

# HOW TO COMPLETE THE E2 HEALTH FORMS

## FREQUENTLY ASKED QUESTIONS

### Employee Health Services



**Q.** Which forms do I need to complete and submit for health screening clearance?

**A.** Current forms can be found at: <http://dhs.lacounty.gov/wps/portal/dhs>

- Pre-placement packet (E2 Pre-Placement Tuberculosis History and Evidence of Immunity)
- Annual packet (E2 Annual Health Screening)

**Q.** What is the difference between the E2 Pre-Placement and the E2 Annual?

**A.** The E2 Pre-placement is to be used one time when it is your first time being on-boarded at Department of Health Services. The E2 Annual is to be used every year thereafter while working at the facility.

**Q.** What options do I have for completing the forms?

**A.** You can either have the forms completed by your health care provider **or** if you already have all the health screening tests complete you can submit them to Employee Health and we will sign off verifying all screening requirements are complete. Please complete the TB screening questionnaire.

**Q.** Which forms do I need to complete if I go to Employee Health Services?

**A.** The E2 questionnaire and provide copies of required TB tests, laboratory reports of titers or your immunizations record.

**Q.** Can E2 health forms be submitted via email or FAX?

**A.** Yes, but please ensure they are completed accurately and in-full to avoid delay in processing.

**Q.** What TB screening test do I need to complete the E2 Pre-placement form?

**A.** You must provide documentation of 2 TB skin tests < 12 months of start date **OR** 1 QuantiferonGold/TSpot blood test < 12 months of start date.

**Q.** Is a 2-step needed annually?

**A.** No, annually you will need either 1 TB skin test documented in millimeters or 1 QuantiferonGold/TSpot blood test.

**Q.** I have a history of a positive TB skin test, can I just use a chest x-ray?

**A.** No, per regulations, the TB skin test needs to be documented in millimeters. Verbal history of positive is not acceptable. If you do not have documentation of a positive TB skin test you must either have one repeated or have a blood test.

**Q.** Can I use a chest x-ray as a substitute for a TB skin test?

**A.** No, if you have a history of a negative TB skin test then you will need to repeat the TB test annually.

**Q.** Do I need to get a CXR every 4 years, per our contract?

**A.** Department of Health Services does not require serial chest x-rays for staff with positive TB skin test. A chest x-ray will only be repeated for positive signs and symptoms of TB.

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**Q.** I was told I only need 1 MMR vaccine as an adult, why do you need 2?

**A.** Healthcare workers need documentation of two vaccinations of MMR **or** a positive blood titer.

**Q.** For mumps, measles, rubella or varicella I have only received one dose, the other is not due for one more month. Can I start working?

**A.** Yes, but you will be given a **temporary clearance**. You are required to submit documentation of the 2nd dose after 28 days of the 1st dose.

**Q.** I had chicken pox disease as a child, why do I need a varicella titer?

**A.** History of disease is not acceptable for healthcare workers. You must have a positive varicella IGG titer or documentation of 2 vaccines doses.

**Q.** Can I have my titers drawn at Employee Health? I am willing to pay for them?

**A.** At this time Employee Health has no mechanism to bill for services. This is the responsibility of your contract agency or school.

**Exception to above question:** Per contract language some categories of contract staff may have services provided by Employee Health. These include Morrison staff, Volunteer Office staff, Professional Staff Association Physicians not paid by the county, and some Administration staff.

**Q.** Can I decline all vaccines, since I do not work with patients?

**A.** No, the mumps, measles, rubella and varicella are all mandatory. The others are highly recommended but a signed declination is acceptable.

**Q.** I have been working here for many years, why are you now asking me to provide evidence of immunity to childhood diseases?

**A.** We updated all files with the current requirements that were previously grandfathered in.

**Q.** Do I have to complete a respiratory fit test?

**A.** Contract staff that may need to use a respirator during work assignment are required to be fit tested. This must be done by your employer/school/agency or designated clinic. Fit testing must be done on the type of respirator that the facility you are working at uses. This is either a Kimberly-Clark or 3M N95. Please contact your local Employee Health to find out which brand of mask is required.

**Q.** How do I know if I need to be fit tested?

**A.** You will need to be fit tested if you will be taking care of patients with potential aerosol transmissible diseases or when potentially exposed to workplace respiratory hazards including (chemicals, particulates or vapors).

**Q.** Where do I go if I have a blood exposure or needle stick?

**A.** Employee Health or the Emergency Department/Urgent Care will provide a courtesy initial evaluation if desired. The follow-up visits are the responsibility of your agency/school/contract.

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**Q.** What do I do if Employee Health notifies me that I had a potential TB exposure?

**A.** You will need to present to Employee Health for a TB screening questionnaire and a TB skin test.

**Q.** Why am I not in the database?

**A.** After you complete your on-line application your sponsor must activate and claim you. If you are not showing up in the database please contact your sponsor.

**Q.** Do I need to wait until my livescan result before I submit the E2 health clearance forms?

**A.** The livescan status must be completed prior to submitting the E2 health clearance forms.

**Q.** Why is my file inactive, I am still working here?

**A.** Your sponsor is responsible for keeping your record up to date. Please contact them if your file is expired.

**Q.** What should I do if I still have questions regarding health clearance requirements?

**A.** Contact your local Employee Health Services.



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