



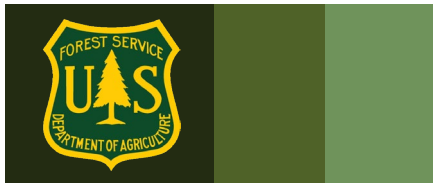
eMedical HSQ User Guide for Health Screening Questionnaire (HSQ) Coordinators

**Forest Service
Fire and Aviation Management**

eMedical

Last Updated: July 2023

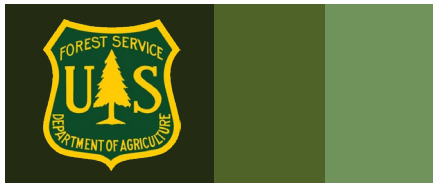




eMedical HSQ Coordinator “How-to” Guide

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1. eMedical Navigation and Functionality Questions

1.1 How to Designate an HSQ Coordinator (HSQC):

Forest-level FMO’s, FAFMO’s, Training Officers, or equivalent submits a request for a new HSQC to eMedical staff. Please include the nominated HSQC’s Full Name, Forest/Unit they’ll be a coordinator for and email address. Identify a local eMedical mentor (if available) who will show the new Coordinator the process. If the new HSQC is replacing someone, include the name of the person who will no longer need their permissions.

Emails should be directed to: SM.FS.mqp_emedical@usda.gov

An eMedical Administrator will approve the request and an email will be sent to the employee to complete the HSQC Confidentiality Agreement (CA) Form and the System Access Request (SAR) form. Once the forms are submitted, HSQC permissions will be granted to the employee within 3-5 business days.

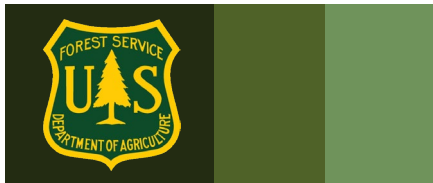
1.2 Complete New HSQ Coordinator Confidentiality Agreement (CA) and System Access Request (SAR) forms:

Nominated HSQCs will receive an email prompting them to complete their Confidentiality Agreement and SAR forms. These forms will require annual renewals in order to maintain permissions. Notifications reminding HSQCs of renewals will be sent out at least 30 days prior to expiration of permissions.

Fill out the forms, with supervisor’s signature, and return to: SM.FS.emedical@usda.gov

Note This email address is a Human Resources address NOT the Help Desk

HSQ Coordinators work with sensitive employee information. When you Accept the Confidentiality Agreement, you have agreed not to share sensitive employee or medical



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information with **ANYONE** except the individual employee, USFS Medical Officers and eMedical staff. If this agreement is violated, disciplinary measures may be taken.

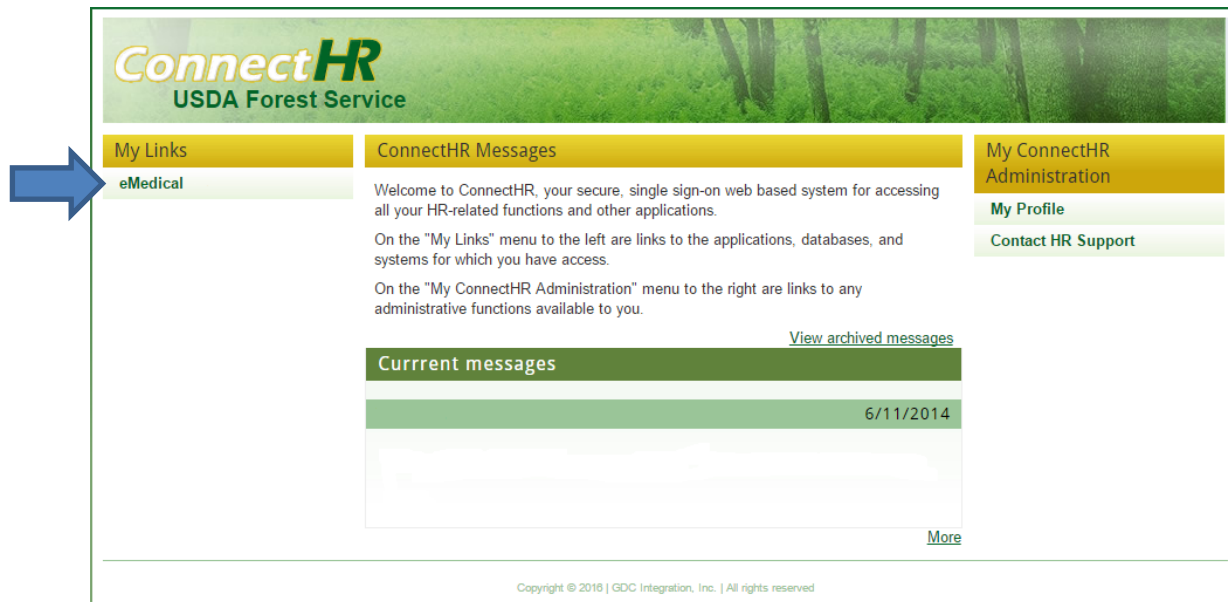
An email will be sent to the new HSQC when their permissions have been approved in eMedical and they are cleared to perform HSQC duties.

1.3 How do I access eMedical?

Health Screening Questionnaire (HSQ) Coordinators can access eMedical by logging into ConnectHR (Dashboard) using their eAuth access and selecting the eMedical link under My Links.

Direct ConnectHR (Dashboard) link: <https://usdafs.connecthr.com/>

LincPass Note: To access any HSQ Coordinator or WCT Administrator permissions you will be required to log in to eMedical with your LincPass. If you log on with a username/password, you will have the Employee permissions only. Log in again with your LincPass and all elevated permissions will again be available.



1.4 What can I access in eMedical?

HSQCs are granted permissions to guide Employee and AD eMedical “packets” through the entire medical clearance process. In eMedical, HSQ Coordinators will issue and/or review HSQs



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Arduous Medical Exam questionnaires, OF178 exam forms, Self-Certification questionnaires, and record non-passing Work Capacity Tests (WCT) results. HSQCs can also view lists of employees cleared to take the WCT and run reports. The following guide outlines all functions the HSQC will use.

2. The HSQ/WCT clearance process

2.1 How can employees/ADs begin the Health Screening Clearance process?

HSQ Coordinators can start the process for employees (reference section 2.3) or approve an employee’s initiation request (reference section 2.5). Coordinators must begin the process for all ADs and any employee in non-pay status. (Reference Section 2.4).

There are two types of employee access to eMedical:

- **Permanent Employee:** Full time or permanent seasonal employees (fire or non-fire) who have access to ConnectHR with their LincPass or **eAuth password**. They can also access eMedical through an external site if they do not have access to ConnectHR.
- **1039/Temp/AD Employee:** Administratively Determined employees, as well as 1039/Temp employees will **always** access eMedical through an external site.

