Physical Exam Information

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Contents

Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or accessibility.mmb@state.mn.us.

Welcome

Welcome to the *Physical Exam Information* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who need to know how to record physical exam information using SEMA4.

What skills will I learn?

You will learn to enter physical exam information into SEMA4. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Add physical exam information
- Change physical exam information

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take?

Actual time will vary, but plan on approximately 1 hour and make sure you have enough time to complete this guide in one day.

What do I need to proceed?

- Access to SEMA4
- Training user ID and password to sign in to the User Training database
- Code (two-digit) to access training records

How do I obtain User Training database information?

First you must register for the course. After you do so, you will receive an email message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing walk-throughs and exercises.

Follow-up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

In this guide, you will learn how to access, add and change physical exam information using SEMA4.

Knowing how to add and change physical exam information allows you to record and maintain physical exam information in a timely and efficient manner.

The following topics are included in this guide:

- Adding Physical Exam Information
- Changing Physical Exam Information

Please continue to the first topic, *Adding Physical Exam Information*.

Introduction

The Physical Exam component is used to record physical exams that employees need in order to perform their jobs, or for monitoring an employee's health. For example, some jobs may require a physical exam. An employee exposed to radon may need follow-up exams to monitor health.

Use the Physical Exam component to record that an employee has received a physical exam in compliance with the job requirements, or a test to monitor a specific health condition.

View SEMA4 Help

First, view the Adding/Updating Physical Exam Information steps in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select the **Index** tab, and type: physical	List of keywords displays
3. Select Physical Exam Address/Phone from the Index. Select Add/Update Physical Exam Information - Steps from the pop-up box.	Add/Update Physical Exam Information – Steps displays
4. Scroll through the step-by-step instructions.	
5. Exit SEMA4 Help.	

Add Physical Exam Information – Walk-through

Arjun Zeng, a General Repair Worker, was exposed to high levels of lead while working on a building remodeling project in southern Minnesota.

Because of this incident, he is required to have a blood lead exam every year to monitor his blood lead level.

Action	Result
1. Sign in to the **User Training** database, using the training User ID and Password.	Main Menu displays
2. Select Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam.	A search page displays
3. In the **EmplID** field, enter 000123 __ __ (substituting your two-digit code for the blanks) and select **Search**.	**Physical Exam Address/Phone** page displays
4. This employee does not already have exam information, so you do *not* add a row. • If previously-entered information were displaying, you would add a row.	

Begin on the **Physical Exam Address/Phone** page.

Field Name & Description	Data
1. Exam Date • Enter the date the exam took place. • You may type the date, using the date format (mmddyyyy or mm/dd/yyyy) *or* select the calendar button and select the date.	04/22/_____ this year
2. Exam Type • Select the type of exam, or to record a fingerprint, select Fingerprint. • If you select Other, enter the type and/or results of the exam in the **Comment** field on the **Exam Details** page.	Other
3. Next Exam • Type the date of the next exam, if any. • This field automatically displays a date for some exam types, such as Annual. If a date displays, accept the date or enter the next exam date.	04/22/_____ next year
4. Provider • Type the name of the clinic where the exam took place; or type the name of the employee's physician, using the name format Last,First (example: Smith,John).	Mora,Sydney MD

Field Name & Description	Data
5. Country • Accept USA, or select the country where the clinic or physician's office is located.	USA
6. Select the **Edit Address** button.	
7. Address 1 • Type the street address, including suite number, of the clinic or physician's office.	3456 State St
8. Address 2 • This field is optional.	Leave blank
9. State • Select the state code for the clinic/physician's office.	MN
10. City • Select the look up button. On the Lookup City page, enter M (it's case-sensitive), and select **Look Up**. Choose Mankato from the list. • The city must be entered correctly before you can select a county. For help, use the Lookup City page.	Mankato
11. Postal • Type the 5- or 9-digit ZIP code for the clinic or physician's office.	555123333
12. County • Select the county code for the clinic or physician's office.	013
13. Select **OK**.	
14. Phone • Type the clinic or physician's daytime phone number.	507/555-2376

Select the **Exam Details** page. All fields on this page are optional.

Field Name & Description	Data

1. Comment
 	
  • Complete this field if you selected an exam type of Other on the previous page.
  • Record any comments regarding the type or results of the exam.
	Blood Lead Test

2. All other fields on this page are optional.	

Action	Result
• Select **Save**.	*Saved* displays briefly in the upper-right corner of the page

Add Physical Exam Information – Exercise

In this exercise, you will enter physical exam information.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in this guide
- SEMA4 Help

Directions

Aaron Steel has completed his yearly physical exam.

In the **User Training** database, use the following data to enter the physical exam information.

Field Name	Data
EmplID	000234 __ __ (substituting your two-digit code for the blanks)
Exam Date	05/24/_____ this year
Exam Type	Annual
Next Exam	05/24/_____ next year
Provider	Fisher,Abner MD
Country	USA
Edit Address	Select the button
Address 1	5938 Evergreen St
Address 2	Leave blank
State	MN
City	Moorhead
Postal	56563
County	027
OK	Select the button
Phone	218/555-9874

Notice that when you selected Annual in the **Exam Type** field, the **Next Exam** field automatically displayed a date one year after the exam date.

