PRE-PLACEMENT PROTOCOL SHEET

Name: _____

SSN:_____ Date: _____

Contractor:_____

ITEM NUMBER: 9704, 9703
CLASS TITLE: Records Assistant, Senior Records Assistant (Superior Court)
COMMENTS: This class may involve frequent lifting of file boxes over 25 pounds, combined with bending, and twisting. No driving.

PACKAGE: GENERAL (record results on General Pre-Placement Exam Data form) G

_____ Height/Weight
_____ Dipstick urinalysis for glucose, protein, and blood
_____ Blood pressure, pulse rate, rhythm
_____ Distance acuity: Corrected OU, OS, OD (Titmus)
_____ Near vision: Corrected OU (Titmus)
_____ Audiometry: Administered by CAOHC certified staff
_____ Review of General Pre-Placement Questionnaire

REQUIRED ADDITIONAL TESTING:

_____ Physical Examination, Complete A43

REFLEXIVE TESTING:

Clinical Findings:		Testing Required:	
Dipstick (+) for blood unless menses	►	_____ Urinalysis, Complete	A63
Dipstick (+) for protein	►	_____ Urinalysis, Complete	A63
Hand deformity or weakness	►	_____ Jamar X 3, each hand	A34
Heart murmur: > grade II, diastolic, or radiates to neck or axilla	►	_____ EKG	A23
Heart, abnormal rhythm on exam	►	_____ EKG	A23
Vision/near < target #5 OU	►	_____ Vision retest with near point card	A69
Wheezing on exam	►	_____ Spirometry	A56

Orthopedic Concerns:		Testing Required:	
Scoliosis	►	_____Spine x-ray, 2 view (standing thoracic AP/ standing lumbar AP)	A55
Spondylolisthesis	►	_____Lumbar x-ray, 2 view (standing AP/ standing lateral)	A37

NOTE: Standing views must be done without shoes

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(see second page)

Medication Concerns:		Testing Required:	
Butalbitol (Fioricet) use in last 6 months, but denies use in last month	►	_____ Butalbital (urine)	A91
Carisoprodol (Soma), use in last 6 months, but denies use in last month	►	_____ Carisoprodol (urine)	A92
Hydrocodone (Vicodin) use in last 6 months, but denies use in last month	►	_____ Hydrocodone (urine)	A87
Cyclobenzaprine (Flexeril), use in last 6 months, but denies use in last month	►	_____ Cyclobenzaprine (urine)	A93
Oxycodone (Percocet) use in last 6 months, but denies use in last month	►	_____ Oxycodone (urine)	A89
Tramadol (Ultram) use in last 6 months, but denies use in last month		_____ Tramadol (urine)	A90