



Overview: Ascension Associate and Occupational Health Services are Paperless! Complete Your Health Assessment Paperwork Online. If you need assistance, **contact Associate and Occupational Health at (833) 982-0510, option 2.**

Step	Description
1	<p>Click the link provided within the email you receive from axionhealth.com. Follow the instructions to create a username and password and complete your Health Assessment Surveys.</p> <div data-bbox="245 699 1373 1341" style="border: 1px solid black; padding: 10px;"><p>From: <noreply@axionhealth.com> Date: Tue, May 24, 2022, 12:44 PM Subject: Create ReadySet User To: [REDACTED]</p><p>Hello,</p><p>Welcome to the Ascension ReadySet My Health portal!</p><p>You are receiving this email because an associate and occupational health record was created for you.</p><p>This is the first of two email messages you will receive on how to set up your account.</p><p>Please click here, after receiving information on your Program Type and Population Type.</p><p>Thank you, and have a great day!</p><p>Ascension Associate and Occupational Health</p></div>
2	<p>On the registration page, enter your Date of Birth and select your Program Type (shown below) then click Next.</p> <p>Your Program Type: A Onboarding ▾</p> <div data-bbox="245 1589 1005 1883" style="border: 1px solid black; padding: 10px;"><p>Register with ReadySet</p><p>Step 1 of 4: Please enter your date of birth, and program type.</p><p>Date of Birth: * <input type="text" value="mm/dd/yyyy"/></p><p>Program Type: * <input type="text"/></p><p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></p></div>

3 Click **Next** to confirm your information. After confirmation, you will be prompted to create a username and password as well as to set up your security questions.

Register with ReadySet

Step 2 of 4: Please confirm the information below.

House: [Redacted]
 First Name: [Redacted]
 Last Name: Owl
 Date Of Birth: [Redacted]
 Last 4 of SSN: 0000
 Population Type: Employee
 Home Address: 3994 Somewhere
 City: Boulder
 State: Colorado
 Zip: 93939

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

Previous **Next** Cancel

4 To verify the date/time of your scheduled appointment, click **Appointments** in the left menu then select your upcoming appointment. **Appointment Details** will appear to the right which includes the **Date/Time** and **Location** of your scheduled appointment.

Client Admin **My Health** User Settings

Welcome
 Health Surveys
Appointments
 Test Results
 Results
 Letters
 Documents
 FAQ
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 Contact Us
 Demographics
 Messages
 Settings

Appointments
 Schedule Appointment
 Upcoming Appointments
 May 10, 2022 at 10:00AM (1 days)
 Past Appointments
 April 29, 2022 at 4:36PM

Appointment Details
 Date: Tuesday, May 10, 2022 at 10:00 am
 Appointment Type: A Onboarding
 Status: Booked
 Location / Services
 Location: ASCENSION HEALTH - EHS CLINIC
 Provider: RN ONBOARDING 1, CALENDAR
 Services to be Provided
 MEASLES (RUBEOLA) TITER RECORD Pending
 MUMPS TITER RECORD Pending
 RUBELLA TITER RECORD Pending
 MEASLES, MUMPS, AND RUBELLA (MMR) IMMUNIZATION RECORD Pending
 HEALTH ASSESSMENT RESULT SUMMARY Pending
 VITAL DATA FORM Pending
 CHECK IN/OUT FORM Pending

5 Once logged in, complete all pending Health Assessment Surveys. Under the **My Health** tab, select **Health Surveys** on the left side menu.

READYSET Ascension

My Health User Settings

Welcome
Health Surveys
 Appointments
 Test Results
 Results
 Letters
 Documents

Welcome, [Redacted]
 If you are not [Redacted] please [log out](#) immediately.

Welcome to your Personal Health Portal

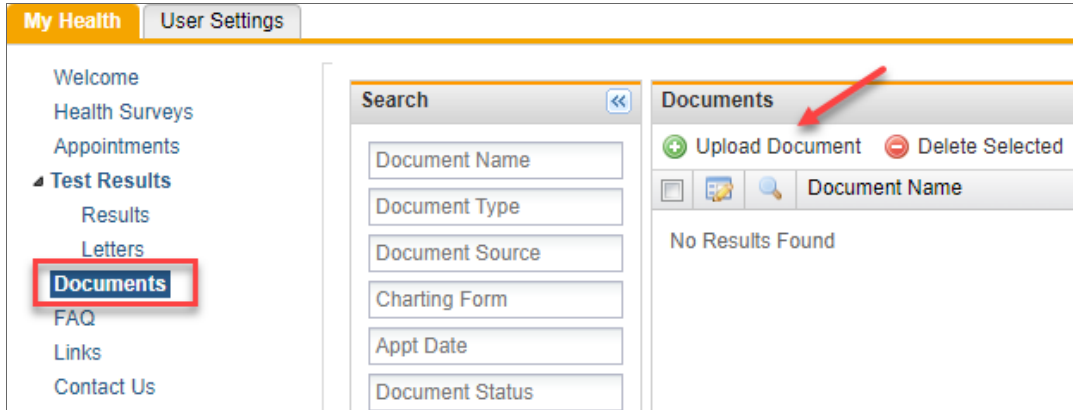
Note: A green checkmark will appear under Status as each survey is finished.

