



Silver Spring Office:

1500 Forest Glen Road, Silver Spring, Maryland 20910
(telephone) 301-754-7481 (fax) 301-754-7482

Germantown Office:

19801 Observation Drive, Germantown, Maryland 20876
(telephone) 301-754-7481 (fax) 301-557-1310

Congratulations on your new position!

As a condition of new hire, each new employee must complete a **Pre-Employment Appointment** with **Colleague Health Services (CHS)** by the Tuesday before their orientation.

Appointment space is limited, please do not wait to schedule your appointment.

Failure to complete your pre-employment appointment by the deadline, may result in the delay of your orientation start date. Further delays may occur if you do not come prepared with all of the required medical documentation.

Further instructions will be made available in the email confirmation that you receive, once your appointment has been made using the online self-scheduler.

A Pre-Employment Appointment Consists of:

- Urine Drug Screen
- Review of health records (allergies, medications, medical history)
- Review of fitness for duty
- Review of required immunities (MMR, Varicella, Hepatitis B)
 - Other requirements may exist for specific job roles
- Review of recommended immunities (Tdap)
- Height, weight, BMI
- Blood Pressure
- N95 Respiratory Fit-Testing
- TB Screening
 - 2 Step Tuberculin Skin Test (TST) process. CHS will accept one placement and reading from an outside provider, completed within the last 12 months.

Please use the below link to schedule your appointment today! (Control Button + Click to Open Link)



Need Help Using the Scheduler?

Follow the guided instructions below for assistance.

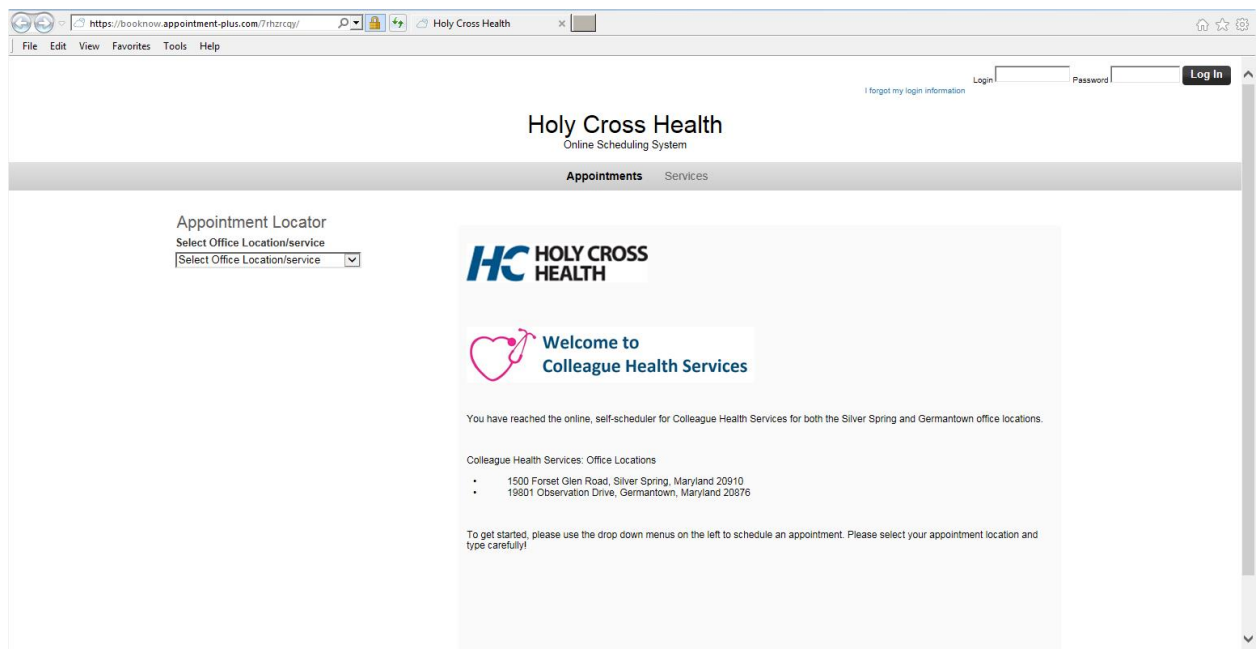
Step 1

Click on the scheduling appointment link/icon below. (**Control Button + Click to Open Link**)



