

iCooper – Employee Health Information

Please see below for instructions on how Cooper team members can track compliance and review immunization records associated with Employee Health.

1. To begin, visit the Cooper Pulse homepage. Select the Frequently Used Links tab.



2. Once selected, follow the list of programs, and select the Employee Self Service and Requisition Center (iCooper)





- 3. Once opened, this will lead you to the Cooper Team Member homepage. From this point, you will be able to navigate between the tabs for Payroll, Benefits, and other options, including the navigation tabs for Employee Health. (Note: The arrows below point specifically to the Employee Health functions). Double click to open tabs.
- 4. The PPD/FLU Offerings widget will take you to a listing of dates, times, and locations to meet with Employee Health to complete the necessary testing.





My Health Widget:

1. Once selected, this tab will direct you to your Health Profile that is maintained by Employee Health. You will see the most current listings for your flu vaccine, respirator fit testing, and PPD screenings (or PPD placement).

Health Components					\rightarrow
		Ass	igned Date	Due Date 🔷	Completion Date
No H	lealth Components				
Health Records	Completi E	→ xpira	Appointn	nents	\rightarrow
Fit Test Status: Completed Outcome: Pass	2/23/2023				
Flu Vaccine Status: Completed Outcome: Completed Lot Number: UT8109NA	9/21/2023		No	Jpcoming Appo	vintments
PPD Annual Screening Status: Completed Outcome: Pass	1/31/2024				



2. Once the above screen has been opened, you can view the dates that your compliance was completed. If you need to review more details within those tabs (i.e. which mask size you have been fitted for, or the lot information for the flu vaccine or PPD), double click on the test.

Health Components					\rightarrow
			Assigned Dat	e Due Date 🗘	Completion Date
	No Health Com	ponents			
Health Records	Co	ompleti Expira	→ App	ointments	\rightarrow
Fit Test Status: Completed Outcome: Pass	2/2	23/2023]
Flu Vaccine Status: Completed Outcome: Completed Lot Number: UT8109NA	9/	21/2023		No Upcoming App	pointments
PPD Annual Screening Status: Completed Outcome: Pass	1/-	31/2024			

<u>A: Flu Tab</u>: Once selected, this will direct you to the information you are searching for. In this screen, you will be able to print the records.

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ot Number: UT8109NA				Due Date: 12/31, Completion Date: 9/21/2
ompleted				Assigned Date: 1/1
ot Number: UT7701MA				Due Date: 12/31, Completion Date: 9/20/2



<u>B: PPD Screening/Placement</u>: In this screen, you will be able to review the PPD screening information and see if you received a tuberculin skin test/PPD placement.

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<u>**C: Fit Testing</u>**: In this screen, you will be able to review your fit testing results. Confirm you are on the most recent fit test listed.</u>

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Select the ellipsis next to the Search in the screenshot below. Select the drop down for Options, then choose View Audit Log.

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Health Record FIT TEST Fit Test					
Completion Date Expiration Date Renewal Date 3/12/2024					
Result Type Outcome Pass Fail Pass					
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				Create Report	1000000000 3/12/2024
Completed				Related Reports	Assigned Date: 1/1/2024
				View Audit Log	etion Date: 1/31/2024
Completed				View Full Audit Log	Assigned Date: 1/1/2023
				Comp	Due Date: 6/30/2023 letion Date: 1/24/2023

Once you have selected the View Audit Log, you will be brought to the next screen. You will need to use the slider bar at the bottom of the screen to move to the far right. This will bring you to the mask brand and size for which you have been fitted.

$\equiv A$	■ Audit Log for 'Resource Health Component'											
	⊂ Compare 1Ξ Sort Up											
	Period	Time	Effective Date	Effective Time Zone	Reason	Comment	Subject	Authenticated Actor				
	Current	3/13/2024 2:41:50 PM										
	Past	3/13/2024 2:29:18 PM	3/13/2024		137614	CompleteComponent	ANNUAL SCREENING		HCMOccupationalHealth	137614		
	Past	3/13/2024 2:28:25 PM	3/13/2024		137614	Create	ANNUAL SCREENING		HCMOccupationalHealth	137614		
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 $\equiv ~~ {\rm Audit} ~ {\rm Log} ~ {\rm for} ~ {\rm 'Resource} ~ {\rm Health} ~ {\rm Component'} \\$

Q [∞] Compare 1 1 Sort Up												
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				Yes					Halyard	Small		No
				Yes					Halyard	Small		No
				No								No