

SEMA4 HR/Payroll

MN-PS171S

April, 2015

Physical Exam Information

Learning Guide

State of Minnesota

Minnesota Management & Budget (MMB)

SEMA4 HR Services

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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

This document is available in alternative formats to individuals with disabilities. Call Statewide Administrative Systems Help Line at (651) 201-8100. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Welcome to the *Physical Exam Information* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who need to know how to record physical exam information using SEMA4.

What skills will I learn?

You will learn to enter physical exam information into SEMA4. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Add physical exam information
- Change physical exam information

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take me?

Actual time will vary, but plan on approximately 1 hour and make sure you have enough time to complete this guide in one day.

What do I need to proceed?

- Access to SEMA4
- Training user ID and password to sign in to the User Training database
- Code (two-digit) to access training records

How do I obtain User Training database information?

First you must register for the course. After you do so, you will receive an E-mail message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing the exercises.

Follow-Up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

In this guide, you will learn how to access, add and change physical exam information using SEMA4.

Knowing how to add and change physical exam information allows you to record and maintain physical exam information in a timely and efficient manner.

The following topics are included in this guide:

- Adding Physical Exam Information
- Changing Physical Exam Information

Please continue to the first topic, *Adding Physical Exam Information*.

Adding Physical Exam Information

INTRODUCTION

The Physical Exam component is used to record physical exams that employees need in order to perform their jobs, or for monitoring an employee's health. For example, Minnesota State Troopers must have a physical every year. An employee exposed to radon may need follow-up exams to monitor health.

Use the Physical Exam component to record that an employee has received a physical exam in compliance with the job requirements, or a test to monitor a specific health condition.

VIEW SEMA4 HELP

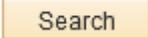
First, view the Adding/Updating Physical Exam Information steps in SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click the Index tab, and type: physical	List of keywords displays
3. Select Physical Exam Address/Phone from the Index. Select Add/Update Physical Exam Information - Steps from the pop-up box.	Add/Update Physical Exam Information – Steps displays
4. Scroll through the step-by-step instructions.	
5. Exit SEMA4 Help.	

ADD PHYSICAL EXAM INFORMATION

Sid Maxwell, a General Repair Worker with the Department of Natural Resources (DNR), was exposed to high levels of lead while working on a building remodeling project in southern Minnesota.

Because of this incident, he is required to have a blood lead exam every year to monitor his blood lead level.

ACTION	RESULT
1. Sign in to the User Training database, using the training User ID and Password.	Main menu displays
2. Select Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam .	A search page displays
3. In the EmplID field, enter 000123 __ __ (substituting your two-digit code for the blanks) and click 	Physical Exam Address/Phone page displays
4. This employee does not already have exam information, so you do <i>not</i> add a row. <ul style="list-style-type: none">• If previously-entered information were displaying, you would add a row.	

Begin on the **Physical Exam Address/Phone** page.

City is uppercase in the User Training database only. In the Production database, City is mixed case.

The screenshot shows a web application interface for the State of Minnesota. At the top, there is a navigation bar with 'State Of Minnesota', a search bar, and links for 'Home', 'Worklist', 'Add to Favorites', 'Print', 'Help', and 'Sign o'. Below this, there are tabs for 'Physical Exam Address/Phone' and 'Exam Details'. The main content area displays 'Maxwell, Sid' with 'Person ID 00012301'. A 'Physical Exam Data' form is shown with the following fields:

- *Exam Date: 04/22/2015 (with a calendar icon)
- *Exam Type: Other (dropdown menu)
- Next Exam: 04/22/2016 (with a calendar icon)
- Provider: Wilson, Grant MD (with a Name label)
- Country: USA (with a globe icon and 'United States' text)
- Address: 3456 State St, MANKATO, MN 55512-3333, 013 Blue Earth (with an 'Edit Address' button)
- Phone: 507/555-2376

