



eMedical User Guide for PFT and PSE Employees

Forest Service
Fire and Aviation Management

eMedical

Last Updated February, 2020





eMedical Employee “How-to” Guide

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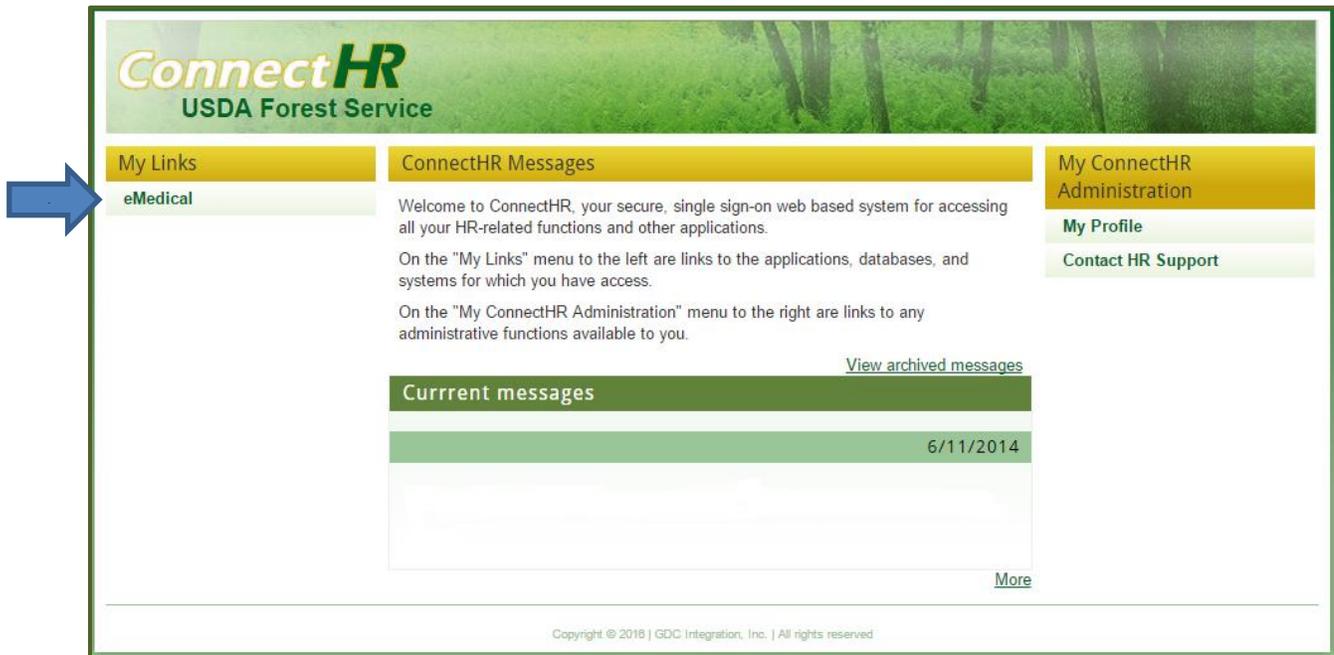
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1. General System Navigation and Functionality Questions

1.1 How do I access eMedical?

Employees can access eMedical by logging into ConnectHR (Dashboard) with their LincPass or appropriate user name and password and selecting the eMedical link under My Links:

<https://usdafs.connecthr.com/>



1.2 I am a Permanent Seasonal Employee (PSE). How do I access eMedical when in non-pay status?

Prior to leaving pay status, Permanent or Career Seasonals need to make sure they have a current Username and Password to access ConnectHR and log in every 60 days. This will be the only way a PSE can begin/clear the HSQ process before their next start date. If you are unsure of either username or password, you can have these reset or sent to you, but **ONLY** while still in pay status. If you do not have a current username/password while in non-pay status, it cannot be reset for you until AFTER you begin work again. You will not be able to begin the HSQ process until after you are again in pay status.



