



Date: December 19, 2018  
To: Summer Students  
From: Medical Director  
Occupational Medical Service, DOHS, ORS  
Subject: Pre-placement Medical Evaluation

Congratulations on your selection to work at the National Institutes of Health this summer!

You are required to undergo a pre-placement medical evaluation, if you will work:

- In Building 10 (All areas)
- With patients (i.e. have *any* patient contact or work in patient care areas)
- With human blood, body fluids, or tissues
- With human pathogens (infectious agents)
- With select carcinogens, reproductive toxins, or acutely toxic chemicals, or
- With animals

If one of these conditions will apply to you, you should complete the evaluation by July 1<sup>st</sup>, or no later than two weeks after your start date. OMS will provide the evaluation at no charge. However, before we can perform your evaluation, you must first submit a completed *Documentation of Immunizations* form, signed by your healthcare provider. OMS will provide any required tests or immunizations that you have not already received. Again, only students who will work in one of the conditions bulleted above need to submit medical documentation and come to OMS.

Please submit the form to OMS, either in person to Bldg. 10 Room 6C306, by fax (301) 402-0673 or email: [oms@mail.nih.gov](mailto:oms@mail.nih.gov). Do not submit the form to your supervisor or institute. Once OMS has received your completed form, an OMS scheduling clerk will contact you to schedule the pre-placement medical evaluation at a mutually convenient time.

Please note that traffic around the NIH is extremely congested, and if you've not already received an NIH ID you will need to be processed through security and obtain a visitor ID at the NIH Visitor Center. Accordingly, plan to arrive at the NIH at least 45 minutes prior to your appointment time. That will allow you time to locate parking, pass through security and complete administrative paperwork in OMS.

Parking at the NIH is very limited. If feasible, you should utilize the Metro and/or the NIH Shuttle Service, rather than driving onto the campus.

Metro: <http://www.wmata.com/>

NIH Shuttle: <https://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx>

Thank you,

James M. Schmitt, M.D., M.S.