FIELD NAME & DESCRIPTION	DATA
<p>1. Exam Date</p> <ul style="list-style-type: none"> Enter the date the exam took place. You may type the date, using the date format (mmddyyyy or mm/dd/yyyy) or click  and select the date. 	04/22/2015
<p>2. Exam Type</p> <ul style="list-style-type: none"> Select the type of exam, or to record a fingerprint, select Fingerprint. If you select Other, enter the type and/or results of the exam in the Comment field on the Exam Details page. 	Other
<p>3. Next Exam</p> <ul style="list-style-type: none"> Type the date of the next exam, if any. This field automatically displays a date for some exam types, such as Annual. If a date displays, accept the date or enter the next exam date. 	04/22/2016
<p>4. Provider</p> <ul style="list-style-type: none"> Type the name of the clinic where the exam took place; or type the name of the employee's physician, using the name format Last,First (example: Smith,John). 	Wilson,Grant MD

FIELD NAME & DESCRIPTION	DATA
<p>5. Country</p> <ul style="list-style-type: none"> Enter USA, or select the country where the clinic or physician's office is located. 	USA
6. Click the Edit Address link.	
<p>7. Address 1</p> <ul style="list-style-type: none"> Type the street address, including suite number, of the clinic or physician's office. 	3456 State St
<p>8. Address 2</p> <ul style="list-style-type: none"> This field is optional and is frequently left blank. 	Leave blank
<p>9. State</p> <ul style="list-style-type: none"> Select the state code for the clinic/physician's office. 	MN
<p>10. City</p> <ul style="list-style-type: none"> Click  On the Lookup City page, enter M (it's case-sensitive), and click  Select MANKATO from the list. City names in the User Training database are uppercase. In the Production database, they are mixed case. The city must be entered correctly before you can select a county. Some cities are hard to spell. For help, use the Lookup City page. 	MANKATO
<p>11. Postal</p> <ul style="list-style-type: none"> Type the 5- or 9-digit ZIP code for the clinic or physician's office. 	555123333
<p>12. County</p> <ul style="list-style-type: none"> Select the county code for the clinic or physician's office. 	013
13. Click 	
<p>14. Phone</p> <ul style="list-style-type: none"> Type the clinic or physician's daytime phone number. 	507/555-2376

Select the **Exam Details** page. All fields on this page are optional.

The screenshot shows the 'Exam Details' page for a user named Maxwell, Sid (Person ID 00012301). The page includes a search bar at the top and navigation links. The main form area contains the following fields:

- Exam Date: 04/22/2015
- Exam Type: Other
- Baseline:
- Organ Donor:
- Blood Donor:
- *Blood Type: Unknown (dropdown)
- Referral: (dropdown)
- Comment: Blood Lead Test

FIELD NAME & DESCRIPTION	DATA
<p>1. Comment</p> <ul style="list-style-type: none"> Complete this field if you selected an exam type of Other on the previous page. Record any comments regarding the type or results of the exam. 	Blood Lead Test
2. All other fields on this page are optional.	

ACTION	RESULT
<ul style="list-style-type: none"> Click  Save 	Saved displays briefly in the upper-right corner of the page

ADD PHYSICAL EXAM INFORMATION

EXERCISE

In this exercise, you will enter physical exam information.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in this guide
- SEMA4 Help

Directions

Aaron Steel, a Minnesota State Trooper for the Department of Public Safety, has completed his yearly physical exam.

In the **User Training** database, use the following data to enter the physical exam information.

FIELD NAME	DATA
EmplID	000234 __ __ (substituting your two-digit code for the blanks)
Exam Date	04/24/2015
Exam Type	Annual
Next Exam	04/24/2016
Provider	Harrison,Brad MD
Country	USA
<u>Edit Address</u>	Click the link
Address 1	5938 Evergreen St
Address 2	Leave blank
State	MN
City	MOORHEAD
Postal	56563
County	027
	Click the button
Phone	218/555-9874

SOLUTION

Notice that when you selected Annual in the **Exam Type** field, the **Next Exam** field automatically displayed a date one year after the exam date. In this example, you did not need to access the **Exam Details** page.

Your page should resemble the page shown below.

Note: City is uppercase in the User Training database only. In the Production database, City is mixed case.