Employee (internal) site: <https://usdafs.connecthr.com>

1039/Temp and AD (external) site: <https://emedicalacc.gdcii.com/user>

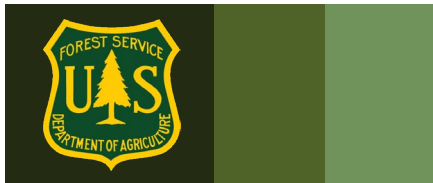
Before an employee/AD can submit their HSQ form in eMedical, an HSQ Coordinator must first confirm their WCT level (i.e., light, moderate or arduous) and employee position type. The position types are as follows:

- **Permanent Fire** – Primary and secondary fire permanent full time (PFT) or permanent seasonal employee (PSE)
- **Permanent Non-Fire** – PFT or PSE non-fire employee who performs fire duties.
- **1039/Temporary** – fire and other resource area temporary employees
- **AD** – Administratively Determined. Considered employees when actually in pay status.

2.2 When can employees begin the eMedical process?

Permanent Employees, who are in pay status, can access eMedical anytime.

New employees, Interim employees, and 1039/Temporary Employees can begin the eMedical process as soon as their Tentative Selection Notice (TSN) is issued.



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2.3 How do I determine which employee/AD packets I have access to?

No employees are automatically assigned to any HSQ Coordinator. They are added by either initiating the HSQ process for an employee (required for Interim and ADs) or claiming a HSQ packet that was initiated by the employee themselves from the HSQ Coordinator Worklist. The HSQC can then view their employees by clicking “My Packets” on the left menu.

2.4 How do I initiate the HSQ process for an employee and add an employee/AD to my worklist?

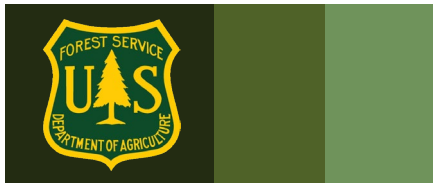
Note: This process requires one less employee action in eMedical than if the Regular employee initiates the HSQ process themselves.

To initiate the HSQ Issuance process for an employee (Regular, Interim or AD):

- Select “New Packet—Employee/AD” from the left menu of the home page.

The screenshot shows the eMedical interface. On the left is a sidebar menu with options: My eMedical, New Packet, New Packet - Employee/AD (highlighted with a blue arrow), My Packets, Search, Waiver Worklist, MRB Waiver Worklist, and HSQ Coordinator Worklist. The main content area is titled 'Find Worker for New Packet'. It contains instructions: 'Search with at least two characters of the last name or email address but use any information that will identify the employee. Select the checkbox labeled Inactive to allow former employees in the search results. An asterisk appears before the name of any input that is mandatory.' Below this is a search field labeled '*Worker' with a 'Select Worker' button. At the bottom are 'Next' and 'Cancel' buttons, and a 'Create AD' link.

- Click the “Select Worker” button and search for the employee by the “Last Name” field, (or any combination of search fields) then click “Search”.
- Click the “Select” link for the correct applicant from the search return, then click the “Next” button.
- From the “Initiate Medical Clearance” page, the following selections are required:
 - Select the employee’s required “WCT Level” – Arduous, Moderate or Light.
 - If you do not know the level, contact your FMO or employee’s Fire Supervisor. This can **NOT** be edited by the employee in the next step if incorrect, so please ensure this is correct.
 - Select “Position Type” from the indicated drop-down menu.
 - *Permanent Fire*
 - *Permanent Non-Fire*
 - *1039/Temp*



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- AD – Administratively Determined.
- Choose whether employee currently has access to eMedical through ConnectHR.
 - “Yes” will send employee an email link to access eMedical through ConnectHR.
 - “No” will send employee an email link to access eMedical though an external site for those who do not have access to ConnectHR.

Initiate Medical Clearance

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

To look up required work capacity test level by qualification, please see the following reference guides.

[Forest Service Fire & Aviation Qualifications Guide](#)
[PMS 310-1 Supplement \(Tech Spec Positions\)](#)

An asterisk appears before the name of any input that is mandatory.

Employee/AD Maggie Barrett

***WCT Level** Arduous

***Position Type** Regular

***Does employee currently have access to eMedical through ConnectHR?** No **NEW!**

***Highest Incident Qualification Position that Requires WCT Level** FFT1

Submit

- Enter the “Highest Incident Qualification Position that Requires WCT Level”**
List one position, either fully qualified or trainee that the employee either has or will possess that requires the requested level of Work Capacity Test. Examples:
 - FFT2 or Firefighter, Type 2 (requires Arduous)
 - FOBS or Field Observer (requires Moderate)
 - COMT or Communications Technician (requires Light)
- The default entry for most first year fire hires will be FFT2.

****REFERENCE** – Look up the WCT level required by Incident Qualification Positions here:**

FSFAQG Regular Positions: <https://www.fs.usda.gov/managing-land/fire/publications>

Bottom left of page under **FSFAQG**, reference most recent **Chapter 2, Part 1** for positions.



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PMS 310-1 – Technical Specialist Positions: <https://www.nwcg.gov/publications/310-1>

Under “Associated Documents” ***Choose Current Federal Wildland Qualifications Supplement.***

Upon clicking “Submit”, the HSQ Coordinator will be directed to choose the medical clearance process.

2.5 How do I initiate the Health Screening Clearance process for an AD or a 1039/Temp Employee?

Unlike USFS Permanent employees, HSQ Coordinators are required to initiate the Health Screening Clearance process for 1039/Temp Employees and ADs. (Permanent employees may initiate their own process).

***As soon as a new employee is selected and has accepted a tentative offer from an HR hiring official, their HSQ may be initiated by the HSQ Coordinator.

START NEW AND SEASONAL EMPLOYEES BEFORE THEIR START DATE: In order to allow your new hires to begin the clearance process prior to their effective date, you may initiate the HSQ process for them as soon as their tentative selection notice is issued.

Work with your FMO and Supervisors to obtain a list of new hires with the information listed below as soon as their 52 hiring action has been completed by the home unit. Employees who have been cleared to the WCT prior to their effective date will begin work ready to take their WCT.

You will need the following employee information for 1039/Temp, New Hire and AD Employees:

- First, Middle and Last Name
- EmpowHR ID (FS Employees only)
 - NOTE: This number should auto populate from the system. If it does not, put NA in the field and the system will update eventually with the correct number.
- ECI** (AD’s only—refer to page 10 for information on how to locate the ECI)
- Email Address
- Date of Birth (DOB)
- Address
- Telephone Number
- Fire Supervisor



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- Organizational Code
- Duty Station
- WCT Level
- Position Type is AD/Temp/1039
- Incident Qualification that requires requested level of WCT.

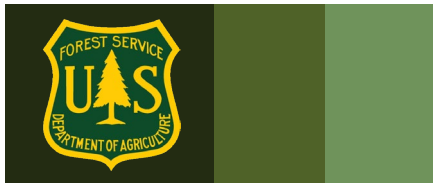
1. If the person already exists in the system (Previous AD or USFS Employee):

- Select “New Packet—Employee/AD from the left menu of the home page.
- Click the “Select Worker” button and search for the AD by the First and Last Name fields, then click “Search”.
- Click the “Select” link for the correct applicant from the search return, then click the “Next” button.
- If they are not found, click the “Inactive” checkbox at the bottom of the Search window and search again.
 - If found, click “Yes” when asked if you wish to activate the person as an AD. Proceed as normal.
 - If not found, then create a new AD record (skip to #2).
 - Select the employee’s required “WCT Level.”
*****NOTE: If WCT level is **Arduous**, reference the AMP user guide for how to proceed with the Arduous Medical Process. The HSQ is for Moderate and Light WCT’s only.***
 - Ensure “Position Type” is pre-populated with appropriate title.
 - Enter the “Highest Incident Qualification Position that Requires WCT Level”. This is the highest position that the person will actively perform that requires the specific level of WCT.
- Click “Submit”
- The AD will receive an email with a link to complete their AMP Exam/Self-certification in eMedical.

