



## USFS eMedical Waiver Guidance for HSQ Coordinators

**Part 1:** How to determine who on your Unit has a USFS waiver.

**Part 2:** What to do for employees who have existing waivers.

**Part 3:** Employee needs to view their existing waiver in eMedical.

**Part 4:** Annual WCT/HSQ process for employees with waivers.

### What is a waiver?

When an employee completes an OF-178 exam to take the WCT, they *may* be issued a waiver from the USFS Medical Officer for their particular conditions. The waiver *may* require that employees provide specific medical information annually to be cleared to the WCT. **Waivers are ONLY issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers.**

### Part 1: How to determine who on your Unit has an existing waiver:

- **BEFORE eMedical:** Waivers issued from 2013 until eMedical went live (September 2017) and a few post-eMed waivers have been sent by email. If your employee no longer has their copy, have them contact our help desk and we can resend waivers that are not within eMedical. [mqp\\_emedical@fs.fed.us](mailto:mqp_emedical@fs.fed.us)
- **AFTER eMedical: (Sept, 2017 to present)** You can search for waivers in the **Reports** area of eMedical:



Choose the “**View OF178 Summary Report**” (the Waiver Summary report is something entirely different)

eMedical Reports

- [View Packet Summary Report](#)
- [View WCT Summary Report](#)
- [View Medical Review Board \(MRB\) Waiver Summary Report](#)
- [View Waiver Summary Report](#)
- [View OF178 Summary Report](#)
- [View HSQ Summary Report](#)
- [View Physician Review Report](#)
- [View HSQ Coordinator Designation Report](#)

Choose search parameters.

1. At minimum, select **HSQ Coordinator** or **OrgCode** to narrow your results.
2. Select OF178 Process State of “**OF-178 Cleared to WCT: Routine Waiver Granted**”
3. Select **Search dates**.
4. **Waivers STAY in the packet that they were issued.** To search for all waivers, you’ll need to set the **Start Initiated Date** to **9/1/2017** and the **End Initiated Date** to the current date.

OF178 Summary

Report Criteria

<b>WCT Level</b>	Choose WCT Level ▾	Choose HSQ Coordinator or OrgCode
<b>Position Type</b>	Choose Position Type ▾	
<b>Org Code</b>	Build Org Code	Select OF-178 – Cleared to WCT: Routine Waiver Granted
<b>HSQ Coordinator</b>	Select HSQ Coordinator	
<b>OF178 Process State</b>	OF178 - Cleared to WCT: Routine Waiver G ▾	
<b>Start Initiated Date</b>	9/1/2017	Select search dates. To search ALL eMedical waivers, begin search 9/1/2017
<b>End Initiated Date</b>	2/26/2019	

**Generate Report** will show results on screen.

**Download** will download report as a .CSV file that can be saved as an Excel spreadsheet and sorted.

This will show you ALL waivers. It does not yet show which type of waiver they have. See Part 2.

## Part 2: How to manage annual HSQs for employees with existing waivers:

Waivers are one of two types:

1. **They address specific condition(s) and no further action is needed unless the condition(s) changes or a new condition occurs.** For these waivers, after asking employees if anything has changed, you can clear them directly to the WCT – EXCEPT:
  - a. If their condition has worsened, contact our Help Desk. If they have a new condition, they will need to complete a new OF-178 exam.

OR

2. **The waiver requires a statement from the employee's physician to be faxed to the USFS MQP office each year. If you have an employee with a waiver that requires an annual update, once you review their HSQ – STOP. Do not send them to the OF-178 or WCT.** Fax the annual update to us at:

**USFS MQP eFax: 866-338-6630**

- **The USFS Medical Officer will review the annual update and then they will clear the employee to the WCT.** They will be notified via email and their status on the Dashboard will change to **"WCT Ready to Test"**.
- On the HSQ form when an employee checks the "I have a waiver" box, confirm that the waiver was issued from the USFS MQP office (letters from physician's offices are NOT waivers and may not be used in place of a waiver). They should also check the box(es) for the condition they have the waiver for. If: 1) that condition has NOT changed since the waiver was issued and 2) they have no NEW conditions, none of these boxes count against HSQ Form Section A totals.
- The employee may choose to show their waiver to their HSQ Coordinator, but they are not required to do so. They can verbally tell their Coordinator that they have a waiver and if it requires sending the MQP office an annual update. Coordinators may check directly with the eMedical help desk and we can confirm that they have a USFS waiver and if an annual physician statement is required or not.
  - Employees can view their own waiver in Part D of the OF-178. HSQ Coordinators cannot see this page due to containing sensitive medical info.

## **Part 3: Employee directions to view their existing waiver - Issued through eMedical:**

**Most employees required to have an exam due to responses on their HSQ have a waiver. MAKE SURE they view their waiver instructions after they receive it! MANY waiver require an annual update, and the waiver describes exactly what info to send annually.**

Employees can view their own existing waivers (issued through eMedical). HSQ Coordinators CANNOT.

1. Employee logs into eMedical.
2. Go to **My Packets** and **View** the packet with the original waiver (usually down the packet list one or two.) It will have a completed **PART C** and **PART D**.
3. On the Summary page of the packet, to the right of **Part D Completed**, click **"Print"**. Part D contains the waiver information.

## Print Part D

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

#### 4. After clicking "Print" Part D, read and PRINT the Mitigations.

This section describes in detail what information needs to be included in an annual medical provider statement (if required - not all waivers require an annual statement).

### 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.

5. **Employees should SAVE this information to refer to each year.** Most employees obtain this statement from their medical provider during their annual appointment prior to WCT season.

## Part 4: EMPLOYEES with Waivers: Annual WCT Clearance Process:

After the waiver is issued, each year when completing the HSQ, 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 you have a waiver for**. None of these checked boxes count against employee totals.
3. If the employee has any new conditions or their existing condition(s) have worsened, they should check those boxes and notify their HSQ Coordinator.
4. If the employee waiver **does not** require an annual physician statement, they can inform their HSQ Coordinator.
5. If the employee waiver **DOES** require an annual physician statement, they should inform their HSQ Coordinator and FAX the update to the USFS MQP office.

The **ANNUAL STATEMENT** can be on the medical provider's letterhead and should list the provider's name and contact information.

The **ANNUAL STATEMENT** must address the items required in the Part D Waiver Mitigations. Print these and give them to the employee's medical provider so they can address them directly.

The employee's **Medical Provider is NOT being asked to provide clearance to the WCT**. They are only to address the items required in your Mitigations.

## USFS MQP Office Secure eFax: 866-338-6630

6. Clearance for both types of waivers to the WCT will be completed by a USFS Medical Officer and 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](https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf)