

Medical Readiness System

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Signing In

Introduction This section provides instructions for signing on to the system.

Procedure Follow these steps to sign on to PeopleSoft®

From Coast Guard Standard Workstation III:

Step	Action
1	Click on the Start button
2	Select Programs from the list of options
3	Click on the USCG Web Apps folder
4	There are two menu items for accessing the system, select: Users to complete self-service tasks. Personnel for personnel staffs (SPOs), TQC, Comdt staff (PAL, Funds Mgt), HRISC, CGPC, Clinics and Command level users
5	Enter your User ID (User IDs are case sensitive). Note: Your User ID will be your Employee ID number unless you have been assigned a different ID by Customer Care.
6	Enter your Password (Passwords are case sensitive). Note: Your Password will be your Social Security Number (SSN) unless you have changed it or were assigned a different password by Customer Care.
7	Click the Sign In button (Clicking the button with the mouse pointer seems to work better than pressing the enter key).

From Home or other Non-Coast Guard Computer:

Step	Action
1	<p>Start Internet Explorer by clicking the  icon on your desktop or by choosing Internet Explorer from the programs section of the start menu.</p> <p>Note: Other web browsers may work but are not supported.</p>
2	<p>Enter the system's address (e. g. https....) in the Address block and press enter or click the "Go" button on the tool bar.</p>
3	<p>Enter your User ID (User IDs are case sensitive).</p> <p>Note: Your User ID will be your Employee ID number unless you have been assigned a different ID by Customer Care.</p>
4	<p>Enter your Password (Passwords are case sensitive). Note: Your Password will be your Social Security Number (SSN) unless you have changed it or were assigned a different password by Customer Care.</p>
5	<p>Click the  button (Clicking the button with the mouse pointer seems to work better than pressing the enter key).</p>

Basic Navigation

Introduction This section provides instructions for navigating PeopleSoft menus.

PeopleSoft Menus After you sign in the Main Menu page will display. The main menu column also, known as Home, contains a general list of areas you can link to.

A plus sign (+) next to a listing indicates there are more levels to view under that heading. Additional levels appear in new columns, which are displayed to the right of the Home column.

A minus (-) sign next to a listing indicates the additional levels for that item are displayed in the adjacent column. You can quickly navigate back through columns by clicking on the links at the top of any page.

These links, known as breadcrumbs, display your current location within the system. This breadcrumb trail indicates the user is currently on the e-Resume page.

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > **Create e-Resume**

Note: Do not use the Internet Explorer Back  or Forward  buttons to navigate between pages. Use the PeopleSoft breadcrumbs at the top of the page or the return links at the bottom of the page to navigate.

Example: PeopleSoft Expanding Menu Columns:



Medical Readiness System

About the Medical Readiness System

The Medical Readiness System (MRS) is the Coast Guard's implementation of a modified off-the-shelf software application based on PeopleSoft's Human Resource Management System. It is primarily designed for use by clinics, independent duty health services technicians and Coast Guard Personnel Command. MRS contains the following functional elements:

- Recording Immunization Data
- Physical Exam Currency
- Medical Readiness Data
- Color Vision Status
- Waiver Information

Effective 1 August 2002, MRS is mandated for entering all new anthrax vaccine information on Coast Guard members. Previous anthrax immunizations data will be entered centrally by COMDT (G-WKH). The system provides information to determine future immunization requirements as well as reporting members who are overdue for the anthrax vaccine.

Additionally, all clinics and sick bays may begin using this system to enter and track other medical readiness information and are required to use all MRS data fields as of 1 October 2002. MRS is designed to enter and track medical readiness parameters (e.g. HIV test, PPD test, DNA specimen submission, physical exam currency, immunizations, color vision status, and medical waiver information) that assess operational readiness and are used extensively in other human resource programs. Following the implementation of MRS at a clinic or sick bay, duplicate data entry in CLAMS II is not required.

Note that any equivalent data in CLAMS II as of 1 August 2002 has been migrated to MRS. For any immunization, physical exam or medical test data entered into MRS after 1 August 2002, the same data does not need to be entered into CLAMS II. CLAMS II will still be temporarily available for all other currently used functions.

MRS will also record waiver information. At the time a waiver is approved by CGPC, the cognizant division (opm-1, opm-2, rpm, epm-1) is responsible for entering medical waiver information into the appropriate MRS tables. This process began on 1 August 2002.

Questions on policy related to MRS implementation may be directed to CDR Mark Tedesco COMDT (G- WKH). Questions on implementation may be directed to HSC Robert Oster, MLCA(k) or CAPT Robert Rist, MLCP(k).

Please click the links below for access instructions and information on how to use the Medical Readiness System (MRS).

- [Getting Access to the Medical Readiness System](#)
- [PeopleSoft Medical Readiness Tutorial](#). This tutorial is designed to introduce you to the PeopleSoft Medical Readiness application.
- [Medical Readiness System Instructions in Microsoft Word format \(for printing and off-line reading\)](#)

Implementation ALCOAST:

R 181854Z JUN 02 ZUI ASN-A00169000040 ZYB
FM COMDT COGARD WASHINGTON DC//G-W//
TO ALCOAST
BT

UNCLAS //N06000//
ALCOAST 301/02
COMDTNOTE 6000

SUBJ: PeopleSoft MEDICAL READINESS SYSTEM IMPLEMENTATION

1. THIS ALCOAST ANNOUNCES THE IMPLEMENTATION OF THE COAST GUARD HUMAN RESOURCES MANAGEMENT SYSTEM (PeopleSoft) MEDICAL READINESS SYSTEM (MRS).

2. THE MRS IS THE COAST GUARDS IMPLEMENTATION OF A MODIFIED OFF-THE-SHELF SOFTWARE APPLICATION BASED ON PEOPLESOFTS HUMAN RESOURCE MANAGEMENT SYSTEM. IT IS PRIMARILY DESIGNED FOR USE BY CLINICS, INDEPENDENT DUTY HEALTH SERVICES TECHNICIAN AND CGPC. MRS CONTAINS THE FOLLOWING FUNCTIONAL ELEMENTS: RECORDING IMMUNIZATION DATA, PHYSICAL EXAM CURRENCY, MEDICAL READINESS DATA, COLOR VISION STATUS AND WAIVER INFORMATION.