At every step that requires personnel to take action, an email with step-by-step directions will be sent to the employee. Make sure to let them know to read and follow ALL emails from the eMedical address or their clearance will be delayed.

2. Create a New AD:

- Search for AD first to ensure they do not have a profile as a previous USFS employee or already have an AD profile. **If you get an error that the SSN is in use, they already have**



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a profile. Also click the ‘inactive’ box in the search screen and do a second search of older records. If they are found in inactive, click “Yes” if you wish to activate them as an AD, then follow the instructions above to initiate a packet for them.

- On the left side of the screen, click “New Packet – Employee/AD”
- Select “Create AD” link.

My eMedical

New Packet

New Packet - Employee/AD

My Packets

Search

Waiver Worklist

MRB Waiver Worklist

Find Worker for New Packet

Search with at least two characters of the last name or email address but use any information

Select the checkbox labeled Inactive to allow former employees in the search results.

An asterisk appears before the name of any input that is mandatory.

*Worker

[Create AD](#)

- Enter the AD’s full Legal Name, ECI** and email address.

****What is an ECI?**

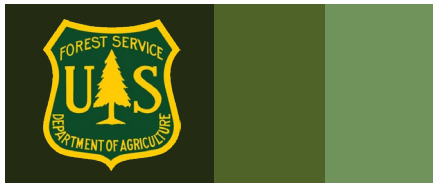
- The Employee Common ID (ECI) is created once an I-9 is completed for AD. It is specific identifier for each Casual Employee and used in place of the Social Security Number.
- ECI’s can be found at: <https://www.fs.usda.gov/managing-land/fire/ibp/personnel>

Or contact ASC-HR to obtain ECI # <https://fsweb.asc.fs.fed.us/>

1-877-372-7248

NOTE: If an ECI has not yet been assigned to the AD, enter NA into the field. Emedical staff will attempt to manually update that field once the number has been assigned.

- Select your Forest/Unit Org Code using the drop-down boxes.



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The screenshot shows a web form titled "Orgcode Selection" with a close button (X). The form contains several dropdown menus with the following labels and values:

- Agency:** 11 - FOREST SERVICE
- RSA:** 04 - INTERMOUNTAIN REGION, REGION
- Unit:** 02 - BOISE NATIONAL FOREST
- Subunit:** 0003 - IDAHO CITY RANGER DISTRICT
- Level 5:** 00 - Please select Level

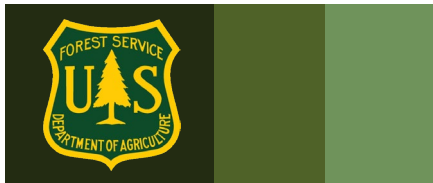
Annotations in red text boxes point to specific fields:

- "Agency is always 11 – Forest Service" points to the Agency dropdown.
- "Select Region" points to the RSA dropdown.
- "Select Forest or Unit" points to the Unit dropdown.
- "Select District" points to the Subunit dropdown.
- "STOP. District is last selection." points to the Level 5 dropdown.

- Click “Submit” button.

On the “Initiate Medical Clearance Page:

- Select the appropriate WCT Level from the drop-down menu.
- Select “AD” as the Position Type from the drop-down menu.
- Enter the Highest Incident Qualification Position that Requires WCT Level (Example here is SOF2 – Safety Officer, Type 2). This is the highest position that they actively perform that requires a particular level of WCT.



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Initiate Medical Clearance

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

An asterisk appears before the name of any input that is mandatory.

Employee/AD

Molly Griffiths

***WCT Level**

Moderate

***Position Type**

AD

***Highest Incident Qualification**

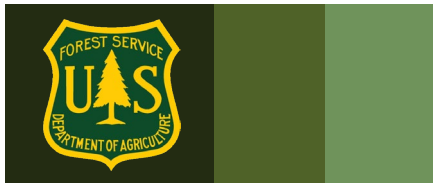
SOF2

Position that Requires WCT Level

Submit

- Click “Submit”.
- Enter AD Duty Station, Date of Birth, Address and Telephone Number in the appropriate boxes.
- Click on the “Fire Supervisor” button and search by name and/or unit search for Fire Supervisor. AD Fire Supervisors may vary by Forest, check with your FMO.
 - Click “Search”, and “Select” correct Fire Supervisor.
- Click “Submit”.
- The AD will receive an email to the address entered in their profile with a link to complete their HSQ in eMedical.

Note: Once AD personal information is entered, any documents with that info may be destroyed.



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2.6 How do I claim a packet that an employee has started on their own?

Note: HSQ Coordinators have access to ANY employee-initiated packet USFS-wide. Searching by name and Region/Forest/District Org Code will work best in most cases. If the employee has recently relocated or is remotely based, you may need to search for them by name.

Only ONE HSQ Coordinator may claim ONE employee. Multiple HSQ Coordinators cannot attempt to claim the same employee. If an employee relocates or is on detail, see directions for Reassigning an Employee to another HSQ Coordinator (Section 5.1)

Employees can also initiate their own HSQ process via eMedical, which will need to be claimed by an HSQ Coordinator. Coordinators have access to all unclaimed HSQ requests employees have made USFS-wide and can claim any packet from the “**HSQ Coordinator Worklist**”.

- To access the worklist, select “HSQ Coordinator Worklist” from the left menu on the homepage.

My eMedical

- New Packet
- New Packet - Employee/AD
- My Packets
- Search
- HSQ Coordinator Worklist**
- Reassign Packets
- Fire Supervisor Dashboard
- Administration
- Reports

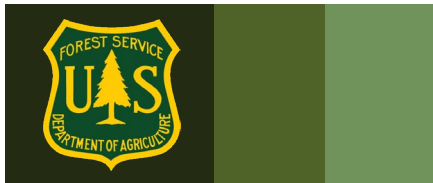
Packet List

This table lists all requests that can be claimed.

Name	Applicant Information	Packet Information	Reset Search	
<input type="checkbox"/>	Name	Applicant Information	Packet Information	Action
<input type="checkbox"/>	Employee21 Employee21	awesomemadillofs+21a@gmail.com 115106000402000000 Packet # 336	WCT Level Arduous Workflow Status Requested	Claim

[Claim](#)

- HSQ Coordinators can search for employees by:
 - Last name or email address search. Specific employees may be added to the HSQ Coordinator’s worklist individually.
 - Region/Forest/District numerical Organization code. **All employees within the same Organization code (i.e. Region/Forest/District may be added to your worklist at once, or they may also be added individually.**
- To individually claim packets from the search results, click the “Claim” link under the “Action” column for the packet; alternatively click the checkbox next to each packet you wish to claim, then click the “Claim” button at the bottom of the page to claim all selected packets.
- Once the packet(s) is claimed, it will appear under “My Packets” where the HSQ Coordinator can take action on the packet.



