



Civil Service & Personnel
345 High Street, 1st floor
Hamilton, Ohio 45011

Phone: 513.785.7030
Fax: 513.785.7037
cspersonnel@hamilton-oh.gov
www.hamilton-city.org

TEMPORARY AND SEASONAL
PRE-EMPLOYMENT BACKGROUND AND CREDIT CHECK
AND
DRUG SCREEN

Background and Credit Check

Please submit a copy of your resume AND three references for the background check.

A credit check will also be conducted *if applicable* to the position.

Drug Screen

TriHealth Occupational Medicine is used for drug screen. Center locations and hours and directions are attached. Central Call Center/Scheduling's number is 513.853.1040; scheduling an appointment is suggested to reduce waiting time.

5/23/2017

BACKGROUND INFORMATION FORM FOR BACKGROUND CHECK (Ver. 1.17)

BackTrack, Inc. is an employment screening company that conducts background checks on prospective employees/employees for our clients as part of their standard hiring procedure. In order to perform this check, we need you to provide the following information. Please be sure to fill out this form completely and legibly.

APPLICANT INFORMATION (please print clearly & accurately)					
Position Applying For:			Expected Salary:		
Last Name		First Name		Middle Name	
Maiden Name		Any Other Name(s) Used		Phone ()	
Home Address			E-Mail Address		
City	State	Zip	County	From Mth/Yr	To Mth/Yr
Social Security Number *		Date of Birth *		Military Branch of Service	
*For background screening purposes only					
Driver's License Number			State License was Issued		
High School		City/State Location		Year Graduated	
Full Name Diploma Issued Under					
If GED received, in what State		City/State Location		Date Received	
Name Used for GED					
College		City/State Location		Year Graduated	
Degree Rec'd:					
<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other _____ Student ID Number:					
Full Name Used					
List Previous Addresses (to cover last 7 years)					
Address		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	
Address		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	

NOTE: The absence of any of the above information could result in a delay in processing your background. If necessary, a representative from BackTrack, Inc. will contact you for additional information in order to expedite the background process. Thank you for your assistance.

---FOR CLIENT USE ONLY – DO NOT WRITE BELOW THIS LINE---

CLIENT INFORMATION		SERVICES REQUESTED <input type="checkbox"/> RUSH ORDER (\$27 extra charge)	
Name:		PACKAGE:	
Title:		<input type="checkbox"/> Level I (employment, education, criminal search, credit or SSN search, driving)	
E-Mail Address:		<input type="checkbox"/> Level II (employment, criminal search, credit or SSN search, driving)	
Company Name:		<input type="checkbox"/> Level III (employment, education, criminal search)	
Address:		<input type="checkbox"/> Level IV (employment, criminal search, credit or SSN search)	
City/State/Zip:		<input type="checkbox"/> Level V (criminal and SSN search)	
If Applicable, Division or Code #:		<input type="checkbox"/> Level VI (employment, education, criminal search, credit or SSN search)	
Phone Number:		<input type="checkbox"/> (Above packages check here for 5 year emp. history <input type="checkbox"/> Check here for only 3 year <input type="checkbox"/>	
Fax Number:		<input type="checkbox"/> Criminal History (county) <input type="checkbox"/> Federal District Search	
		<input type="checkbox"/> Civil Litigation <input type="checkbox"/> Statewide Search (where available)	
		<input type="checkbox"/> CrimeTrack (Criminal Database and National Sex Offender Search)	
		<input type="checkbox"/> GlobalTrack (Patriot Act Search)	
		<input type="checkbox"/> Credit Report	
		<input type="checkbox"/> Employment History <input type="checkbox"/> Education <input type="checkbox"/> Driving Record <input type="checkbox"/> SSN Search	
		<input type="checkbox"/> Workers' Comp. <input type="checkbox"/> Military <input type="checkbox"/> Credential <input type="checkbox"/> Bus/Personal Ref.	

YOU MUST COMPLETE AND RETURN THE BACKGROUND INFORMATION FORM, THE DISCLOSURE FORMS AND THE AUTHORIZATION FORM FOR A BACKGROUND CHECK

DISCLOSURE REGARDING BACKGROUND INVESTIGATION (Ver. 1.17)

The Company may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks. Workers compensation will only be requested in compliance with the ADA and/or any other applicable laws.

