



Date: January 2024  
To: Summer Students  
From: Medical Director, Occupational Medical Service (OMS)  
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 any of these conditions will apply to you, you should complete your evaluation by **July 1st**, or no later than two weeks after your start date. OMS will provide any required tests or immunizations that you have not already received.

OMS will provide the evaluation, tests, and immunizations at no charge. However, before we can perform your evaluation, you must first submit a completed **Documentation of Immunizations** form and provide proof of your immunization history. All **students under the age of 18** are required to submit an **authorization for treatment of a minor** form. **Please do not submit the forms to your supervisor or institute since they contain protected health information and personal identifiable information.** Instead submit them directly to OMS via secure means as outlined below. Once OMS has received your completed form(s), an OMS staff member will contact you to schedule the pre-placement medical evaluation at a mutually convenient time. Pre-placement appointments can be completed on a tele-visit prior to your arrival to campus.

Please submit the form(s) to OMS either:

- In person to Bldg. 10 Room 6C306
- Via Fax at (301) 402-0673
- Via Email at: oms@mail.nih.gov

**Forms submitted by email must be encrypted.** The links below point to directions for Gmail encryption, Microsoft Outlook encryption, and the NIH Secure Email and File Transfer Service | SEFT

1. <https://tinyurl.com/whpkkkhu>
2. <https://tinyurl.com/yck3ya4w>

3. <https://secureemail.nih.gov/>

Again, only students who will work in one of the conditions bulleted above need to submit medical documentation and be medically cleared by OMS.

**Please note** - Traffic around the NIH is extremely congested, and if you have not received an NIH ID you will need to be processed through security and obtain a visitor ID at the NIH Visitor Center. **Plan to arrive at the NIH at least 45 minutes prior to your appointment time**, so you can pass through security, locate parking and complete administrative paperwork in OMS. Parking at the NIH is very limited and parking tickets are very expensive. If feasible, you should utilize the Metro [Home | WMATA](#) and/or the NIH Shuttle Service, rather than driving onto the campus. - NIH Shuttle: <https://tinyurl.com/222jfvvj> . Maps of the NIH Bethesda campus and the Clinical Center are available at: <https://www.takemethere.cc.nih.gov/> .

We look forward to seeing you!

Michael R. Bell MD, MPH  
Director, OMS