

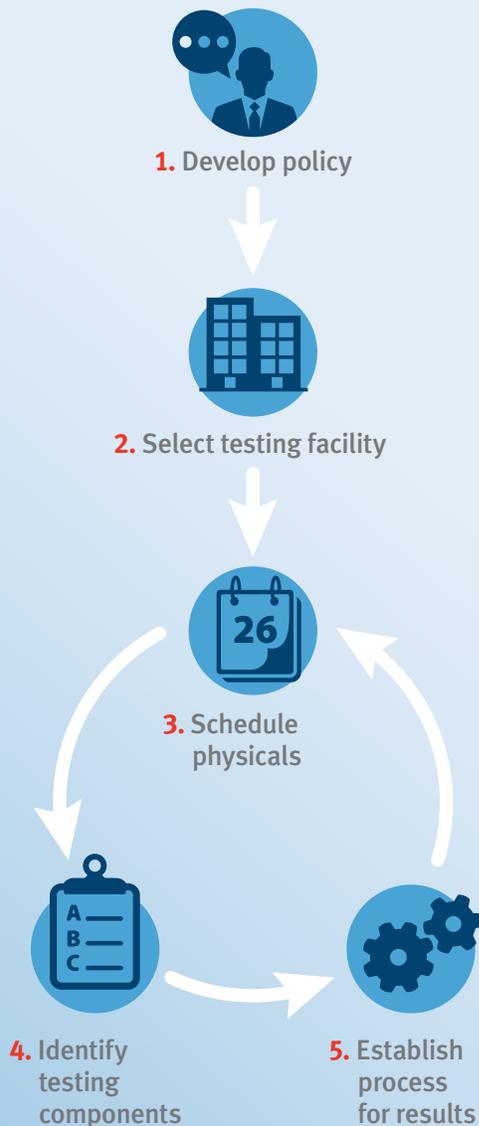
Illinois Risk Management Services

Workers' Compensation

CAPSTONE SERIES
Workers' Compensation

Pre-Placement Testing Policy

Five Steps to Developing a Pre-Employment Testing Policy



Capstone Achievement

Two community hospitals successfully implemented pre-employment testing policies designed to identify high-quality candidates while saving time and costs in the selection process, reducing turnover, and decreasing overall health care and workers' compensation costs. The following summary combines the best practices of both organizations, including a process for nicotine testing implemented by one of the organizations.

Step 1

Developed a pre-placement physical policy:

- Involved clinical personnel & Human Resources to develop a workflow
- Created a process to ensure consistency for every physical
- Developed a workflow plan involving all constituents
- Labor attorney reviewed and approved policy

Step 2

Selected an occupational health facility to conduct testing:

- Agreed on pre-placement physical components
- Documented what denotes Pass versus Fail scoring
- Developed communication network to report passed, failed or "on hold" results

Step 3

Created an internal process between human resources and employee health services to schedule physicals

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Step 4

Identified pre-employment testing components:

- Health history — includes a form with a physician consent/signature line
- Physical demands testing are based on accurate job descriptions with goal of simulating actual job duties
- Other testing: latex questionnaire; nicotine urine; 11 panel drug test; TB skin test; Tdap; flu shot; and respirator clearance exam

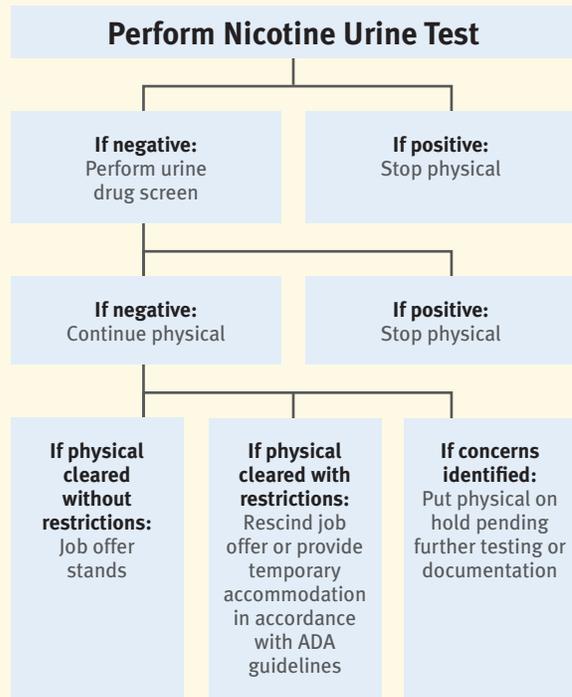
Step 5

Established a process for positive or non-negative results

Keys to Success:

- Creation of a legally acceptable pre-placement policy
- Communication and collaboration among all constituents
- Consistency in applying the policy

Nicotine Flow Chart



IHA Insurance Solutions/Workers' Compensation

IHA Insurance Solutions is a leading provider of workers' compensation services in Illinois. With a specialized focus on exposures for health care providers, we offer a high-quality, first-dollar coverage program, along with third-party claims administration and loss control services.

Our unique knowledge of the regulatory environment and practice patterns within Illinois health care organizations provides the expertise needed to reduce risk and claim expenses. Relying on a proactive and cooperative claims philosophy, our experienced team focuses on getting your injured employees back to work sooner and closing your claims as quickly as possible.

For more information about this best practice or Illinois Risk Management Services' programs, please contact: **Mike Baiardo, Vice President** | 630.276.5602 | mbaiardo@ihastaff.org