

Service Paperwork

The purpose of this document is to help keep track of the paperwork that should be submitted with each type of service. We know that it is difficult to keep track of at times so this guide should mitigate some of that.

It is important to keep in mind that the expectation is that we are completing and submitting our paperwork before leaving the job site. This ensures that if there is anything we forgot or need we can do it while still being physically present. This will also help those in their first 90 days to be guided by the training department with knowledge they may need in real time. We understand that it is busy and things come up, but please do your best to submit your paperwork as soon as possible.

All Sign-In sheets MUST be completed using the Paperwork Packet in FastFields.

Respiratory

- Paperwork Packet
- Respiratory cards completed & handed out to employee's.

If a large respiratory job requires physical paperwork, you will need to make copies of the following forms from the Technician Binder in Google Drive, and turboscan it into the Daily Physical Paperwork folder in Google Drive upon completion of the job in the following order:

- Respirator Use Clearance
- PFT Graph printout
- Respirator Medical Eval Questionnaire
- Respirator Training/Quiz
- Respiratory sign in sheet ((must be submitted via fastfield))

Injury

- First Aid Packet
 - Incident Response Report
 - Service Record
- Aftercare instructions

Drug screen

- Paperwork Packet
- Chain of custody MRO copy must be turboscanned into the Daily Physical Paperwork folder in Google Drive if a collection was performed.

- DOT breath alcohol form is to be turboscanned into Daily Physical Paperwork folder in Google Drive.

Wellness Screenings

- Paperwork Packet

Use the range of motion guide and goniometer video for reference. Both are located under wellness in the Technician Binder in Google Drive.

Phlebotomy

- Phlebotomy Sign in Sheet (fastfield)

-Vaccination release to be turboscanned into the Daily Physical Paperwork folder in Google Drive.

-Chem ccf MRO copy to be turboscanned into the Daily Physical Paperwork folder in Google Drive.

**One paperwork packet per job. If you are performing 2 wellness screenings with lift test, immediates, & breath alcohol at a job site, you will only complete one paperwork packet marking the appropriate sign in sheet boxes. This will prompt the sub forms. You'll be able to add additional employees by selecting the green add new button at the bottom of the paperwork packet.

** All jobs must be added to your daily shift summary that gets submitted at the end of shift every day whether you complete zero jobs or six jobs.

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