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2.7 How do I proceed with an employee-started packet?

After claiming the employee’s packet from the “HSQ Coordinator Worklist,” HSQ Coordinators can find the employee packet in the “My Packets” section.

- Review the initiation request and verify or update the fields as needed:
 - “WCT Level” requested. **COORDINATORS: Ensure this WCT level corresponds with a qualification that requires that level of WCT.** If in doubt, check with the qualifications documents listed in section 2.4 or with your F/AFMO.
 - If this level is incorrect, it may be changed to the correct level using the dropdown at this point only.
 - Employee “Position Type”
 - Highest Incident Qualification that Requires Requested Level of WCT: Ensure the level of WCT required by this qualification matches the level of test listed above. Coordinators can change the qual listed at this point only.
- HSQ Coordinators can then either approve or deny the request.

eMedical
GDCII

My eMedical

New Packet

New Packet - Employee/AD

My Packets

Search

HSQ Coordinator Worklist

Reassign Packets

Fire Supervisor Dashboard

Administration

Reports

WCT Level Confirmation

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

Employee Employee21 Employee21

HSQ Coordinator HSQCoord21 HSQCoord21

***WCT Level** Arduous

***Position Type** Regular

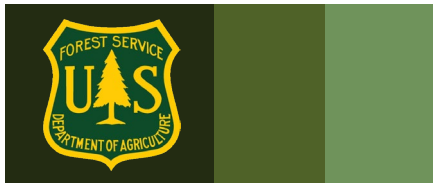
***Highest Incident Qualification** FFT2

Position that Requires WCT Level

***Determination** ☐ Approved ☐ Denied

Submit

- If approved, the employee will receive a system email to complete their HSQ in eMedical.
- If denied, the HSQ Coordinator is required to provide a reason in the indicated text box. The employee is able to review the HSQ Coordinator’s comments in eMedical and, if needed, resubmit a new packet.



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2.8 How do I know when an employee/AD submits their HSQ?

When an employee/AD who has been claimed by the HSQ Coordinator submits an HSQ, the packet will appear under “Action Packets” in the “My Packets” worklist with a “Workflow Status” of “HSQ Submitted”.

View Packets

Details regarding requests for medical qualification are displayed. You may view the current state of a request by selecting the View link. If there is an action available for you to take, you may select the Take Action link to the right of the request.

Action Packets

Name	Applicant Information	Clearance Status	Reset Search
Name	Applicant Information	State	Action
Employee01a Employee01a	fsjoe+1085@gdcii.com 115106000402000000 Packet # 1035	WCT Level Arduous Workflow Status HSQ Submitted Clearance Status Not Started	Take Action

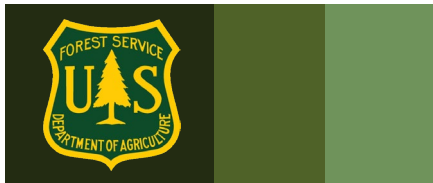
Associated Packets

Name	Applicant Information	Clearance Status	Reset Search
Name	Applicant Information	State	Action
Employee01b Employee01b	fsjoe+1088@gdcii.com 115106000402000000 Packet # 1034	WCT Level Arduous Workflow Status OF178 PartA Completed Clearance Status Not Started	View

2.9 How do I review a submitted HSQ?

To review a submitted HSQ, click the “My Packets” link from the left menu of the home page.

- Click the “Take Action” link on the employee/AD packet under the “Action Packets” worklist.
- Click on the “View Completed HSQ” link to review and evaluate the HSQ form. **This is not automatic, the HSQ Coordinator MUST personally evaluate the form.** (See “Evaluating HSQ Form” instructions below)



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Evaluate the Health Screening Questionnaire Form:

Packet Summary for DARTH Vader	
WCT Level	Moderate
Position Type	AD
Highest Incident Qualification	fft2
Position that Requires WCT Level	
OrgCode	110402000100000000
HSQ Coordinator	CATHY JO CARTER

Section A	
You have/had: <ul style="list-style-type: none"><input type="checkbox"/> a heart attack<input type="checkbox"/> heart surgery<input type="checkbox"/> coronary (heart) angioplasty or stent placement<input type="checkbox"/> a pacemaker/implantable cardiac defibrillator/ rhythm disturbance (abnormal heartbeat)<input type="checkbox"/> heart valve disease or a heart murmur<input type="checkbox"/> heart failure<input type="checkbox"/> heart transplantation<input type="checkbox"/> congenital (born with) heart disease<input type="checkbox"/> personal experience or a doctor's advice of any other physical reason that would prohibit you from carrying out or participating in strenuous activity<input type="checkbox"/> blood pressure greater than 139/89, or you take blood pressure medication<input type="checkbox"/> diabetes: diet controlled or you take medicine to control your blood sugar	You experienced in the last 12 months: <ul style="list-style-type: none"><input type="checkbox"/> chest discomfort/pain with exertion<input type="checkbox"/> breathlessness more than others with exertion<input type="checkbox"/> dizziness, fainting, blackouts<input type="checkbox"/> muscle or bone/joint problems: spine, knees, back, hips, shoulders, etc. (swelling, moderate pain) Other Health Issues: <ul style="list-style-type: none"><input type="checkbox"/> you have a hernia<input type="checkbox"/> you take heart or asthma medications<input type="checkbox"/> you have epilepsy or a seizure disorder<input type="checkbox"/> you have a history of past heat exhaustion/stroke that required medical care<input type="checkbox"/> your blood cholesterol level is greater than 200 mg/dL, or your HDL is less than 40 mg/dL, or you take cholesterol medication

Waivers	
I have a waiver *	<input type="checkbox"/>

Section B	
Cardiovascular risks: <ul style="list-style-type: none"><input type="checkbox"/> you are physically inactive (i.e., you get less than 30 minutes of physical activity less than 3 days per week)<input type="checkbox"/> you have a body mass index (BMI) \geq 30 (see footnote)	<ul style="list-style-type: none"><input type="checkbox"/> you don't know your cholesterol level<input type="checkbox"/> you don't know your blood pressure<input type="checkbox"/> you smoke currently or in the past 6 months
Footnote: to determine BMI, go to National Heart, Lung and Blood Institute: Calculate Your Body Mass Index	
*Duty Station City	<input type="text" value="Grants"/>
*Duty Station State	<input type="text" value="Pass"/>
<input type="button" value="Save"/> <input type="button" value="Submit"/>	



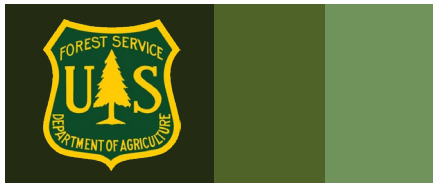
eMedical HSQ Coordinator “How-to” Guide

EVALUATION

1. Evaluate Section A and and Section B separately.
2. Send employee to OF-178 exam IF:
 - a. **ONE** item is selected from **Section A***
 - OR-
 - b. **THREE** items are selected from **Section B.**
3. If an employee checks no items in Section A and has two or fewer items selected in Section B, they may be cleared to the WCT.

