

# Health Assessment Reminders from Paycom

Email reminders will come from [systemmessage@paycomonline.com](mailto:systemmessage@paycomonline.com). Below is a sample of what the email will look like:

Hello **EMPLOYEE NAME**,

This is a friendly reminder that your annual health assessment expires **YEAR-MONTH-DAY**. If you haven't done so already, please contact your primary care provider's office as soon as possible to schedule an appointment.

New York state law mandates that each employee completes an annual health assessment in order to create a safe environment for our patients and staff. All employees are responsible for the timely completion of their health assessment.

Your annual health assessment requires that you complete the following:

1. Your statement and signature (1st page, top half)
2. Annual tuberculosis screening (PPD or Quantiferon test. For Quantiferon, please attach the lab results)
3. Annual physical with your medical provider's statement and signature
4. **Additional titers (if applicable with your form)**

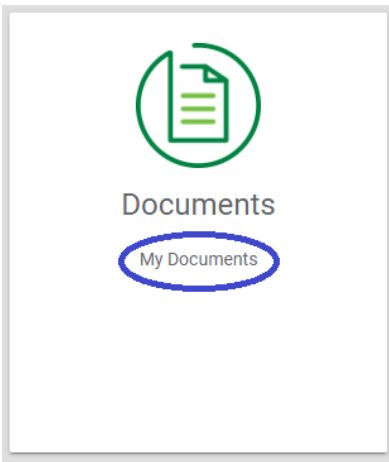
If we have not received your Annual Health Assessment in a timely manner, you will be placed on an **unpaid suspension**. You can access your blank health assessment form in your Documents section in your Paycom Employee Self Service login. Please send your completed form (please submit all parts together) to Domeá Cipparone in HR and contact Domeá if you have any questions.

*\*\*Please disregard this email if you have already submitted your completed health assessment form\*\**

Thank you,

**To obtain your required Annual Health Assessment Form, please print it from your Paycom profile via your Employee Self-Service login. Instructions are listed below:**

- 1. Login to your Paycom account and click "My Documents" under Documents.**



**2. You will find your specific Annual Health Assessment form available to view and print to take to your medical provider**

My Documents

Completed 9

[ADD DOCUMENT](#) Show 10 ▼ 1 - 9 of 9 🔍

Name and File Type	Employee Signature	Supervisor Signature	Delete	↓ Last Modified
Flu Documentation 2019-2020	N/A	N/A	N/A	09/06/2019
Onboarding Instructions - FYI	N/A	N/A	N/A	09/06/2019
Annual Health Assessment Form	N/A	N/A	N/A	09/04/2019

**\*\*\*Please note some employees may be required to have additional titers done (this will be clearly indicated on your form on page 2)**

**\*If you have had a chest x-ray done in the past, please contact Domeá to inquire if a TB test is required.**

**Please send your completed form (please submit all parts together) to Domeá Cipparone in HR and contact Domeá if you have any questions. You can also send us your annual health assessment via interoffice mail or by dropping it off at 18<sup>th</sup> street or 19 West.**

**Thank you,**

**HR Team**