3. EFFECTIVE 1 AUG 02, THE MRS IS MANDATED FOR ENTERING ALL NEW ANTHRAX VACCINE INFORMATION ON COAST GUARD MEMBERS. PREVIOUS ANTHRAX IMMUNIZATIONS DATA WILL BE ENTERED CENTRALLY BY G-WKH. THE SYSTEM PROVIDES INFORMATION TO DETERMINE FUTURE IMMUNIZATION REQUIREMENTS AS WELL AS REPORTING MEMBERS WHO ARE OVERDUE FOR THE ANTHRAX VACCINE. ADDITIONALLY, ALL CLINICS AND SICK BAYS MAY BEGIN USING THIS SYSTEM TO ENTER AND TRACK OTHER MEDICAL READINESS INFORMATION AS OF 1 AUG 02 AND ARE REQUIRED TO USE ALL MRS DATA FIELDS AS OF 1 OCT 02.

4. MRS IS DESIGNED TO ENTER AND TRACK MEDICAL READINESS PARAMETERS (E.G. HIV TEST, PPD TEST, DNA SPECIMEN SUBMISSION, PHYSICAL EXAM CURRENCY, IMMUNIZATIONS, COLOR VISION STATUS, AND MEDICAL WAIVER INFORMATION) THAT ASSESS OPERATIONAL READINESS AND ARE USED EXTENSIVELY IN OTHER HUMAN RESOURCE PROGRAMS. FOLLOWING THE IMPLEMENTATION OF MRS AT A CLINIC OR SICK BAY, DUPLICATE DATA ENTRY IN CLAMS II IS NOT REQUIRED. NOTE THAT ANY EQUIVALENT DATA IN CLAMS II AS OF 1 AUG 02 WILL BE MIGRATED TO MRS. FOR ANY IMMUNIZATION, PHYSICAL EXAM OR MEDICAL TEST DATA ENTERED INTO MRS AFTER 1 AUG 02, THE SAME DATA DOES NOT NEED TO BE ENTERED INTO CLAMS II. CLAMS II WILL STILL BE TEMPORARILY AVAILABLE FOR ALL OTHER CURRENTLY USED FUNCTIONS.

5. THE MRS WILL ALSO RECORD WAIVER INFORMATION. AT THE TIME A WAIVER IS APPROVED BY CGPC, THE COGNIZANT DIVISION (OPM-1, OPM-2, RPM, EPM-1) IS RESPONSIBLE FOR ENTERING MEDICAL WAIVER INFORMATION INTO THE APPROPRIATE MRS TABLES. THIS PROCESS WILL BEGIN 1 AUG 02.

6. THE FUNCTIONS OF THE MRS ARE ACCESSED VIA THE INTRANET, AND CONSIST OF MULTIPLE WEB PAGES, WHICH USERS COMPLETE OR REVIEW. THESE FUNCTIONS MAY BE ACCESSED IN THE SAME MANNER AS ALL OTHER PeopleSoft ACTIVITIES. TO OPEN MRS: SIGN ON TO THE COAST GUARD HUMAN RESOURCES MANAGEMENT SYSTEM (PeopleSoft) AT [HTTP://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM](http://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM). SIGN ON TO PeopleSoft, CLICK ON "MONITOR WORKPLACE", THEN CLICK "MONITOR HEALTH/SAFETY (GBL)", THEN SELECT "USE", "INQUIRE" OR "PROCESS". (ALTERNATE PATH VIA THE BUSINESS PROCESS MAP: SIGN ON TO PeopleSoft, THEN CLICK ON

- "PEOPLE TOOLS", THEN CLICK "NAVIGATOR" AND FOLLOW FROM THERE).
7. ALL MEDICAL AND DENTAL CARE PROVIDERS (OFFICER AND ENLISTED) SHOULD ALREADY HAVE PeopleSoft USER ACCOUNTS FOR ACCESSING THE PeopleSoft SYSTEM. MEMBERS WILL RECEIVE ACCESS TO MRS AFTER FAXING A COMPLETED psc-7421/2 TO (785) 339-2297. TO ACCESS psc FORM 7421/2 GO TO: [HTTP://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM](http://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM), SCROLL DOWN TO "PeopleSoft HELP" AND SELECT "USER ACCESS FORM". ON THE psc-7421/2, SELECT "OTHERS NOT LISTED" UNDER NR 7 AND ENTER "MRS CLINICAL ACCESS" FOR MEDICAL PERSONNEL OR "MRS PERSONNEL ACCESS" FOR CGPC PERSONNEL. FOR APPLICATION ASSISTANCE, CONTACT THE PeopleSoft HELP DESK AT (866) 772-8724 (toll free) or (785) 339-2200.
8. THESE ARE COMMERCIAL APPLICATIONS THAT WE ARE UTILIZING FOR COAST GUARD HEALTH CARE DATA. OUR ABILITY TO MAKE SIGNIFICANT MODIFICATIONS IS LIMITED AND CUSTOMIZATION DEFEATS THE PURPOSE OF USING COMMERCIAL SOFTWARE. HOWEVER, WE WILL TAKE ANY COMMENTS WE GET AND EVALUATE THEM FOR POTENTIAL MODIFICATIONS TO THE APPLICATIONS.
9. APPLICATION DOCUMENTATION (USER GUIDES, TUTORIAL, GLOSSARY, FAQ'S ETC) IS AVAILABLE ON THE PeopleSoft WEBSITE WHICH MAY BE ACCESSED AT [HTTP://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM](http://CGHRMS.OSC.USCG.MIL/WEBHELP/INDEX.HTM). A GRAPHICALLY ENHANCED TUTORIAL SPECIFIC FOR MRS MAY BE FOUND AT: [HTTP://WWW.USCG.MIL/HQ/psc/TRAINING/INDEX.HTM](http://WWW.USCG.MIL/HQ/psc/TRAINING/INDEX.HTM)
10. QUESTIONS ON USE OF THE APPLICATION, INCLUDING, HOW TO ACCESS IT, SHOULD BE DIRECTED TO THE PeopleSoft HELP DESK AT (866) 772-8724 (toll free) or (785) 339-2200.
- QUESTIONS REGARDING THE CONTENTS OF THIS ALCOAST AND POLICY RELATED TO MRS IMPLEMENTATION MAY BE DIRECTED TO CDR MARK TEDESCO COMDT (G-WKH) AT 202-267-0528. QUESTIONS ON IMPLEMENTATION MAY BE DIRECTED TO HSC ROBERT OSTER, MLCA(K) AT 757-628-4375 OR CAPT ROBERT RIST, MLCP(K) AT 510-437-5943.
11. INTERNET RELEASE AUTHORIZED.
12. RADM SIROIS, ACTING ASSISTANT COMMANDANT FOR HUMAN RESOURCES SENDS.

