

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued 5/24

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure Tuberculin (TB) Screening is made available to all of its employees.

III. DEFINITIONS:

- A. Chest (X-Ray): Determines the possible evidence of active pulmonary lesion.
- B. Positive Reaction: Indicates either active or inactive tuberculosis infection is present.
- C. Mantoux Test: Skin test for tuberculosis.
- D. Tuberculin Converter: A person whose tuberculin skin test reaction changes from a negative reaction to a positive reaction. Positive reactors must have chest x-rays, if appropriate and no further TB skin tests.
- E. Tuberculosis Symptoms: Productive cough, coughing up blood, weight loss, loss of appetite, lethargy/weakness, night sweats, or fever.

IV. STANDARDS:

- A. Tuberculin screening is made available to all employees through McLaren Port Huron Industrial Health or Ascension Michigan at Work at no charge to the employee and can be obtained during working hours. If the employee prefers to obtain the TB test elsewhere, they will do so on their own time and be responsible for any additional cost.
- B. It is mandatory that all direct care staff receive tuberculin screening upon hire.
- C. It is strongly recommended that employees who provide services at the Jail Program, Nursing

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Homes, homeless or have a substance use disorder receive tuberculin screening annually.

- D. If the employee is a Tuberculin Skin Test Converter, which does necessitate a chest x-ray, McLaren Port Huron Industrial Health or Ascension Michigan at Work will provide an initial chest x-ray at no cost, and will follow-up any active cases of TB that are identified. It is recommended that any TB Test Converter obtain a chest x-ray if any of the following symptoms occur: Productive cough lasting more than 3 weeks, persistent weight loss without dieting, persistent low grade fever, night sweats, loss of appetite, swollen glands, usually in the neck, recurrent kidney or bladder infections, coughing up of blood, shortness of breath, or chest pain. If the employee has medical insurance, this x-ray should be ordered by their primary care physician. If the employee does not have medical insurance, the Agency will arrange and pay for the chest x-ray at McLaren Port Huron Industrial Health or Ascension Michigan at Work.

## V. PROCEDURES:

### A. Tuberculin Screening

#### **Personnel Secretary**

1. Provides the employee with either form [#0725 McLaren PH Industrial Health – Medical Authorization](#) or [#0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing](#) and instructions to contact McLaren Port Huron Industrial Health or Ascension Michigan at Work for an appointment, upon date of hire.

#### **Employee**

2. Proceeds to McLaren Port Huron Industrial Health, 1644 Stone St., Port Huron, MI 48060, (810) 982-8016, or Ascension Michigan at Work, 4100 River Road, East China, MI 48054, (810) 329-8913 to obtain a TB skin test, or provides Personnel Secretary evidence of recent TB Screening within a year of the date of hire.
3. Presents either form #0725 McLaren PH Industrial Health – Medical Authorization or #0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing for TB skin test to McLaren Port Huron Industrial Health or Ascension Michigan at Work.
4. Completes registration information required by McLaren Port Huron Industrial Health or Ascension Michigan at Work.
5. Returns to McLaren Port Huron Industrial Health or Ascension Michigan at Work 48-72 hours after the skin test has been administered to have the test results evaluated. If the employee fails to return in the 48-72 hour window all additional costs will be their responsibility. Exceptions may be made in the event of unavoidable/emergent circumstances.
6. Receives a chest x-ray if the tuberculin skin test results are positive. Individuals with chest films showing evidence of an active pulmonary lesion will be notified by McLaren Port Huron Industrial Health or Ascension Michigan at Work and referred to the doctor of their choice.

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7. Obtains a letter from physician if unable to work and including return to work date, if possible.
8. Turns the evaluation card/letter received from McLaren Port Huron Industrial Health or Ascension Michigan at Work indicating TB test results in to the Personnel Secretary. Retains a copy for future reference, if desired.
9. If a Tuberculin Converter needs a chest x-ray instead of a TB skin test, and is uninsured, schedules an appointment with McLaren Port Huron Industrial Health or Ascension Michigan at Work.
10. Obtains chest x-ray from primary care physician if insured, or McLaren Port Huron Industrial Health or Ascension Michigan at Work if uninsured. If the employee has medical insurance, this x-ray should be ordered by their primary care physician.
11. Repeat chest x-rays are not needed unless symptoms or signs of TB disease develop or unless recommended by a physician or nurse practitioner.

#### **B. Suspected Tuberculin Exposure**

##### **Employee**

1. Follows procedures in [Administrative Procedure #09-003-0010, Medical Emergencies for suspected tuberculin exposure.](#)

#### VI. REFERENCES:

- A. [#0725 McLaren PH Industrial Health – Medical Authorization](#)
- B. [#0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing](#)

#### VII. EXHIBITS:

None Available

#### VIII. REVISION HISTORY:

Dates issued 02/86, 10/89, 12/91, 02/94, 09/97, 11/99, 10/01, 04/03, 04/05, 04/07, 04/09, 06/11, 11/12, 01/14, 01/15, 03/16, 05/17, 05/18, 05/19, 07/20, 05/21, 07/22, 05/23.