

K-Health Tutorial for Managers

Clinical Leadership

December 2021



Manager, Employee Health & Employee



- **Non-Nurse Managers:** Manager to notify Employee Health [EH] of new employees and gather vaccination records to send to EH or have employee upload. EH will upload new and existing employee vaccination records and will notify you of what vaccinations, lab draws, TB skin test and color blindness tests (if applicable) are needed. Manager will need to ensure these are completed at a clinic by nursing staff.
- **Nurse Managers:** Manager is responsible for uploading new and existing employee vaccinations records, ensuring lab draws, TB skin test and color blindness test occurs. If manager has questions about how to upload records, what next steps are or what tests are necessary, reach out to EH.
- **Employee:** Employee needs to provide all vaccination records and test results to their manager **OR** upload these directly to K-Health which EH will go over in New Employee Orientation.



Note: Currently integrating separate Employee Health policies to make them easier to follow.

Vaccinations and Screening:





- 2-step Tuberculin Skin Test (TST) unless history of BCG vaccination and/or recurrent positive TST. If this history exists, contact EH for next steps
 - * QuantiFERON-TB Gold is drawn at a LabCorp site
- Hepatitis B series and anti-HBs after third vaccine dose
- Color Blindness Screening (for HCP reading color metric tests)
- MMR/Tdap/Varicella vaccinations (for Hospital Services HCP only)
- COVID-19 Vaccination/Vaccine series

Highly Recommended:

- Annual Influenza Vaccination (formal declination process to start 2022-2023 flu season)




Personnel Summary

Facility 	Location/Dept (ID)	Personnel Type
Supervisor (ID)	Personnel Status	Overall Compliance:   

- For nurse managers, select "Personnel" and then use the drop down under "Facility" to select your clinic.

Record Reports

Influenza	11/22/2021	Is Required?
Status Details	Facility	Nutrition (NUTR) 
Job Title (ID)	Supervisor (ID)	Personnel Status

- For non-nurse managers, a better solution is coming but go to reports, select the compliance item(s) you would like to view and type in your department name.

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- For each employee, go to their profile and upload records for each of the required fields by selecting the item you want to record on under "Record For". Then click "Record Now" or "Record Next Step" if it is a vaccination series.


Personnel Details

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Jane Doe
PERMANENT


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Record For:

Influenza 


[Record Now](#)

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- For each of the required areas, you want to get to a green check mark. Some can be confusing such as Hepatitis B. You need to document the vaccine series which likely will be prior to their employment. You select Administer, 1st dose received off site, then second dose received offsite, etc.

Create Record

Type *	Hepatitis B
Record Status *	Administer
Status Details *	1st Dose, Received Offsite 
Occurrence Date *	
Notification Date *	11/22/2021
Offsite Administered Location *	Please select a location
Comments	
Files *	Select files...

Save

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- If you are unable to get to a “green check mark,” call or email Employee Health and I will help you through the process. It can take a few times to remember exactly how Immaware wants you to document each piece.



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- Post exposure lab testing still needs to be completed at the clinic after the exposure has taken place. Further follow up with the employee will be handled by EH.
- EH will notify the manager and employee of the follow up testing schedule for the employee.
- These records will be kept in an Employee Health file and not in K-Health.

|
Hi [Manager],

Follow up testing needs to occur for employee [name] at 6 weeks, 12 weeks and 6 months post exposure.

Exposure was on [date] so the employee should have labs drawn at these **approximate** dates:

- 6 weeks post: [date]
- 12 weeks post: [date]
- 6 months post: [date]

I recommend putting these on your outlook calendar.

I will also email [employee name] this information. Can you provide me with their best phone number so I can follow up by phone as well?

Please let me know if you have any questions.

Thank you,

NKC Employee Health



Thank You