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Where to log in with your ConnectHR Username and Password:

The screenshot shows the USDA eAuthentication login interface. At the top, it says 'USDA United States Department of Agriculture USDA eAuthentication'. Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. A breadcrumb trail indicates 'You are here: eAuthentication Home > eAuthentication Login'. The main heading is 'eAuthentication Login'. On the left, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration Authority Login). The main content area has two panels: 'LincPass (PIV)' with a 'LOG IN WITH YOUR LincPass (PIV)' button, and 'User ID & Password' with input fields for 'User ID' and 'Password', a 'REGISTER' button, a 'LOGIN' button, and a 'Change my Password' link. A blue arrow points to the 'User ID' input field.

1.3 How do I view my user profile?

Employees can view their profile in eMedical by navigating to “My Packets” on the left menu and selecting “View” on a packet. On the next screen, click on the “View Profile” tab under “Current Packet” on the left hand menu to view the Medical Packet profile.

1.4 How do I update my user profile?

Employees can edit their profile on the “View Profile” page.

- Viewing and editing profile information may only be done with an active packet. A packet is created when an employee or their HSQ Coordinator initiates the HSQ process for them each year. Each employee will be prompted to update their personal information when accessing eMedical to complete their Health Screening Questionnaire (HSQ) form.
 - Editable information includes adding a Temporary Unit, a secondary email address and changing your Fire Supervisor.
- Any non-editable profile data is being pulled over from other HR systems, and will need to be updated by contacting HR.



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1.5 Who is my Fire Supervisor?

- Your Fire Supervisor is often the person identified as your Supervisor in Paycheck, but it is not required to be. Your Fire Supervisor should be a supervising Fire employee who is responsible for tracking your HSQ clearance process. For employees who do not work in fire (i.e. Recreation, Timber, etc.) your Fire Supervisor is generally an A/FMO on your district. Check with Fire Management to determine who to identify as your Fire Supervisor.

1.6 How do I initiate my HSQ clearance process?

HSQ Coordinators can initiate the HSQ clearance process for employees. If the HSQ Coordinator has begun the HSQ process for an employee, that employee will receive an automated email notifying them of actions needed. Alternatively, employees can initiate the process themselves:

- Select “New Packet” from the navigation menu on the left side of the page to initiate the medical clearance process.
- Select the appropriate level of Work Capacity Test (WCT) (i.e., light, moderate or arduous) required by your incident qualification position(s) from the dropdown.
- Select position employment type from the following options:
 - **Regular** – Fire/FAM/Fuels permanent full time (PFT) or permanent seasonal employee (PSE).
 - **Collateral** – PFT or PSE non-fire employee who performs fire duties.
 - **Temporary** – Fire and other resource area temporary employee.
- Enter an active incident qualification you possess that requires the requested level of WCT. This is to ensure you possess a qualification (either qualified or trainee) that requires the requested level of WCT.
 - Examples: FFT2, STEN, HEB1.
- Click the “Submit” button.
 - *NOTE: To move forward, you must click the “Submit” button, not the “Save” button.*



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The screenshot shows the eMedical GDCII interface. On the left, there is a navigation menu with 'My eMedical' and 'My Packets' highlighted. A blue arrow points to 'My Packets'. The main content area is titled 'Request Medical Clearance' and contains the following text: 'Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button. The request will be transmitted to the appropriate HSQ Coordinator who will notify you when the request is ready for the next step, or it is declined. Although a packet already exists for this user, multiple packets per user has been enabled for testing purposes.' Below this text are three dropdown menus: '*WCT Level' with 'Moderate' selected, '*Position Type' with 'Regular' selected, and '*Highest Incident Qualification' which is currently empty. A 'Submit' button is located at the bottom right of the form.

A popup box will appear stating “Request for Medical Clearance has been sent for review. You will receive an email notifying you of next steps”.