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Getting Access to the Medical Readiness System

Access Instructions:

To access the Medical Readiness System (MRS) you must be an authorized PeopleSoft user. Members will receive access to MRS after faxing a completed psc-7421/2 to (785) 339-2297. On the psc-7421/2, select "**CGMRS — Medical Readiness System Clinical Access (Med care providers)**" in block 7 for medical personnel or "**CGMRWVR – Medical Readiness Sys. Waiver Detail (Personnel Users)**" for CGPC personnel.

Access to the full MRS application is limited to medical and dental care providers (officer and enlisted) and staff members of COMDT (G-WKH), MLCLANT (k) and MLCPCAC (k).

Access to the MRS Waiver Detail pages is limited to CGPC (opm-1, opm-2, rpm, epm-1)

All users must complete a User Access Form and submit their request to PSC PSC Customer Care in order to receive a log on user name/password.

Fax applications to PSC Customer Care at 785-339-2297.

- [Click here to open the access form \(CG PSC-7421/2\).](#)
- 1. Complete Items 1 through 6.
- 2. Choose "**CGMRS — Medical Readiness System Clinical Access (Med care providers)**" in block 7 for medical personnel or "**CGMRWVR – Medical Readiness Sys. Waiver Detail (Personnel Users)**" for CGPC personnel.
- 3. Print the form
- 4. Have the Unit CO, XO or Senior Medical Officer authority sign and date item 8 (forms signed "By direction" will not be accepted by PSC).
- 5. User must sign and date item 10.
- 6. Fax completed form to PSC Customer Care at 785-339-2297.

Add or Update the MRS Exam Schedule

Introduction:

This section will guide you through the process to add or update the MRS Exam Schedule.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the exam type.

If you do not have the exam type, you may perform a search and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and MRS Exam Interval Table.***

Enter the type of exam or select it from the drop-down list and press ***Enter.*** Or enter search criteria, press ***Search,*** and select from the available list.

Enter or edit the information. Press the ***plus*** button to add a row or the ***minus*** button to delete a row. Press the ***Save*** button when finished.

To repeat this function, select ***Return to Search.*** To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace**, **Monitor Health/Safety**, **Setup**, and **MRS Exam Interval Table**.

Enter the type of exam or select it from the drop-down list and press **Enter**. Or enter search criteria, press **Search**, and select from the available list.

Step 2

Enter or edit the information. Press the **plus** button to add a row or the **minus** button to delete a row. Press the **Save** button when finished.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Setup](#) > [MRS Exam Interval Table](#)

MRS Exam Interval

MRS Exam Type: Physical Exam Type: 5-Yr Exam

MRS Exam Interval Info View All First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/1901 Status: Active

of Months Until the Next Exam is Due: 60

+ -

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Add or Update the Vaccine Schedule

Introduction:

This section will guide you through the process to add or update the vaccine schedule table.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the immunization type code and immunization instance. If you do not have the immunization type code and immunization instance, you may perform a search and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

1. Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:
2. Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and Vaccine Schedule Table.***
3. Enter the immunization code and press ***Enter.*** Or you may enter search criteria, press ***Search,*** and choose from the available list.
4. Enter edit or view the immunization schedule. Every immunization with multiple shots MUST have a schedule for the first occurrence and a schedule for each subsequent shot, with the interval between shots indicated. If the latest vaccine has a 14 day interval, press the plus button to add a new row, enter the effective date when the new vaccine goes into use, and enter the interval as 14. This saves the historical data for later reference. Press the ***Save*** button when complete.
5. To repeat this function, select ***Return to Search.*** To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Setup, and Vaccine Schedule Table.**

Enter the immunization type code and the immunization instance (dosage number) and press **Enter**. Or you may enter search criteria, press **Search**, and choose from the available list.

Step 2

Enter edit or view the immunization schedule. Every immunization with multiple shots **MUST** have a schedule for the first occurrence and a schedule for each subsequent shot, with the interval between shots indicated. Our sample shows the second instance for rabies immunization. The interval is 21 days after the first shot. If the latest vaccine has a 14 day interval, press the plus button to add a new row, enter the effective date when the new vaccine goes into use, and enter the interval as 14. This saves the historical data for later reference. Press the **Save** button when complete.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Setup](#) > [Vaccine Schedule Table](#)

Vaccine Schedule

Immunization: 024 Anthrax Instance: 9

Vaccine Info		View All	First	1 of 1	Last
*Effective Date:	<input type="text" value="11/05/2001"/>	*Status:	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Vaccine Freq:	<input type="text" value="Month"/>	Vaccine Interval:	<input type="text" value="12"/>		

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Update Immunization Type Table

Introduction:

This section will guide you through the process to update the immunization type table.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the immunization type.

If you do not have the immunization type, you may perform a lookup and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Setup, and Immunization Type Table.**

Enter the immunization type and press **Enter**. Or perform a lookup and select the immunization from the available list.

Edit the information. Press the **Save** button when complete.

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Setup, and Immunization Type Table.**

Enter the immunization type and press **Enter**. Or perform a lookup and select the immunization from the available list.

Step 2

Edit the information. Press the **Save** button when complete.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Setup](#) > [Immunization Type Table](#)

Immunization Type

Immunization Type Code:	024
--------------------------------	-----

Status:

Short Vaccine Name:

Full Vaccine Name:

***DEERS Series Cd:**

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Update Substance Manufacturer Table

Introduction:

This section will guide you through the process to update the substance manufacturer table.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the manufacturer code or the name to use as search criteria. If you do not have the manufacturer code, you may perform a search and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and Subst Manufacturer Code.***

Enter the manufacturer code and press ***Enter.*** Or press ***Search,*** and choose from the list returned.

Edit the table. Press the ***Save*** button when complete.

To repeat this function, select ***Return to Search.*** To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and Subst Manufacturer Code.***

Enter the manufacturer code and press **Enter**. Or press **Search**, and choose from the list returned.