The screenshot shows a web application interface for the State of Minnesota. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, Print, Help, and Sign out. Below this is a search bar with a dropdown menu set to 'All' and an 'Advanced Search' button. The main content area is titled 'Physical Exam Address/Phone' and 'Exam Details'. The user's name is 'Steel, Aaron' and their Person ID is '00023401'. The 'Physical Exam Data' section contains the following fields: '*Exam Date' (04/24/2015), 'Next Exam' (04/24/2016), '*Exam Type' (Annual), 'Provider' (Harrison, Brad MD), 'Country' (USA), 'Address' (5938 Evergreen St, MOORHEAD, MN 56563, 027 Clay), and 'Phone' (218/555-9874). There is an 'Edit Address' button next to the address field. The page also includes a 'Find | View All' section with 'First 1 of 1 Last' navigation options.

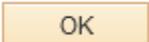
ACTION	RESULT
<ul style="list-style-type: none">Click 	<i>Saved</i> displays briefly in the upper-right corner of the page

REVIEW QUESTIONS

Review what you learned by answering the following questions. If you have difficulty answering the questions, review the topic.

1. Why would you click ?
 - a. To insert a new row of information
 - b. To update an existing row of information
 - c. To delete a row of information

2. The Next Exam field _____ automatically fills in with a date.
 - a. never
 - b. always
 - c. sometimes

3. To look up the City, click _____.
 - a. 
 - b. 
 - c. 
 - d. 

4. On the Exam Details page, you must select a Blood Type other than Unknown.
 - a. True
 - b. False

5. What is the Comment field used for?
 - a. To record general information about the employee
 - b. To record the type of exam or test and/or results
 - c. Nothing; it's unused

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. Why would you click ?
 - a. To insert a new row of information

2. The Next Exam field _____ automatically fills in with a date.
 - c. sometimes. The Next Exam field fills in for some Exam Type values, like Annual, and you can change the date if necessary.

3. To look up the City, click _____.
 - d. 

4. On the Exam Details page, you must select a Blood Type other than Unknown.
 - b. False. All fields on the Exam Details page are optional, and you can successfully save the Physical Exam component without selecting a Blood Type value.

5. What is the Comment field used for?
 - b. To record the type of exam or test and/or results

Continue to the next topic, *Changing Physical Exam Information*.

Changing Physical Exam Information

INTRODUCTION

At some point, you may need to change physical exam information in SEMA4. Situations in which it may be necessary to change information include:

- The original exam or next exam date was entered incorrectly.
- The incorrect exam type was selected.
- The next exam date changed.
- Additional comments need to be added regarding the exam results.
- The name and address of the physician changed.

For any of the above situations, access the previously-entered physical exam information, make changes and then save.

CHANGE PHYSICAL EXAM INFORMATION

Sid Maxwell was scheduled to have his blood lead exam on 2/23/2008. However, he had a schedule conflict, so the exam did not take place until 2/26/2008. Also, the results of the exam need to be added.

Using the step-by-step instructions, change the physical exam information.

ACTION	RESULT
1. Sign in to the User Training database, using the training User ID and Password.	Main menu displays
2. Select Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam.	A search page displays
3. In the EmplID field, enter 000123 __ __ (substituting your two-digit code for the blanks) and click 	Physical Exam Address/Phone page displays
4. Locate the record with the appropriate exam date, 04/22/2015. <ul style="list-style-type: none">• If more than one exam record exists, the row count will be greater than 1 of 1 (example: 1 of 3). If there is more than one record, click  or  to find the record you want.	04/22/2015 is displayed

Begin on the **Physical Exam Address/Phone** page.

State Of Minnesota Home | Worklist | Add to Favorites | Print | Help | Sign o

All Search >> Advanced Search

New Window | Help | Personalize Page

Physical Exam Address/Phone Exam Details

Maxwell, Sid Person ID 00012301

Physical Exam Data Find | View All | First 1 of 1 Last

*Exam Date *Exam Type

Next Exam

Provider Name

Country United States

Address

Phone

FIELD NAME	DATA
<ul style="list-style-type: none"> Exam Date <p>Type the actual date the exam took place.</p> <p>If you were adding another exam record instead of changing the existing one, you would insert a row and then type the date of the next exam.</p>	04/23/2015

Select the **Exam Details** page.

