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| **Standard Work:** | **Pre Consent for Vaccinations and Testing** |
| **Who: Employee** | Date Created: 9/14/2018 |
| Owner: Infection Prevention | Revision Date: 2/13/2024 |

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| **#** | **Actions / Steps** | **Key Points** | **Reasons** |
|  | Log in to K-Health |  |  |
|  | On your My Profile page, review your record history. | Verify testing is indicated and if a consent is already completed. |  |
|  | Under the green **Start Here** section, select  **>Your Testing or Vaccination type** | Ex: Hepatitis B, Influenza, Tuberculosis |  |
|  | Under the dropdown, select  **>Record Now +** |  |  |
|  | In Record Status section, select:  **>Consent** | Please note: If consenting for Hepatitis B, you will need to indicate which dose you are receiving. |  |
|  | Review the Consent statement and select the corresponding check boxes that apply to you. |  |  |
|  | Sign your name using the mouse/cursor. |  |  |
|  | Select **>Save** |  |  |
|  | Make arrangements with an NKC licensed nurse to get your testing/vaccination | You must complete the Pre-Consent on K-Health before seeing the nurse. |  |

References: (refers to the policy, procedure, form)