Your HSQ Coordinator will review your request and you will then be prompted via email to complete the HSQ form in eMedical. If you are not approved, you will be notified by email to review the HSQ Coordinator’s reason for rejection. You will then be able to resubmit an HSQ initiation request, if needed. This is mainly in the event that your requested WCT Level is too high for the Incident Qualification listed.

1.7 How do I complete the Informed Consent Form?

Once an employee is cleared to submit an Informed Consent/HSQ form, they will receive an email prompting them to complete the online forms.

- Log in to eMedical.
- Select “My Packets” from the left menu.
- Under “Action Packets” select “Take Action” from the “Action” column.
- Review the various WCT levels and their associated risks.
- Verify the correct duty station city and state, change if needed. Then check both boxes below before clicking “Submit”. Note: You cannot proceed to the HSQ until both boxes are checked and submitted.
- Once you click “Submit” a pop-up box will appear verifying “The submission of the form will be electronically recorded and constitutes your signature, which thereby certifies you acknowledgement of the risks associated with WCT.”
- Check the box in the pop-up and again click “Submit”.

By submitting this form, you are acknowledging your understanding of and consent to the risks associated with taking the Work Capacity Test.



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eMedical
GDCII

My eMedical
New Packet - Self
My Packets

Informed Consent
An asterisk appears before the name of any input that is mandatory.

Work Capacity Test: Informed Consent

Pack Test – Arduous:
The 3 mile test in with a 45-pound pack in 45 minutes is strenuous, but no more so than duties of wildland firefighting.

Field Test – Moderate:
The 2 mile test with a 25-pound pack in 30 minutes is fairly strenuous, but no more than the field duties assigned.

Walk Test – Light:
The 1 mile walk test in 16 minutes is moderately strenuous but no more so than the duties assigned.

Risks
There is a slight risk of complications from participating in this test including injuries (blisters, sore legs, sprains) but also heart attack, rhabdomyolysis, compartment syndrome, heat illness, and possibly death.
If you have been inactive and have not practiced or trained for the test, you should engage in several weeks of specific training before you take the test. Be certain to warm up and stretch before taking the test and to cool down after the test. By completing the Health Screening Questionnaire and/or a physical exam, the potential risk of serious consequences is reduced.

*Duty Station City
*Duty Station State

I understand that there is a slight risk of complications from participating in this test including injuries (blisters, sore legs, sprains) but also heart attack, rhabdomyolysis, compartment syndrome, heat illness, and possibly death.

I have read the information on this form and in the brochure “Work Capacity Test,” understood and truthfully answered the Health Screening Questionnaire (if applicable), and understand the purpose, instructions, and risks of the job related to the work capacity test.

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1.8 How do I complete the HSQ?

Once an employee completes their “Informed Consent”, they will be directed to begin their HSQ :

- Review the personal information submitted. Information from your user profile will be auto-populated on the form; **entry of a current telephone number, employee gender, and the selection of a Fire Supervisor is required to move forward in the process.**
 - Your Supervisor is auto-populated from your existing HR data. “Fire Supervisor” must be selected and is generally your Supervisor on a day-to-day basis. Often the Supervisor and Fire Supervisor are the same individual, but may differ based on the local unit organization.
 - For individuals who are non-fire and perform on incidents as collateral duty, your Fire Supervisor is the Fire Manager on your unit and can be an FMO, AFMO or



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training rep. If you are unsure who your Fire Supervisor is when making your selection, please contact your HSQ Coordinator for assistance.