Step 2

Edit the table. Press the **Save** button when complete.

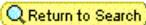
[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Setup](#) > **Subst Manufacturer Code**

Subst Manufacturer

Manufacturer Code:	PD
---------------------------	----

Substance Manufacturer Name:

Parke-Davis

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Add or Update Waiver Conditions

Introduction:

This section will guide you through the process add or update a waiver condition. We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the waiver code.

If you do not have the waiver code, you may press search and select the waiver from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and Waiver Conditions.***

Enter the waiver code and press ***Enter.*** Or you may enter search criteria, press ***Search,*** and choose from the list returned.

Add the information to the page. Press the ***Save*** button when complete.

To repeat this function, select ***Return to Search.*** To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Setup, and Waiver Conditions.***

Enter the waiver code and press **Enter**. Or you may enter search criteria, press **Search**, and choose from the list returned.

Step 2

Add the information to the page. Press the **Save** button when complete.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Setup](#) > **Waiver Conditions**

Waiver Conditions

Waiver Code: 006

Waiver Conditions		View All	First	1 of 1	Last
Effective Date:	<input type="text" value="01/01/1901"/>	Status:	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Description:	<input type="text" value="Seasonal allergic rhinitis"/>				

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

View or Update A Member's Medical Readiness Information

Introduction:

This section will guide you through the process to view or enter a member's medical readiness information.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin

If possible, have the employee ID.

If you do not have the employee ID, you may perform a search and select the member from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Use, and Medical Readiness.***

Enter the employee ID and press ***Enter***. Or you may enter search criteria, press ***Search***, and choose from the available list.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

View the member's record. If the member is female, the lower third of this panel will show gender-specific information. Click on the field you need to update and enter the new data. Press the ***Save*** button when finished.

Click on the **Medical Comments** tab and enter any necessary comments. Press the **Save** button when finished.

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Use, and Medical Readiness**.

Enter the employee ID and press **Enter**. Or you may enter search criteria, press **Search**, and choose from the available list.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Step 2

View the member's record. If the member is female, the lower third of this panel will show gender-specific information. Click on the field you need to update and enter the new data. Press the **Save** button when finished.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Use](#) > **Medical Readiness**

Medical Readiness **Medical Comments**

Jones, Eve Employee ID: **9939808**

Exam Type: Periodic (Quinquennial)	Results: Qualified	Dental Exam: 10/03/1999
Physical Date: 10/03/1997	Nxt Physical: 10/03/2002	Nxt Dental Exam: 10/03/2000
		Dental Class: Class II

G-6-PD: Present	G-6-PD Date: 10/03/2001	HIV Test Date: 10/03/1995
Last PPD Result: Neg	Last PPD Date: 10/04/1999	DNA Sample Date: 10/03/2001
Sickle Cell: Neg	Sickle Date: 10/03/2001	Color Vision: Normal

Pap: 10/03/1998 Next Exam Date: 10/03/1999 Due Date:

Mammogram: 10/03/1994 10/03/1999 Pregnant Mammogram Baseline

[Medical Readiness](#) | [Medical Comments](#)

Step 3

Click on the **Medical Comments** tab and enter any necessary comments. Press the **Save** button when finished.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Use](#) > **Medical Readiness**

Medical Readiness

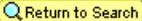
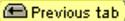
Medical Comments

Jones, Eve

Employee

ID: *9939808*

Comment: Adding some comments

 Save  Return to Search  Previous tab  Next tab

[Medical Readiness](#) | [Medical Comments](#)

Step 4

To repeat this function, select ***Return to Search***. To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

View or Update A Member's Immunization Information

Introduction:

This section will guide you through the process to add or update a member's immunization information.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the employee ID.

If you do not have the employee ID, you may perform a search and select the member from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Use, and Immunizations.***

Enter the employee ID and press ***Enter***. Or you may enter a Last Name, press ***Search***, and choose the person from the list returned.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

You will see a brief summary of the member's immunization record. Click on the field you need to update and enter the new data. If you need to add a new immunization to the list, add a row by pressing the ***plus*** button. Then enter the new record information.

Click on the ***Imm Info Cont.*** tab. View the information.

Immunization Mass Update

Introduction:

This section will guide you through the process to enter mass immunization updates.

Before You Begin:

If possible, have the department ID.

If you do not have the department ID, you may perform a lookup and select the department from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Detailed Directions:

Step 1

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Process, and Immunization Mass Update.***

Enter the department ID and press ***Enter***. Or you may enter perform a lookup and select from the list returned.

- Note: The SetID defaults to AUSCG. If you need another SetID, choose it from the drop-down menu.

Step 2

Type the required information into the panel provided. Check the update flag for all employees that received the shot. You may press the ***Select All*** button. For any employees in the department that did not receive the shot, you may go back to the list, flag them, and press the ***Deselect All*** button. Select the ***Process*** button when all employees receiving this immunization are accurately identified.

Immun Mass Update

DeptID: 000001	CGC GALLATIN	Type:	WHEC 378
-----------------------	--------------	--------------	----------

*Code: Dose Number: *Dosage: *Units:

*Date Received: Next Due: *Lot #: *Manufacturer Code:

*Completion Status: Date: Immunization Site DeptID:

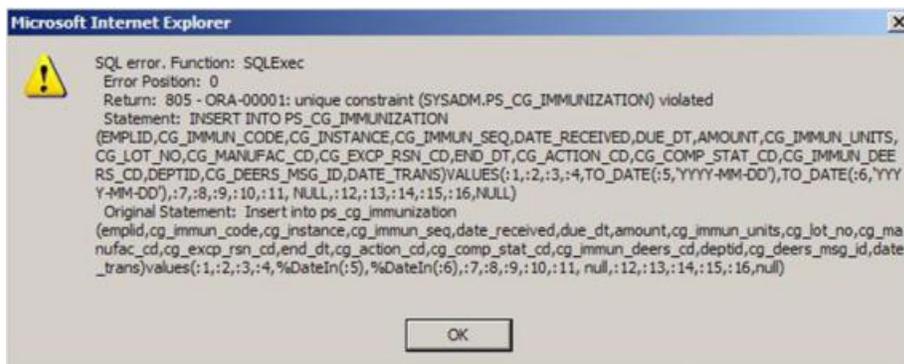
Personnel at a Department					
EmpID	Name	Department	Sub Dept	Dept Name	Update Flag
9982705	Hill, Charles	000001	000001	CGC GALLATIN	<input type="checkbox"/>
9864003	Davis, Tracy	000001	000001	CGC GALLATIN	<input type="checkbox"/>
9880077	Allen, Dan	000001	000001	CGC GALLATIN	<input type="checkbox"/>