***WAIVER** exception: If employee has a previous waiver, and no new boxes are checked, clear them to the RMO.

4. For more information on Waivers, refer to Section 4
5. Once the form is reviewed and evaluated, click on the “Take Action” link on the left menu to return to the main HSQ screen.
6. Follow the instructions on the top of the screen, View the employee’s HSQ and choose the appropriate radio button to Clear the employee to the next process.
7. Click on one radio button to clear employee to **the WCT, the RMO or the OF-178 Exam** (See Below). Enter any applicable comments.
8. Check the popup window box to verify that you have evaluated the employee HSQ form.
9. After evaluation, click the “Take Action” link (with arrow below) at left to return to the main HSQ page and proceed.



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Clear HSQ

Evaluate Section A and B separately.

Send employee to OF-178 exam if ONE item is selected in Section A or THREE items are selected in Section B.*

Clear employee to WCT if NO items are selected in Section A and TWO or fewer items are selected in Section B.

*Waiver Exception: If employee has previous waiver, do not count selecting this item against Section A totals. Evaluate HSQ as normal and follow specific employee waiver guidance to obtain WCT clearance.

An asterisk appears before the name of any input that is mandatory.

Packet Summary for Darth Vader

WCT Level	Moderate
Position Type	AD
Highest Incident Qualification	fit2
Position that Requires WCT Level	
OrgCode	110402000100000000
HSQ Coordinator	CATHY JO CARTER

HSQ form

Click on the following link to view the completed HSQ information.

[View Completed HSQ](#)

Clear Action

*Cleared to ☐ WCT ☐ OF178 ☐ RMO

Comments

☐ *I verify that I have evaluated this employee's HSQ.

You will send the employee to one of the 3 processes:

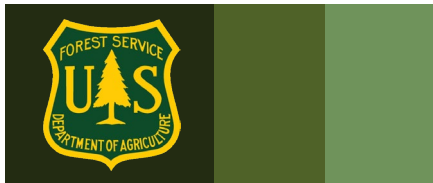
- **WCT:** No new boxes are checked, and the AD has no previous waivers
- **OF-178:** New boxes are checked (NOT counting the waiver box)
- **RMO:** The waiver box is checked, or HSQC knows the employee has waivers

3. OF-178 Exam Process Questions

3.1 How do I complete the OF-178 Part B?



When HSQ Coordinators clear an employee/AD to the OF-178 process (see section 2.10), you will automatically be routed to the OF-178 Part B for completion.

- For Purpose of Examination, select “Other”.

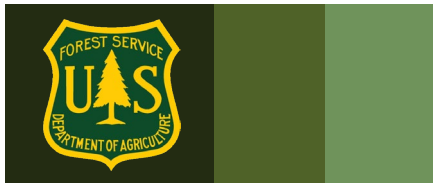


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- In the “Other purpose of examination” text box, enter: **Medical Clearance**.
- If this is an existing employee, the Position title/series/etc. will populate automatically. If this is a new employee, it will populate later.
- Enter a brief position description of employee duties. Listing the incident position that requires the level of WCT requested is appropriate here (i.e. FFT2, DIVS, COMT, etc). Or you may document that the employee was injured and returning to duty, etc.
- The “Functional Requirements” and “Environmental Factors” sections of the OF-178 Part B will be pre-populated and not editable based on the employee’s/AD’s WCT level.

My eMedical	CERTIFICATE OF MEDICAL EXAMINATION OF178 Part B
New Packet	This portion of the certificate of medical examination is to be completed by the appointing officer before the medical examination. It identifies the purpose of the examination; the position title, series, and grade; generally describes the position; and shows the specific functional requirements and environmental factors that the work requires.
New Packet - Employee/AD	An asterisk appears before the name of any input that is mandatory.
My Packets	
Search	
Waiver Worklist	Packet Summary for Woodsy Owl
MRB Waiver Worklist	WCT Level Light
HSQ Coordinator Worklist	Position Type AD
Reassign Packets	Highest Incident Qualification PIOF
HSQ Confidentiality Worklist	Position that Requires WCT Level
WCT Cleared List	OrgCode 110402000300000000
OF178 PartD Worklist	HSQ Coordinator HOPE KUO
Release Packets	
Fire Supervisor Dashboard	Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER
Current Packet	*Purpose of examination <input type="radio"/> Pre-placement <input checked="" type="radio"/> Other (Specify) 
View Summary	*Other purpose of examination <input type="text" value="Medical Clearance"/>
Take Action	Position Title
View Profile	Series
View/Add Attachments	Grade
View/Add Notes	*Brief description of what the position requires the employee to do. <input data-bbox="820 1375 1356 1470" type="text" value="Public Information Officer with line-going duties."/> 
Request Additional Info	
Transfer	
Cancel Packet	<input type="button" value="Save"/> <input type="button" value="Next"/>
Administration	

- Click the “Next” button and check the popup confirmation box to complete and submit the OF-178 Part B.
- The employee/AD will be notified via automated email **they must log in to eMedical and complete Part A of the OF-178 before getting their exam.**
- **Part A** requires the employee to answer 1 question and submit.



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3.2 How do employees schedule physical exams?

- After completing the Part A employees will be given the option to use the services of Acuity International/Comprehensive Health Services (CHS) to schedule and pay for their OF-178 physical exam.

Scheduling

You will now need to get a physical exam with a medical provider. Acuity International has been contracted to assist with scheduling and payment of medical exams.

If you would like assistance in scheduling and paying for your medical exam, choose YES below. You will be asked to supply additional information to initiate this process and Acuity will contact you to arrange the appointment.

If you choose not to accept Acuity's services, choose NO below. You will receive an email from eMedical with information about your exam. You will be responsible for scheduling, paying, and obtaining reimbursement costs for your exam."

An asterisk appears before the name of any input that is mandatory.

Packet Summary for Kylo Ren

WCT Level	Arduous
Position Type	AD
Highest Incident Qualification Position that Requires WCT Level	FFT1
OrgCode	110811000700000000
HSQ Coordinator	CATHY JO CARTER

Scheduling Assistance

***Assistance Scheduling Exam** ☒ Yes, I would like Acuity International to assist me
☐ No, I decline to use Acuity's services.

***Name**

***E-mail Address**

***Telephone**

***Location of the Exam**

***Employee ID**

***Type of Exam**

Org Code 110811000700000000

If the employee chooses to use the services, they will need to provide the following basic information to get started:

- Name
- Email address
- Phone number
- Location of exam
- Employee ID/ECI



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- Duty Station Org Code

Acuity/CHS will receive this information securely and contact the employee within 3 business days with instructions on how to proceed. The employee will set up an account through them and use their external (non-government) scheduling system to schedule and pay for the exam. Acuity/CHS will identify a local medical provider to perform the exam and supply that provider with all the necessary documentation to complete it. The employee will then be informed on the date/time and location of the exam once it is scheduled.

- The employee **must** arrive on-time to their appointment.
- If they cannot make the scheduled appointment for their exam they must reschedule through Acuity/CHS as soon as possible to avoid late/missed appointment fees.

After the exam is performed, Acuity/CHS ensures the medical provider sends the results to eMedical for review by the USFS Reviewing Medical Officer. After it is reviewed the employee will be notified via email of their clearance status.

