

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

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| SUBMITTED BY: Kathleen Swantek | DATE SUBMITTED: 06/04/80 | SECTION: Human Resources | |
| BOARD APPROVED ON: 06/04/80 | DATE REVISED: 06/01/15, 04/17/19, 10/11/2023 | SUBJECT: Medical Examinations | |
| ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 04/17/19, 04/21/21, 4/20/2023, 10/11/2023 | | POLICY #: ED-022 | PAGE #: 1 of 1 |

I. APPLICATION

The provisions stated here apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to ensure that each employee has met the medical documentation requirements as defined by all applicable regulatory agencies and as specified in the personnel policies.

III. NOTIFICATION/PROCEDURE

| WHO | DOES WHAT |
|--|---|
| Human Resources Manager | 1. Ensures that all new hires meet hiring standards prior to beginning employment with the organization; includes satisfactory medical recommendation, specimen result certificate, and Tuberculosis test result. |
| Employee (Potential New hire) | 2. Responsible for providing physical and tuberculosis test results to the human resources manager. (Results of drug test will be forwarded to the human resources manager electronically by contracted healthcare provider). |
| Program Supervisor / Safety and Training Coordinator | 3. Ensures that all employees receive a tuberculosis test or chest x-ray every three (3) years and uploads to personnel file |

IV. EXHIBIT

- A. [..\..\FORMS\MEDICAL FORMS\INDUSTRIALHEALTHAUTHFORM- WITH EMPLOYER & PHONE.PDF](#)
- B. [..\..\FORMS\MEDICAL FORMS\MACOMB MEDICAL FORMS\CONCENTRA EMPLOYER AUTHORIZATION FORM.PDF](#)