

City of Anderson Employee Health

by
AnMed Health Healthy Business

Purpose and Function

The purpose and function of Employee Health Clinic is to serve as a vehicle for the promotion of good health among the personnel of the City of Anderson. It will facilitate the placement of personnel into suitable positions, improve health standards, reduce lost time from work and provide competent medical assistance as necessary.

Eligibility

All persons employed by the City of Anderson (part-time regular and up) are eligible for health clinic benefits. Services are also offered to spouses of all eligible employees and dependents age 16-26. Spouses or dependents may be required to provide proof of spouse or dependent eligibility. See amendment **(1)** Volunteers, Reserve Officer, and Seasonal employees and similarly classed employees will not be eligible to be seen in the clinic.

Most services are free; however, if additional labs or testing is required it will be the responsibility of the employee.

Hours of Operation

Employee Health Clinic hours are as follows:

Monday thru Friday: 8:15 a.m. - 4:00 p.m.

The Clinic will be closed for lunch each day between 12:30 p.m.-1:00 p.m.

Appointments and Scheduling

The clinic will operate under the following guidelines in order to prioritize patients. Workplace Injuries will be seen first, followed by appointments. Walk-ins will be worked in as the schedule allows. Every effort will be made to ensure that each patient receives excellent quality health care, while paying particular attention to appointments and staying on schedule.

Appointments can be made by dialing **231-2216** or emailing clinic@cityofandersonsc.com.

Confidentiality of Protected Health Information

The personal health information that is collected and used is protected by federal law. Specifically, the clinic is bound by the Health Insurance Portability and Accountability Act of 1996 (HIPPA). We do not and are not allowed to share your personal and protected health information without your consent. Therefore, unless you specify and authorized the clinic, your information will be not be shared with your employer or anyone else. Furthermore, it will be stored in a secure fireproof method to ensure the safety and security of your record at all times.

On the job injuries fall into a different category, Worker's Compensation, and we are required to share the information relative to your injury with your employer. This is also mandated by law and overseen by the Occupational Health and Safety Administration (OSHA). This information is used to ensure that your care is properly managed and treated and safe working conditions are maintained.

Acute Care Clinic Services

The City of Anderson in collaboration with AnMed Health Healthy Business has developed a Medical Clinic for the evaluation and treatment of illnesses, on and off the job injuries, pre-employment physicals and wellness. This program is under the guidance of the AnMed Health Healthy Business Medical Director. The program is staffed by a Nurse Practitioner and a Certified Nursing Assistant.

Sample of Services Provided

- Physical examinations
- Acute care services such as:
 - Abrasions
 - Cold/Influenza/Pneumonia
 - Ear ache and ear infections
 - Headache
 - Nausea/Vomiting
 - Sinus infection
 - Sprains/Strains
 - Bronchitis/Laryngitis
 - Viral infections
 - Minor wound care
- Prescribe medications
- Immunizations
- Wellness Coaching
- Smoking Cessation
- On-the-job injuries
- Weight management
- Preventative services
 - Screening and counseling

Illness and Injury Guidelines

Ill or injured employees of the City of Anderson will be treated utilizing protocols that follow best practice standards for patient care. Referrals will be made to the employee's primary care provider or medical specialist, if the care needed is outside the scope of services offered by the medical clinic.

The following guidelines will be used in determining when and how long an employee may be seen in the Acute Care Clinic.

- Acute illness for all employees whether on duty or not
- The goal of the medical clinic is to see on the job injuries, wellness, and acute problems and augment primary care providers—not to become primary care providers.

Every effort will be made by the Employee Health Provider to make recommendations for work restrictions rather than take the injured employee off duty for both personal and work related reasons. If the injury is work related and requires restrictions that prevent them from performing all physical job demands, Human Resources will determine if there is a position available to allow the injured worker to remain in transitional duty until return to full duty.

Communicable illnesses/exposures will result in restrictions or out of work time according to guidelines of the Centers for Disease Control.

Physical Therapy

Referrals for Physical Therapy for acute musculoskeletal injuries will be made by the Clinic Provider for both work related and non work related injuries. (If the referral is not work related the employee assumes all financial responsibility for the physical therapy treatments.) Referrals for work related PT are limited to evaluation with treatment for up to three visits before return to Employee Health for re-evaluation by the Acute Care Provider. Additional PT visits may be authorized based on follow up exam by the Acute Care Provider.

Laboratory Services

The clinic will also have laboratory services available to all eligible patients. Some of these services will be free and some may be filed to the patient's insurance. The labs will be ordered either in conjunction with the annual lab screening or at the discretion of the provider to help diagnose a patient's symptoms. Laboratory panels that are free to the patient are: Hemoglobin A1c, CMP, CBC, TSH, PSA, B12/Folate, and Vitamin D. Other laboratory panels may be ordered but will be filed to the patient's insurance.

Use of Clinic and Sick Time/Paid Time Off

Worker's Compensation visits may be completed "on the clock" with no deduction from your sick leave or other PTO required.

Wellness visits coordinated as part of the City of Anderson's Wellness Program may be completed "on the clock" with no deduction from your sick leave or other PTO required.

Acute care or other visits otherwise not listed that result in an absence away from your workstation of less than 30 minutes may be completed "on the clock" with no deduction from your sick leave or other PTO required.

Acute care or other visits otherwise not listed that result in an absence away from your workstation of more than 30 minutes must be documented with a Leave Slip and a deduction from your sick leave or other paid time off, if such visits occur during your normally scheduled work hours. Utilizing the Clinic during paid lunch breaks is allowed and would not require a deduction from sick leave or other PTO.

Amendment 1

The following documentation may be required to prove spouse or dependent eligibility and must be provided if requested.

Legal Spouse or Common Law Spouse (provide both):

- 1) Copy of Marriage license or Common Law Marriage Affidavit
- 2) Page 1 of your current federal tax return. If married filing separately, submit page 1 of both federal tax returns. To protect your privacy, please black out all financial information or

One of the following to prove that you and your spouse live at the same residence (submit one for yourself and one for your spouse):

- Lease or mortgage
- Auto registration
- Drivers license
- Pay stub (with your address listed)
- Utility bill

PLUS one proof of current financial interdependency:

- Joint ownership of your home
- Joint lease/rental agreement
- Joint homeowner/renters insurance policy*
- Joint bank account statement* or a voided check
- Joint credit card statement*

*Account numbers and account balances may be blacked out.

Natural Child:

- 1) A copy of a birth certificate (long form¹) showing the subscriber as the parent.

Step Child:

- 1) A copy of the birth certificate showing the name of the natural parent (long form¹), **plus** proof that the natural parent and the subscriber are married (see Legal Spouse/Common Law Spouse requirement above).

Adopted Child:

- 1) A copy of a birth certificate (long form¹) showing the subscriber as parent or
- 2) Court documentation verifying completed adoption or
- 3) A letter of placement from an adoption agency, an attorney or the S.C. Department of Social Services, verifying the adoption is in progress.

Foster Child:

- 1) A court order or other legal document placing the child with the subscriber, who is a licensed foster parent.

Other Children or Incapacitated Child:

- 1) For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. Documentation must verify the subscriber has guardianship responsibility for child, not merely financial responsibility.
- 2) Proof of incapacitation