If the employee chooses to not use the contracted services, this message will appear:

emedicalacct.gdcii.com says

I understand that by choosing this option I am responsible for scheduling and payment of my medical exam.

OK

Cancel

Employees that choose to make their own exam arrangements must ensure the following:

- The medical provider must be a licensed MD, DO, NP/APN or PA. Chiropractors may not complete this exam.
- The medical provider **must** enter their exam results into eMedical. The employee will receive an email from eMedical with information on what to bring to their exam.
- The employee will pay for exam costs but can be reimbursed (see Section 3.3)

What if the employee cannot find a medical provider in the area to perform their exam and/or enter the results into eMedical?

Employees may choose to use Acuity’s services anytime in the process. If they initially opt out of using the contracted services but later change their mind, have them contact the eMedical Help Desk via email (SM.FS.mqp_emedical@usda.gov) authorizing Acuity to contact them. They should also include the following information:



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- Name
- eMail Address (For Acuity to contact them)
- Phone # (For Acuity to contact them)

eMedical staff will reach out to Acuity/CHS and they will contact the employee directly.

3.3 How do employees pay for exams?

- If the employee chooses to use Acuity/CHS’ services, payment will be handled through them directly and the AD does not need to do anything.
- If the AD/Casual employee chooses to **not** use the services, they need to follow agency policy for exam reimbursement.
- Government Purchase Cards cannot be used to pay for exams.
- Exams costs will be charged to:

Wildland Firefighters and Fire Support Personnel (Base-8 Employees)	Regional WFSE
Militia/Readiness Reserve Workforce	Regional WFSUTR
AD (Casual) Support	Regional WFSUAD

3.4 How do employees contact Acuity International/CHS?

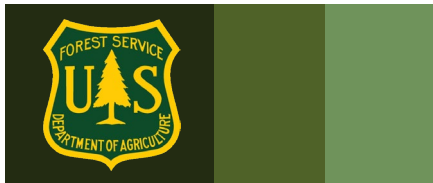
- USDAUSFSAcuity@chs.medical
- 855-462-1634 Monday through Friday 8am-5pm EST

All questions related to Acuity and Comprehensive Health Services’ scheduling and payment systems need to be addressed with them directly using their contact information listed below. eMedical staff cannot assist with contracting-related problems.

4. Waivers and Mitigations

4.1 What is a waiver? How is a waiver issued?

Employees *may* be issued a waiver from the USFS Medical Officer for their particular conditions. The waiver *may* require that employees provide specific medical information



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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.**

4.2 What do I do if an employee has a waiver?

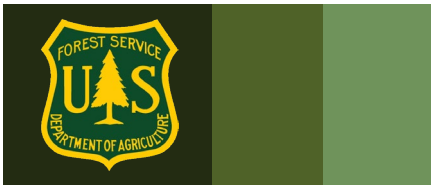
- For the **HSQ**, employees should check the “I have a waiver” box to inform the HSQC of their waiver. The HSQC needs to send the packet directly to the RMO to review the waiver mitigations by choosing the “Cleared to RMO” radio button.
- If you are aware that the employee has a waiver, but they did not check the waiver box, you may still send them for review by the RMO by choosing the “Cleared to RMO” button.

4.3 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.
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)



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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 **Org Code** 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

Position Type

Choose Position Type

Org Code

Build Org Code

HSQ Coordinator

Select HSQ Coordinator

OF178 Process State

OF178 - Cleared to WCT: Routine Waiver G

Start Initiated Date

9/1/2017

End Initiated Date

2/26/2019

Choose HSQ Coordinator
or OrgCode

Select OF-178 – Cleared
to WCT: Routine Waiver
Granted

Select search dates. To search
ALL eMedical waivers, begin
search 9/1/2017

Generate Report will show results on screen.



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

This will show you ALL people with waivers. It does not yet show which type of waiver they have.

4.4 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 for that new condition.

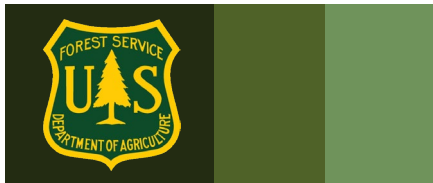
-OR-

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. Send them to the RMO.**

Have the employee fax the annual update to us at:

USFS MQP eFax: 866-338-6630

- **The USFS Reviewing Medical Officer (RMO) 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 (not from a personal physician). Choose the box to send them to the RMO.
- 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 they are required to submit an annual update to the MQP office or not. 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.



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NOTE: Employees can view their own waiver in Part D of the OF-178. HSQ Coordinators cannot see this page due to it containing sensitive medical info.

4.5 How do employees view their specific waiver guidance?

Waivers issued prior to the implementation of eMedical were emailed to the employee. Waivers issued since 9/2017 are generally within eMedical. **Please let employees know to KEEP their original waivers for future use!**

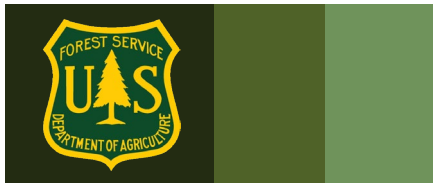
When an employee is cleared after the OF-178 exam process, they are emailed notification of their clearance and directions on how to view their waiver specifics. **MAKE SURE they view their waiver and mitigations instructions after the receive it! MANY waivers require information to be submitted to the MQP Office annually.** Specific directions are found in the waiver/mitigation.

Employee Directions to View Waiver: (also contained within the eMedical Employee Guides)

1. Employee logs into eMedical.
2. Go to **My Packets**
3. If the waiver was issued in 2017 or later, it will be highlighted in their list of packets. They can click on the link and it will take them to their waiver information.

Name	Employee Information	Packet Information	Action
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7301	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	View
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7300	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	View
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7299	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	View
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7292	WCT Level Moderate Workflow Status Packet Closed Mitigation Granted View Mitigations WCT Clearance Status Cancelled	View

4. If the waiver was issued prior to 2017, the employee needs to contact the MQP Help Desk at: SM.FS.mqp emedical@usda.gov
5. The mitigations box will give detailed directions to the employee on what type of waiver you have.
6. It will describe in detail what information needs to be included in an annual physician statement (if required).



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CERTIFICATE OF MEDICAL EXAMINATION OF 178 Part D

To be completed by the agency medical officer who reviews the examination results and recommends action.

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.

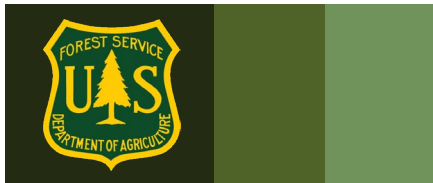
You are responsible for having an adequate supply of all of your medication and taking them as directed by your medical provider.

Should your medical condition/health status change/worsen, you are required to notify me as soon as possible.

4.6 Employees with Waivers – Annual WCT Clearance Process

After the waiver is issued, each year employees should:

1. Check the “**I have a waiver**” box in Section A on the HSQ Form.
2. If any existing condition has worsened, the employee should notify their HSQ Coordinator. If there are any new conditions, check those boxes.
3. If the waiver does not require an annual update, notify the HSQ Coordinator.



