

iCooper – Employee Health Information

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

- 1. Once logged into your iCooper portal, click the "waffle" in the top left corner to move to the Leader page.
- 2. Select Homepages







3. The Team Member Employee Health panel will list all of your assigned team members with their required health screening and due date (names cleared out for tutorial).



4. Click View More to open the window that shows all tests. To find the mask brand and size for the fit test highlight Fit Test. Double click the **completed** team member record you wish to view.

\equiv Health Component Status						₽ Q
Health Component Status Staff Summ	nary					
Health Components	Staff					
Q Search by Description		Name	Direct Manager	Status 🜩	Due Date	Last Completed
Covid Booster #1 Immunization				Pending Approval	6/30/2024	2/23/2023
		-		Pending Approval	6/30/2024	2/23/2023
Covid Booster #2				Pending Approval	6/30/2024	3/16/2023
minumzation				Pending Approval	6/30/2024	5/11/2023
Covid Vaccine #1 Immunization				Completed	6/30/2023	2/23/2023
Covid Vaccine #2 Immunization				Completed	6/30/2023	3/13/2024
				Completed	6/30/2023	3/13/2024
Covid Weekly Test				Completed	6/30/2024	3/13/2024
Test				Completed	6/30/2023	2/23/2023
Fit Test				Completed	6/30/2023	12/31/2023
Test				Completed	1/31/2024	12/31/2023
Flu Vaccine				Completed	6/30/2023	3/16/2023
Immunization				Completed	6/30/2023	5/11/2023
PPD 2nd Placement Test						
PPD Annual Screening Test						
PPD Placement Immunization						



- 5. Click View More to open the window that shows all tests. To find the mask brand and size for the fit test highlight Fit Test. Double click the **completed** team member record you wish to view.
- 6. Double click the most recent record to open the details.

≡	: FIT TEST							ightarrow Attach To Incident	
Fit Test Component Status Completed Covid Test Exemption Covi	d Booster Exemption		Dates Assigned Date 1/1/2024	Due Date 6/30/2024	Expiration Date	PPD Plant Date	Completion (Read Date for PPD) 3/13/2024	Last Completed 3/13/2024	
	Component History	\rightarrow							
	Action: ChangeDates Effective Date: 3/13/2024 Actor: 137614								
	Action: ChangeDates Effective Date: 3/13/2024 Actor: 137614								
	Action: CompleteComponent Effective Date: 3/13/2024 Actor: 137614								
	Action: Create								



7. Scroll to the bottom of the screen to find the Mask Brand and Mask Size for the Fit Test.

≡	: FIT TEST - Resource Health Component History

Audit Info Effective Date Authenticated Actor Action 3/13/2024 ChangeDates					
Reason Code ANNUAL SCREENING Annual Screening					
Comment					
System Time Stamp Effective Through Transaction Id Actor 3/13/2024 10:23:25 AM					
Action Type Action Tag Audit Period Subject Update Past HCMOccupationalHealth					
Correction Correction Comment Audit Entry ID No 8c635984-7180-8000-0000-5eb565ebee46	Audit Transaction ID 8c635984-7180-8000-0000	5eb565ebee46			
Changed fields					
DueDate,CompletionDate					
Dates PPD Plant Date Completed (Read Date for PPD) Ex 1/1/2024 1/31/2024 Ex Ex Ex	xpiration Next Due				
Details Candidate Occupational Health Series Resource Health Series Component Sequence Incident Type Actual Positive Negative PPD Quantiferon Gold Contraindicated					
Pass Fail 🔹	No	No			
Actual Pass Fail Component Status	Refusal Accepted	Contraindicated Expiration			
Outcome 1 Pass v Pending Approval	No				
Lot Number Injection Site Document Received Position Location No 956 CCBO					
Fit Test Mask Detail					
Mask Brand Mask Size					
Moldex Small					

If you need additional assistance, please visit the iCooper Library via the Pulse or contact the Cooper Service Desk at 856.968.7166 – choose option 5 for iCooper support.