

Steps for Completing Clinical Faculty Onboarding Requirements through CSUF Environmental Health and Safety (EHS) to Upload onto Castle Branch

1. Clinical Faculty Referral Form and Submission

- Clinical faculty emails EHS at safety@fullerton.edu requesting specific medical/lab clearances
- EHS sends a referral form to the clinical faculty
- Clinical faculty completes the upper section of the referral form (name, contact info, etc.) and returns to EHS
- EHS reviews and then forwards referral form to Kaiser Permanente

2. Initial Waiting Period

- After form submission, allow two weeks for processing

3. Receiving Call from KP Scheduler

- Approximately two weeks later, the clinical faculty will receive a call from the KP scheduler to schedule an appointment
 - NOTE: If Kaiser cannot reach the clinical faculty after multiple attempts, they will notify EHS
- The scheduler will present options for visiting either KP Anaheim or KP Irvine

4. Visiting KP Anaheim/Irvine for Testing

- On your appointment day, proceed to the "KP On-the-Job" department at KP Anaheim or Irvine
- Complete the necessary paperwork upon checking in

5. Accessing and Obtaining Clearance/Lab Results to upload to Castle Branch

- Create a KP account to access your lab results
- Your lab results will be available within two days. Download a copy of your results and upload them to Castle Branch for approval

Note: Generally, expect the entire process to take approximately four weeks. This streamlined guide encompasses all steps, from requesting the form to accessing lab results to upload to Castle Branch. This helps facilitate an efficient and accessible process for clinical faculty to schedule medical evaluations and health-related records submission at no charge to clinical faculty.