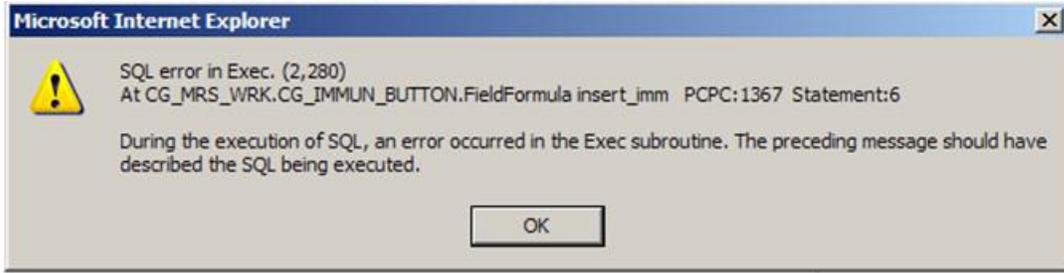
Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

SQL Error When Attempting to Save:

If you receive an error message (example below) when a trying to save a mss immunization update you will need to check/update the individual records for each member you selected for a mass update using the [View or Update A Member's Immunization Information](#). This error occurs when the immunization you are trying to enter, using the mass update, already exists in the member's immunization information.





Add or Update a Medical Waiver for a Member

Introduction:

This section will guide you through the process to add or update a medical waiver.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the employee ID.

If you do not have the employee ID, you may perform a search and select the member from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Use, and Waivers.***

Enter the employee ID and press ***Enter.*** Or you may enter a Last Name, press ***Search,*** and choose the person from the list returned.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

You will see a brief summary of the member's medical waiver(s), if any. Click on the field you need to update and enter the new data. Enter any comments in the box provided. If adding a new waiver, enter complete information. Accepted waivers are available in the drop down menu in the waiver code block. If it is an aviation-related waiver, click on the aviation flag checkbox to activate it. Indicate

in the waiver status box if the waiver is temporary or permanent. The waiver expiration date is only active if the waiver status is temporary.

Press the **Save** button when complete.

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Use, and Waivers**.

Enter the employee ID and press **Enter**. Or you may enter a Last Name, press **Search**, and choose the person from the list returned.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Step 2

You will see a brief summary of the member's medical waiver(s), if any. Click on the field you need to update and enter the new data. Enter any comments in the box provided. If adding a new waiver, enter complete information. Accepted waivers are available in the drop down menu in the waiver code block. If it is an aviation-related waiver, click on the aviation flag checkbox to activate it. Indicate in the waiver status box if the waiver is temporary or permanent. The waiver expiration date is only active if the waiver status is temporary.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Use](#) > [Waivers](#)

Waiver Entry

Jones, Eve Employee ID: **9939888**

Waiver Information View All First 1 of 1 Last

+ -

Waiver Grant Dt: 12/01/2001 Request Date: Renew Date:

Waiver Cat Cd: Officer Status: Active

Waiver Code: 999 OTHER, provide details in Comments field

Waiv Avi Flg Waiv Stat:

Expiration Date: 03/01/2002 Physician: CAPT WHO

Description: SPRAINED ANKLE WITH TENDON DAMAGE. OFFICER RELIEVED OF DUTY REQUIRING STANDING FOR MORE THAN 30 MINUTES. RECOMMEND OFFICER SIT OFTEN AND ELEVATE RIGHT LEG AS OFTEN AS POSSIBLE.

Step 3

Press the **Save** button when complete.

Step 4

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

MRS Queries

Introduction:

This section will guide you through the process to run queries on medical readiness.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other information.

Before You Begin:

If possible, have the query name and applicable query criteria.

If you do not have the query name, you may perform a lookup and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the **People Tools, Query Manager, Use, and Query Manager**.

Enter CG in the Search for box and press **Search**. Locate the report you are looking for and press the **Run** link.

The report will appear in a new window. This lesson shows samples of queries being run. To download a report to Excel, press the **An Excel Spreadsheet** link.

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **People Tools, Query Manager, Use, and Query Manager**.

Enter CG in the Search for box and press **Search**. Locate the report you are looking for in the list and press the **Run** link. (This list is available only through a medical readiness role).

Home > PeopleTools > Query Manager > Use > Query Manager

Query Manager
Find an Existing Query

Search by: Name [v] begins with [v] CG_MRS [v] Query Type: User [v]

Search

[Create New Query](#)

Search Results

Query		View All	First	1-12 of 12	Last
CG_MRS_DEFRS_QUERY	MRS Deers Lookup Query	Public	Delete	Rename	Run
CG_MRS_DEPT_IMUN_DUE_DT	Departmental Immunization Date	Public	Delete	Rename	Run
CG_MRS_DEPT_IMUN_OVRDUE_DT	overdue immunizations by dept	Public	Delete	Rename	Run
CG_MRS_IMMUN_DUE_DT	CG-WIDE IMMUNIZATION DUE DATE	Public	Delete	Rename	Run
CG_MRS_IMMUN_OVRDUE_DT	CG Wide overdue immunizations	Public	Delete	Rename	Run
CG_MRS_IMZN_ALL	MRS Full Immunization Query	Public	Delete	Rename	Run
CG_MRS_IMZN_CMNTS	Display Immun Comments by Dept	Public	Delete	Rename	Run
CG_MRS_IMZN_DPT	MRS Immunization by DeptID	Public	Delete	Rename	Run
CG_MRS_PHYS	MRS Physical Exam Query	Public	Delete	Rename	Run
CG_MRS_TESTDEPT_IMUN_ORDUE_DT	Departmental Immunization Date	Public	Delete	Rename	Run
CG_MRS_TESTDEPT_IMUN_OVRDUE_DT	overdue immunizations by dept	Public	Delete	Rename	Run
CG_MRS_TICKLER	MRS Tickler by Dept ID	Public	Delete	Rename	Run

Step 2

Here are samples of MRS-related queries being run:

MRS Full Immunization Query

Information about report: Select the date range. View all immunizations received or due within that date range.