- To select a Fire Supervisor, click on the “Select Fire Supervisor” button and search/select using the pop-up window.
- Once you have found your Fire Supervisor, click the “Submit” button.
- In order to continue, please complete the HSQ Form on the following screen.
 - Check any box that applies in either Section A or B of the form.
 - **If you have an existing waiver**, check the last box in Section A that states “I have a waiver” and fill out the text box for what type of waiver you have. Also check the box for the condition your waiver is for. This will not affect your clearance status as long as there are no new conditions and the condition you have the waiver for has not worsened.
 - Notify your HSQ Coordinator that you have a waiver, and follow the directions to provide the MQP office with any annual updates as required by your waiver. You may show your HSQ Coordinator your waiver if you choose to do so, but they may also check with the MQP office on waiver status and will be given non-specific, non-sensitive information on the type of update (if applicable) is needed for Medical Officer review.
- On the screen, click the checkbox in the pop-up window acknowledging the following statement: I certify that all of the information I have provided on this form is complete and accurate to the best of my knowledge, and that submitting information that is incomplete, misleading, or untruthful may result in termination, criminal sanctions, or delays in processing this form for employment.
- Click the “**Submit**” button.
- On the next screen, under “Associated Packets” in the “Packet Information” column, ensure the “Workflow Status” reads “HSQ Submitted”.

Log out of eMedical. Your HSQ Coordinator will review the submitted HSQ and will contact you by email with further information/directions.

If cleared to take the WCT, or the USFS Medical Officer needs more information, you will be notified by email.

If an OF-178 exam is required, contact your HSQ Coordinator on how to proceed.



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1.9 How do I view my packet, including submitted forms and reviewer comments?

Employees can view their packet by selecting “My Packets” in the navigation bar on the left side of the page. “My Packets” can only be accessed after an annual HSQ request has been initiated.

The packet will include a summary of personal information, medical clearance status, all completed medical clearance forms and any pending actions. To view more details of the packet, select “View” under “Action” on the “My Packets” page.

The screenshot shows the eMedical GDCII interface. On the left, a navigation bar contains 'My eMedical', 'New Packet', and 'My Packets'. A blue arrow points to 'My Packets'. The main content area is titled 'View Packets' and includes a description of the feature, an 'Action Packets' table, and an 'Associated Packets' section.

Name	Employee Information	Packet Information	Action
Melanie Lyles	emedicaltester01+41@gmail.com 110103000200000000 Packet # 1724	WCT Level Arduous Workflow Status OF178 Proceed to Waiver Process Clearance Status Not Started	Take Action

Associated Packets

Name	Employee Information	Packet Information	Action
There are no matching records.			

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To review a submitted medical clearance form, Employees can scroll to the “Forms” section of their packet and select “View” under “Action.” Employees can then view any reviewer comments or mitigations on their form.

1.10 How do I respond to a request for information?

At any point in the process, the USFS Medical Officer may require additional information to complete their clearance review. If additional information has been requested, Employees will be notified via email.

- Navigate to “My Packets”.
- Under Associated Packets, select “View” under Action on the right side.



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- Under “Current Packet” on the left menu, select “View/Add Notes” on the packet to view the request.

The screenshot shows the eMedical GDCII interface. On the left is a navigation menu with items: My eMedical, New Packet, My Packets, Current Packet, View Summary, Take Action, View Profile, View/Add Attachments, and View/Add Notes. A blue arrow points to the 'View/Add Notes' item. The main content area is titled 'Viewing Notes For Packet' and includes instructions on how to add notes. Below this is a 'Packet Summary for Melanie Lyles' with fields for WCT Level (Arduous), Position Type (Regular), Highest Incident Qualification (FFT2), OrgCode (110103000200000000), and HSQ Coordinator (Kimberly Castleberry). An 'Existing Notes' table lists four notes with columns for Participant, Packet Status, Note, Date Created, and Action. The 'Add Note' section at the bottom has a text area and an 'Add Note' button.

Participant	Packet Status	Note	Date Created	Action
Kimberly Castleberry	HSQ - Cleared to OF178		8/30/2017 3:24:48 PM	View
Kimberly Castleberry	Waiver - Cleared to WCT	Mitigation: Mitigation	8/31/2017 9:05:47 AM	View
Kimberly Castleberry	WCT - Failed	Did not pass	8/31/2017 9:08:21 AM	View
Kimberly Castleberry	WCT - Retest Authorized	The employee is authoriz	8/31/2017 9:08:40 AM	View

- Employees can click “Respond” under the “Existing Notes” section and “Action” column to provide comments and upload additional documentation, as needed. Upon submission, the Medical Officer will be notified via email to review the provided information in eMedical.