Signature _____ Date _____

Printed Name _____ Company Applying To _____

RIGHT TO OBTAIN MORE INFORMATION REGARDING
INVESTIGATIVE CONSUMER REPORTS (Ver. 1.17)

You have the right to request disclosure of the nature and scope of any investigative consumer report ordered by the Company. You may either contact the Company for this information or the agency preparing the report, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, 800-991-9694. Please be advised that the nature and scope of the most common form of investigative consumer report obtained by the Company is an investigation into your employment history. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Signature _____ Date _____

Printed Name _____ Company Applying To _____

ACKNOWLEDGMENT AND AUTHORIZATION REGARDING BACKGROUND CHECK (Ver. 1.17)

I acknowledge receipt of the following documents: DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, ADDITIONAL STATE LAW NOTICES, and RIGHT TO OBTAIN MORE INFORMATION REGARDING INVESTIGATIVE CONSUMER REPORTS. I certify that I have read and understand those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” about me by the Company at any time during the hiring process and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694, another outside organization and/or Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Oklahoma applicants and employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Minnesota applicants and employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants and employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature _____ Date _____

Printed Name _____ Company Applying To _____

ADDITIONAL STATE LAW NOTICES (Ver. 1.17)

If you live in, work in, or are seeking work the Company in Massachusetts, Minnesota, New Jersey, New York, or Washington State, please note:

MASSACHUSETTS APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694.

MINNESOTA APPLICANTS/EMPLOYEES: You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report by contacting the consumer reporting agency, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694. The consumer reporting agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later.

NEW JERSEY APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694.

NEW YORK APPLICANTS/EMPLOYEES: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the consumer reporting agency, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by BackTrack, Inc. with the contact information above.

WASHINGTON STATE APPLICANTS/EMPLOYEES: If the Company requests an investigative consumer report from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from the consumer reporting agency, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694, a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW (Ver. 1.17)

The Company intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of these reports may be used as a factor in making employment decisions. The source of any investigative consumer report or consumer credit report (as those terms are defined under California law) will be BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694. Its privacy policy may be found at <http://backtracker.com/privacy-policy>.

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.

A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20552.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

a person has taken adverse action against you because of information in your credit report;

you are the victim of identify theft and place a fraud alert in your file;

your file contains inaccurate information as a result of fraud;

you are on public assistance;

you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688).

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20423</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street SW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations.</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

**NEW YORK CORRECTION LAW
ARTICLE 23-A**

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) “Public agency” means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) “Private employer” means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) “Direct relationship” means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) “License” means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that “license” shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) “Employment” means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that “employment” shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of finding a lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

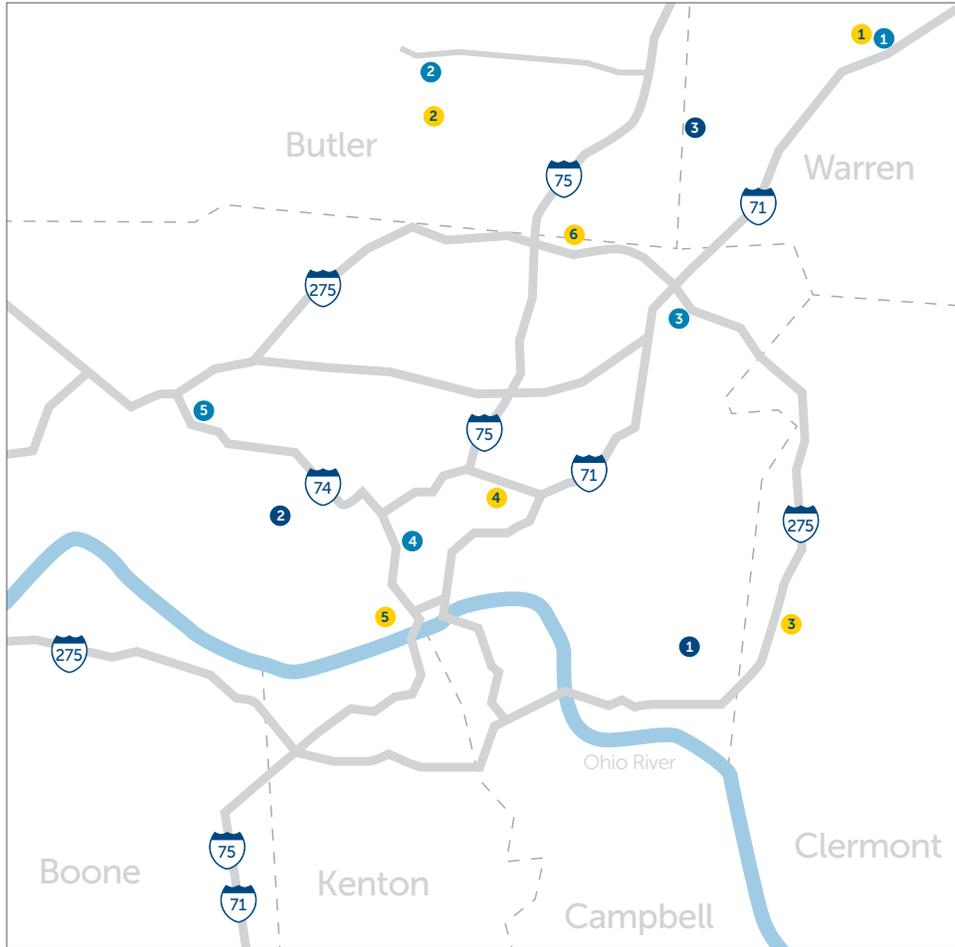
§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently by the New York city commission of human rights.

