Occupational Health Program (OHP) Enrollment

1. Go to: https://www.southalabama.edu/departments/research/compliance/animalcare/occupational-health-enrollment.html

2. Select “OHP Enrollment Instructions” to access the site link.

3. Download and review the training materials

4. Check “Yes” and continue to the next page

5. Review the purpose and privacy information. Make a note of the healthcare provider information. Continue to the next page.
6. Complete the contact information and OHP classification information.
   a. Indicate the OHP classification. Click next to continue.

   b. If you elect not to participate, you will be redirected to the Election Not to Participate form to complete. Submit to continue.

7. Complete your medical history form.
   a. If you would like to receive vaccines, indicate that USA Health Industrial Medicine will contact you to schedule an appointment.
b. If you choose not to receive any vaccines, select no, and you will be redirected to the Declination Form after submitting the enrollment form.

c. Click next to continue.

8. Complete the Occupational Information section. Click next to continue.

Once you have submitted the completed enrollment form and any additional required forms, the Institutional Animal Care and Use Committee (IACUC) and USA Health Industrial Medicine will be notified.

The medical provider will review your submission. If a health professional must see you, USA Health Industrial Medicine will contact you to schedule an appointment. If the health provider needs to review your health records, you will receive an email with a Medical Record Request Form to complete and submit.

Once you are cleared for work, you, your supervisor, and IACUC will be notified by email.

Based on your work environment, you will be required to complete either annual or triennial reviews. Before your review date, you will receive up to 3 emails with a unique link to the Annual/Triennial review form for your record.

# 1: 65 days before review is due
# 2: 35 days before review is due if not completed
# 3: 5 days before review is due if not completed