

Procedure Title:**EMPLOYMENT****PROCEDURE NUMBER: 1-06****Policy Title:**

Employee Medical Examinations

Effective Date:

2/1/2003

Revision Date:

10/1/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. As a condition of employment, each person who has offered a position with Keystone must have a pre-employment physical examination, performed at keystones' expense by a health professional of Keystone's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. This exam is necessary to ensure that the prospective employee is in good health, free from infectious diseases and able to perform essential job functions. A test for tuberculosis, using the Mantoux method only, is required as part of the physical examination, A 'negative' result of this test is required. If the result of the test is positive, results of a chest x-ray accompanied by a written physicians note stating individual is clear of tuberculosis or other communicable disease may be submitted.
2. Current employees are required to periodically receive medical examinations to determine continued fitness for duty. Such examinations must be scheduled by employee, at a medical provider of the employee's choice and performed at the employee's expense. These examinations are required of each employee unless medically contraindicated; in which case, the exam should be schedule as soon as possible and documentation should be kept. The employee will not be paid for the time spent completing the physical exam as this time is not considered working hours.
3. Information on an employee's medial condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know in compliance with HIPAA and other state and federal statues.
4. Failure to comply with these conditions may result in termination of employment.

NOTES: