



County of Alameda
Referral Form for Pre-employment Health Screening
Non- Sedentary Positions

The Agency/Department representative should complete the information below for all non-sedentary positions according to the instructions on the following page.

Please consult the Agency/Department list of job classifications and exam types to determine which exam is needed and whether psychological or other special screenings are required. For TAP candidates or retired annuitants, the exam type for the job classification in which the candidate will be working applies.

You may request a copy of your Agency/Department list from Sean Mullen at 510-272-6045.

Candidate's Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Agency/Dept.: _____ Unit: _____

Job Classification: _____ Exam Type: _____

Date Health Questionnaire given to candidate: _____

Date Respiratory Questionnaire given to candidate: _____

(If applicable)

Authorized By: _____ Date: _____

Fax Results To: _____ Fax #: _____

Medical Provider Selected:

Alameda Health System-Employee Health Services
(AHS-EHS) - Exam type 1, 11, 12 only
 15400 Foothill Blvd., Building "C"
1st Floor, Room #130, San Leandro

Kaiser Occupational Health Clinics - Exam type 1-12
 3701 Broadway, 5th Floor, Oakland
 9400 Paseo Padre Parkway, Mission Bldg., Fremont
 3000 Las Positas Road, Livermore
 3555 Whipple Road, Union City

Special Requirements (Check all that applies):

Is a TB test required? Yes No

Are vaccines required? Yes No. If "yes", list: _____

Is respirator medical evaluation required? Yes No

LEPS:

Is psychological screening required? Yes No

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INSTRUCTIONS

For health screening:

The Agency/Department representative must:

- Complete the *Referral Form for Pre-employment Health Screening Non-Sedentary Positions* and submit it to the medical provider AND to the Risk Management Unit, fax: 510-272-6815, QIC 28505. AHS-EHS can provide screenings for exam types 1, 11, and 12. Kaiser can provide screening for all exam types.
 - For AHS-EHS: fax referral to 510-346-7579, then call 510-346-7551 for an appointment.
 - For Kaiser: fax referral to 510-752-6449 or email it to Occupational-Health@kp.org with a “cc” to david.sakamoto@kp.org. Kaiser will fax/email the representative with an appointment within 24 hours. Please call David Sakamoto, 510-752-2674, if you do not receive the appointment notification within 24 hours.
- Assign the appointment date to the candidate.
- Provide the candidate with the appropriate health history questionnaire and if applicable, the respirator medical evaluation questionnaire. In the health history questionnaire for non-safety positions, the representative is to complete the Agency/Department information at the top of page 1.

The candidate must

- Complete the questionnaires before the appointment date.
- Arrive at the medical facility 30 minutes before the appointment **with the completed questionnaires and a picture ID.**

The medical provider must:

- Fax a medical clearance or a request for additional testing to the Agency/Department representative within three business days of the later of the appointment, or the completion of other screening results (i.e. TB test results).

If a pre-employment psychological screening is required:

The Agency/Department representative must also:

- Fax this referral form to the Law Enforcement Psychological Services (LEPS) main office so the employee can be entered in their system.
- Contact Dr. Tong at the evaluation office to make an appointment for the psychological exam.

Fax referral form to:

Pat Roberts
LEPS Main Office
Phone: 408-356-9696
Fax: 408-358-8182

For appointment, evaluation, and results:

Dr. Debra Tong
LEPS Evaluation Office
1868 Clayton Rd. #126
Concord, CA 94520
Phone: 925-609-8448

- Assign the appointment date to the candidate. There is no psychological questionnaire for the candidate to complete.

The candidate must:

- Arrive at the LEPS evaluation office 30 minutes before the appointment **with a picture ID.**

Pass/fail results will be available upon request to Dr. Tong within 24 hours of the evaluation. A written report will follow within one week.