ID	Name	Code	Dosage	Received	Next Due Date	Amount	Units	Lot #	Manufact Code	Exception	Excp End Date	Action Code	Completion Stat	Location	DispID
1	9917939 Jones,Adam	00B	05	2001-11-05	2011-11-05	.5	cc	XYZ	AB	None		Immun	Complete	000748	
2	9917939 Jones,Adam	024	01	2001-10-02	2001-10-16	.5	cc	FAV03	MFP	None		Immun	Complete	000748	
3	9919503 Jones,Eve	00B	05	2001-11-05	2011-11-05	.5	cc	XYZ	AB	None		Immun	Complete	000748	
4	9919262 Jones,Eve	024	01	2001-10-02	2001-10-16	.5	cc	FAV03	MFP	None		Immun	Complete	000748	

Display Immunization Comments by Department

Information about report: Select the Set ID of AUSCG.

Enter the department number. View all immunization comments entered for members in that department.

CG_MRS_IMZN_CMNTS - Display Immun Comments by Dept

SetID:

DeptID:

Download results in: [an Excel Spreadsheet](#) (1 kb)

View All First 1 - 2 of 2 Last

DeptID	Sub Dept	ID	Name	Comment	
1	000748	002454	99380777	Allen, Dax	
2	000748	002810	9937959	Jones, Adam	Testing comments page

MRS Immunization by Dept ID

Information about report: Select the Set ID of AUSCG. Enter the department number and the immunization code. View all immunizations received or due for that department.

CG_MRS_IMZN_DPT - MRS Immunization by DeptID

Dept SetID:

Department:

Code:

Download results in: [an Excel Spreadsheet](#) (162 kb)

View All First 5 - 100 of 924 Last

ID	Name	DeptID	Descr	Sub Dept	Code	Name	Dosage	Date Received	Next Due Date	
1	9937959	Jones, Adam	000748	COMMANDANT	002809	024	Arthrac	01	2001-10-02	2001-10-16
2	9938083	Jones, Eva	000748	COMMANDANT	003456	024	Arthrac	01	2001-10-02	2001-10-16

MRS Physical Exam Query

Information about report: Select the Set ID of AUSCG. Enter the department number. View all physical exams received or due for that department.

CG_MRS_PHYS - MRS Physical Exam Query

SetID:

Department:

Download results in: [an Excel Spreadsheet](#) (1 kb)

View All First 1 - 1 of 1 Last

ID	Name	DeptID	Descr	Sub Dept	Physical Date	Next Physical	Exam Type	ExamInfo	Dental Exam	Med Dental Exam	Dental Class	
1	9939088	Jones, Eva	000748	COMMANDANT	202810	1887-10-03	2052-10-03	S-Yr Exam	A	1999-10-03	2000-10-03	Class 1

MRS Tickler by Dept ID

Information about report: Select the Set ID of AUSCG. Enter the

Medical Readiness System

department number. View the tickler information for that department.

CO_MRS_TICKLER - MRS Tickler by Dept ID

Dept SetID:

Department:

Download results in - [an Excel Spreadsheet](#) (1 MB)

Page 1 of 1

ID	Name	DeptID	Descr	Sub Dept	G & PD	G & PD Date	Last PPD Result	Last PPD Date	Sickle Coll	Sickle Date	DNA Sample Date	HFV Date	Pap Exam Date	Pap Res Date	Mammogram Date	Mama Res Date	Pregnant	Prv
9929892	James,Eve	000748	COMMANDANT	002010	Present	2001-10-03	Negative	1999-10-04	Negative	2001-10-03	2001-10-03	1999-10-03	1999-10-03	1999-10-03	1994-10-03	1999-10-03	No	

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Member Immunization Inquiry

Introduction:

This section will guide you through the process to make an immunization inquiry on a member.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the employee ID.

If you do not have the employee ID, you may perform a search and select the member from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Inquire, and Member Immunization.***

Enter the employee ID and press ***Enter***. Or you may enter a Last Name, press ***Search***, and choose the person from the list returned.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

View the information.

To repeat this function, select ***Return to Search***. To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Inquire,** and **Member Immunization.**

Enter the employee ID and press **Enter**. Or you may enter a Last Name, press **Search**, and choose the person from the list returned.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Step 2

View the information.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > **Member Immunization**

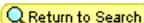
Immunization Inq

Jones, Eve Employee ID: **9939868**

SSN: 999937959	Dept: COMMANDANT (G-LPD)
-----------------------	---------------------------------

Immunization Type	Received	Next Due Date
Measles	11/15/2001	11/15/2004
Td	11/05/2001	11/05/2011
Anthrax	10/02/2001	10/16/2001

View All First 1-3 of 3 Last

 Save  Return to Search

Step 3

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Medical Summary for a Department

Introduction:

This section will guide you through the process to run a summary of the physical exams for members assigned to a unit.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the department ID.

If you do not have the department, you may perform a lookup and select the department from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Inquire, and Departmental Medical Summary.***

Enter a department ID and press the ***Enter*** button. Or perform a lookup and select the department from the available list.

Review department physical exam summary. Each employee in the department will be listed by row. The medical information for each person is summarized.

You can see when each person had their physical, when the next is due, and the general results. You will not see immunization information or test results. This gives you a picture of the overall unit.

Click the ***Exam Information*** tab. View a summary of the medical information for each person.

Click the ***Dept Tickler Inq*** tab. Review the information. Each employee in the department will be listed by row. The medical information for each person is summarized. You can see when each person had their physical, when the next

is due, and the general results. You can see who is due for an exam or test. If a member is pregnant, the checkbox is filled and the estimated due date. You will not see immunization information or test results. This gives you a picture of the overall unit.

Click the **Dates** tab. View the additional information.

Click the **Dates Cont.** tab. View the additional information.

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace**, **Monitor Health/Safety**, **Inquire**, and **Departmental Medical Summary**.

Enter a department ID and press the **Enter** button. Or perform a lookup and select the department from the available list.

