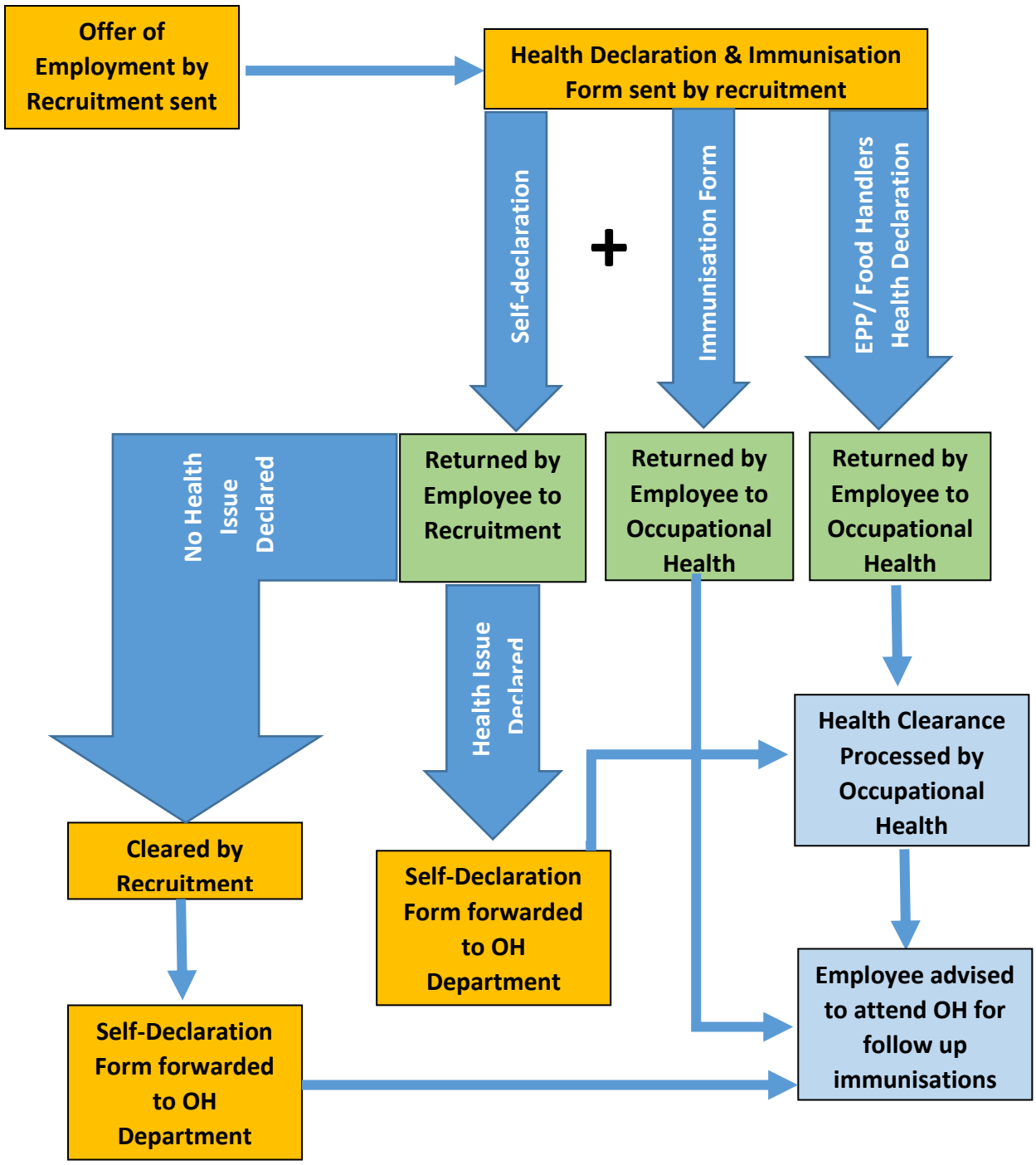PRE PLACEMENT HEALTH CLEARANCE PROCESS