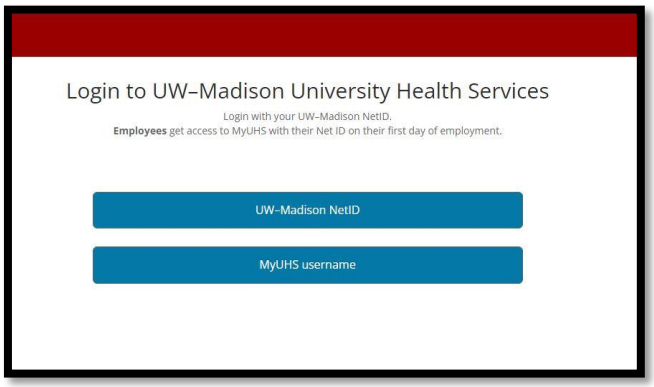
Instructions for Completing Occupational Medicine Consent Forms and Animal Contact Risk Questionnaire (ACRQ)*(with image examples)*

Note: ***Complete and submit within 30 minutes of starting form / questionnaire to prevent data loss.*** *See step 3 to view an example of the "confirmation of submission" screen shot.*

1. **Log in to MyUHS** - https://myuhs.uhs.wisc.edu



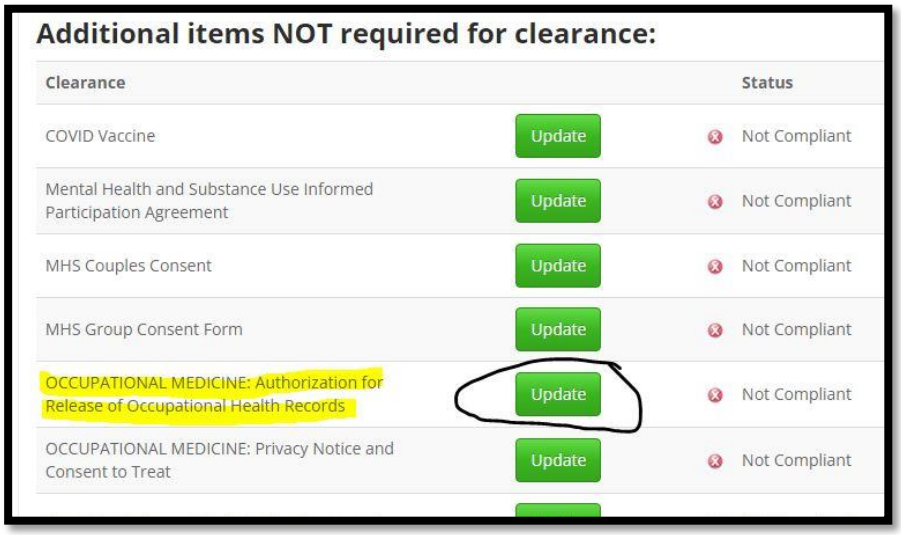
   - **Employees, Students, or Affiliates with NetIDs**: click UW-Madison NetID and log in with your NetID
     - Complete the Duo Authentication prompt.
   - **Affiliates with no NetID**: click MyUHS username to log in with your username and password.
     - If you do not already have your MyUHS username or password, speak with your direct UW Madison contact to coordinate creation of your account with Occupational Medicine.

2. **Complete the two Occupational Medicine consent forms.** *Your submission in step 3 will NOT be processed if these are not completed.*

   - Go to **Medical Clearances** in the MyUHS menu.

- Under **Additional items NOT required for clearance** locate and complete the following two forms:

  - **OCCUPATIONAL MEDICINE: Authorization for Release of Occupational Health Records**



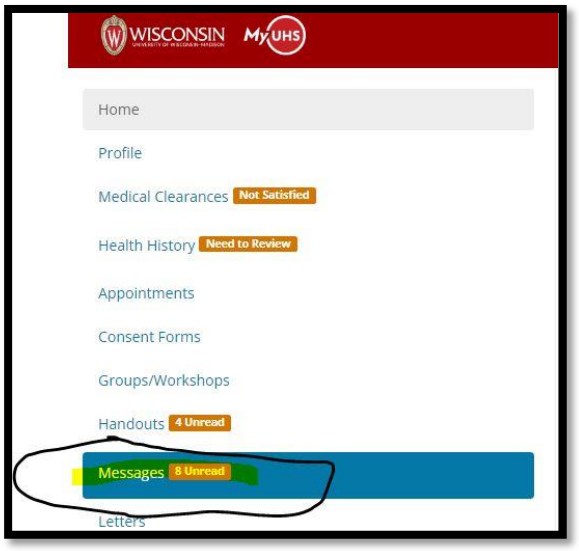
  - **OCCUPATIONAL MEDICINE: Privacy Notice and Consent to Treat**

- When your status is marked as **Compliant** on the forms, you may proceed to the next step.
  - If your status is marked as **Not Compliant** on the forms, please complete the clearance(s) before you continue.

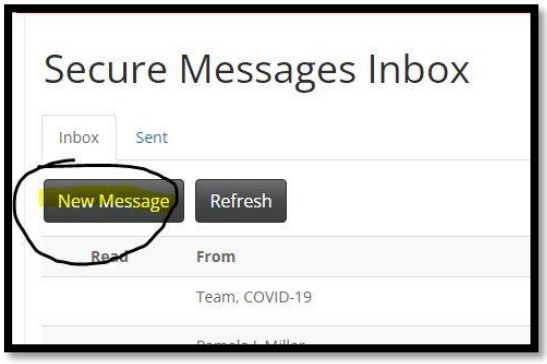
- **You are NOT required to complete any other forms in Medical Clearances** (such as MHS or Psychiatry Consents), though it is recommended to complete the **UHS Information and Consent Form.**

3. **Submit your Animal Contact Risk Assessment Questionnaire (ACRQ).**

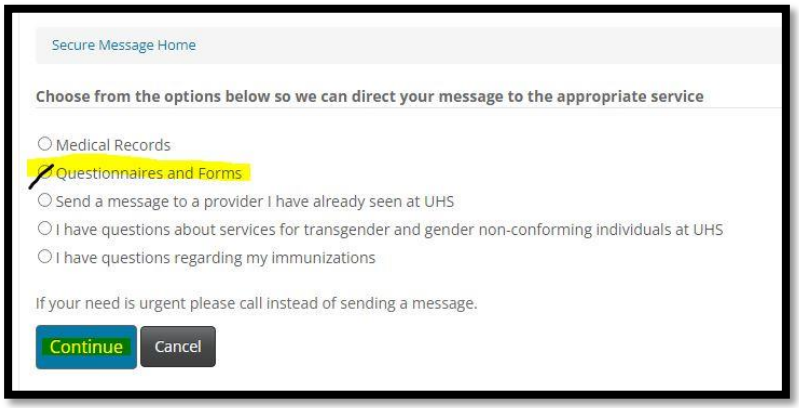
- Go to **Messages** in the MyUHS menu.



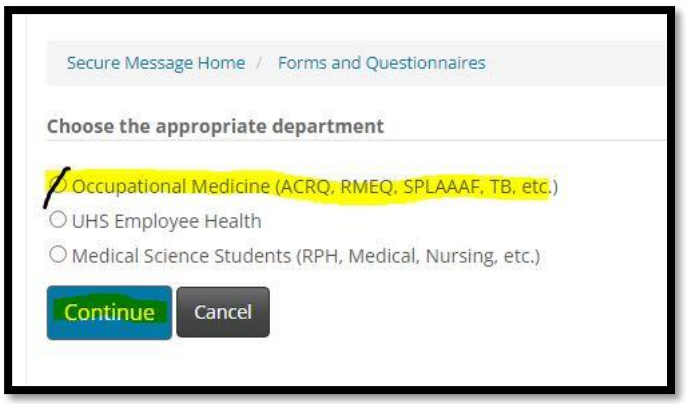
- Click on the **New Message** option.



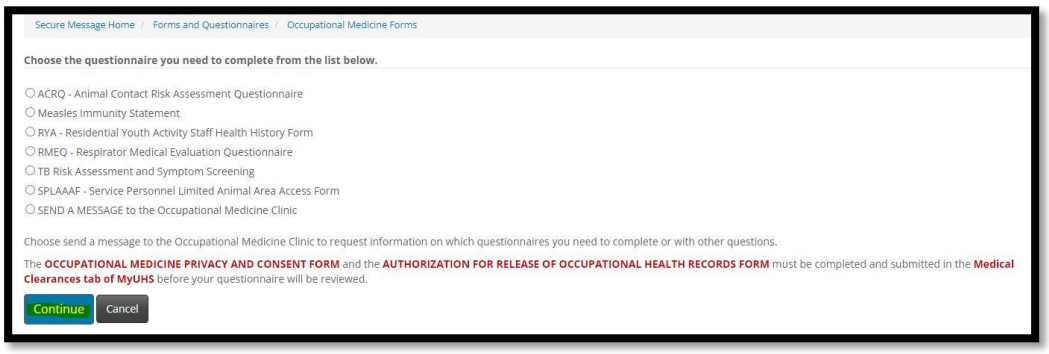
- Select **Questionnaires and Forms** (click Continue)



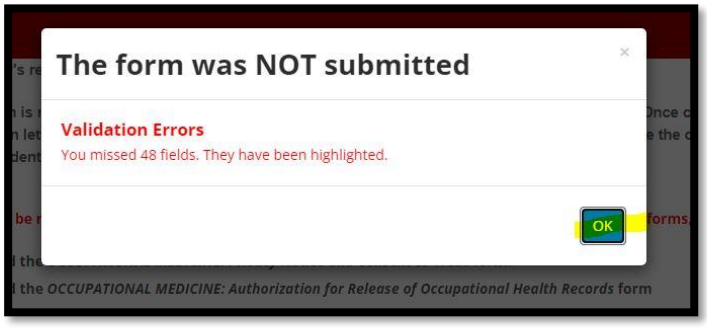
- Select **Occupational Medicine** (ACRQ, RMEQ, SPLAAAF, TB, etc.) (click Continue)



- **Select ACRQ – Animal Contact Risk Assessment Questionnaire** (click Continue)

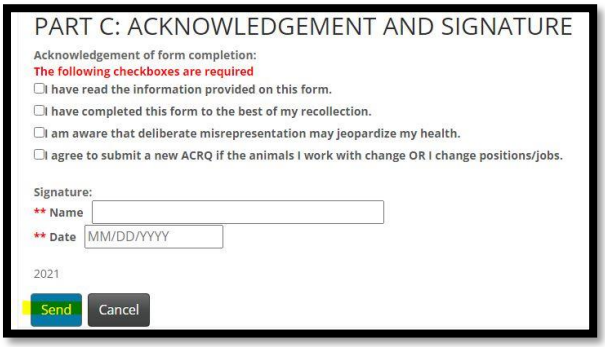


- **Complete the form/questionnaire.**
  - All fields marked with ** are required to be filled in / answered.
  - If you forget to answer one of these fields, you will receive a notice. Click OK and fill in any missing fields.



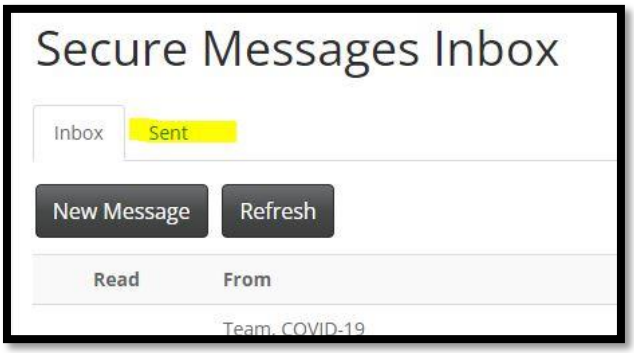
  - If you are unsure how to answer a question, such as what animals or biological materials you will be working with, consult with your direct supervisor.

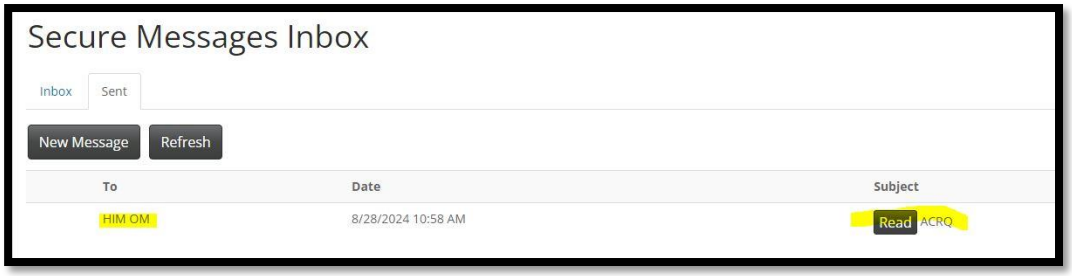
- **When finished, click Send to submit.**



- **You will then receive visual confirmation of the submission being sent.**

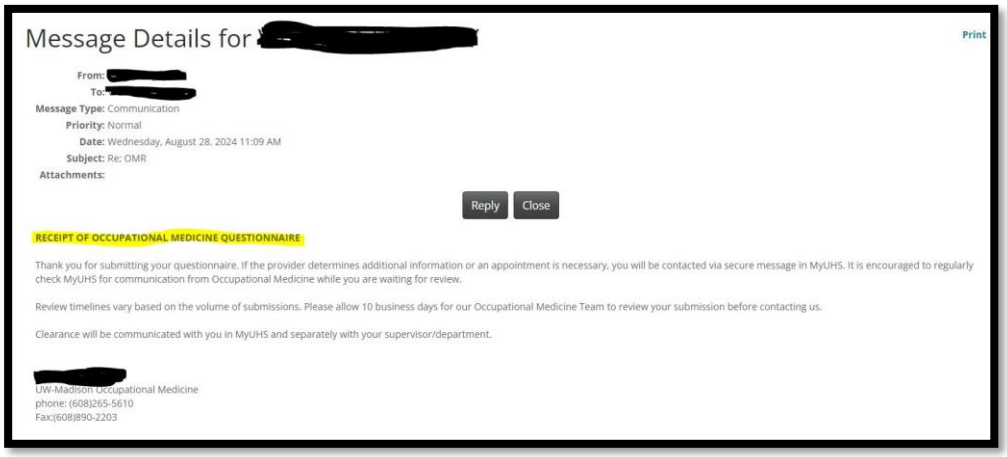
- To further verify your submission was sent, or to view your submission at any time, go to **Messages** and click **Sent**.





4. Await follow-up, guidance, or notice of clearance from Occupational Medicine.

- You will receive a MyUHS message verifying your ACRQ submission was received and processed within ~1 business day from the time of submission.



- Your ACRQ submission will then be forwarded to the medical team for review.
  - Review timelines vary based on the current volume of submissions.
  - **Please allow up to 10 business days for the medical team to review your ACRQ submission.**
- **It is highly recommended to periodically check MyUHS for communication from Occupational Medicine.**
  - If there are any follow up questions about your ACRQ submission, a provider will send you a MyUHS message.
- Clearance will be communicated with you in MyUHS Messages and separately with your supervisor/department.

Questions? Contact Occupational Medicine at occupationalmedicine@fpm.wisc.edu.

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