

PRE-PLACEMENT PROTOCOL SHEET

Name: _____

SSN: _____ DOB: _____ Date: _____

Contractor: _____

ITEM NUMBER: 9802

CLASS TITLE: Mail Services Assistant

COMMENTS: Performs mail sorting, collection, and distribution duties such as delivering and picking up mail from court offices. Occasional lifting >25 pounds. 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

REFLEXIVE TESTING:

As Needed Physical Examination: Perform a specific body system exam, if there is a current (i.e. within the last 12 months) history of a problem, and a nexus between the problem, job demands, and the goals of the pre-placement evaluation (see CPG).

Describe Problem:

Exam Indicated (check if performed):

	▶ _____ Physical exam of the	A44
	▶ _____ Physical exam of the	A45
	▶ _____ Physical exam of the	A46
	▶ _____ Physical exam of the	A47
	▶ _____ Physical exam of the	A48

Clinical Findings:

Testing Required:

Dipstick (+) for blood unless menses	▶ _____ Urinalysis, Complete	A63
Dipstick (+) for glucose	▶ _____ Hemoglobin A1c	A29
Dipstick (+) for protein	▶ _____ Urinalysis, Complete	A63
Vision/Far, corrected >20/40 OU, or >20/40 best eye, or >20/70 bad eye	▶ _____ B.L. or ETDRS wall chart	A68
Vision/Near < target #5 OU	▶ _____ Vision retest with near point card	A69

(See next page)

Internal Medicine Concerns:**Testing Required:**

Alcohol Abuse, within last 2 years	▶	_____	Blood Chemistry Panel	A03
	▶	_____	CBC with differential	A04
	▶	_____	HDL	A27
Diabetes	▶	_____	Hemoglobin A1c	A29
Thyroid, Rx or disease in last 2 years	▶	_____	TSH	A62

Medication Concerns:**Testing Required:**

Butalbital (Fioricet) use in last 6 months, but denies use in last month	▶	_____	Butalbital (urine)	A91
Carbamazepine, current use for seizures	▶	_____	Carbamazepine (serum)	A08
Depakote, current use for seizures	▶	_____	Depakote (serum)	A20
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
Lithium, current use	▶	_____	Lithium (serum)	A36
Oxycodone (Percocet) use in last 6 months, but denies use in last month	▶	_____	Oxycodone (urine)	A89
Phenytoin (Dilantin), current use for seizures	▶	_____	Phenytoin (serum)	A42
Propoxyphene (Darvocet) use in last 6 months, but denies use in last month	▶	_____	Propoxyphene (urine)	A88
Tramadol (Ultram) use in last 6 months, but denies use in last month		_____	Tramadol (urine)	A90
Valproic Acid, current use for control of seizures	▶	_____	Valproic Acid (serum)	A66