State Of Minnesota | Home | Worklist | Add to Favorites | Print | Help

Physical Exam Address/Phone | **Exam Details** | New Window | Help | Personal

Maxwell, Sid | Person ID 00012301

Physical Exam Details | Find | View All | First | 1 of 1 | Last

Exam Date: 04/23/2015 | Exam Type: Other

Baseline
 Organ Donor
 Blood Donor

*Blood Type: Unknown

Referral: [Empty]

Comment: Blood Lead Test. Blood lead level is within normal range.

FIELD NAME	DATA
<ul style="list-style-type: none"> Comment <p>Record any comments regarding the type or results of the exam.</p>	Blood lead level is within normal range.

ACTION	RESULT
1. Verify that the information you entered is correct.	
2. Click  Save	<i>Saved</i> displays briefly in the upper-right corner of the page

CHANGE PHYSICAL EXAM INFORMATION EXERCISE

In this exercise, you will practice changing physical exam information.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in this guide
- SEMA4 Help

Directions

The clinic where Aaron Steel had his physical exam has moved.

In the User Training database, enter the following changes to the physical exam information.

FIELD NAME	DATA
EmplID	000234 __ __ (substituting your two-digit code for the blanks)
<u>Edit Address</u>	Click the link
Address 1	3927 Sullivan Dr
	Click the button

SOLUTION

Your page should resemble the page below.

State Of Minnesota All Search Advanced Search Home Worklist Add to Favorites Print Help Sign out

Physical Exam Address/Phone Exam Details New Window | Help | Personalize Page

Steel, Aaron Person ID 00023401

Physical Exam Data Find | View All First 1 of 1 Last

*Exam Date: 04/24/2015 ib *Exam Type: Annual + -

Next Exam: 04/24/2016 ib

Provider: Harrison, Brad MD Name

Country: USA United States Edit Address

Address: 3927 Sullivan Dr
MOORHEAD, MN 56563
027 Clay

Phone:

ACTION	RESULT
• Click 	<i>Saved</i> displays briefly in the upper-right corner of the page

REVIEW QUESTIONS

Review what you learned by answering the following questions. If you have difficulty answering the questions, review the topic.

1. What path do you follow to access to change physical exam data?
 - a. Workforce Administration > Health and Safety > Physical Exam
 - b. Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam
 - c. Workforce Administration > Personal Information > Health and Safety > Physical Exam
 - d. Workforce Monitoring > Physical Exam > Exam Details

2. How do you know if an employee has more than one physical exam record?
 - a. Click the page tabs
 - b. Click
 - c. See if the row count is greater than 1 of 1
 - d. Click

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. What path do you follow to access to change physical exam data?
 - b. Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam

2. How do you know if an employee has more than one physical exam record?
 - c. See if the row count is greater than 1 of 1

Continue to the *Conclusion*.

SUMMARY

In this guide, you learned how to access, add and change physical exam information.

OBJECTIVES

This guide included the following topics:

- *Adding Physical Exam Information*
You learned how to add physical exam information.
- *Changing Physical Exam Information*
You learned how to access and change physical exam information.

EVALUATION

Please complete the Evaluation form in the back of this guide and return it to SEMA4 HR Services.

Thank you for participating!

PHYSICAL EXAM INFORMATION

Your Name (Optional) _____ Date _____

Agency _____

Check the box that best describes what you learned.

CONCEPTS	I FULLY UNDERSTAND	I AM SLIGHTLY CONFUSED	I DO NOT UNDERSTAND	WAS NOT ADDRESSED
If an exam record displays, to add a new exam record you need to add a row.				
PROCESSES				
Entering physical exam information				
Moving among an employee's exam records by clicking  or 				
Changing physical exam information				

In what three ways will you apply what you have learned in this guide?

✓

✓

✓

Write any other comments on the back of this form.

Thank you!