



US Forest Service Fire & Aviation Medical Qualifications Office eMedical Program Information for Medical Providers

eMedical is the online version of the US Forest Service Medical exam for our wildland fire and emergency personnel to become medically qualified to take the Work Capacity Test (WCT). It is the same exam as used in the past, but in an online and secure format as mandated by the Agency. Local licensed medical providers will conduct the Certificate of Medical Examination exam (OF-178) for USFS employees and ADs. They can then create a secure profile and complete and submit exam information into the eMedical system. The medical provider may delegate entering completed exam information into the eMedical system to their staff. Once the exam is received, a USFS Medical Officer will review the exam and complete the final clearance process to the WCT for the employee. The medical provider must be a licensed MD, DO, NP/APN or PA. Chiropractors may not complete this exam.

Billing will be handled by the local Forest Service office that employs those who have exams. If this information is not provided prior to the exam, contact either the patient's employing USFS office or the eMedical Program Administrator for assistance.

Please contact the Program Administrator below with any questions about our eMedical program, components of the exam or access issues and we will assist you ASAP. General queries for assistance (password issues, new physician access codes for employees) can be directed to our general MQP email address.

MQP and eMedical Program Administrator

208-387-5628

Dr. Jennifer Symonds –
208-387-5978

USFS Fire & Aviation Management Medical Officer and MQP Manager
jennifer.symonds@usda.gov

General eMedical Questions:

SM.FS.mqp_emedical@usda.gov

Further information, guides and brochures may be found on the USFS eMedical website:

<https://www.fs.fed.us/managing-land/fire/safety/emedical>



eMedical Medical Provider User Guide

1. General eMedical Questions for Medical Providers

1.1 How do I access eMedical?

To access eMedical, a USFS employee will provide a printed email with instructions for creating an account in eMedical during their physician exam. The email will contain the eMedical website address and a **code** to access a particular employee’s exam.

USFS Website For Medical Providers:

<https://emedicalacc.gdcii.com/provider>

- If you are a new user, click the “Establish Username and Password” link below the main login boxes. You MAY establish an account before accessing eMedical for your first USFS patient.
- If you are an existing user, login with your existing username and password. Any password issues or trouble at this step, please contact us for assistance: SM.FS.mqp_emedical@usda.gov



Please make sure that the profile information entered is for the examining medical provider. It will request you update this screen every six months.

1.2 How do I access a patient’s OF-178 exam form?

- 1) Click on “**Redeem Invitation**”
- 2) Enter the patient’s 25 digit Physician Access Code and their DOB. If the code has expired, please contact us for a new one. **This code only needs to be entered ONCE.**



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- 3) All redeemed invitations/patient exams are found in **“My Packets”** until they are submitted.
- 4) Click **“Take Action”** to the right of the patient’s name for the exam you wish to work on.
- 5) Click **“Save”** at the bottom at any time. The screen will timeout after 20 minutes of inactivity. An exam may be accessed as many times as needed before submission and will always be located under **“My Packets”**. Once submitted, it will no longer be accessible.

The screenshot shows the eMedical GDCII home page. The left navigation bar has three items: 'My eMedical', 'My Packets', and 'Redeem Invitation'. 'Redeem Invitation' is circled in red. The main content area displays a welcome message: 'Welcome to eMedical. Welcome, To use eMedical, select a task from the Left Navigation bar. For any questions or concerns refer to the help manual by clicking on the Help Link in the top right of screen.' The footer contains the text: 'Copyright © 2016 | GDC Integration, Inc. | All rights reserved'.

This screenshot is identical to the previous one, but 'My Packets' in the navigation bar is circled in red instead of 'Redeem Invitation'.

The screenshot shows the 'Physician Worklist' page. It includes a search bar with fields for 'Name', 'Employee Information', 'Packet Information', and a 'Reset Search' button. Below the search bar is a table with the following data:

Name	Employee Information	Packet Information	Action
Robin Shaffer	emedicaltester13@aol.com 1103050000000000000 Packet # 1738	WCT Level Arduous Workflow Status OF178 PartA Completed Clearance Status Not Started	Take Action

The 'Take Action' link in the table is circled in red.



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1.3 How do I submit the OF-178 Part C (the exam itself)?

