



**Attention Departmental COVID-19 POCs,
Department and Office Directors:**

**UPDATE:
New Online OMS COVID-19
Department Reporting System
Now Available**

Important: Only Departmental COVID-19 Points of Contact (POCs) have access to this new system as they are responsible for reporting cases to OMS.

A new online OMS COVID-19 Department Reporting System has replaced the previous OMS COVID-19 Department Reporting fillable form as the process for reporting cases of employee illness and exposure to Occupational Medical Services (OMS). Please note:

- Only Departmental COVID-19 Points of Contact (POCs) have access to this system as they are responsible for reporting cases to OMS.
- The previous fillable reporting form should no longer be used.
- Cases that were previously reported using the fillable form do not need to be resubmitted via the new system.

Here are the steps to follow when using the new system:

1. Click the system link button below. To bookmark it, use this link:
<https://portal.montgomerycountymd.gov/goto/OHRSTT>



2. Click "Create New Form."
3. Click "Find Employee" to automatically populate the following fields: Department, Last Name, First Name, Employee Number, Supervisor Name, and Work Email address.
4. Complete the questions in the form.
5. Click "Submit" to send the form to OMS.
6. You will automatically be returned to the Home screen, where you can click on the employee's name and review what you submitted to OMS.

Tip: If you later discover that other employees may have been exposed to COVID-19 and you want to add them to the OMS reporting data, enter the system and click the employee's name, and then scroll down to the "Names and Contact" information field to add other employees within the same department who may have potentially been impacted.