2. WCT Testing Process Questions

2.1 Once I am cleared to take the WCT, what is required?

Employees will be notified via email when receiving clearance to take the WCT.



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- Print the following items and bring them to the WCT to present to your WCT Administrator (or as directed by your HSQ Coordinator, some units may not require printed copies):
 - Copy of the WCT clearance email

2.2 How can I view my WCT results if I do not pass?

If an employee does not pass the WCT, employees can view their results in eMedical on the packet summary page by navigating to “View Summary” inside of the current packet. **Note: Only WCT results of “Fail” or “Did Not Complete” results are required to be entered.** If you passed the WCT, you are authorized to perform in any Incident Qualification Position requiring the specified level of WCT or lower. **Passing WCT results will only be recorded in IQCS.**

If the WCT result is “Fail” or “Did Not Complete,” the employee’s supervisor will authorize or deny any retests with your HSQ Coordinator who will then authorize the retest in eMedical.

Employees will then need to agree to an additional test in eMedical before they again show on the “Cleared to Test” list.

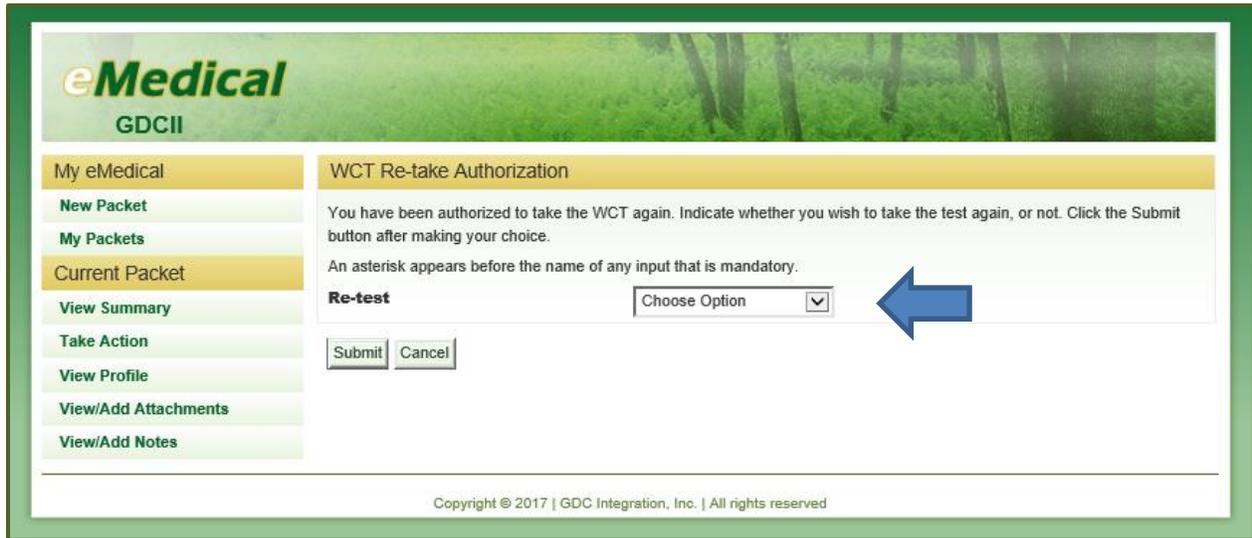
2.3 How do I indicate if I want to participate in a WCT re-test?

