



Date: January 1, 2015  
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 receive a pre-placement medical evaluation, if you either are under the age of 18 or 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 receive the evaluation by July 1st or no later than two weeks after your start date. OMS will provide the evaluation for free. However, before we can perform your evaluation, you must first submit the following completed documents to OMS:

1. The completed *Documentation of Immunizations* form, signed by your healthcare provider. OMS will provide any required tests or immunizations that you have not already received.
2. The *Authorization for Treatment of a Minor* form, if you are not yet 18 when you start your job.

Please submit the required forms 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). Once OMS has received your completed forms, an OMS scheduling clerk will contact you to schedule the pre placement medical evaluation at a mutually convenient time.

Please plan to arrive at the NIH at least 45 minutes prior to your appointment. That will permit you time to clear NIH security and time to complete administrative paperwork in OMS.

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

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

NIH Shuttle: [http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle\\_map\\_live.asp](http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp)

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