

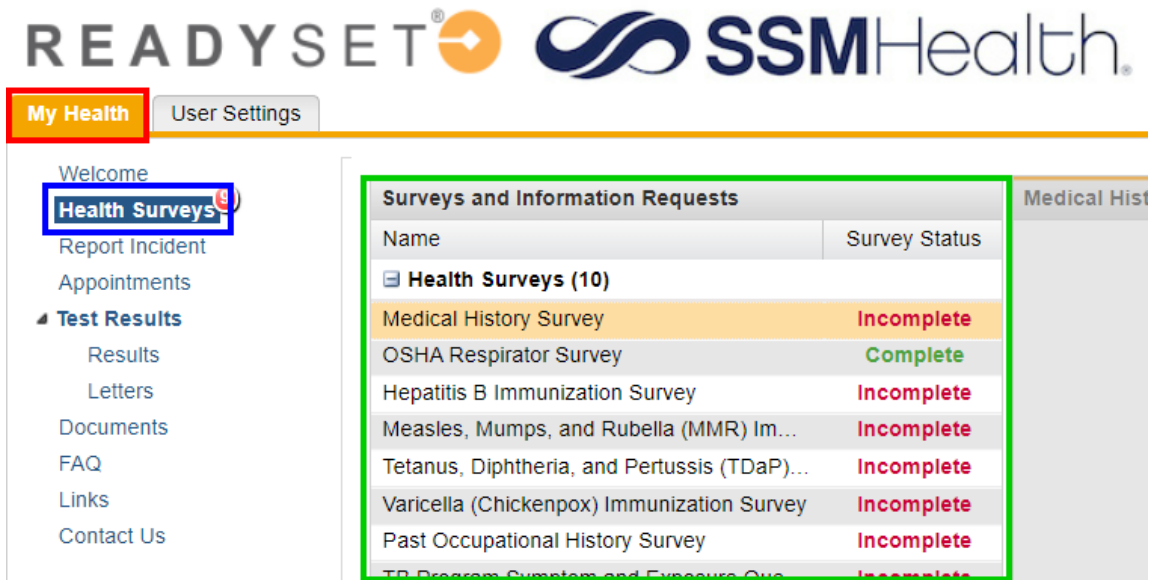
## How to Create a New **My Health** Account in ReadySet

### Overview

As part of the onboarding process, new SSM Health employees set up a My Health account in ReadySet. This document will walk through the completion of the required Health Surveys and how to then self-schedule your drug and health screening appointment with the local Employee Health department.

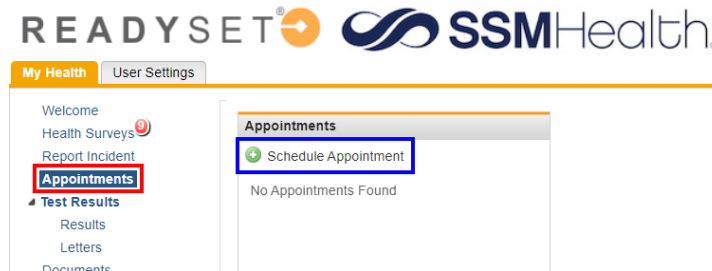
### Completing Your Health Surveys & Self-Scheduling

1. While on the “**My Health**” tab, click on “**Health Surveys**” and complete all surveys listed under the “**Surveys and Information Requests**”
  - a. Items you need to complete have a survey status of “Incomplete”
  - b. Items you have completed/finished will have a survey status of “Complete”



Surveys and Information Requests	
Name	Survey Status
<b>Health Surveys (10)</b>	
Medical History Survey	Incomplete
OSHA Respirator Survey	Complete
Hepatitis B Immunization Survey	Incomplete
Measles, Mumps, and Rubella (MMR) Im...	Incomplete
Tetanus, Diphtheria, and Pertussis (TDaP)...	Incomplete
Varicella (Chickenpox) Immunization Survey	Incomplete
Past Occupational History Survey	Incomplete
TB Program Symptom and Exposure Que...	Incomplete

2. Once you have completed ALL of your Health Surveys, you are able to schedule your appointment at the On-Site Health Screening offered May 16, 18 and 20.
  - a. You can self-schedule this appointment within ReadySet by following the below steps (Self-scheduling is smart phone friendly)
    - i. Select “**Appointments**” on the left side menu
    - ii. Click “**Schedule Appointment**” button



Appointments

[Schedule Appointment](#)

No Appointments Found

- iii. On the Schedule Appointment pop-up select the fields to create appointment
1. **Type:** New Hire Patient Contact
  2. **Location:** Select “Seminole Prehire Only” Location
  3. **Date:** Select one of the Screening times offered on May 16, May 18 and May 20
  4. From the “**Select an appointment:**” box, select the “Date and Time” you would like to schedule
  5. Click the “**Schedule**” button

Date	Time	Location
01/17/2022	7:00am-8:00am	ST. ANTHONY OKLAHOMA CITY
01/17/2022	9:00am-10:00am	ST. ANTHONY OKLAHOMA CITY
01/17/2022	10:00am-11:00am	ST. ANTHONY OKLAHOMA CITY
01/17/2022	11:00am-12:00pm	ST. ANTHONY OKLAHOMA CITY
01/17/2022	2:00pm-3:00pm	ST. ANTHONY OKLAHOMA CITY
01/18/2022	7:00am-8:00am	ST. ANTHONY OKLAHOMA CITY
01/18/2022	8:00am-9:00am	ST. ANTHONY OKLAHOMA CITY
01/18/2022	9:00am-10:00am	ST. ANTHONY OKLAHOMA CITY
01/18/2022	10:00am-11:00am	ST. ANTHONY OKLAHOMA CITY

- iv. Schedule Appointment Confirmation box will display, **review** that the information is correct and click on “**OK**” to confirm the appointment
1. You can use the Map option for directions to the location selected

Your appointment will be on  
**Monday January 17, 2022 2:00pm-3:00pm**

At the Location:  
**OKLAHOMA CITY OK EMPLOYEE HEALTH**  
608 NW 9th Street  
Suite 4212  
OKLAHOMA CITY OK 73102 [Map to Location](#)  
(405) 272-7188 (phone)  
(405) 272-6294 (fax)

Please press 'OK' to confirm this appointment

**OK** Cancel

3. An email will be sent confirming the appointment.