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4. If the waiver DOES require an annual update, notify the HSQ Coordinator and upload the required information to their packet or to the USFS MQP help desk:

SM.FS.mqp_emedical@usda.gov

Clearance for both types of waivers ways 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

5. WCT Ready to Test and Completion Questions

5.1 How do I see who is Cleared to the WCT on my Forest?

- On the left menu, click “WCT Cleared List.”

WCT Cleared List

- Click the “Select Org Code” button and narrow down the report to Region, Forest and/or District. There is no sensitive information on this report, and it can be publicly shared. This is also the same report that WCT Administrators have access to.
- Results only include those cleared to test within the last six months. Any older clearances are no longer effective and clearance to take a WCT must be redone.

WCT Cleared List

The table lists all Employees/ADs assigned to this Org Code and cleared to Take the WCT. Click on the Print button to print the list.

An asterisk appears before the name of any input that is mandatory.

OrgCode

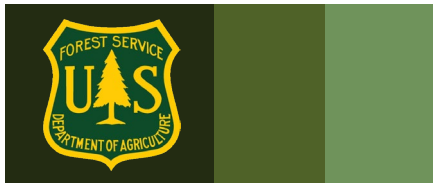
110402



5.2 How do I record WCT information?

****PLEASE NOTE: HSQ Coordinators are only required to enter WCT results of “Fail” or “Did Not Complete”. Entering passing WCT results are optional only, as IQCS remains the official database of record for completed WCTs.**

WCT Administrators, Supervisors and HSQ Coordinators should all be notified verbally or in writing (outside of eMedical) when an employee fails or does not complete the WCT.



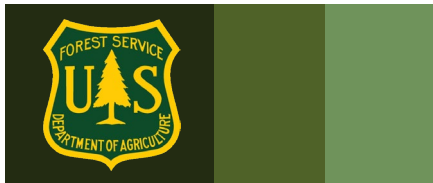
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To enter a WCT result, HSQ Coordinators will click the “Take Action” link on the employee/AD packet in the “Action Packets” worklist to enter the following results fields:

- “WCT Result” (i.e., Fail or Did Not Complete. Entering a passing result is optional.)
- “Date Administered”
- “Change WCT Level” (only if applicable, and it may only be changed to a less difficult level, never higher)
- “Reason” – add any comments as applicable.

My eMedical	Record WCT Results
New Packet	Select the WCT Result from the dropdown list and in the text box specify the date the test was administered. Comments may be entered into the comments text box. Click the Submit button when done entering information.
New Packet - Employee/AD	
My Packets	Packet Summary for Employee21 Employee21
Search	
HSQ Coordinator Worklist	WCT Level Arduous
Reassign Packets	Position Type Regular
Fire Supervisor Dashboard	Highest Incident Qualification FFT2
Current Packet	Position that Requires WCT Level
View Summary	OrgCode 115106000402000000
Take Action	HSQ Coordinator HSQCoord21 HSQCoord21
View Profile	
View/Add Attachments	Results
View/Add Notes	*WCT Result Did Not Complete
Request Additional Info	*Date Administered 11/28/2016
Cancel Packet	Change WCT Level No Change
Administration	*Reason Reason
Reports	
	Submit Cancel

- If a WCT result of “Failed” or “Did not Complete” is recorded, eMedical will IMMEDIATELY ask if a new test is authorized.
 - Prior to recording a WCT result of “Failed” or “Did not Complete”, the HSQ Coordinator should speak to the employee supervisor/Fire Management offline to obtain their verbal authorization for a retest as eMedical automatically moves to the test reauthorization screen once a non-passing result is entered.
 - When a WCT is failed or not completed, the employee, supervisor and/or fire supervisor is notified by email.



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5.3 How do I authorize a retest for employees/ADs who failed or did not complete the WCT?

If the HSQ Coordinator records “Fail” or “Did Not Complete” for the WCT Result, they will be automatically routed to the “Retake WCT” page.

- Retests should be authorized by the employee’s/AD’s Fire Management and/or supervisor. The HSQ Coordinator should discuss retesting with the supervisor offline before authorizing a retest in eMedical.
- HSQ Coordinators can either authorize or decline a WCT retest by selecting the appropriate option from the “Re-test Availability” drop-down menu.
- **If a WCT retest is authorized in eMedical, the employee/AD must then confirm in eMedical whether they intend to retake the test or not.** (Step 4.3 below) They will be notified to do this by email.
- Once the employee confirms they intend to retake the WCT, their status will change to “Ready to Test” immediately.

5.4 How do I confirm a WCT re-test for an employee/AD?

Only the employee/AD can confirm whether they intend to participate in a WCT re-test. The employee/AD will need to log in to eMedical, select “My Packets” and will be able to “Take Action” on their packet to accept or deny the WCT re-test.

6. HSQ Coordinator Management Functionality Questions

6.1 How do I upload additional information received from an employee/AD?

Only the employee and eMedical administrators have the ability to upload information to their own packet. If an employee needs assistance adding or viewing Notes/Attachments, have them follow the instructions below:

- Select the “View” link for the individual’s packet from the “My Packets” worklist. If only “Take Action” is available, you must complete that action first, then proceed.
- Click “View/Add Attachments” from the left menu once inside the packet.



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- Click “Choose File” to search for the file on your computer. Descriptive information can be added in the “Description” field before clicking “Add Attachment”.
- If this attachment was not prompted by an information request by eMedical staff, have the employee notify us that an attachment has been added:
SM.FS.mqp_emedical@usda.gov
- If the employee is unable to upload information to their packet they may scan and email it or contact the help desk directly for assistance: SM.FS.mqp_emedical@usda.gov

Note: **eMedical Staff is NOT notified when an employee attaches additional information to a packet.** Please notify eMedical staff when additional information/attachments are uploaded to a packet: SM.FS.mqp_emedical@usda.gov

All waiver documentation must be submitted to the MQP office via eFax at this time.

eMedical Secure eFax: 1-866-338-6630

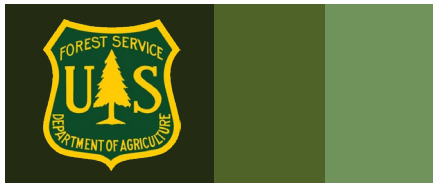
6.2 How do I reassign an employee/AD to another HSQ Coordinator?

If an HSQ Coordinator will not be available to work on an open packet (either temporarily or permanently) or an employee has relocated to a new unit, they can reassign one or all of their claimed packets. The steps below should be followed to reassign a packet to another eMedical HSQ Coordinator:


Reassign Packet Note:

- Multiple packets may be reassigned at one time from one HSQ Coordinator to another. Select as many packets that apply.
- Packets may be reassigned more than once.
- If the HSQ packet owner is not able to reassign their packets to another, contact the MQP office for assistance. SM.FS.mqp_emedical@usda.gov

- Select “Reassign Packets” from the left menu of the home page.



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My eMedical

- New Packet
- New Packet - Employee/AD
- My Packets
- Search
- HSQ Coordinator Worklist
- Reassign Packets**
- Fire Supervisor Dashboard
- Administration
- Reports

Packet List

Please click the “Select HSQ Coordinator” button and select who you would like to reassign packet(s) to. Once you have made your selection, choose the packet(s) you would like to reassign and click the “Reassign” button to complete the task.