If a WCT re-test is authorized, employees will receive an email notification and they will need to confirm in eMedical if they plan to take another test. The following steps need to be followed to either confirm or decline a retest:

- Log in to eMedical.
- Click on “My Packets” on the left menu.
- Under the “Action Packets” section, click “Take Action” under the “Action” column.
- On the following page under “WCT Retake Authorization”:
 - If you wish to re-take the WCT, click “Yes, I choose to re-test” from the drop-down box. You will automatically be placed back on the list of employees who are ready to take the WCT. You must wait at least 48 hours after a non-passed WCT to attempt another WCT. Contact your WCT Administrator to sign up for another WCT.
 - If you do not wish to re-take the WCT, click “No, I decline to re-test” from the drop-down box. The packet will be closed, and no further action will occur unless a new packet is initiated.
- Click the “Submit” button.



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3. OF-178 Exam Process Questions

3.1 I need an OF-178 Exam. How do I obtain my Physician Access Code?

Complete OF-178 Part A. If an employee is required to complete an exam, they will receive an email notifying them to **complete and submit the OF-178 Part A in eMedical.**

- Log in to eMedical.
- Click on “My Packets” on the left menu.
- In the “Action Packets” section, click “Take Action” under the “Action” column for the current packet.
- Click either “Yes” or “No” on the following screen’s radio button to report any medical or physical issues that may interfere in your ability to perform full duties of this position. This is where you can provide additional information to explain why any condition was checked on your HSQ form. **Checking “yes” here and providing information will not have any effect on your clearance** – it simply provides more information on any condition for you Reviewing Medical Officer.
- Click the “Submit” button.
- Click the checkbox in the pop-up window acknowledging the following statement: I certify that all of the information I have provided on this form is complete and accurate to the best of my knowledge, and that submitting information that is incomplete, misleading, or untruthful may result in termination, criminal sanctions, or delays in processing this form for employment. Furthermore, consistent with the [Privacy Act Statement](#), I authorize the release to my employing agency of all information contained



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on this examination form and all other forms generated as a direct result of my examination.

- Click the “**Submit**” button to submit the form.
- You will immediately receive an email with a Physician Access Code to give to the medical provider at your exam.

3.2 How does my physician/medical provider complete my OF-178 exam form?

After submitting the OF-178 Part A, you will receive an email notifying you to schedule a medical exam with your physician. Contact your HSQ Coordinator for assistance to ensure payment is made and that you have all necessary documents to give to your physician.

Print this email and bring with you to your exam.

The email will include an access code your physician will use to access eMedical and complete your OF-178 form in eMedical.

Note: Employees must print the email received and a copy of the “Physician Documents” stored on the eMedical website. Bring this letter and documents to the medical exam.

If you need assistance in scheduling an exam, or have questions on which medical providers are allowed to perform exams, please contact your HSQ Coordinator.

The email notification will contain the eMedical web link and a one-time access code (25 characters) for entry and completion of the exam.

Physicians and medical providers can contact eMedical staff at mqp_emedical@fs.fed.us with any additional questions.

4. Exam Clearance, Waivers and Mitigations

4.1 Notification of Medical Clearance

Once your OF-178 has been submitted by your medical provider it will be reviewed by the USFS Medical Officer. The Medical Officer will determine if you are “Medically Qualified” based on the OF-178 and may assign waivers and mitigations. You will be notified by email with your waiver information and directions on how to view your waiver and mitigations.

You MUST log into eMedical and view your waiver/mitigation directions and follow these directions each year.



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4.2 How do I view my exam Waiver and Mitigations?

Waivers issued prior to eMedical were emailed to the employee. Waivers issued since 9/2017 are generally within eMedical. **Please KEEP your original waiver for future use!**

When an employee is cleared after the OF-178 exam process, they are emailed notification of their clearance and directions on how to view their waiver specifics. **MAKE SURE to view your waiver and mitigations instructions after you receive it! MANY waivers require information to be submitted to the MQP Office annually. Specific directions are found in your waiver/mitigation.**

Employee Directions to View Waiver:

1. Log into eMedical.
2. Go to **My Packets** and **View** the packet with the original waiver (usually down the list) It will have a completed **PART C** and **PART D**.
3. On the Summary page of the packet, click **“Print”** to the right of **“Part D Completed”**. This will open a .PDF page that can both be **SAVED** and **PRINTED**.

