



USFS eMedical Waiver Guidance for Employees/ADs to take the WCT

What is a waiver? Do you have one?

- Have you had an OF-178 exam previously and been cleared to the WCT? If you took the exam because of responses on the HSQ form, you probably have a waiver.
- **Many waivers require the medical provider to provide specific information/and or the employee each year before they are cleared to the WCT.**
- **Waivers may ONLY be issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers.**
- By taking the WCT, the employee with a waiver agrees that they have met all conditions of their waiver and submitted annual info as required. Not complying with waiver requirements may be subject to adverse actions.

Part 1: EMPLOYEE directions to view existing waiver:

1. **MAKE SURE to view waiver details in eMedical after you have an exam and are cleared to the WCT the first time. This clearance comes via email from eMedical. MANY waivers require an annual update, and the waiver describes exactly what info will be required each year.**
2. **If your waiver was issued prior to 9/2017, it came to you by email.** If you do not have your previous waiver, email the eMedical Help Desk for a copy:

SM.FS.mqp_emedical@usda.gov

How to view your existing waiver in eMedical:

1. Log into eMedical.

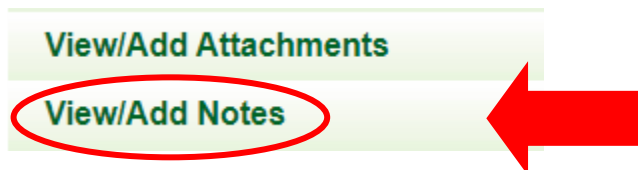
Employees with ConnectHR access - Log in with Dashboard

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

New or Temp Employees and ADs – Log in through the public eMedical site:

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

2. Go to **My Packets** and **View** the packet with the last waiver granted (you may need to view multiple packets to find the one with the waiver). If you completed an OF178 you will find waiver in **PART D, and or** if you did not complete the OF178 you will find waiver in **Notes**. If AD's are having difficulty doing, they can contact the helpdesk.



Will need to copy and paste the clearance with waivers/mitigations in Notes

3. On the Summary page of the packet, to the right of **Part D Completed**, click **“Print”**. Part D contains the waiver **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. 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 2: 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 you.
3. If you have any new conditions or your existing condition(s) have worsened, check those boxes and notify your HSQ Coordinator.
4. If your waiver **does not** require an annual physician statement, tell your HSQ Coordinator.
5. If your waiver **DOES** require an annual physician statement, inform your 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 your Mitigations. Print these and give them to your medical provider so they can address them directly.

Your **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