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| **Standard Work:** | **Record the Review of Employee’s TB Symptom Checklist** |
| Who: **Clinician** | Date Created: 9/18/2018 |
| Owner: Employee Health Dept. | Revision Date: 2/13/2024 |

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| **#** | **Actions / Steps** | **Key Points** | **Reasons** |
|  | Log in to K-Health |  |  |
|  | Navigate to the Personnel Summary Page |  |  |
|  | Navigate to the Employee’s Personnel Details Page | Search by name using the Keyword Search box |  |
|  | Review the Employee’s TB record history. | Verify that the employee does not have a completed symptom checklist. A second checklist is not indicated unless advised by employee health. |  |
|  | On the Green Start Here section, select **>Tuberculosis** from the dropdown |  |  |
|  | Under the dropdown, Select  **>Record Now +** |  |  |
|  | Create Record:  In the Record Status Field, select **>Medical History** |  |  |
|  | In the Status Details Field, select **>Symptom Checklist** | Review the TB Symptom Checklist with the Employee |  |
|  | Complete all fields with the Employee’s response | All fields with an asterisk **\*** are required  If **YES** to any of the questions, contact Employee Health. |  |
|  | Select **<Save>** at the bottom of the page | You will not be able to make any changes once saved. If you notice an error after saved contact Employee Health. |  |