In this example, you did not need to access the **Exam Details** page.

Action	Result
• Select **Save**.	*Saved* displays briefly in the upper-right corner of the page

Review Questions

Review what you learned by answering the following questions. If you have difficulty answering the questions, review the topic.

1. Why would you select the plus sign button?

   a. To insert a new row of information
   b. To update an existing row of information
   c. To delete a row of information

2. The Next Exam field _____ automatically fills in with a date.

   a. never
   b. always
   c. sometimes

3. To look up the City, select the _____.

   a. OK button
   b. drop-down list button
   c. right arrow button
   d. look up button

4. On the Exam Details page, you must select a Blood Type other than Unknown.

   a. True
   b. False

5. What is the Comment field used for?

   a. To record general information about the employee
   b. To record the type of exam or test and/or results
   c. Nothing; it's unused

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Why would you select the plus sign button?

   a. To insert a new row of information

2. The Next Exam field _____ automatically fills in with a date.

   c. sometimes. The Next Exam field fills in for some Exam Type values, like Annual, and you can change the date if necessary.

3. To look up the City, select the _____.

   d. look up button

4. On the Exam Details page, you must select a Blood Type other than Unknown.

   b. False. All fields on the Exam Details page are optional, and you can successfully save the Physical Exam component without selecting a Blood Type value.

5. What is the Comment field used for?

   b. To record the type of exam or test and/or results

Continue to the next topic, *Changing Physical Exam Information*.

Introduction

At some point, you may need to change physical exam information in SEMA4. Situations in which it may be necessary to change information include:

- The original exam or next exam date was entered incorrectly.
- The incorrect exam type was selected.
- The next exam date changed.
- Additional comments need to be added regarding the exam results.
- The name and address of the physician changed.

For any of the above situations, access the previously-entered physical exam information, make changes and then save.

Change Physical Exam Information – Walk-through

On Arjun Zeng's most recent blood lead exam record, the results of the exam need to be entered. Using the step-by-step instructions, change the physical exam information.

Action	Result
1. Sign in to the **User Training** database, using the training User ID and Password.	Main Menu displays
2. Select Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam.	A search page displays
3. In the **EmplID** field, enter 000123 __ __ (substituting your two-digit code for the blanks) and select **Search**.	**Physical Exam Address/Phone** page displays
4. Locate the record with the most recent exam date. • If more than one exam record exists, the row count will be greater than 1 of 1 (example: 1 of 3). If there is more than one record, select the right arrow button or the left arrow button to find the record you want.	The most recent row of data is displayed
5. Select the **Exam Details** page.	**Exam Details** page displays

Field Name	Data
• Comment Record any comments regarding the type or results of the exam.	Blood lead level is within normal range.

Action	Result
1. Verify that the information you entered is correct.	
2. Select **Save**.	*Saved* displays briefly in the upper-right corner of the page

Change Physical Exam Information – Exercise

In this exercise, you will practice changing physical exam information.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in this guide
- SEMA4 Help

Directions

The address of the clinic, where Aaron Steel had a physical exam, was incorrect. In the User Training database, enter the following change.

Field Name	Data
EmplID	000234 __ __ (substituting your two-digit code for the blanks)
Edit Address	Select the button
Address 1	3927 Sullivan Dr
OK	Select the button

Action	Result
• Select **Save**.	*Saved* displays briefly in the upper-right corner of the page

Review Questions

Review what you learned by answering the following questions. If you have difficulty answering the questions, review the topic.

1. What path do you follow to access to change physical exam data?

    a. Workforce Administration > Health and Safety > Physical Exam
    b. Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam
    c. Workforce Administration > Personal Information > Health and Safety > Physical Exam
    d. Workforce Monitoring > Physical Exam > Exam Details

2. How do you know if an employee has more than one physical exam record?

    a. Select the page tabs
    b. Select the plus sign button
    c. See if the row count is greater than 1 of 1
    d. Select the drop-down list button

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. What path do you follow to access to change physical exam data?

   b. Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam

2. How do you know if an employee has more than one physical exam record?

   c. See if the row count is greater than 1 of 1

Please continue to the *Conclusion*.

Summary

In this guide, you learned how to access, add and change physical exam information.

Objectives

This guide included the following topics:

- *Adding Physical Exam Information*

    You learned how to add physical exam information.

- *Changing Physical Exam Information*

    You learned how to access and change physical exam information.

Evaluation

Please complete the Evaluation form in the back of this guide and return it to SEMA4 HR Services.

Thank you for participating!

Physical Exam Information

Your Name (Optional) _____   Date_____

Agency _____

Check the box that best describes what you learned.

Concepts	I fully understand	I am slightly confused	I do not understand	Was not addressed
If an exam record displays, you need to add a row to enter a new exam.				
Processes				
Entering physical exam information				
Moving among an employee's exam records, by selecting the right arrow button or the left arrow button				
Changing physical exam information				

In what ways will you apply what you have learned in this guide?

Write any other comments below. Thank you!