Reassign to Select HSQ Coordinator

Name	Applicant Information	Packet Information	Current HSQ Coordinator	Reset Filter
<input type="checkbox"/>	Employee21 Employee21	awesomemadillofs+21a@gmail.com 115106000402000000 Packet # 257	WCT Level Arduous Workflow Status Ready to Test	HSQCoord21 HSQCoord21

- Click the “Select HSQ Coordinator” button next to the “Reassign to” field on the “Packet List” page.
- Enter appropriate search criteria to locate the desired HSQ Coordinator, then click “Search”.
- Scroll to the right in the “Search Results” and click the “Select” link under the “Action” column for the correct HSQ Coordinator.

Search Employees / ADs ✕

Search by last name, or last name plus other details.

Last Name:

Middle Name:

First Name:

Email Address:

Code:

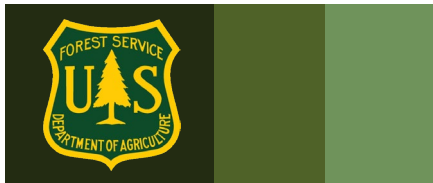
Search Clear

Search Results

Select an employee from the results, or enter new search criteria.

Name	Middle Name	First Name	Email Address	Org Code	Action
Employee21c	NMI	Employee21c	awesomemadillofs+21d@gmail.com	115106000402000000	Select

- Now that the HSQ Coordinator recipient has been selected, click the check box under the “Select” column for all packets which appear in the list, then click “Reassign”. The “Packet List” page will refresh, and a message will state “Packet(s) Reassigned”.



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The screenshot shows the eMedical GDCII interface. On the left is a navigation menu with options: My eMedical, New Packet, New Packet - Employee/AD, My Packets, Search, HSQ Coordinator Worklist, Reassign Packets, Administration, and Reports. The main area is titled 'Packet List' and contains instructions: 'Please click the “Select Employee” button and select who you would like to reassign packet(s) to. Once you have made your employee selection, choose the packet(s) you would like to reassign and click the “Reassign” button to complete the task.' Below this, there is a 'Reassign to' section with a dropdown menu showing 'Employee21c' and 'Employee21c' selected, and a 'Select Employee' button. A table below shows a list of packets with columns: Select, Name, Applicant Information, Packet Information, and Current HSQ Coordinator. The first row is for Ryan Turner, and the second row is for Employee20. A red box highlights the 'Select' column for the first two rows, and a red arrow points to the 'Reassign' button at the bottom.

Select	Name	Applicant Information	Packet Information	Current HSQ Coordinator
<input checked="" type="checkbox"/>	Ryan Turner	laurencooper+1@gmail.com 11000000000000000000 Packet # 192	WCT Level Moderate Workflow Status Submitted	HSQCoord20 HSQCoord20
<input checked="" type="checkbox"/>	Employee20 Employee20	supersalmonfs+20a@gmail.com 115106000402000000 Packet # 191	WCT Level Moderate Workflow Status PartC Completed	HSQCoord20 HSQCoord20

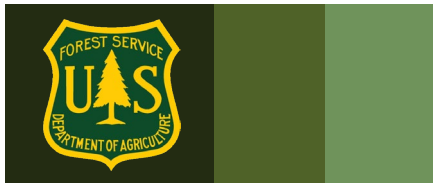
6.3 How do I cancel an employee/AD packet?

Note: **Why would I need to cancel an employee packet?**

- In general, once the HSQ Coordinator receives a completed HSQ form, they may NOT change the employee WCT level, Position Type or Incident Qualification. If an error, particularly in WCT Level is found at this point, the packet can be cancelled and restarted from the beginning.
- Other reasons apply – if in doubt, contact the Help Desk:
SM.FS.mqp_emedical@usda.gov

HSQ Coordinators can cancel an employee/AD packet at any time.

- Select “My Packets” from the left menu of the home page.
- Select the “View” or “Take Action” link for the individual’s packet from the “My Packets” worklist.
- Once inside the packet, select “Cancel Packet” from the “Current Packet” menu.



eMedical HSQ Coordinator “How-to” Guide

My eMedical

- New Packet
- New Packet - Employee/AD
- My Packets
- Search
- HSQ Coordinator Worklist
- Reassign Packets
- Current Packet**
- View Summary
- Take Action
- View Profile
- View/Add Attachments
- View/Add Notes
- Request Additional Info
- Cancel Packet
- Administration**
- Reports

Medical Packet for Employee01b Employee01b

Details regarding this request for medical qualification are displayed. A table lists forms that are begun or completed in the process. You may view the current information on any of those forms by selecting the View link on the row for the form you want. There is another table listing tracking status information for the request.

Details

Packet Number	1034
WCT Level	Arduous
Position Type	Regular
Highest Incident Qualification	medium
Position that Requires WCT Level	
OrgCode	115106000402000000
HSQ Coordinator	HSQCoord01 HSQCoord01
Owner	
Fire Supervisor	Test Tester
Supervisor	Test Tester

Forms

Name	Status	Duration	Action
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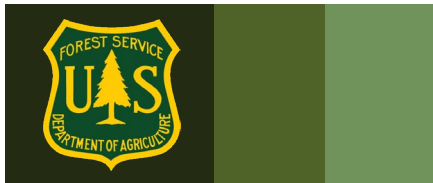
- Provide comments related to the reason for cancellation in the “Reason” text box and click “Submit”. The employee/AD will receive an email notifying them of the reason for cancellation.

6.4 Regenerate Physician Employee Exam Access Code:

- The code included in the employee email is used by the medical provider to access and complete the employee’s exam. Codes are good for 45 days. If the code has expired, or is close to expiring, HSQ Coordinators can regenerate the code for 45 more days.
 - Select Employee packet.
 - Click “View Summary” on left menu.
 - Under Forms, Click on the link to Regenerate Physician code.

Forms			
Name	Status	Duration	Action
HSQ	Cleared to OF178	8/22/2017 - 8/22/2017	View
OF178	PartB Completed	8/22/2017 - 8/22/2017	View
OF178	PartA Completed	8/22/2017 - 8/22/2017	View
OF178	PartC Started	8/22/2017 -	Regenerate Physician Code

- Once a medical provider establishes a profile in eMedical and claims an employee exam using the access code once, the exam will remain in “My Packets” of the medical provider’s profile until the exam is submitted.



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6.5 How do I remove an HSQ Coordinator who has moved to another Forest/Unit, retired or will no longer be functioning as an HSQ Coordinator?

An audit of HSQ Coordinators and Work Capacity Test Administrators will be sent to each Region’s eMedical Coordinator annually in the fall. At that time, Forests/Units may indicate which HSQ Coordinators/WCT Administrators are no longer actively performing these duties to be removed by eMedical administrators.

- If an HSQ Coordinator or WCT Administrator needs to have their permissions removed prior to the annual audit, please contact eMedical staff at:
SM.FS.mqp_emedical@usda.gov
- If an HSQ Administrator moves to another unit and will continue to perform the same duties on the new unit, they will need to transfer their old employees to another HSQ Coordinator and notify the MQP office (via email above) of their new unit. (See section 1.1 for directions).

Need further assistance? Please contact the eMedical Help Desk at:
SM.FS.mqp_emedical@usda.gov