TriHealth Occupational Medicine Centers

Work-Related Medical Care Where and When You Need It

Central Call Center: 513 853 1040



Occupational Medicine Center Locations

- 1 Arrow Springs**
100 Arrow Springs Blvd., Ste. 1200
Lebanon, OH 45036
Monday–Friday, 8 a.m.–5 p.m.
- 2 Butler County**
8500 Bilstein Blvd.
(formerly Berk Blvd.)
Hamilton, OH 45015
Monday–Friday, 8 a.m.–5 p.m.
- 3 Eastgate**
4452 Eastgate Blvd., Ste. 101
Cincinnati, OH 45245
Monday–Friday, 8 a.m.–5 p.m.
- 4 Norwood**
4592 Montgomery Rd
Cincinnati, OH 45212
Monday–Friday, 7 a.m.–6 p.m.
- 5 Queensgate**
1150 W. 8th St., Ste. 120 Cincinnati,
OH 45203
Monday–Friday, 8 a.m.–5 p.m.
- 6 Sharonville**
3801 Hauck Rd.
Cincinnati, OH 45241
Monday–Friday, 7 a.m.–7 p.m.
Saturday, 9 a.m.–1 p.m.

After-Hours Injury Care

TriHealth Priority Care

Physician-staffed,
walk-in care for non-life-
threatening injuries

Monday–Friday
8 a.m.–7:30 p.m.

Saturday–Sunday
9 a.m.–4:30 p.m.

Open most holidays
513 346 3399

- 1 Priority Care Anderson**
7991 Beechmont Ave.
Cincinnati, OH 45255
- 2 Priority Care Glenway**
6139 Glenway Ave.
Cincinnati, OH 45211
- 3 Priority Care Mason**
8350 Arbor Square Dr.
Mason, OH 45040

TriHealth Emergency Departments

24-hour emergency care

- 1 Bethesda Arrow Springs**
100 Arrow Springs Blvd.
Lebanon, OH 45036
513 282 7200
- 2 Bethesda Butler Hospital**
3075 Hamilton-Mason Rd.
Hamilton, OH 45011
513 894 8888
- 3 Bethesda North Hospital**
10500 Montgomery Rd.
Cincinnati, OH 45242
513 865 1112
- 4 Good Samaritan Hospital**
375 Dixmyth Ave.
Cincinnati, OH 45220
513 862 2536
- 5 Good Samaritan Western Ridge**
6949 Good Samaritan Dr.
Cincinnati, OH 45247
513 246 9900

TriHealth Occupational Medicine now has a local, centralized Call Center for assistance with scheduling, resulting, and access to any of our multiple Occupational Medicine Centers throughout the region: **513 853 1040**



AUTHORIZATION TO TREAT

We suggest scheduling an appointment to reduce wait time.
Central Call Center/Scheduling: 513 853 1040

EMPLOYEE: _____ DATE: _____

COMPANY: _____

SERVICES AUTHORIZED BY: _____ PHONE #: _____

DOT AGENCY (IF APPLICABLE): FAA FRA FMCSA FTA PHMSA USCG

REASON FOR VISIT

- Pre-employment Random Testing Post-accident Follow-up Testing
 Annual/Recertification Reasonable suspicion Other _____

SERVICES REQUESTED (please check all that applies):

- Work related injury care:** Date of injury _____
- Substance Testing:**
 DOT drug screen Non-DOT drug screen Rapid drug screen (non-DOT only)
 DOT breath alcohol Non-DOT breath alcohol Other _____
- Exams:**
 Physical Exam Respirator clearance Return to work PUCO Exam
 DOT Exam Reasonable suspicion/cause Independent medical exam
 Bus driver/T-8 Fitness for Duty Other _____
- Testing:**
 Audiogram Vision TB test PFT
 Lift Test _____ (lbs) Other Testing: _____
- Vaccination:** Hepatitis B Hepatitis A Varicella MMR Other _____

