



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). These exam forms are in an online and secure format as mandated by the Agency. Contracted or local licensed medical providers will conduct one of the exams, either the OF-178 exam or the Arduous Medical Process exam (AMP), 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 Acuity International/Comprehensive Health Services (CHS) if the exam was scheduled through them. If it was not scheduled through Acuity, *please bill the employee directly*. If this information is not provided prior to the exam, contact either the Acuity/CHS Help desk 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 eMedical email address.

CJ Carter-

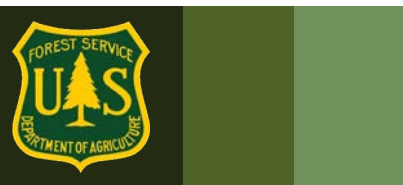
USFS Fire & Aviation Management MQP and eMedical Program
Administrator
208-387-5628
cathyjo.carter@usda.gov

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.usda.gov/managing-land/fire/safety/emedical>



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Acuity International/Comprehensive Health Services:

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

For Specific Medical Questions:

Dr. Jennifer Symonds – USFS Fire & Aviation Management Medical Officer and MQP Manager
208-387-5978
jennifer.symonds@usda.gov

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

eMedical GDCI

Login Help

Auth is the single sign-on application that allows you to access all your web applications through a single place 24/7 from any internet connection.

If you are using your Auth credentials, enter your user name and password and click the Log In button.

For assistance with your Auth login credentials, use the Forgot User Name or Forgot Password links located below the login dialogue.

If you have not created your Auth credentials, select “Establish User Name and Password” located below “Need to create credentials?”

Auth Login

User Name/Password Login

To log into Auth with your user name and password provide them and click the Log In button.

User Name: *

Password: *

Need assistance with credentials?
[Forgot Your User Name?](#)
[Forgot Your Password?](#)

Need to create credentials?
[Establish User Name and Password](#)



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NOTE: Please make sure that the profile information entered is for the person entering the exam results, if not the Medical Provider. There will be an opportunity to add the Medical Provider's information later.

1.2 How do I access a patient's OF-178 or Arduous Medical 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.**
- 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.





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eMedical GDCII

My eMedical

- My Packets
- Redeem Invitation

Physician Worklist

The table lists all those people on whom you have already begun to enter medical examination results. Clicking on any name to continue working on that person's record. If you have an additional invitation code and wish to add someone to this list, click the Redeem Invitation link.

Packets

| Name | Employee Information | Packet Information | Reset Search |
|----------------------|---|---|-----------------------------|
| Name ⚙ | Employee Information ⚙ | Packet Information ⚙ | Action |
| Robin Shaffer | emedicaltester13@aol.com 110305000000000000 Packet # 1738 | WCT Level Arduous Workflow Status OF178 PartA Completed Clearance Status Not Started | Take Action |

1.3 How do I submit the exam results?

- 1) Any comments regarding testing, diagnoses found, 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](#)



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- 2) If you wish to review the form before submission, click the ***“Preview the exam”*** 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 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.

A screenshot of the eMedical GDCII Exam Submission page. The page has a green header with the eMedical GDCII logo. Below the header, there are two main sections: "My eMedical" on the left and "Exam Submission" on the right. The "My eMedical" section contains links for "My Packets", "Update Profile", and "Redeem Invitation". The "Exam Submission" section contains text about submitting the exam, a link to "preview the exam" (circled in red), a checkbox for electronic signature, and a "Submit" button (circled in red). The footer contains the copyright notice: "Copyright © 2020 | GDC Integration, Inc. | All rights reserved".

eMedical
GDCII

My eMedical

- My Packets
- Update Profile
- Redeem Invitation

Exam Submission

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

You may [preview the exam](#) before submitting. This preview is not official and not suitable for your records. Download the finalized exam 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”.



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The screenshot shows the eMedical GDCII interface. On the left is a sidebar with links: My eMedical, My Packets, Update Profile, and Redeem Invitation. The main content area is titled 'Print Exam' and contains a note: 'NOTE: This is your only chance to print these forms for your records. Once you leave this page, you will not be able to return. Click the "Print AME" button to save a PDF copy of the Arduous Medical Exam form for printing and your records. Click "Continue" to return to the "My Packets" page.' At the bottom of this section, there are two buttons: 'Print AME' and 'Continue'. The 'Print AME' button is circled in red.

1.4 Can I access an employee's 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.

If the person who enters the exam results created their own account profile, there is an opportunity to list the contact information for the Medical Provider at the bottom of the exam form:

The screenshot shows the 'Medical Provider' form. It starts with a header 'Medical Provider' and a sub-header 'Information about medical exam provider'. The first question is '*Are you the medical provider that performed the exam?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected and circled in red. Below this are fields for: *Provider First Name, Provider Middle Name, *Provider Last Name, *Provider Credential (with a dropdown menu), *Provider Address (with a placeholder 'Street Address City, State Zipcode'), *Provider Telephone (with a green question mark icon), and *Provider Email. At the bottom are 'Save' and 'Save and Continue' buttons.



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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.