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Please see the attached Treatment Form. *Please review the allocated hours for Physicals & Drug Screens.*

Patients must arrive to our ConvenientMD Clinics and identify themselves as an occupational health visit. When sending an employee, please have them identify themselves as an employee of Town of Merrimac. This will allow our team to identify the correct protocol we have in place and send to you the relevant documentation after the visit is completed. **For Workers Compensation Visits - Treatment Form is not required.**

## Treatment Forms Instructions

Please fill out this form for any employee visiting our clinic for the above services. For Drug Screen Tests & Breath Alcohol Testing, always make sure you select the **TYPE** and the **REASON** for testing.

Please ask your employee to bring the completed form with them to present to our team at the time of service.

You can also send all treatment forms to the following email [occhealth@convenientmd.com](mailto:occhealth@convenientmd.com). Please indicate in the subject of the email employee name and company name (for example: Jon Smith Treatment Form/ Town of Merrimac). Our team uses this form to confirm that the services were authorized and identify your customized protocols for the services requested. **We highly recommend emailing a copy of the treatment form directly to your employee/applicant as well.** This way, if from any reason our front desk is not able to locate the treatment form, your employee/applicant has a copy to provide us at the time of service.

**EXPIRATION DATE:** Please enter a date in the event you would like to limit the time frame for when the employees/applicants can complete the requested services. The date you enter would be the last day for the employee to complete the services, otherwise the form will expire. If you do not wish to limit the employees/applicants enter N/A or leave blank.

## DOT Physical Availability

Please click [here](#) to review daily availability for DOT Certified Provider for this month. This information will be updated on a monthly basis. Please keep in mind that if there are an unexpected absence, there may be changes to the schedule. We recommend calling the clinic prior to the employees arrival to verify that a certified provider is scheduled for that day.

## ONLINE CHECK-IN

In an effort to enhance our patient experience and improve work flow, we have implemented an Online Check-in capability on our website for all ConvenientMD locations. Scheduling and queuing is a key area we are focusing on to improve patient access and throughput.

When you log on to our [website](#) or visit our [locations](#) page you will see the ability to reserve your spot before heading to the clinic up to two days in advance at most locations. This is not an appointment but rather a reserved check-in time that allows you to get in line in advance of arriving at the clinic. Once you select the visit reason (work-related injury, employer request, etc.) that *most closely* aligns with your visit, dates and times will appear that you can choose from. You will be required to provide patient/employee information to reserve your spot online. For your convenience, you will receive updates and reminder text messages about your employer related visit once you're in the queue.

ConvenientMD will continue to see patients and employees on a walk-in basis for pre-employment visits with the rollout of the reserve your spot online functionality. In the event there is a wait time at the time of service, we will do our best to accommodate these visits and fit them in to the schedule within 48 hours.

Thank you for trusting ConvenientMD for the care of your employees. If you have any questions please feel free to reach out to Employer Services at [EmployerServices@ConvenientMD.com](mailto:EmployerServices@ConvenientMD.com) or (603) 766-5913.

Thank you,

**Jessica Dyer**  
**Employer Services Supervisor**

P: (603) 766-5913

F: (603) 766-5912

[jdyer@convenientmd.com](mailto:jdyer@convenientmd.com)



## Disclaimer

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