Print Part D

Forms			
Name	Status	Duration	Action
Packet	Informed Consent	2/3/2020 - 2/3/2020	View Print
HSQ	Cleared to OF178	2/3/2020 - 2/3/2020	View Print
OF178	PartB Completed	2/3/2020 - 2/3/2020	View Print
OF178	PartA Completed	2/3/2020 - 2/3/2020	View
OF178	PartC Completed	2/3/2020 - 2/3/2020	View
Info	Additional Info Request Completed	2/3/2020 - 2/3/2020	
Info	Additional Info Completed	2/3/2020 - 2/3/2020	View
OF178	PartD Completed	2/3/2020 - 2/3/2020	View Print
WCT	Ready to Test	2/3/2020 -	

4. In Part D, read the Mitigations.

5. This box will give detailed directions to the employee on what type of waiver they have.
6. It will describe in detail what information needs to be included in an annual physician statement (if required)



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CERTIFICATE OF MEDICAL EXAMINATION OF 178 Part D

To be completed by the agency medical officer who reviews the examination results and recommends action.

Part D. TO BE COMPLETED BY AGENCY MEDICAL OFFICER (if one is available)

Subject	Stuart Little
Effective Date	2/4/2020
Please read your Mitigations carefully. These requirements must be met each year to be cleared to the WCT. If an annual statement(s), is required in your mitigations, you must obtain one each year from your medical provider and submit it by eFax (866-338-6630) to the USFS MQP office to obtain clearance. If your condition(s) worsen or you have a new condition after this waiver has been issued, notify your HSQ Coordinator or the eMedical Help Desk at SM.FS.mqp_emedical@usda.gov.	
Recommendation	Hire or retain
Comments	
Pre-Set Qualification Choices	Medically Qualified
Cleared to Process	WCT Process – Routine Waiver Granted with Active Mitigations
Routine Waiver Type	Medication Chest and Respiratory System

Mitigations

Mitigation requirements to supply to the MQP Office annually

Mitigation requirements to follow

The respiratory waiver is for your asthma and the mitigation is that you are responsible for having with you at all times a rescue inhaler that is not expired as well as supply a statement yearly from your doctor, overseeing this diagnosis, stating that it is static and stable and a complete medication list.

The medication waiver is for your liquid medication inhaler, and one mitigation is that you will send me your complete medication list each year.

You are responsible for having an adequate supply of all of your medication and taking them as directed by your medical provider.

Should your medical condition/health status change/worsen, you are required to notify me as soon as possible.

- Employees should PRINT & SAVE this information to refer to each year.** Most employees who need to supply an annual update obtain this statement from their medical provider at their annual appointment prior to WCT season.



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4.3 Employees with Waivers – Annual HSQ/WCT Clearance Process

After the waiver is issued, each year employees should:

1. Check the **“I have a waiver”** box in Section A on the HSQ Form.
2. Check any boxes in Section A for conditions they have a waiver for. None of these checked boxes count against them.
3. If any existing condition has worsened, the employee should notify their HSQ Coordinator. If there are any new conditions, check those boxes.
4. If the waiver does not require an annual update, notify the HSQ Coordinator.
5. If the waiver DOES require an annual update, notify the HSQ Coordinator and FAX the update to the USFS MQP office.

Clearance for both types of waivers ways will come by email.

FAXING A WAIVER UPDATE? USE A COVER SHEET:

https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf

5. Medical Review Board (MRB) Waiver Appeal Process Questions

5.1 How do I appeal a waiver rejection?

If you have not been Medical Cleared, and an employee’s waiver request has been denied, an MRB waiver appeal can be initiated within three business days of receiving the email notification. To appeal a waiver rejection, employees can login to eMedical and “Take Action” on their current packet. Employees will then make a selection from a drop-down menu choosing to submit MRB. Employees can also add comments or attachments by navigating to “View/Add Notes” or “View/Add Attachments” from the left menu.