. Below the tabs is a navigation menu on the left with the following items: 'Welcome', 'Health Surveys', 'Appointments', 'Test Results' (highlighted in yellow with a red arrow pointing to it), 'Results', 'Letters', 'FAQ', 'Links', and 'Contact Us'. The main content area is titled 'Welcome' and contains the following text: 'Welcome to your Personal Health Portal'. Below this, there is a paragraph: 'To enroll or renew enrollment in an open program, click on the Health Surveys tab on the left. Review your personal information and complete any pending surveys.' This is followed by three bullet points: 'Click Here to complete pending surveys or questionnaires', 'Click Here to review and print your test results or letters', and 'Click Here to change or update your Personal Demographic or contact information'.

3. Select *Results*
4. Under the Results header select the test you would like to view, or choose *Vaccinations and Certifications Only* at the bottom of the page (see below)

READYSET4™ THE UNIVERSITY OF IOWA

My Health | User Settings

- Welcome
- Health Surveys
- Appointments
- Test Results
 - Results**
 - Letters
 - FAQ
 - Links
 - Contact Us

For individual results, select from options listed. →

Records





- Vaccinations and Certifications Only
- Complete Medical Records

For a list of your employee vaccination and titer records click here. →

If choosing an individual test, the 3 most recent results will automatically be included in the print out; you can edit this by checking or unchecking the boxes located in the *Include in print output* row (see below)

Results	TUBERCULIN SKIN TEST (TST) READING RECORD				
HEPATITIS B IMMUNIZATION RECORD					
ISHIHARA COLOR VISION TEST	Appointment Date	12/02/2016 07:22	01/15/2016 00:00	12/22/2014 00:00	01/30/2014 00:00
LEGACY EXPOSURE RECORDS	Include in print output	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MEASLES, MUMPS, AND RUBELLA (MMR) IMMUNIZATION RECORD	Attachments				
RESPIRATOR FIT TESTING	Reading performed by:	EMPLOYEE HEALTH			
SEASONAL FLU VACCINATION RECORD	Reason for test:	ANNUAL TEST			
SUPPORTING DOCUMENTATION EMP VIEWABLE	Name (HCW who read):	Glenda Shaffer			
TETANUS, DIPHTHERIA, AND PERTUSSIS (TDAP) IMMUNIZATION RECORD	Date read:	12/02/2016	01/15/2016	12/22/2014	01/30/2014
TUBERCULIN SKIN TEST (TST) APPLICATION RECORD	Time read:	07:22			
TUBERCULIN SKIN TEST (TST) READING RECORD	Reading: Induration (millimeters)	0			
TUBERCULOSIS (TB) SYMPTOM REVIEW	Interpretation:	NEGATIVE	NEGATIVE	NEGATIVE	NEGATIVE
VARICELLA (CHICKENPOX) TITER RECORD	Date of next TST:	12/02/2017			
VITAL DATA FORM	Comments/notes:	Check only the test results you would like included in the print out.	**LEGACY DATA - LOADED (08-09-2016)** TYPE_DESC:TB, SUBTYPE_DESC:TES INCIDENT_DATE:1/12/ RESULTS_DESC:00m RESULTS_DATE:1/15/ SERVICE_DESC:ANNI READ_LOC_DESC:SC	**LEGACY DATA - LOADED (08-09-2016)** TYPE_DESC:TB, SUBTYPE_DESC:TES INCIDENT_DATE:12/1/ RESULTS_DESC:00m RESULTS_DATE:12/2/ SERVICE_DESC:ANNI READ_LOC_DESC:SC	**LEGACY DATA - LOADED (08-09-2016)** TYPE_DESC:TB, SUBTYPE_DESC:TES INCIDENT_DATE:1/28/ RESULTS_DESC:00m RESULTS_DATE:1/30/ SERVICE_DESC:ANNI READ_LOC_DESC:OT
	Name of person recording data:	Glenda Shaffer			
	Date reviewed:	12/02/2016			
Records	Vaccinations and Certifications Only Complete Medical Records				

5. Once you have selected the results you would like click the *Print* button

TUBERCULIN SKIN TEST (TST) READING RECORD			
 Rotate	 Print		
Appointment Date	12/02/2016 07:22	01/15/2016 00:00	12/22/2016
 Include in print output	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 Attachments			
Reading performed by:	EMPLOYEE HEALTH		
Reason for test:	ANNUAL TEST		