eMedical How-To Guide for “Interim” (New USFS and Temp Seasonal) Employees

Forest Service
Fire and Aviation Management

eMedical

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eMedical Interim Employee "How-to" Guide

1. General System User Questions

1.1 Who are "Interim" employees?

The term **"Interim"** employee is used within eMedical for:

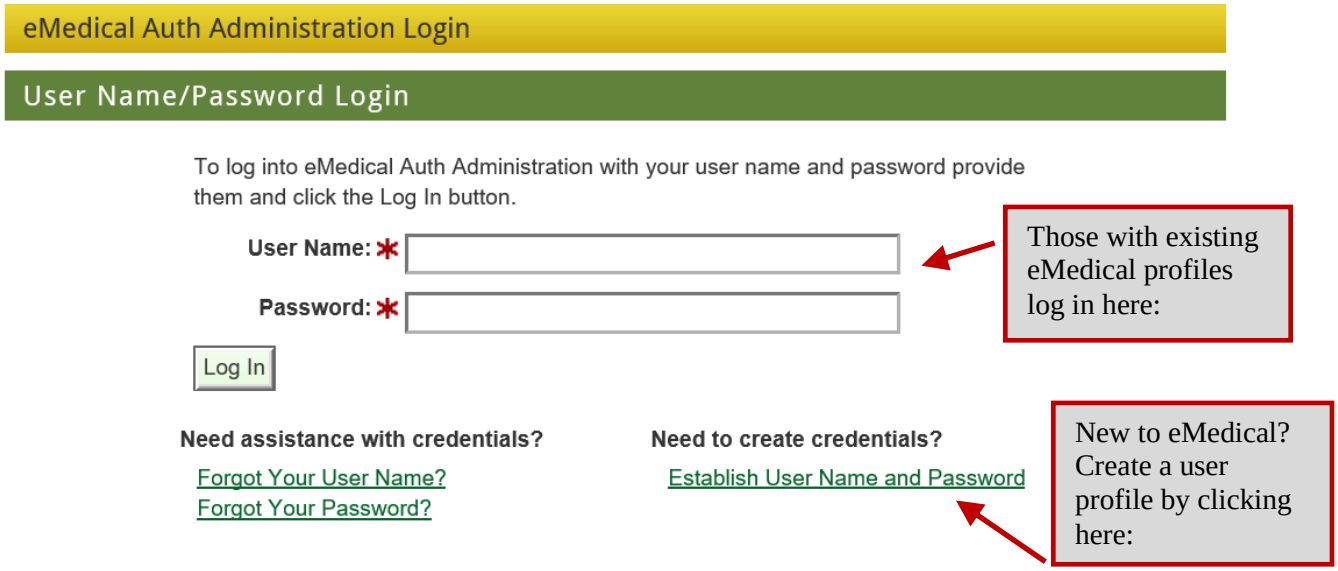
1) New or rehired temp seasonal employees who have had their SF-52 hiring action completed and do not yet have an active ConnectHR Dahsboard profile **-OR-**
2) New USFS employee transfers from another agency who have had their SF-52 hiring action completed and who have not yet begun work or have an active ConnectHR Dashboard profile.

The "Interim" status allows HSQ Coordinators to initiate the HSQ process for new employees prior to their start date so they can begin their fitness program for the WCT and be cleared to test (or within the HSQ process) by their first day of work.

1.2 How do I access eMedical? NEW Interim Employee eMedical Site as of 9/2018**

The Forest Health Screening Questionnaire (HSQ) Coordinator must start the HSQ process for new or temp employee before they begin work with the intent to have them cleared prior to their first day of work. Interim employees will receive an email invitation from eMedical with a link to access the new eMedical site for New employees, Tempoary employees and ADs here: **IMPORTANT: New employees, Temporary Employees and ADs can ONLY access eMedical AFTER their HSQ Coordinator begins the process for them. Wait for the email from eMedical with your Access Code and instructions to access the program each year.**

9/18 NEW Temp/AD (only) SITE: https://emedicalacc.gdcii.com/user



If this is the first time you have accessed eMedical and just created a profile, follow the directions below. You will need the invitation code emailed to you to access eMedical.

If you already have a profile and have used eMedical, log in and skip to step 1.3. You will not need to use an invitation code.

