

## **WorkSTEPS Procedures: New Employees (Post-Offer Pre-Employment Test)**

1. Make a conditional offer of employment following normal hiring practices.
2. Schedule an appointment with a clinic and collect the applicant's email and date of birth for the scheduling form. Fill out the form completely.
3. Email or fax the appointment details (form) to **Sharon Snarr** at **sharon@snarrtech.com** or **1-877-854-1907**.
4. Provide the applicant with the required form to bring to the clinic (**they will not be seen without it**).
5. Ensure the applicant receives and completes all consent forms before the appointment. Emailed to them from clinic when scheduled.
6. Applicants with certain medical conditions (e.g., high blood pressure, insulin-dependent diabetes, or pregnancy) may need physician consent and rescheduling.
7. Remind applicants to carefully follow appointment instructions, including proper attire, medication use, and caffeine limits, to avoid rescheduling.
8. Test results are typically received within 24 hours of clinic submission; follow up with Sharon Snarr if delayed.
9. Direct questions or concerns to Sharon Snarr, MPT, CPE, CIE, at 209-968-4555 or sharon@snarrtech.com.

### **Clinic Locations:**

1. Adventist Health, Sonora, CA
2. Columbia Elementary School, Columbia, CA
3. Golden Bear PT, Valley Springs, CA
4. Sacramento Spine & PT, Folsom, CA (on hold hiring new PT)
5. Custom PT, Sparks, Nevada

### **Please be respectful of these busy clinics and their schedules.**

Applicants will be sent away and rescheduled if:

- They arrive late or have not completed the required consent forms.
- They do not wear appropriate clothing or footwear.
- They are pregnant and do not have physician (MD) consent.
- Their blood pressure or heart rate is too high or too low to safely complete testing.

## **WorkSTEPS Procedures: Fit for Duty / Return-to-Work Testing**

1. Obtain medical clearance from the employee's physician.
2. Schedule an appointment with a clinic and indicate it is a return-to-work test. Collect the employee's email and date of birth for the scheduling form.
3. Email or fax appointment details and MD consent to **Sharon Snarr** at **sharon@snarrtech.com** or **1-877-854-1907**.
4. Provide the employee with the required form to bring to the clinic (**they will not be seen without it**).
5. Ensure the employee completes the correct consent forms, emailed to them, before the appointment (pre-employment forms differ from Fit for Duty forms).
6. Employees with certain medical conditions (e.g., high blood pressure, insulin-dependent diabetes, or pregnancy) may require additional physician consent and rescheduling. If condition is known in advance, ask for MD consent form prior to test.
7. Remind employees to follow all appointment instructions, including appropriate attire, medication use, and caffeine limits, to avoid rescheduling.
8. Test results are typically received within 24 hours of clinic submission; follow up with Sharon Snarr if delayed.
9. Direct questions or concerns to **Sharon Snarr, MPT, CPE, CIE** at **209-968-4555** or **sharon@snarrtech.com**.

### **Clinic Locations:**

1. Adventist Health, Sonora, CA
2. Columbia Elementary School, Columbia, CA
3. Golden Bear PT, Valley Springs, CA
4. Sacramento Spine & PT, Folsom, CA (on hold hiring new PT)
5. Custom PT, Sparks, Nevada

### **Please be respectful of these busy clinics and their schedules.**

Applicants will be sent away and rescheduled if:

- They arrive late or have not completed the required consent forms.
- They do not wear appropriate clothing or footwear.
- They are pregnant and do not have physician (MD) consent.
- Their blood pressure or heart rate is too high or too low to safely complete testing.