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)

Choose search parameters.

1. At minimum, select HSQ Coordinator or OrgCode to narrow your results.
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.

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 the RMO 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 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.
     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.
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.

Print Part D

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).
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