1. In the email sent to you by eMedical, locate your Invitation Code under Step 5 and copy and paste it into the Invitation Code field on the login screen.

Example of eMedical email:

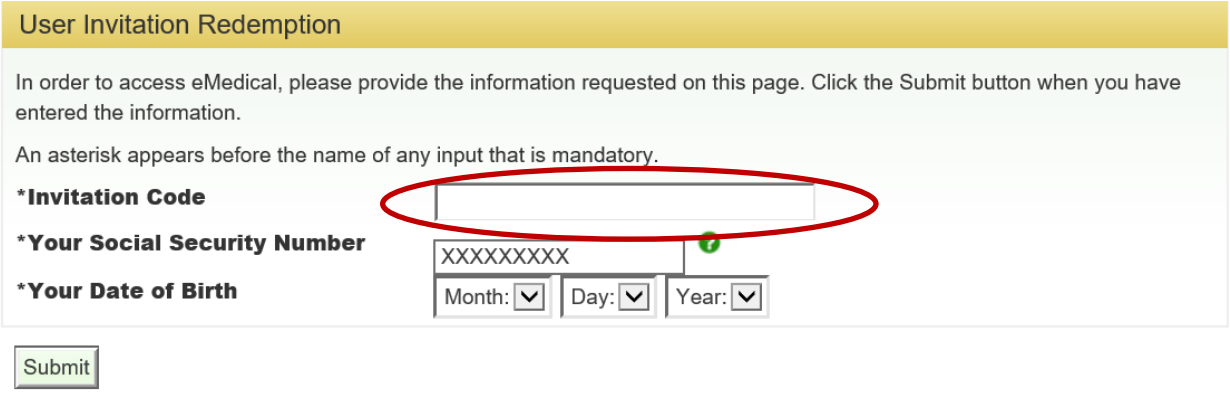
INSTRUCTIONS TO COMPLETE HSQ FORM:

1. Please navigate to this web address:
   https://emedicalacc.gdcii.com/user
   to complete the HSQ form by 9/26/2018. If you are unable to click on the link provided, copy and paste the link into your internet browser and press the "Enter" key.
2. If you have not established a USFS eMedical User Profile, click on the link **"Establish Username and Password"** below the main login fields, and follow the prompts to establish your profile. Then Click **"Submit"**.
3. If you have already established a Username and Password, log in on this screen.
4. Once logged in, you may be prompted to enter your **Unique Invitation Code**. If you are not prompted to enter your invitation code, skip to Step # 7.
5. **If prompted, enter your Unique Invitation Code.** This code is one-time use only.

8AD1F447A803AF7F112F46C85

This is your INVITATION CODE. You will need this in the next step.

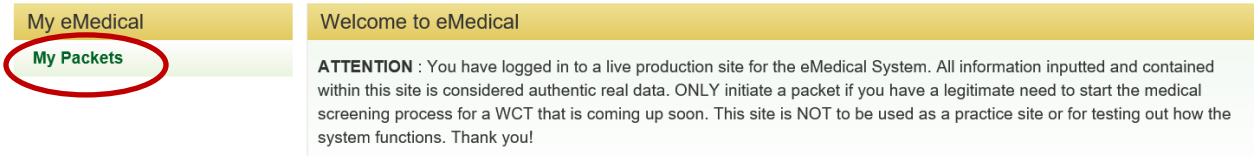
2. Copy/Paste your Invitation code into the appropriate field shown below. Then verify your SSN and Date of Birth in the correct fields and click "***Submit***". Note, if you receive an error that states your information is incorrect, contact your HSQ Coordinator for help.



