



Sign in to HealthRx website application

Step 1: Open your browser, we recommended Google Chrome.

Step 2: Type <https://ohscompliance.med.umich.edu> into URL bar.

Step 3: Log in with your username and password.

The screenshot shows the Michigan Medicine login interface. At the top, there is a dark blue header with the Michigan Medicine logo and the text "Michigan Medicine". Below the header, there is a navigation menu with a hamburger icon and the text "Sign in to use available applications". The main content area features a "Login with Level-2" button with a small icon. Below this, there are three input fields: "Enter your username", "Level-2 Password", and a "Sign In" button. At the bottom of the form, there is a link that says "Problem logging in?".

User will be required to verify identity through the Two-Factor Authentication. User can choose from multiple Duo options.

The screenshot shows the Duo Two-Factor Authentication dialog. At the top, there is a dark blue header with the Michigan Medicine logo and the text "Michigan Medicine". Below the header, there is a navigation menu with a hamburger icon and the text "Login with Level-2". The main content area features a "Login with Level-2" button with a small icon. Below this, there is a dialog box titled "Choose an authentication method". The dialog box has a Michigan Medicine logo on the left and three options on the right: "Duo Push" (checked and "Used automatically"), "Call Me", and "Passcode". Each option has a corresponding button: "Send Me a Push", "Call Me", and "Enter a Passcode". Below the options, there are links for "What is this?" and "Need help?". At the bottom of the dialog, there is a blue bar with the text "Pushed a login request to your device..." and a "Cancel" button.



Accessing Launchpad

The user will see the **Launchpad** screen after successfully logging in.

The screenshot shows the HealthRx Nexus Launchpad dashboard. At the top left, there is a 'HealthRx' logo and a 'Welcome to Nexus' message. The dashboard is divided into several sections: 'Quick Launch' with three action items (View Analytics, Manage My Health Appointments, Create Lab Clearance Request), 'News & Events' with a message about system upgrades, and 'Action Items' which is expanded to show a list of tasks: E-Signature Required (3), Deficiencies in Lab Inspection (4), Upcoming Annual Review (1), Respirator Training, and Noncompliant (4). At the top right, there are tabs for 'My Summary' and 'KPIs'. A 'Product Version 4.8.15' label is visible at the bottom left.

Uploading a Document

Users will have Action Items displayed on the Launchpad. To upload a new document, select the plus sign next to **Flu Document Upload** and click **Submit Document** button. Users can also expand all action items by clicking the plus sign next to **Action Items** at the top of their list.

This close-up screenshot shows the 'Action Items' section of the dashboard. The 'Action Items' header is expanded, showing a list of items: 'Noncompliant (6)', 'Pending Compliance (1)', and 'Flu Document Upload (1)'. A red arrow points to the plus sign next to 'Flu Document Upload (1)'. Below this item, there is a card for '2022 Seasonal Influenza' with a green 'Submit Document' button.

Fill out all the required fields in the 2022 Seasonal Influenza form. A field is complete when the text box show a green check mark and the red X symbol disappears in front of the Immunization Enrollment header.

2022 Seasonal Influenza Form

Immunization

Enrollment Details

✓ Immunization Enrollment

How many dose(s) of the 2022 Seasonal Influenza vaccine have you received? Note: Only 1 dose is required for 2022 Seasonal Influenza.

1

Please provide details of the patient dose.

Dose 1

Completed Elsewhere/Flu

08/02/2022

Upload proof of immunization

Browse... Upload

File Name

Submit

Upload Proof of Immunization

To upload proof of immunization from the computer, simply click on the **Browse** button, another small window will open on the screen. This window will allow user to find files on the computer.

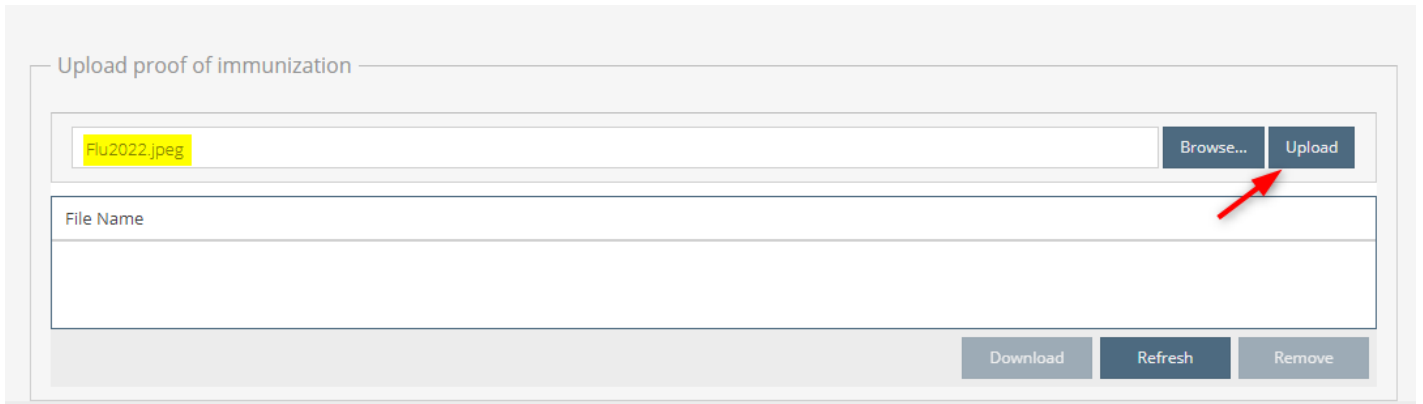
Upload proof of immunization

Browse... Upload

File Name

Download Refresh Remove

After selecting the appropriate file, click the **Upload** button to upload the file to the server.



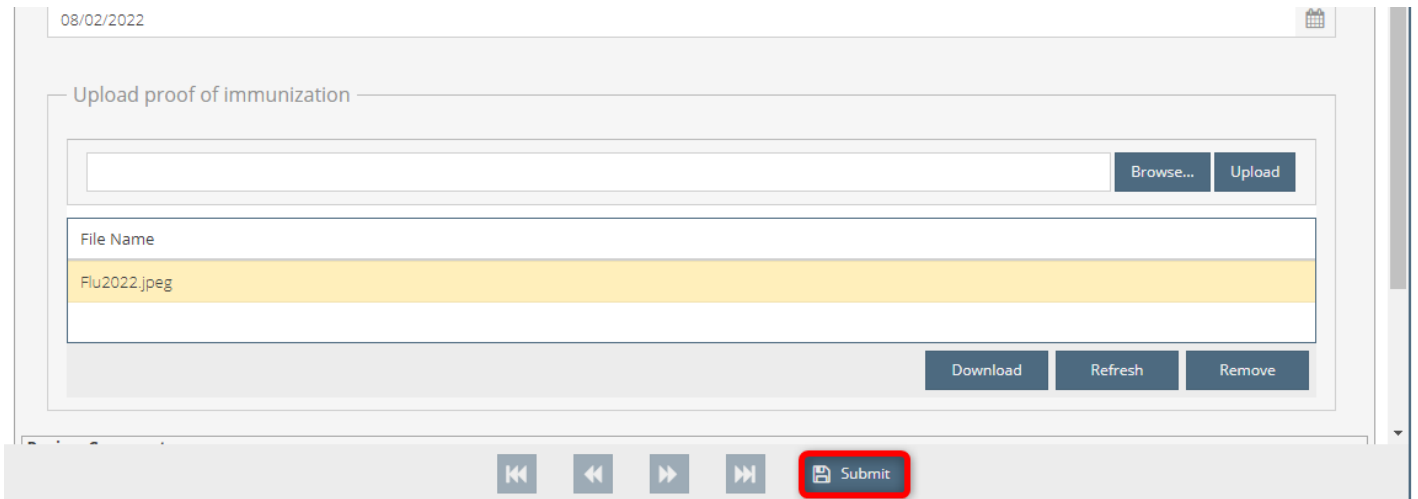
Upload proof of immunization

Flu2022.jpeg Browse... Upload

File Name

Download Refresh Remove

After completing all required fields and uploading a document, click on the **Submit** button to complete the 2022 Seasonal Influenza Form



08/02/2022

Upload proof of immunization

Browse... Upload

File Name

Flu2022.jpeg

Download Refresh Remove

Submit

Users will receive a confirmation email from OHS to confirm that users have successfully uploaded proof of immunization. **Please allow 7-14 days for OHS to review a document.**

A follow-up email will be sent after the documentation is reviewed and approved by OHS. Then, you can view and download the immunization record using the instructions provided on the next page.

For technical issues, contact Health Rx support at 800-690-3530 ext 1.

Download Immunization Record

Health Summary provides the user quick access to user compliance documentation and full Occupational Health Record. Each of these can be downloaded and printed directly from the user's Health Summary on the Launchpad.

Once the Immunization Form approved by OHS, user can download the 2022 Flu Documentation in the PDF format by selecting the **Download** button

The screenshot shows a web interface with a dark blue navigation bar at the top. The bar contains three items: 'Action Items', 'My Summary' (which is highlighted with a red rectangular box), and 'Dashboards'. Below the navigation bar, the main content area is titled 'Health Summary' with a plus icon. Underneath, there is a section labeled 'Compliance Documents (10)'. This section contains a list of three documents, each with a 'Download' button to its right. A red arrow points to the 'Download' button for the first document, '2022 Seasonal Influenza 8/8/2022'. The other two documents are 'Tuberculosis 7/15/2022' and 'Hepatitis A/B Twinrix 4/6/2022'.

Document Title	Date	Action
2022 Seasonal Influenza	8/8/2022	Download
Tuberculosis	7/15/2022	Download
Hepatitis A/B Twinrix	4/6/2022	Download