Step 2

You will be taken to the homepage for the online self-scheduler (shown below)



Step 3

Select the location and type of service from the drop down that reflects the type of appointment that you want to sign up for

[I forgot my login information](#) Login Password [Log In](#)

Holy Cross Health
Online Scheduling System


[Appointments](#) [Services](#)

Appointment Locator
Select Office Location/service

Select Office Location/service
Silver Spring - Pre-Employment Screening
Silver Spring - Annual Wellness Screening
Silver Spring - Annual Colleague Screening
Germantown - Annual Wellness Screening
Germantown - Annual Colleague Screening

SELECT LOCATION & TYPE OF APPOINTMENT HERE

HOLY CROSS HEALTH

 **Welcome to Colleague Health Services**

You have reached the online, self-scheduler for Colleague Health Services for both the Silver Spring and Germantown office locations.

Colleague Health Services: Office Locations

- 1500 Forset Glen Road, Silver Spring, Maryland 20910
- 19801 Observation Drive, Germantown, Maryland 20876

To get started, please use the drop down menus on the left to schedule an appointment. Please select your appointment location and type carefully!

Step 4

Use the drop down to confirm the service type of appointment that you are wanting to sign up for

[I forgot my login information](#) Login Password [Log In](#)

Holy Cross Health
Online Scheduling System

[Appointments](#) [Services](#)

Appointment Locator
Select Office Location/service

Silver Spring - Annual Colleague Screening


Select Service

Select Service

Annual Colleague Screening

CLICK TO CONFIRM TYPE OF APPOINTMENT HERE

HOLY CROSS HEALTH

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Colleague Health Services: Office Locations

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To get started, please use the drop down menus on the left to schedule an appointment. Please select your appointment location and type carefully!

Step 5

Select an available date in the calendar that you would like to schedule your appointment for

Login Password [Log In](#)
[I forgot my login information](#)

Holy Cross Health
Online Scheduling System

Appointments Services


Appointment Locator
Select Office Location/service

Select Service

Date

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CLICK TO SELECT DESIRED DATE FOR APPOINTMENT HERE



WELCOME TO
Colleague Health Services

You have reached the online, self-scheduler for Colleague Health Services for both the Silver Spring and Germantown office locations.

Colleague Health Services: Office Locations

e an appointment. Please select your appointment location and

Step 6

Select a time of day that you would like to schedule your appointment for

Login Password [Log In](#)
[I forgot my login information](#)

Holy Cross Health
Online Scheduling System

Appointments Services

Appointment Locator
Select Office Location/service

Select Service

Date

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select Appointment Time
Silver Spring - Annual Colleague Screening

Wednesday, March 30, 2016	10:30am	Book it
Wednesday, March 30, 2016	10:45am	Book it
Wednesday, March 30, 2016	12:00pm	Book it
Wednesday, March 30, 2016	12:15pm	Book it
Wednesday, March 30, 2016	1:00pm	Book it
Wednesday, March 30, 2016	1:30pm	Book it
Wednesday, March 30, 2016	1:45pm	Book it
Wednesday, March 30, 2016	2:30pm	Book it
Wednesday, March 30, 2016	2:45pm	Book it

CLICK TO SELECT DESIRED APPOINTMENT TIME HERE

Step 7

Review appointment information. Select "New" or "Returning User". Register if you are a new user. Click "Finalize Appointment" to submit request.

Holy Cross Health
Online Scheduling System

Appointments Services

Appointment Locator

Select Office Location/service
Silver Spring - Annual Colleague S

Select Service
Annual Colleague Screening

Date

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Selected Appointment

Office Location/service Silver Spring - Annual Colleague Screening

Service Annual Colleague Screening

Date Wednesday, March 30, 2016

Start Time 10:30am

Please complete the following information.

Are you a new or returning user? ☒ New User ☐ Returning User

New User

* Indicates required field

* First Name

* Last Name

* Cell Phone

* Email

* Login

* Password

* Retype Password

Special Instructions

Finalize Appointment

**1. REVIEW
SELECTED
APPOINTMENT
INFORMATION**

**2. SELECT "NEW"
OR "RETURNING
USER"**

**3. NEW USERS
WILL NEED TO
REGISTER AND
CREATE
PASSWORD**

**CLICK "FINALIZE
APPOINTMENT" TO
SUBMIT YOUR REQUEST**