6

Upload your Employee Health Documents under the **My Health** tab.

- Select the **Documents** option on the left side menu.
- Click **Upload Document** to upload your immunizations, (including Flu), TB and other records.

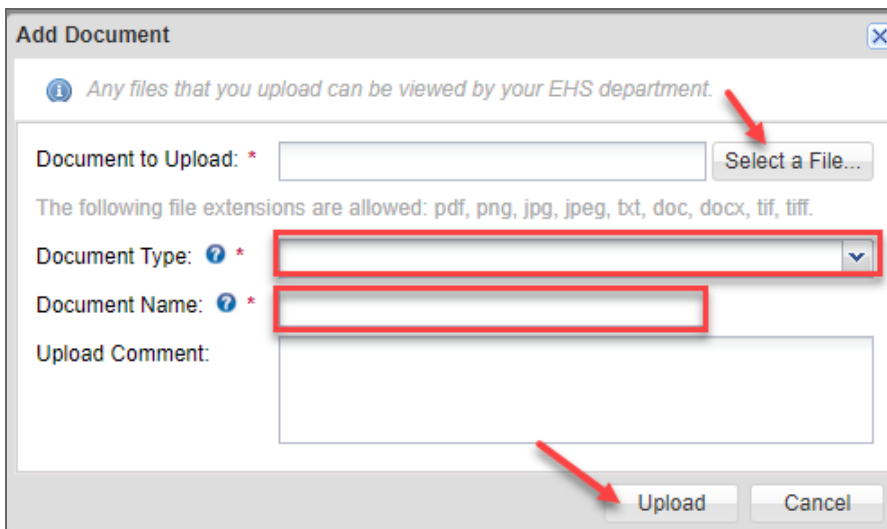
Note: If using a mobile device, you can take a photo of a record and upload.



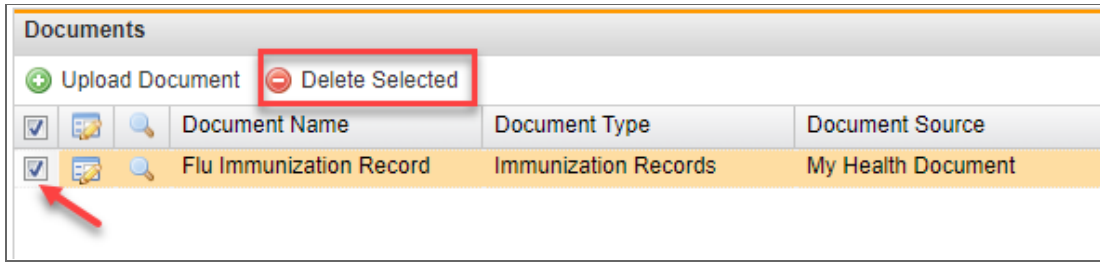
7

To upload a document:

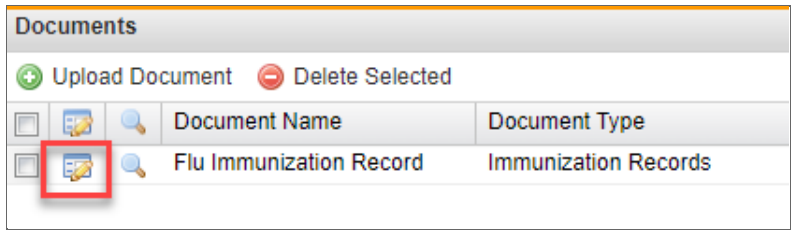
- Click the **Select a File** button to navigate to and select the document/picture on your computer or phone.
- Select the appropriate **Document Type** from the dropdown menu.
- Enter a descriptive name in the **Document Name** field (i.e., JDoe Flu Immunization Record).
- Enter a comment in the **Upload Comment** field if needed.
- Click the **Upload** button.



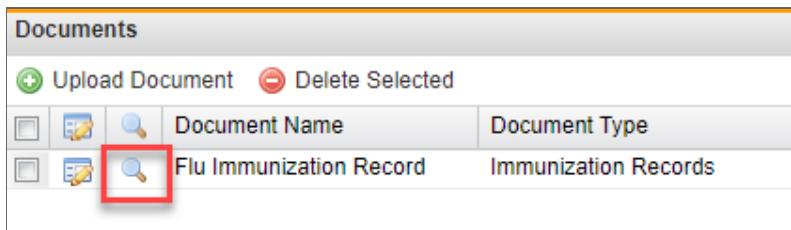
To delete a document, check the box next to the document to be deleted, then click **Delete Selected**.



View Document Details by clicking the document with “pencil” icon.



View Document uploaded by clicking the “magnifying glass” icon.



Need Support?

- Contact Associate and Occupational Health at (833) 982-0510, option 2.