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: **How Employee finds 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 or receives special clearance from the USFS Reviewing Medical Officer (RMO) with instructions to take the WCT, they *may* be issued a waiver 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:** Most waivers issued from 2013 until September 2017 were 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. **SM.FS.mqp_emedical@usda.gov**

- **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

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

Generate Report   Reset Criteria   Download   Print

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 assist 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 may need to complete a new physical exam.

-OR-

2. **The waiver requires a statement from the employee's physician to be faxed to the USFS MQP office each year. This waiver comes "WITH Mitigations".**
    If you have an employee with a waiver that requires an annual update, after you review their HSQ or Self-Certification questionnaire, –Forward the packet to the RMO for review.
    Have the employee 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 or self-certification 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).
- 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 wavier 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.
    o Employees can view their own waiver in their packets. If it was issued prior to 2021 it is located in Part D of the OF-178 from the year it was issued. HSQ Coordinators cannot see this page due to containing sensitive medical info.
    o If the waiver was issued in 2021 or later it is highlighted in their packet and they can click the highlighted link to find their waiver information.

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

Employees can view their own existing waivers. HSQ Coordinators CANNOT.

For waiver issued in 2021 or later:
1. Employee logs into eMedical.
2. Go to **My Packets**
3. The packet containing the waiver is highlighted. Click the link to view the waiver information.

Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7348	**WCT Level** Arduous **Workflow Status** Packet Closed *Mitigation Granted* *View Mitigations* **WCT Clearance Status** Cancelled	View
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7339	**WCT Level** Arduous **Workflow Status** Packet Closed **WCT Clearance Status** Cancelled	View

For waivers issued prior to 2021:
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	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

> 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.

Mitigation requirements to follow

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 process in eMedical, employees should:

1. Check the **"I have a waiver"** box on the HSQ Form or Self-Certification questionnaire.
2. Employee needs to provide the following information to the HSQC:
   a. If the employee has any new conditions or their existing condition(s) have worsened
   b. Whether or not their waiver requires an annual physician statement
3. 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 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

4. 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