Steps to Assure Animal Contact Risk Questionnaire is Complete and Reviewed

**Step 1:** Recall your MyUHS user name/password and access MyUHS at [https://myuhs.uhs.wisc.edu/login](https://myuhs.uhs.wisc.edu/login)

**Step 2:** Confirm required forms are complete in MyUHS (provides permission to review and report participation):

Select: Forms
Complete required forms:
- Occupational Medicine Privacy Notice and Consent to Treat
- Occupational Medicine Authorization for Release of Occupational Health Records

**Step 3:** Complete the Animal Contact Risk Questionnaire – Annual and submit

Select: Messages
Click New Messages
Click I want to complete a questionnaire or send a message to the OCCUPATIONAL MEDICINE clinic
Click “ANIMAL CONTACT RISK ASSESSMENT QUESTIONNAIRE”. Complete the questionnaire and submit

**Step 4:** Check e-mail for secure messages (access within MyUHS) stating acknowledgement of receipt of questionnaire.

**Step 5:** Check e-mail for secure messages (access within MyUHS) either requesting additional information or confirming review and acceptance.

**Note:** Gather the following required information prior to accessing MyUHS annual ACRQ:
- Primary supervisor name
- Primary supervisor e-mail
- Primary supervisor phone number
- Your work address
- Your work phone number
- Your job title
- Your Department
- If applicable, protocol number, major or course number
Instructions to complete the Animal Contact Risk Questionnaire (ACRQ) for UHS

An online system has been created to allow you to complete the Animal Contact Risk Questionnaire. This is a mandatory requirement for all UW employees and students having access to animals in the course of their work or studies. In addition to this questionnaire the UHS Occupational Medicine provider may contact you for further information or request that you schedule an appointment. Note: non-UW affiliated users please contact UHS to complete the ACRQ.

Questions regarding these instructions or completing the ACRQ— contact UHS Occupational Medicine at 608-265-5610.

To complete the online ACRQ please follow these directions:

1. Access your MyUHS account by going to https://myuhs.uhs.wisc.edu/login_login.aspx

2. Login with your username and password OR if you do not have an account, click on “Sign up for an account” (you will need your “Campus ID Number” which is the ten digit number beneath the picture on the front of the WISCARD.

Reminder: If you previously established an account and are sure of your password, you may need to check your Username. MyUHS must operate under privacy requirements for medical information and does NOT use the NETID system but a separate account, depending upon the security requirements at the time of initial account it is likely that your Username is NOT your NetID.

IMPORTANT NOTE: MyUHS has a time out feature that after 20 minutes of inactivity data may be lost or submission of forms incomplete. It is recommended that you complete all required steps in a continuous session.

3. Confirm mandatory “forms” are completed. Click on Forms.
4. Status of required “Forms” is listed, if needed, complete forms as required. The final step in completing the questionnaire will ask you to verify that you have completed these Forms.

When a staff member initially establishes a MyUHS account, there may be up to 5 forms listed. **Only three of these forms are required** to establish the MyUHS account to complete the Animal Contact Risk Questionnaire. The other two forms are optional at the time of MyUHS account establishment for Occupational Health services. Completion of these are optional:

ENTRANCE FORM: Personal Health History, Family Health History, Medications, Allergies and ENTRANCE FORM: Immunizations
**Warning:** Use of characters (including < / > & ^) on any forms and in passwords can result in failure of MyUHS software that is not readily apparent to user or UHS. To avoid this, do **NOT USE CHARACTERS** in any form within MyUHS.

Once the required forms are completed this is the view:
5. Next, complete the Animal Contact Risk Questionnaire. Click on "Messages" in the left hand column.
6. Click on “New Message” on the top of the page

7. Click on “I want to complete a questionnaire or send a message to the OCCUPATIONAL MEDICINE clinic.” Then click “continue.”
8. Click on “ANIMAL CONTACT RISK ASSESSMENT QUESTIONNAIRE”

Please CHOOSE THE QUESTIONNAIRE you need to complete from the list below.

Or, CHOOSE SEND A MESSAGE to the Occupational Medicine Clinic to request information regarding what you need to complete or if you require assistance.

FORMS must be completed and submitted in the FORMs tab of MyUHS (click “CANCEL?” to return to the home page where you may select “FORMs” from the list on the left.

QUESTIONNAIRES completed in this area are submitted directly to Occupational Medicine.

- RESPIRATOR FIT TEST QUESTIONNAIRE (complete and submit)
- ANIMAL CONTACT RISK ASSESSMENT QUESTIONNAIRE (complete and submit)
- OCCUPATIONAL MEDICINE PRIVACY AND CONSENT FORM (completed in “FORMs”)
- AUTHORIZATION FOR RELEASE OF OCCUPATIONAL HEALTH RECORDS FORM (completed in “FORMs”)
- SEND A MESSAGE to the Occupational Medicine Clinic

9. This will open the Animal Contact Risk Questionnaire for completion and submission online.

**REMEMBER:** MyUHS has a **time out** feature that after **20 minutes of inactivity** data may be lost or submission of forms incomplete. It is recommended that you complete all required steps in a continuous session.

**Warning:** Use of characters (including < / > & ^) on any forms and in passwords can result in failure of MyUHS software that is not readily apparent to user or UHS. To avoid this, do NOT USE CHARACTERS in any form within MyUHS.
Reminder: All items with ** must be completed or the form will not submit.

10. Once the form is completed, click “Send.”
IF you receive the following screen, **your submission was not successful** and a required field(s) needs to be completed. DO NOT back out of the form, data will not be kept.

Scroll down the questionnaire, find the highlighted boxes and complete where “Value is required.” If you do not know, such as the date of last tuberculosis skin test. Type in “unknown”.

Repeat “Send”

Once successfully sent, you will see this screen:
11. The ACRQ will be reviewed by an **Occupational Medicine provider and they will contact you via MyUHS message or telephone** if they have any questions or concerns about your occupational exposures.

If there are no questions regarding your questionnaire or occupational exposures, the review of your ACRQ will be documented. You will receive an e-mail from MyUHS with Subject: Secure message from University Health Services at UW-Madison.

You can access this message following steps 1, 2, and 4-6 above.

12. Your approval status will also be submitted to the supervisor you identified and UWMadison tracking system.

13. Annually, all staff enrolled in the Animal Contact Program will be required to either submit verification of health and occupation status and/or complete the ACRQ.