Quick Reference Guide

For fastest service, upload your documents to eHealthSafe

<u>Espanol</u>

Medical Services can be processed quickest by uploading documents to your open eHealthSafe service.

The following QRG provides three recommended methods to submit documents to Health & Medical Services:

- <u>Upload</u> (best option)
- Fax/Scan

Click here to learn how to verify if documents were received

How to access eHealthSafe:

- Access employee portal
- Click <eHealthSafe>
- Click <My Status Update/Submit Medical Documents>



OR

Page 1 of 8

Go to the employee home page Click <MyUP>



Select <eHealthSafe> under the Employee tab:



Document Format and Naming Convention

Make sure your documents formats are .pdf or .tif

(.jpeg, excel and word documents will <u>not be processed</u> by the system)

Click here to learn how to convert documents to PDF

If you <u>do not</u> have electronic copies of your documents: Scan or save your documents with formats **.pdf or .tif**

Name the documents with the following suggested Naming Convention:

Last Name_EmployeeID_Type of Document_Date of Document/Letter (e.g.: Smith_EID 0123456_TPW_010217)

Questions? Call HR Services (877) 275-8747

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HR Health and Medical Services

Quick Reference Guide

For fastest service, upload your documents to eHealthSafe

HR Health and Medical Services

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Option 1: Upload Documents

- 1. Highlight the **Open Service** you want to submit your document to
- 2. Click < Upload Document>



4. Click <Browse>



- 5. Select the File to Upload
- 6. Click <**Open**>



7. Click < Upload Document>



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Option 2: Fax Medical Document

Obtain Bar Coded Coversheet Page

To print a fax coversheet page:

- 1. Go into eHealthSafe
- 2. Click < My Status Update/Submit Medical Documents>
- 3. Highlight your open service
- 4. Click <Fax Document>

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10	Close Date	Anticipated Return to Work Date	Status	Service Manager	Service Sub Type	Service Type	Service Number
		05/26/2017	Open	Jennifer Roberts	MLOA >= 30 DAYS	MEDICAL LEAVE REQUEST	1001527246
1	02/17/2017	02/17/2017	Close	Jennifer Roberts	MLOA >= 30 DAYS	MEDICAL LEAVE REQUEST	1001520550
	11/21/2016		Close	Kristen Powell	NPE/A	PRE- PLACEMENT/TRANSFER EXAM	1001492716

5. Click < Display Barcode Page>



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- 6. Print the Bar Coded Coversheet
- Fax your medical documents with the Bar Coded Coversheet <u>ON</u> <u>TOP</u> of your documents as a first page, or it will not assign to your service



Option 3: Scan your Medical Documents

- 1. Print Cover Sheet from eHealthSafe portal
- 2. Scan to <u>ehealthsafe@up.com</u>
- Scan your medical documents with the Bar Coded Coversheet <u>ON TOP</u> of your documents as a first page, or it will not assign to your service

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HR Health and Medical Services

Quick Reference Guide



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For fastest service, upload your documents to eHealthSafe

HR Health and Medical Services



Envíe Sus Documentos Médicos

Guía De Referencia Rápida

Para un servicio más rápido:

Suba sus documentos por medio de eHealthSafe

Back to top

Los servicios médicos se pueden procesar más rápidamente al cargar documentos en su servicio abierto de eHealthSafe.

La siguiente guía ofrece tres métodos recomendados para presentar sus documentos a Health and Medical Services:

- <u>Cargar</u> (mejor opción)
- Fax/Escanear

Haga <u>clic</u> para saber cómo verificar si se recibieron sus documentos.

Cómo acceder a eHealthSafe:

- Acceda al portal de empleados
- Haga clic en <eHealthSafe>

Ethics and Compliance

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 Haga clic en <My Status Update/Submit Medical Documents>



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HR Health and Medical Services

Seleccione <eHealthSafe> en la pestaña <Employee>:



Formatos y Descripciones de Documentos

Asegúrese de que los formatos de sus documentos sean .pdf o .tif

(Los documentos con formatos .jpeg, excel and word no serán procesados por el sistema)

Si **no tiene** copias electrónicas de sus documentos: Escanee o guarde sus documentos con formatos .pdf o .tif

Lo siguiente es un convenio de nomenclatura sugerido para sus documentos

Apellido_EmployeeID_TipodeDocumento_FechadelDocumento (e.g.: Smith_EID 0123456_FFD_010217)

¿Preguntas? Llame al HR Services (877) 275-8747

Envíe Sus Documentos Médicos Guía De Referencia Rápida Para un servicio más rápido:

Suba sus documentos por medio de eHealthSafe



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HR Health and Medical Services

Opción 1: Suba sus Documentos

- 1. Resalte el servicio abierto al que desea enviar sus documentos en eHealthSafe
- 2. Haga clic en < Upload Document>

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1001520550	MEDICAL LEAVE REQUEST	MLOA >= 30 DAYS	Jennifer Roberts	Close	02/17/2017	02/17/201
1001492716	PRE- PLACEMENT/TRANSFER EXAM	NPE/A	Kristen Powell	Close		11/21/201
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3. Haga clic en <Browse>



4. Seleccione un archivo de tu disco duro y haga clic en abrir < Open>

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¿Preguntas? Llame al HR Services (877) 275-8747

Envíe Sus Documentos Médicos BUILDING AMERICA Guía De Referencia Rápida Para un servicio más rápido: Suba sus documentos por medio de eHealthSafe HR Health and Medical Services **Opción 2: Mande sus Documentos via Fax** 5. Imprima la portada de fax con códigos de barras Obtener la portada de fax con códigos de barras no se asignará a su servicio. Para imprimir una portada de fax: 1. Acceda a eHealthSafe

- 2. Haga clic en < My Status Update/Submit Medical Documents>
- 3. Resalte el servicio abierto
- 4. Haga clic en <Fax Document>

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1001520550	MEDICAL LEAVE REQUEST	MLOA >= 30 DAYS	Jennifer Roberts	Ciose	02/17/2017	02/17/201
1001492716	PRE- PLACEMENT/TRANSFER EXAM	NPE/A	Kristen Powell	Close		11/21/201

8. Haga clic en<Display Barcode Page>



6. Envíe por fax sus documentos médicos con la portada de fax en la parte superior de sus documentos como primera página, o



Opción 3: Escanee sus Documentos Médicos

- 1. Imprima la portada de fax con códigos de barras en eHealthSafe
- 2. Escanee sus documentos médicos con la portada de fax en la parte superior de sus documentos como primera página para ehealthsafe@up.com, o no se asignará a su servicio.

Envíe Sus Documentos Médicos

Guía De Referencia Rápida

Para un servicio más rápido:

Suba sus documentos por medio de eHealthSafe

UNION PACIFIC

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HR Health and Medical Services

Verifique si el sistema recibió los documentos

- 1. Acceda a eHealthSafe
- 2. Haga clic en < Messages/Attachments>
- 3. Verifique se el sistema recibió sus documentos médicos.

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Si los documentos médicos no han sido recibidos dentro de las 72 horas de la presentación, comuníquese con el Centro de Servicio de Recursos Humanos: **(877) 275-8747**

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