CENTER LOCATIONS AND HOURS

- | | |
|---|---|
| <input type="checkbox"/> Arrow Springs Mon - Fri, 8 am - 5 pm
100 Arrow Springs Blvd. Suite 1200
Lebanon, OH 45036
Fax 513 282 7078 | <input type="checkbox"/> Queensgate Mon - Fri, 8 am - 5 pm
1150 W 8 th St. Suite 120
Cincinnati OH 45203
Fax: 513 241 6510 |
| <input type="checkbox"/> Butler County Mon - Fri, 8 am - 5 pm
8500 Bilstein Blvd
Hamilton, OH 45015
Fax 513 860 5071 | <input type="checkbox"/> Eastgate Mon - Fri, 8 am - 5 pm
4452 Eastgate Blvd. Suite 101
Cincinnati, OH 45245
Fax: 513 752 3039 |

TriHealth Occupational Medicine now has a local, centralized Call Center for assistance with scheduling, resulting and access to any of our multiple Occupational Medicine Centers throughout the region: **513 853 1040**

CENTERS WITH EXTENDED HOURS

- | | |
|---|---|
| <input type="checkbox"/> Norwood
4592 Montgomery Rd. Surrey Square
Cincinnati, OH 45212
Fax 513 731 2882
Hours: Monday to Friday 7 a.m. to 6 p.m. | <input type="checkbox"/> Sharonville
3801 Hauck Rd.
Cincinnati, OH 45241
Fax: 513 852 3117
Hours: Monday-Friday 7 a.m. to 7 p.m.
Saturday 9 a.m. to 1 p.m. |
|---|---|

DIRECTIONS TO ALL CENTERS ON REVERSE

Directions to TriHealth Occupational Medicine Centers

(CENTRAL CALL CENTER/SCHEDULING PHONE NUMBER: 513 853 1040)

ARROW SPRINGS | 100 Arrow Springs Blvd., Suite 1200 | Lebanon, OH 45036

From I-71 North: take Exit 28 to Lebanon to SR 48. Go North on SR 48. At the 2nd light turn right onto Arrow Springs Blvd. to Arrow Springs.

BUTLER COUNTY | 8500 Bilstein Blvd. | Hamilton, OH 45015

From I-75: take the Union Centre Blvd exit, turn left. At the intersection of Seward Rd - Union Centre becomes Symmes Rd. Follow to Bilstein Blvd, turn left. The Butler County Center will be on the left.

From I-275: take the Route 4 exit, go north. Turn right at Bypass 4, follow it to Symmes Rd, turn left. Turn left on Bilstein Blvd, Butler County will be on the left.

EASTGATE | 4452 Eastgate Blvd., Suite 101 | Cincinnati, OH 45245

From I-275: take Exit 63B (Route 32 to Batavia). Go east on Route 32. Exit onto Eastgate Blvd. Turn left at stoplight at end of exit ramp, then turn left at the next light. Turn right at the first driveway into the Eastgate Center parking lot. The Eastgate Center is in Suite 101, the first door on the left after you enter the Eastgate Professional Building.

QUEENSGATE | 1150 W. 8th Street, Suite 120 | Cincinnati, OH 45203

From I-75 South: take Exit 1F Freeman Ave/US 50. Turn right onto W. 8th Street. The Queensgate Center is on the right.

From I-75 North: take Exit 1D to merge onto 6th St/US 50 towards River Rd. Follow US 50 to the Linn St exit. Turn right at Linn St, then turn left to W. 8th Street. The Queensgate Center is on the right.

NORWOOD | 4592 Montgomery Road, Surrey Square | Cincinnati, OH 45212

From I-71 North or South: take the Norwood Lateral, Exit 7 (OH-562W). Take the Montgomery Rd exit. Turn left onto Norwood Ave. Turn left onto Montgomery Road. Turn left onto Sherman Ave. Turn right onto Smith Rd. Turn right onto Lafayette Ave. Turn right at the first driveway. The Norwood Center is on the right as you enter the drive.

From I-75 North or South: take the Norwood Lateral, Exit 7 (OH-562E). Take the Montgomery Rd exit. Turn left onto Wesley Ave. Turn left onto Norwood Ave. Turn left onto Montgomery Rd. Turn left onto Sherman Ave. Turn right onto Smith Rd. Turn right onto Lafayette Ave. Turn right at the first driveway. The Norwood Center is on the right as you enter the drive.

SHARONVILLE | 3801 Hauck Road | Cincinnati, OH 45241

From I-75: take I-275 East to exit 46 (Route 42), turn left onto Lebanon Rd. / US-42. Turn left on Hauck Road (located just before the White Castle on the left). The Sharonville Center is on the left, next to the Holiday Inn.

From I-71: take I-275 West to exit 46 (Route 42), turn right onto Lebanon Rd. / US-42. Turn left onto Hauck Road (located just before the White Castle on the left). The Sharonville Center is on the left, next to the Holiday Inn.