

Dear Student/Instructor,

Welcome to Endeavor Health! We are excited you have made the decision to partner with our health system. Below are instructions on how to access our new Employee Health Contingent Worker portal in order to get you cleared to start your rotation. **Note:** *please ensure all of your health documentation is organized prior to submitting through the portal.*

1. All students/instructors, including current Endeavor employees, will need to click on the Endeavor Health [Contingent Worker Portal](#) to set up your profile and complete the Contingent Worker Questionnaire. You will be asked to enter your name, birth date, email address, and mobile phone number. This information should match what we receive from your school, e.g., name, email, phone, and address.
2. Be sure to enter the Program Coordinator as follows based on the location of your rotation:

<ul style="list-style-type: none"> • Edward Hospital - Margaret Cross • Elmhurst Hospital – Anne Stezowski • Evanston Hospital – Mary Meyer • Glenbrook Hospital – Mary Meyer • Highland Park Hospital – Mary Meyer 	<ul style="list-style-type: none"> • Linden Oaks Hospital – Amy Kaul • Northwest Community Hospital – Alanna Ackerson • Skokie Hospital – Mary Meyer • Swedish Hospital – Linda Beagley
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3. You will need to submit electronic copies of the following vaccines. Please have these available prior to setting up your profile as you will not be able to save your information:
 - MMR (*Measles, Mumps, Rubella*) Vaccine Record/Immunity Documentation
 - Varicella (*Chicken Pox*) Vaccine Record/Immunity Documentation
 - Tdap Vaccine/Titer Record
 - Update Seasonal Influenza Vaccine (*required from Oct 1-March 31 each year*)
 - Updated COVID-19 vaccine (*not required, but strongly encouraged*)
4. Additionally, you will need to submit a copy of your last TB test to the portal. Your TB test must be completed within the past 12 months. If you do not have a current copy of this test, you can schedule an appointment at any of our Employee Health clinics to complete this requirement.
5. If your role requires a N95 respirator, a member of our Employee Health team will be reaching out to you to directly to schedule an appointment prior to your rotation.

Once all of your requirements have been completed, you and your program coordinator will receive a clearance email from our team. Please contact us if you have any questions.

Thank you,

Employee Health Services

Employee Health Services NorthShore Hospitals & Clinics	Employee Health Services Swedish Hospital & Clinics	Employee Health Services Northwest Community Hospital & Clinics	Employee Health Services Edward-Elmhurst Hospitals & Clinics
Phone: 847-570-1060 Fax: 847-733-5313 EmployeeHealthServices@Northshore.org	Phone: 847-570-1060 Fax: 847-733-5313 EmployeeHealthServices@Northshore.org	Phone: 847-618-3145 Fax: 847-618-3149 oehs@nch.org	Edward Phone: 630-527-2790 Elmhurst Phone: 331-221-3555 Employee.Health@eehealth.org