

Occupational Health Services

Frequently Asked Questions

- Why do I need to request a post-offer physical?
 - The State of Arizona promotes a safe and healthy work environment of all of its employees.
 - A Medical Job Analysis has identified certain job classes which may have physical requirements that could present physical health and safety concerns if an employee has health problems.
 - Healthy employees who are physically and safely able to perform their job duties results in fewer workers' compensation injuries, increased productivity and moral, and ultimately saves your agency money.

- How do I know if my candidate needs a post-offer physical?
 - The primary factor that triggers the need for a post offer physical is lifting 25 pounds or more.
 - Refer to our website at staterisk.az.gov under Occupational Health for a listing of job classes requiring a post-offer physical.
 - If you are unsure, please call us and we will be happy to assist you.

- What do I need to request a post-offer physical?
 - A current Essential Functions Worksheet, PDQ or similar internal document that identifies the various physical demands that are specific to that position, not necessarily the job class.
 - Critical information needed is lifting/carrying weight and the type, pushing/pulling weight and the type, and whether or not there is exposure to toxic substances.
 - A minimal amount of information about the Candidate.

- My Candidate is transferring from another state entity. Do they still need a physical if they are a current state employee?
 - If the job class is the same from class/position to class/position and there is not a difference in lifting requirements or the lifting requirements are less than the current position, then no post-offer physical is needed.
 - Refer to our website and compare the physical requirements for each class to see the differences in the exam requirements, if any.

- My Candidate has had a physical within the last 12 months. Will they need another?
 - Yes. Each physical is specific to the requirements of the position. Tasks that the previous exam was based on may be markedly different.

- How long will this take? Can I start my Candidate as soon as the exam is complete?
 - Do not start you Candidate until you have received a Recommendation / Work Status Report from WorkCare, which will indicate any restrictions.
 - Exam appointments should be accommodated within three business days from candidate contact, and agency notification should be not later than two business days following the receipt of completed exam results (add an additional three days if exam required any lab work and/or x-rays.
 - If it is a priority exam, please tell your Candidate that they are expected to take the first available appointment. **NOTE** – Although every effort is made to process your candidate in the timeliest manner, requesting a priority exam solely to try and have the candidate cleared for duty before the first day of a pay period will not be considered a priority exam.
 - You will be notified if there is a delay due to health/medical issues that need to be resolved. *NOTE* you may not ask the Nurse Case Manager/Physician or the Candidate about the issues. This would be a violation of the Americans with Disabilities Act.

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