

THE POST-OFFER EXAM PROCESS
Occupational Health Services
Helpful Information for Hiring Supervisors

After you have completed your interviews for jobs requiring a post-offer physical exam you will extend a [conditional offer of employment](#) to the candidate you have selected. This means your offer is based on the outcome of the exam and the agency's ability to provide **reasonable accommodation** for any work restrictions (see section on the State Risk Occupational Health web page titled "[Americans With Disabilities Act \(ADA\)/Reasonable Accommodation](#)"). Your agency Human Resources office should have sent instructions with your hiring list; please check for agency-specific instructions. The candidate may not start to work until the agency receives the results of the exam from WorkCare via a "**Recommendations for Employment**" sheet or a "**Work Status Report**" that is sent after the review of the candidate's medical exam is completed.

The first step in the exam process is to send a copy of the **Essential Functions, PDQ, Worksheet, or Job Description** that has the duties specific to the position for which you are hiring and includes the [Maximum lifting/carrying weight](#), the [Maximum pushing/pulling weight](#) and whether there is an [exposure to toxic substances](#). Various forms are available for your convenience on the State Risk Occupational Health web page under the "[Forms](#)" link.". If the job classification **requires a respirator** (voluntary use does not qualify), even if the current position requesting a physical does not need one, you must fill it out the [Respirator Evaluation Form](#) with the candidate's name, and mark it as "not applicable".

Please indicate if your exam is a priority. Every effort will be made to schedule the candidate into the first available appointment in his/her area. You must inform the candidate that must be available on short notice to accept the first available appointment. As rural area providers do not generally serve the same volume as the metro area providers, you may expect scheduling within 1 – 2 days on priority status. The exam review shall be expedited and when complete, the supervisor or designated agency representative will be notified immediately.

Average turnaround for completion of the exam from the time WorkCare receives a Request for a Post-Offer Physical until exam results are reviewed and the candidate is cleared to work is approximately 3 – 7 work days. This estimated time is based on a routine exam with no medical problems that would require the candidate to see his/her doctor.

Delays in exam turnaround occur when: The candidate does not follow instructions relating to the scheduled exam, when additional medical information is required or when a medical condition is discovered that requires follow-up treatment. The focus of this program is to ensure the candidate is medically qualified and able to do the job safely, and to release the candidate to work with or without restrictions as quickly as possible.

It is the candidate's responsibility to contact you if there are any delays without giving you specific medical information. Please discuss this with the candidate at the time of your conditional offer of employment and discussion about the post-offer exam. Additional information for both the hiring agency and the candidate is provided on the "[Candidate Exam Information](#)" form on the State Risk Occupational Health web page. If the candidate must visit his/her own physician, appointment times are sometimes difficult to obtain immediately, and this will delay completion of the file.

IMPORTANT

A candidate's medical information is confidential. That confidentiality is protected by law, by both the **Americans With Disabilities Act (ADA)** and the **Health Insurance Portability and Accountability Act (HIPAA)**. We will not discuss medical information with you, and you are not allowed to ask the candidate for medical information. If the candidate attempts to offer personal medical information, the supervisor should immediately stop him/her, stating you may not discuss medical information. Refer the candidate back to WorkCare.

We hope this information helps you complete your portion of this process more efficiently. If you have any questions, please contact State Risk-Occupational Health Services at 602.542.2175.

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