Dear New Associate,

Welcome to the R1 RCM document tracking service. R1 RCM has contracted with PreCheck / Sentry MD, to obtain, store, and maintain their associate's health requirements. PreCheck / Sentry MD is a confidential health record management service. Included in this packet are the health and immunization requirements that are required of you to meet the site requirements. It is important that you review this material carefully and submit all requirements to Sentry MD.

STEP 1: **Begin obtaining the requirements listed in the following pages:**
Contact your healthcare provider to obtain the required copies of vaccines, titers and or tests. If you do not have these items in your past health records, begin making appointments to complete any missing requirements.

STEP 2: **Submit Documents-** *Requirements detailed in part II:*
Once you have gathered documentation for all requirements, submit them altogether with the signed authorization in Part II of this packet as ONE PDF upload to the secure portal at https://mysentrymd.com/sentrymd.html#/upload/95.

STEP 3: **Account Access-** *Login instructions detailed in part III:*
Login to your account to view your compliance status and stay informed on any items that could expire. Associates are responsible for maintaining their compliance throughout their employment and must submit any annual or seasonal requirement updates to the Secure Uploader at https://mysentrymd.com/sentrymd.html#/upload/95.

Please email any questions regarding your compliance status and or health requirements to R1RCM@SentryMD.com!

PART I- **AUTHORIZATION RELEASE:** *to be completed by associate and sent with other required health information to the secure portal at* https://mysentrymd.com/sentrymd.html#/upload/95.

I authorize PreCheck/Sentry MD to disclose any information that I have provided to PreCheck/Sentry MD to R1 and the R1 client to whom I provide services for purposes of meeting occupational health requirements set forth by R1and/or the R1 client . I understand that this authorization shall remain valid until I revoke this authorization and that I may revoke this authorization at any time with a written request to Sentry MD Services. Revocation of this authorization is allowable only to the extent that the release of information has not already occurred. PreCheck/Sentry MD is hereby released from all legal liability that may arise from the release of information requested. Any information disclosed through this release may be subject to re-disclosure by the receiving party, and no longer protected under applicable federal law.

_____

Associate's Name (Please print)

_____   _____

Associate's Signature   Date

PART II- **HEALTH REQUIREMENTS**: Please provide the required documents for each section to move forward with your onboarding process. All documentation must be current and provided to Sentry MD.
Note: All vaccines, titers or tests must be properly documented on the Provider's form with their signature, stamp, or letterhead and date. Submit all requirements listed below as ONE PDF submission to the secure portal at https://mysentrymd.com/sentrymd.html#/upload/95.

Measles, Mumps and Rubella (MMR):	**MMR Requirement Options:** **Option 1).** Positive QUANTITATIVE IgG antibody titers for Measles, Mumps and Rubella. If a titer results in non-immunity; completion of the two-dose MMR vaccine series is required if no prior vaccine series is on file. **Option 2).** Send documentation of past vaccine series and sign declination, please complete the Quorum declination form, and submit to Sentry MD.
Varicella (Chicken Pox):	**Varicella Requirement Options:** **Option 1).** Positive QUANTITATIVE IgG antibody titers for Varicella. If a titer results in non-immunity; completion of the two-dose Varicella vaccine series is required if no prior vaccine series is on file. **Option 2).** Send documentation of past vaccine series and sign declination, please complete the Quorum declination form, and submit to Sentry MD.
Hepatitis B (HepB):	**HepB Requirement:** A Positive QUANTITATIVE IgG surface antibody titer is required. If you have documentation of your HepB vaccines series, please also send this with your titer report. • If a titer results in non-immunity, a new vaccine series is highly recommended, and documentation of each new dose should be sent into Sentry MD. The two dose Heplisav-B vaccines are accepted as a follow-up series to a non-immune titer. • To decline the HepB requirement, please contact your site for their HepB declination form and send the completed declination to Sentry MD.
Influenza (Flu):	Flu vaccine required seasonally
Tuberculosis (TB/PPD/Mantoux/IGRA):	**TB Requirement Options:** **Option 1).** TB skin test completed within 90 days of entry into R1 RCM with a negative result. **Option 2).** TB Blood Test (QuantiFERON or T Spot) within 90 days of entry into R1 RCM with a negative result. **Option 3).** If TB history is positive a QuantiFERON TB Gold Blood draw or a clear Chest X-ray within 90 days of entry into R1 RCM is required.
Tetanus, Diphtheria and Pertussis (Tdap):	**Tdap Requirement:** Tdap vaccine within 10 years. *TD booster is NOT accepted.

