## User Guide Aptitude Occupational Health Examination Organiser Application for first-year students

**You are required by law to take an aptitude test.** The examination is carried out by the Occupational Health Service of Semmelweis University (hereinafter referred to as the "OHS"). You can register for the test using the **Aptitude** application. You can book an appointment only in the Aptitude application, there are no telephone or other options.

**Examination appointments are only available during the period shown in the application,** so please use the Aptitude application as soon as possible **and make sure you attend the appointment time you have booked.** 

Not even a relative is allowed to accompany the student to the examination, only the student can attend.

Important information about using the application:

- you must obtain and complete, in advance, the documents that you have already been informed of in writing after your admission. (We will only accept reports and documents from abroad in English, German or Hungarian).
- prior to booking an appointment for an aptitude test, you must provide the date of the preliminary medical examination reports, if you already have them
- you shall declare, when using the Aptitude system, that you have the required results and that you will present them at the examination
- if you are unable to present the necessary medical results or documents at the aptitude test, you must repeat the test, booking a new date in the application, subject only to availability of free dates
- a booked appointment can be cancelled up to 24 hours before the appointment
- the app keeps a log of your activity, which you and also the doctor can view retrospectively
- after booking your appointment, you will receive a confirmation email with the information you have provided or chosen (including the time and location of the test).

Please arrive minimum 10 minutes before the booked time to allow for the necessary administration. Have a printout with you of the documents and medical results to be presented.

**Please wait in the corridor,** the staff of the OHS will call you for your appointment. Thank you for your patience in advance.

If you arrive late for your aptitude test, your appointment does not have priority and the doctor is not obliged to reschedule it, you can wait during office hours, but this does not guarantee that your examination will still take place. If you cannot be examined, you need to book another appointment in the application.

You can access the application and its User Guide, from 15.08.2023 onwards, at the following link: <u>https://aptitude.semmelweis.hu/</u> Here you can also download the documents to be filled.

You can read the explanatory texts above the relevant screenshots.

You can access the application with your SeKA (NEPTUN code) ID and password.

Occupational health documents		EN • Sign in
	Dear STUDENT: Use your Seka ID (Neptune Code) and the password used in Seka (for Moodie) to log int	
	If you still cannot log in, take a screenshot and notify your study administrator immediately by email!	
	Sign in You can sign in here with your Neptun username and SeKA password.	
	Username Password	
	Log in	

If there is a required document to fill in that you do not already have, you can download it from the "FEÜ document" ("Occupational Health document") section.



You can register for an occupational health examination by clicking on the "Request a new examination" link.



In the pop-up window, click on the link.

Request a new examination	
Occupational health examination	

First, you must declare that you have the required and the conditionally required documents. Declarations vary from faculty to faculty.

Declarations	BACK $\rightarrow$
You are free to edit this page until you book an appointment for an occupational health examination.	
Please confirm that you have the documents below:    Medical history records. filled in and signed     GP statement filled in, signed and stamped by GP :    GP statement filled in, signed and stamped by GP :    GP statement filled in, signed and stamped by GP :    GP statement contained in Annex 5 of Work Health and Safety Policy of Semmelweis University, filled in and signed (English form: https://semmelweis.hu/registrar/files/2022/10/Work-Health-and-Safety-Policy.pdf)    GP statement contained in Annex 5 of Work Healthcare Records. filled in and signed (provided by the Occupational Health Service of Semmelweis University to Non-Hungarian students).    GP the Mit Status Declaration. After Healthcare Records. filled in and signed (provided by the Occupational Health Service of Semmelweis University to Non-Hungarian students).    Childhood uccansion records containing the date of MMR and Engerix vaccinations (Not required).    Childhood uccansion records containing the date of MMR and Engerix vaccinations of date students or discharge summaries), including a recent specialist opinion     GP typulawe any chronic conditions. copies of any relevant medical documentation fourt date within 3 months).	

Following the above, you must declare the results of the required preliminary examinations. Declarations vary from faculty to faculty.

The system will not allow you to proceed if:

- you do not record a date for the medical result you have marked, and
- you do not sign the declaration at the bottom of the page.

Please confirm that you have the examinations below:
Chest X-ray (dated within one year)
Enter the date of the medical record!
2023-09-04
Anti-HVC test findings
Enter the date of the medical record!
2023-09-11
✓ Full blood count, liver functions, kidney functions, complete urine test (dated within 3 month) Enter the date of the medical record!
2023-06-07
Anti HBs AB and HBs Ag serology test findings
] I hereby declare that I will obtain the missing mandatory medical records and present them at the examination date I booked.

First select the examination site in the ("Examination place") drop-down box on the left (Only one examination palce will now be displayed).

Booking appointment for Occupational health exa	mination					ВА	CK -
First, please so	lect an examination location then the available d	ates will be displayed in	the calendar.				
I subscribe to the 'Free Appointments Again' newsletter.	First avai	lable date: Rókus Clinic	Institute - 2023-10-06 (	08:00:00			
Choose a room from the dropdown list	Rókus Cli	nic Institute					
*Examination place	Octo	ber 2 – 6, 2023				today 🔇	>
Rökus Clinic Institute	·						_
Choose a room from the dropdown list		Monday Oct 2	Tuesday Oct 3	Wednesday Oct 4	Thursday Oct 5	Friday Oct 6	0
Kokus Clinic Institute	all-day						<u>^</u>

Then use the scroll button on the calendar to go to the first day with an available appointment time. (You can access the afternoon times using the scroll bar on the calendar.) Click on the time slot that suits you, then click on the ""Book" button on the left.

Choose a room from the dropdown list	Rókus Clin	ic Institute				
Consultation room	Septe	mber 18 – 22.	2023			today 🗸
Rökus Clinic Institute						
0 Available appointments with these parameters. Please scroll down to see the appointments.		Monday Sep 18	Tuesday Sep 19	Wednesday Sep 20	Thursday Sep 21	Friday Sep 22
	all-day					
Address: 1085 Budapest, Gyulai Pál utca 2.	6am					
lime: 20. september 2023. 08:00 - 08:15	6:30am					
Book	7am					
	7:30am					
	Sam			08.00 - 08.15 -	08:00 - 08:15 -	08.00 - 08.15 -
				L	Q8:15 - 08:30 -	0815-0830-
	8:30am			08:30 - 08:45 -	08:30 - 08:45 -	08.30 - 08:45 -

After booking an appointment, the landing page shows in green that you have a valid appointment. The system will send you an email shortly to confirm your reservation. (You can cancel your appointment using the link in the bottom left corner.)



Ale you sule:		
	ок	Mégse
20. september 2025. u	0.00 - 00.15	
Rókus Clinic Institute		
1085 Budapest, Gyulai Pá	l utca 2.	
Cancel appointment		
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		24.08

After cancellation, the landing page will show in red that you do not have a valid booking and need to book an appointment. The system will send you an email shortly to confirm the cancellation.

My cases	
Request a new examination	
2023	
Type of examination: Aptitude test	
Case initiation:	Status:
18. september 2023.	New
Appleters to the tar St. M. At sets to	pecialist. You can access your

You can book a new appointment by clicking on the "Request for a new examination" link. The system saves and allows you to edit the declarations you have previously made.



Budapest, 23.09.2023 Occupational Health Service