

Occupation Health and Wellness Tip Sheet

1. Task View (see below). You read the instructions and then create an account.

[Back to All Tasks](#)
23 of 23 Tasks Completed

Welcome
Completed

Health Assessment Information
Completed

Health Assessment Confirmation
Completed

I-9 Information
Completed

Personal Information
Completed

Badge Form
Completed

DHS Background 2.0 - HCMC
Completed

DHS Background 2.0 – Confirmation
Completed

MMPI Information
Completed

MMPI Confirmation
Completed

Strength and Agility Testing
Completed

Strength and Agility Test Confirmation
Completed

Psychotherapy Background
Completed

Benefits

Job: Dental Assistant

Occupational Health and Wellness Health Assessment

Your first onboarding task as a new Hennepin Healthcare employee is to complete required health surveys and schedule a visit to our Employee Occupational Health and Wellness department for your pre-employment Health Assessment. **These items are time-sensitive and must be completed within two business days of starting your onboarding process.**

Please follow the instructions below to complete these tasks.

- [Click here](#) to create a **New User** account in the *ReadySet4* system.
In order to create your New User account, you will be prompted to enter the following information:
 - Access/Org Code: 2427
 - Program Type: 2. New Hire HCMC
 - Population type: Post Offer Candidate
- Complete the **My Health Surveys** within the *ReadySet4* system.
- Schedule your Health Assessment appointment.** Please call the Employee Occupational Health and Wellness department at 612-873-2383 to schedule your appointment.
Their hours of operation are 7am – 4pm, Central Time, Monday through Friday.
Please record your Health Assessment appointment date, once scheduled, as you will need to provide the information in the next onboarding task.

If you have any questions about the Health Assessment process or the *ReadySet4* system, please contact the Employee Occupational Health and Wellness department at 612-873-2383.

[Next Task](#)

2. Sign in as new user

Hennepin
Healthcare

Username: *

Password: *

[New User? Click Here to Begin](#)

Secure

Occupation Health and Wellness Tip Sheet

3. Enter all required information. The Access/Org Code and Program are found on the task list page (see in image 1 – blue outline)

Register with ReadySet

Step 1 of 5: Please enter your code and program type to begin.

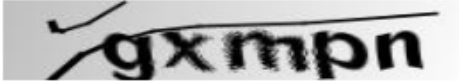
This system collects and stores Personal Health Information that is protected by law. To insure that your information remains secure and private, please enter the following to begin creating a unique system identity.

The Access/Org Code is a unique ID number for your organization. If you do not know this code, please contact your Employee/Occupational Health Department.

Access/Org Code: *

Program Type: *

Type the code below: * ⓘ



4. Enter all required information. The Population Type is found on the task list page (see in image 1 – blue outline)

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *

Last Name: *

Date Of Birth: * ⓘ

Employee Id (Employees must enter Employee ID. If unknown, others may enter full date of birth MMDDYYYY): ⓘ *

Last 4 of SSN: ⓘ *

Population Type: *

Home Address: *

City: *

State: ⓘ *

Zip: ⓘ *

Occupation Health and Wellness Tip Sheet

5. Enter all required information

Register with ReadySet

Just need a little more information.

Gender: *

SSN: ⓘ *

Phone: *

Email: *

6. Confirm all of your information is accurate

Register with ReadySet

Step 3 of 5: Please confirm the information below, or click on "Previous" to go back to correct the information.

First Name:
Last Name:
Date Of Birth:
Employee Id (Employees must enter Employee ID. If unknown, others may enter full date of birth MMDDYY):
Last 4 of SSN:
Population Type: Post Offer Candidate
Home Address:
City:
State:
Zip:
Gender:
SSN:
Phone:
Email:

Personal Health Information is protected by law. By clicking "Next" you are certifying that the information you provided is accurate and true.

Occupation Health and Wellness Tip Sheet

7. Setup your username and password

Register with ReadySet

Step 4 of 5: Setup your username and password.

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 30 characters

Username: * ⓘ

Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # \$ % ^ & * ()

Password: *

Verify Password: *

The email address below will be used if you forget your username or password.

Email Address: *

Next

8. Set up your security questions

Register with ReadySet

Last Step: Set up your security questions.

Please select three security questions and provide answers to each one. These will be used to verify your identity in the event that your password needs to be reset.

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

Finish and log me in!

9. Finish and log in.

10. Complete all of the My Health Surveys

11. Call Occupational Health and Wellness Department (612-873-2383) to schedule your appointment

- They are open Monday – Friday 7:00am to 4:00pm (CT)
- The appointment **MUST** be complete the Wednesday before you start date