PART III- COVID-19 OPTIONAL VACCINE INFORMATION:

In coordination with many of R1's end-to-end customers, associates working at hospital sites had or will have the opportunity to receive the COVID-19 vaccination in accordance with the customers' respective vaccination schedules and protocols. At this stage, consistent with R1's customers' current policies, scheduling/completion of the vaccination is highly encouraged, but not mandatory. Sentry MD will store your COVID-19 Vaccine card in the document section of your account, in the chance you need to access it at any time by logging in. If you choose to send in your document, please wait until you have completed both of your COVID-19 vaccines and then submit your COVID-19 vaccine card to the Secure Upload Portal at https://mysentrymd.com/sentrymd.html#/upload/95.

If receiving the COVID-19 vaccine, please be aware it might conflict with other required vaccines. The full impact of the COVID-19 vaccine on TB test accuracy and effectiveness of other vaccines is currently unknown. Therefore, current CDC guidance is to adjust the timing of TB testing and other vaccine administration to employees who recently received a COVID-19 vaccine.

The Centers for Disease Control and Prevention (CDC) recommends the following:

- TB blood and skin tests should be delayed for four weeks after the second mRNA COVID-19 vaccine. However, these tests may be performed at any time **before** the first COVID-19 vaccine is administered.

® **Associate Checklist**

- ☐ Part I- Associate has signed authorization statement.
- ☐ Part II- Associate has obtained documents to meet each requirement listed on their provider or clinics forms that are signed, stamped and or include the letterhead of the healthcare provider.
- ☐ Submit all requirements as ONE PDF upload to the secure portal at https://mysentrymd.com/sentrymd.html#/upload/95.
- ☐ Part III- Optional COVID-19 vaccine submission, if you have been vaccinated for COVID-19 and would like to submit your COVID-19 vaccine card to be stored with your health documents, you can include this in your submission to Sentry MD.
- ☐ Part IV- Associate account access, login to verify you can view your status and processed submissions.

Please email any questions you may have to R1RCM@SentryMD.com

PART **IV- ACCOUNT ACCESS**

Welcome to your Sentry MD account. Your account allows you to see your compliance status and download/print documents that have been processed by Sentry MD. Please make sure to submit document requirements to the Upload portal at https://mysentrymd.com/sentrymd.html#/upload/95, as you are not able to upload directly to your account. All documents are reviewed and processed prior to showing in your account *(Processing can take 72 business hours)*.

Link to Sentry MD system: https://mysentrymd.com/#/home

1. Click 'Create Password'
2. Enter your email address (your User ID will be the email address you registered with in all lowercase)
3. You will be sent a token to your email address
4. Enter Token from email onto site
5. Create a Password
6. Click link to go to login screen.

Once you are logged into your account, you will note on the landing page how easy it is to see your compliance status. A blue checkmark next to each of the requirements means you are compliant. Requirements with the red exclamation mark indicate you are missing documentation, and these items need your attention.

In addition to viewing your status at any time, you can download and print your landing page checklist and any or all the documents you have submitted by clicking the PDF icons. Only those documents that have completed processing will appear in your account. Please note processing can take up to 72 business hours. We hope these tools will help you stay on top of your compliance requirements.