Step 2

Review department physical exam summary. Each employee in the department will be listed by row. The medical information for each person is summarized. You can see when each person had their physical, when the next is due, and the general results. You will not see immunization information or test results. This gives you a picture of the overall unit.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > **Departmental Medical Summary**

Dept Phys Exam Inq Dept Tickler Inq

Unit Physical Exam Summary				
EmpID	Name	DeptID	Description	Sub Dept
9939808	Jones,Eve	000748	COMMANDANT	002810

Save Return to Search Previous tab Next tab

[Dept Phys Exam Inq](#) | [Dept Tickler Inq](#)

Step 3

Click the **Exam Information** tab. View a summary of the medical information for each person.

EmpID	Name	Physical Date	Nxt Physical	Exam Type	Exam Results	Dental Exam	Nxt Dental Exam	Dental Class
9939808	Jones,Eve	10/03/1997	10/03/2002	Periodic (Quinquennial)	Is Qualified	10/03/1999	10/03/2000	2

Step 4

Click the **Dept Tickler Inq** tab. Review the information. Each employee in the department will be listed by row. The medical information for each person is summarized. You can see when each person had their physical, when the next is due, and the general results. You can see who is due for an exam or test. If a

member is pregnant, the checkbox is filled and the estimated due date. You will not see immunization information or test results. This gives you a picture of the overall unit.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > **Departmental Medical Summary**

Dept Phys Exam Inq Dept Tickler Inq

Dept Tickler Inq					View All	First	1 of 1	Last
Member Info		Dates	Dates Cont.					
EmplID	Name	DeptID	Descr	Sub Dept				
9939888	Jones,Eve	000748	COMMANDANT	002810				

Save Return to Search Previous tab Next tab

[Dept Phys Exam Inq](#) | [Dept Tickler Inq](#)

Step 5

Click the **Dates** tab. View the additional information.

Member Info		Dates	Dates Cont.				
G-6-PD	G-6-PD Date	Last PPD Result	Last PPD Date	Sickle Cell	Sickle Date	DNA Sample Date	
P	10/03/2001	N	10/04/1999	N	10/03/2001	10/03/2001	

Step 6

Click the **Dates Cont.** tab. View the additional information.

Member Info		Dates	Dates Cont.				
HIV Date	Pap Exam Date	Pap Nxt Date	Mamogram Date	Mamogram Nxt Date	Pregnant	Due Date	
10/03/1995	10/03/1998	10/03/1999	10/03/1994	10/03/1999	<input type="checkbox"/>		

Step 7

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Immunization Inquiry for a Department

Introduction:

This section will guide you through the process to run an immunization inquiry for a department.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the department ID and immunization code.

If you do not have the department ID or immunization code, you may perform a lookup on each item and select the from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Inquire, and Departmental Immun Inqs.***

Enter a department ID and immunization type code. Press the ***Enter*** button. Or perform a lookup and select the department from the available list. You may press the Search button to perform a search for the immunization type code and choose from the available list.

View the summary of immunizations in the department.

Click the ***Vaccine Information*** tab. View the information.

Click the ***Immun Due by Dept*** tab. To extract a list of immunizations due for the department, enter the number of days until the immunization is due in the field and press the ***Populate*** button. Review the summary of employees due to receive the specified immunization within the number of days requested.

Click the ***Immun Overdue by Dept*** tab. To extract a list of immunizations due, enter the number of days until the immunization is due in the field and press the

Populate button. Review the summary of employees overdue to receive the specified immunization within the number of days requested. To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace, Monitor Health/Safety, Inquire, and Departmental Immun Inqs**.

Enter a department ID and immunization type code. Press the **Enter** button. Or perform a lookup and select the department from the available list. You may press the Search button to perform a search for the immunization type code and choose from the available list.

Step 2

View the summary of immunizations in the department.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > [Departmental Immun Inqs](#)

Medical Immun Inq Immun Due by Dept Immun Overdue by Dept

Medical Immun. Info View All First ◀ 1-11 of 924 ▶ Last

Member Information Vaccine Information

EmplID	Name	DeptID	Description	Sub Dept	Code
9937959	Jones,Adam	000748	COMMANDANT	002809	024
9939808	Jones,Eve	000748	COMMANDANT	003456	024
1993983	Jones, Steven	000748	COMMANDANT	003452	024
9939877	Jones, Gerard	000748	COMMANDANT	002729	024
3980880	Jones, Christopher	000748	COMMANDANT	002771	024
1398089	Jones, Melody	000748	COMMANDANT	002764	024
1139808	Adams, Charles	000748	COMMANDANT	002770	024
3980862	Adams, Adam	000748	COMMANDANT	002778	024
9937985	Adams, Michael	000748	COMMANDANT	002734	024
1993795	Ahem, Eve	000748	COMMANDANT	002808	024
1099379	Alam, Jon	000748	COMMANDANT	003149	024

Save Return to Search Previous tab Next tab

[Medical Immun Inq](#) | [Immun Due by Dept](#) | [Immun Overdue by Dept](#)

Step 3

Click the **Vaccine Information** tab. View the information.

Medical Immun. Info					
Member Information		Vaccine Information			
EmpID	Name	Vaccine	Dosage	Date Received	Nxt Due Date
9937959	Jones,Adam	Anthrax	01	10/02/2001	10/16/2001
9939808	Jones,Eve	Anthrax	01	10/02/2001	10/16/2001
1993983	Jones, Steven	Anthrax	01	10/02/2001	10/16/2001
9939877	Jones, Gerard	Anthrax	01	10/02/2001	10/16/2001
3980880	Jones, Christopher	Anthrax	01	10/02/2001	10/16/2001
1398089	Jones, Melody	Anthrax	01	10/02/2001	10/16/2001
1139808	Adams, Charles	Anthrax	01	10/02/2001	10/16/2001
3980862	Adams, Adam	Anthrax	01	10/02/2001	10/16/2001
9937985	Adams, Michael	Anthrax	01	10/02/2001	10/16/2001
1993795	Ahern, Eve	Anthrax	01	10/02/2001	10/16/2001
1099379	Alam, Jon	Anthrax	01	10/02/2001	10/16/2001

Step 4

Click the **Immun Due by Dept** tab. To extract a list of immunizations due for the department, enter the number of days until the immunization is due in the field and press the **Populate** button. Review the summary of employees due to receive the specified immunization within the number of days requested.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > [Departmental Immun Inqs](#)

Medical Immun Inq Immun Due by Dept Immun Overdue by Dept

DeptID: 000748 Code: 024 Anthrax Due Within Days:

Immunizations Due							
DeptID	Descr	EmpID	Name	Code	Dose Number	Date Received	Nxt Due Date
000748	COMMANDANT			024			

[Medical Immun Inq](#) | [Immun Due by Dept](#) | [Immun Overdue by Dept](#)

Step 5

Click the **Immun Overdue by Dept** tab. To extract a list of immunizations due, enter the number of days until the immunization is due in the field and press the **Populate** button. Review the summary of employees overdue to receive the specified immunization within the number of days requested.