- 1) Any comments regarding testing or additional information you wish to include should be added on this last page under **“Conclusion Comments”** Then click **“Save and Continue”**

Conclusions:

Summarize here any medical findings that in your opinion, would limit this person's ability to perform these job duties or make them a hazard to themselves or others. If none, so indicate.

***Conclusion** No limiting conditions for this job
 Limiting conditions as follows:

Conclusion Comments

Examining Physician Name Doctor Haynes P.A.
Physician Email emedicaltester05@yahoo.com
Physician Address 123 Main Street
Physician Telephone 555-555-5555

Save Save and Continue

- 2) If you wish to review the form before submission, click the **“Preview the OF-178”** link to download and review the exam as a PDF.
- 3) To SUBMIT the form, click the check box, and then click the **“Submit”** button. You will not be able to view/print the completed form after submission. Check the box to confirm consent. The system will automatically record a digital signature and timestamp. The exam will be routed to the USFS Medical Officer for the final review/clearance process.

eMedical GDCII

My eMedical OF178 Part C Submission

My Packets Once submitted, you will have the opportunity to print a finalized OF178 for your records.

Redeem Invitation You may preview the OF178 before submitting. This preview is not official and not suitable for your records. Download the finalized OF178 for your records after submission.

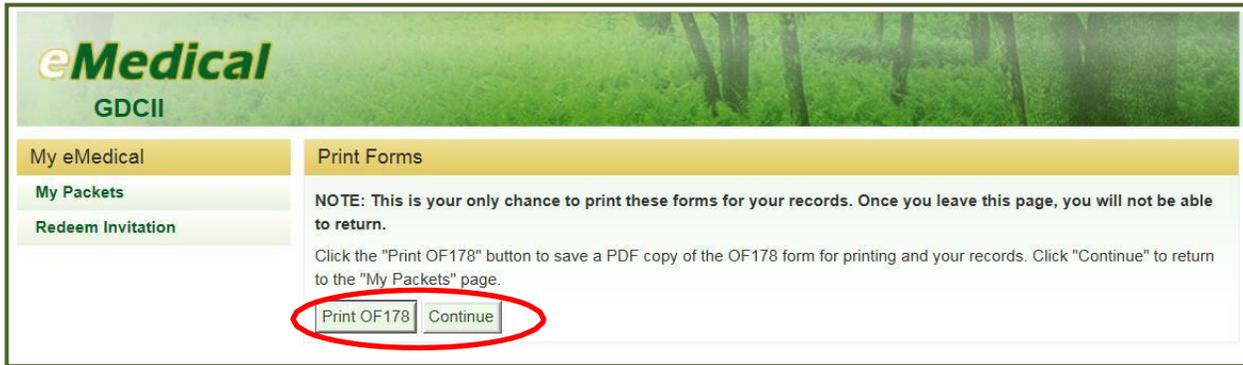
The submission of the form will be electronically recorded and constitutes your signature, which thereby certifies that the information provided is complete and accurate.

Submit



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- 4) If you wish to print, you will be prompted to do so PRIOR to submission. **You will not be able to print a copy of the exam after it is submitted.** After printing, click **“Continue”**.
- 5) Once you click **“Continue”**, the exam will be submitted to the USFS Medical Officer and will no longer be visible in “My Packets”.



1.4 Can I access an employee’s OF-178 exam form after I have submitted it?

No. To limit exposure of Personally Identifiable Information (PII) and Personal Health Information (PHI), physicians cannot access the exam after it has been submitted. However, physicians can access and update pending exams as many times as needed until they are submitted. If physicians need to update information in the exam after submission, please contact the MQP office at: SM.FS.mqp_emedical@usda.gov

1.5 Provider profile security concerns and employee information release

The personal information required to create a medical provider profile is to enable an electronic signature of the provider and their credentials: MD, DO, NP/APN or PA. The DOB field is required to ensure those providers in our system who have similar names have entirely separate profiles.

Employee Release of Medical Information:

When an employee completes their eMedical Health Screening Form prior to their exam, they must agree to a release of their medical information to their examining medical provider and to the USFS Agency Medical Officers. Every employee referred to an exam through eMedical has agreed to this statement:

I, (Full Name), 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 on this examination form and all other forms generated as a direct result of my examination.