



What is ReadySet?

ReadySet is a secure web-based portal used by all Texas Health Resources Employee Health departments. ReadySet allows you to complete required health surveys and reports online at any time and can be securely accessed through any mobile device.

You will complete surveys each year for your annual flu vaccination and for your annual employee health visit (if required). Your employee health record is treated with the same respect for privacy and confidentiality as required under HIPAA for medical records.

Signing-on to ReadySet

- Hints about your ReadySet Username
 - Your unique username was created when you completed your flu survey or as a new hire.
 - This username is not related to your THR network login unless you created it that way.
 - It is not case sensitive.
- Hints about your ReadySet password
 - Must be 8 to 30 characters in length.
 - Must contain at least 1 upper case character, 1 lower case character, 1 number and 1 special character.
 - Special characters include “, !, @, \$, and %.
- If you do not remember your username, you may use the *retrieve username* link on the ReadySet homepage.
 - You will need to enter your name as is shows on payroll.
 - The organization code for THR is 1107.
 - You will then be prompted to correctly answer 3 security questions.
- If you do not remember your password, you may use the *retrieve password* link on the ReadySet homepage. You will be given the option to reset your password online or receive a reset link via email.
- If you have difficulty resetting your username and/or password, exit all internet browser windows you currently have open. Then re-access the ReadySet link from MyTHR.org and try again.
- Please do not try to create a new account.
- If you are unable to access your account, please contact the THR HELP DESK at 682-236-4357.

Completing your Annual Health Surveys/Questionnaires

- Once you have successfully logged on, select the option to [Click Here to complete pending surveys or questionnaires](#)
 - Please note – If you spend less than 8 hours per week at a location that provides patient care, you are not required to schedule an appointment with your entity Employee Health Clinic UNLESS you have been instructed otherwise by your Manager or HR representative. If you are unsure or have questions, please contact Employee Health.

- HIS employees are to get an annual employee health visit due to the potential to be called in to an entity at any time.
- Your survey should appear 30 days prior to your birth month. If your survey does not show pending, please contact your entity Employee Health department for further assistance.

Obtaining a copy of your Immunization Records

- Once you have successfully logged on, select the option to [Click Here to review and print your test results or letters.](#)
 - For a complete list of immunizations, please select the *Vaccination and Certification Summary* report from the *Records* section at the bottom of the page.
 - For specific records, individual pages may be obtained by selecting the individual record in the *Results* section.

Getting Help

- For logon assistance or technical questions, please contact the THR HELP DESK at 682-236-4357.
- For specific employee health questions or concerns, please contact your entity Employee Health assistance line at 682-236-5599.

Getting Answers

Q: Where can I find out more about the required flu vaccination?

A: Check out the [Flu Resource Center](#) on *MyTexasHealth*. (You must be logged on to the THR network to access *MyTexasHealth*.)

Q: Why must I do this every year?

A: Over time, the health status of employee's change. So it is important for us to obtain updated and current information as we transition to an electronic record. Your employee health visit is due the month of your birthday.

Q: Who has access to my employee health record?

A: Your employee health record is treated with the same respect for privacy and confidentiality as required under HIPAA for medical records. It is kept separate from your personnel file and Care Connect. Only Employee Health has access to the data.

Q: Why am I being asked some of these questions?

A: As caregivers, we often have to ask patients to provide us health history. We know how important it is for their treatment. Similarly, our employee health nurses have to assess employees and make treatment recommendations for exposure to chemicals for infection prevention purposes and treatment of workplace health and environmental conditions.