[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety](#) > [Inquire](#) > [Departmental Immun Inqs](#)

Medical Immun Inq Immun Due by Dept Immun Overdue by Dept

DeptID: 000748 Code: 024 Anthrax Days Overdue:

Imm Overdue							
DeptID	Descr	EmplID	Name	Code	Dose Number	Date Received	Nxt Due Date
000748	COMMANDANT	9937959	Jones,Adam	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	9939898	Jones,Eve	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	1993983	Jones, Steven	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	9939877	Jones, Gerard	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	3988880	Jones, Christopher	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	1398889	Jones, Melody	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	1139888	Adams, Charles	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	3988852	Adams, Adam	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	9937985	Adams, Michael	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	1993795	Ahern, Eve	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	1099379	Alam, Jon	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	7989481	Paul, Albert	024	01	10/02/2001	10/16/2001
000748	COMMANDANT	7998847	Benes, Ama	024	01	10/02/2001	10/16/2001

[Medical Immun Inq](#) | [Immun Due by Dept](#) | [Immun Overdue by Dept](#)

Step 6

To repeat this function, select **Return to Search**. To perform another function, choose from the business process menu on the left side of your page. To exit, press the **Sign Out** link located at the top of the page.

Immunization Inquiry for the Entire Coast Guard

Introduction:

This section will guide you through the process to inquire for lists of members due to receive an immunization or overdue for immunization within the number of days you specify.

We present each process in two ways. First, there is the summary information for the experienced user, someone who is comfortable navigating around the PeopleSoft environment. The summary outlines the steps, without going into details about what you see or how to navigate. For someone with less familiarity with PeopleSoft, we provide detailed instructions following the summary. These instructions take you through the steps, provide screen shots to help you identify the processes, and give other informative information.

Before You Begin:

If possible, have the immunization type code.

If you do not have the immunization type code, you may perform a search and select from the available list returned.

- Note: Your view of any menu or page is dependent on your access to PeopleSoft and the security settings associated with that access. Your operator ID may not have access to all the pages we include in our user aid documentation. Or we may show a field as editable, but your setting is "view only".

Getting Started:

Open PeopleSoft 8.0. Experienced computer users who do not need to review Detailed Directions with sample images may follow these steps:

Select from the home menu bar ***Monitor Workplace, Monitor Health/Safety, Inquire, and Immunization Due Date Inqs.***

Enter the immunization type code and press the ***Enter*** button. Or enter search criteria, press ***Search***, and select from the available list.

Enter the number of days until the immunization is due in the field and press the ***Populate*** button. This creates a summary of employees due to receive the specified immunization within the number of days requested.

To repeat this function, select ***Return to Search***. To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.

Detailed Directions:

Step 1

Select from the home menu bar **Monitor Workplace**, **Monitor Health/Safety**, **Inquire**, and **Immunization Due Date Inqs**.

Enter the immunization type code and press the **Enter** button. Or enter search criteria, press **Search**, and select from the available list.

Step 2

The first page is the immunization due inquiry. Enter the number of days until the immunization is due in the field and press the **Populate** button. This creates a summary of employees due to receive the specified immunization within the number of days requested.

Home > Monitor Workplace > Monitor Health/Safety > Inquire > Immunization Due Date Inqs

Immunization Due Inq | Immunization Overdue

Code: 024 Anthrax Due Within Days:

Immunizations Due							
DeptID	Descr	EmplID	Name	Code	Dose Number	Date Received	Nxt Due Date
000046	CG ACADEMY	9939808	Jones,Eve	024	03	10/22/2001	04/22/2002

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[Immunization Due Inq](#) | [Immunization Overdue](#)

Click the **Immunization Overdue** tab. Enter the number of days overdue in the field and press the **Populate** button. A list will appear with a summary of employees overdue to receive the specified immunization within the number of days requested.

Home > Monitor Workplace > Monitor Health/Safety > Inquire > Immunization Due Date Inqs

Immunization Due Inq | Immunization Overdue

Immunization 024 Anthrax Days Overdue:

Type Code:

Immunizations Overdue							
DeptID	Descr	EmplID	Name	Code	Dose Number	Date Received	Nxt Due Date
000002	CG AVTRACEN MOBILE	9937959	Jones,Adam	024	01	10/02/2001	10/16/2001
000012	CG AIRSTA BORINGUEN	9939808	Jones,Eve	024	01	10/02/2001	10/16/2001
000013	CG GP/MSO LONG ISLAND	1993983	Jones, Steven	024	01	10/02/2001	10/16/2001
000013	CG GP/MSO LONG ISLAND	9939877	Jones, Gerard	024	01	09/12/2001	09/26/2001
000037	CG R&DC GROTON	3980880	Jones,Christopher	024	01	09/12/2001	09/26/2001
000042	CG TRACEN YORKTOWN	1398089	Jones,Melody	024	01	10/02/2001	10/16/2001
000042	CG TRACEN YORKTOWN	1980841	Matthews, Hal	024	01	10/02/2001	10/16/2001
000046	CG ACADEMY	1139808	Adams,Charles	024	01	09/12/2001	09/26/2001
000046	CG ACADEMY	3980862	Adams,Adam	024	01	09/12/2001	09/26/2001
000046	CG ACADEMY	9937985	Adams,Michael	024	01	09/12/2001	09/26/2001
000046	CG ACADEMY	1993795	Ahern,Eve	024	01	09/12/2001	09/26/2001
000046	CG ACADEMY	1099379	Alam, Jon	024	01	09/12/2001	09/26/2001

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[Immunization Due Inq](#) | [Immunization Overdue](#)

Step 3

To repeat this function, select ***Return to Search***. To perform another function, choose from the business process menu on the left side of your page. To exit, press the ***Sign Out*** link located at the top of the page.