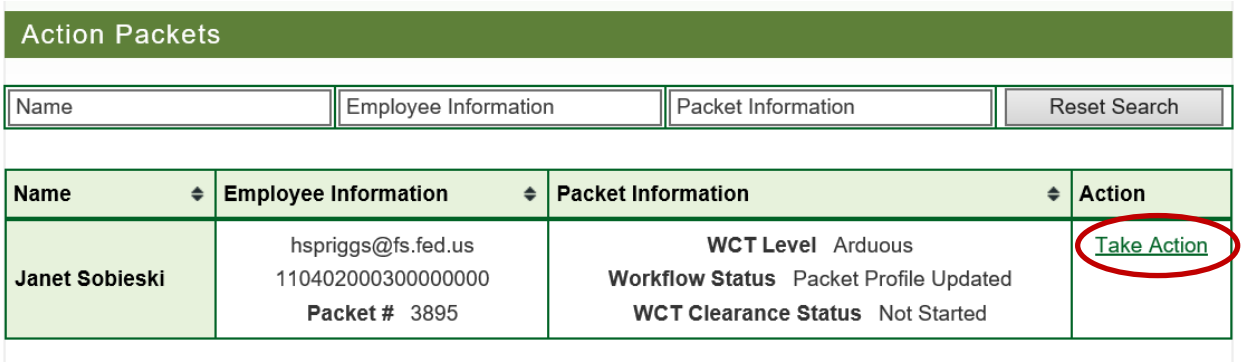
Note: After a Temporary or new employee has been granted ConnectHR (Dashboard) Access, Temporary or new employees will complete their eMedical process through ConnectHR if needed. They should then reference the eMedical "How-To" Guide for Employees for guidance on navigating eMedical if the process has not yet been completed.

1.3 View and and update your user profile.

Click "***My Packets***" on the left menu.

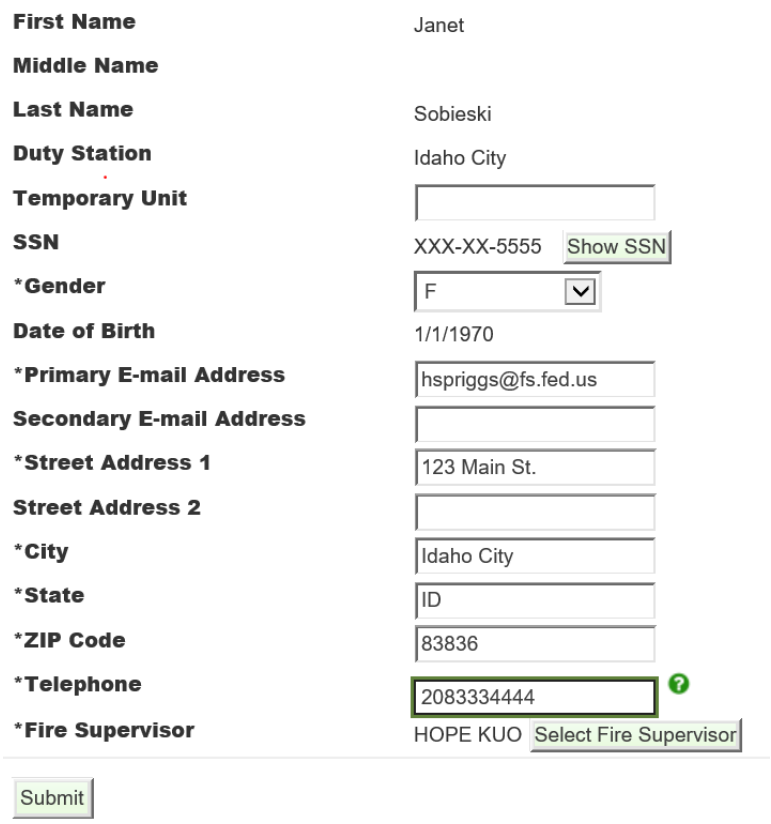


Next, click on "***Take Action***". You will be brought to your User Profile page.



1.4 How do I update my user profile?

- Users will be automatically required to view/update their user profile for each new packet.
- Profiles may also be updated anytime a user accesses their packet under the "***View Profile***" menu option on the left side of the screen.
    - Editable information includes adding a Temporary Unit (if detailed, for example), a Secondary Email Address, and your Fire Supervisor.
- If the Fire Supervisor field is populated, do not change it. If it is blank, select the "Fire Supervisor" button and enter your Fire Supervisor. This is usually your direct supervisor unless directed otherwise. Need to know who your Fire Supervisor should be? See Step 2.1. Then click "Submit".



You will now be routed to the HSQ form.

2. HSQ Form Completion Process Questions

2.1 How do I complete the HSQ?

HEALTH SCREENING QUESTIONNAIRE (HSQ)

Assess your health needs by marking all true statements.

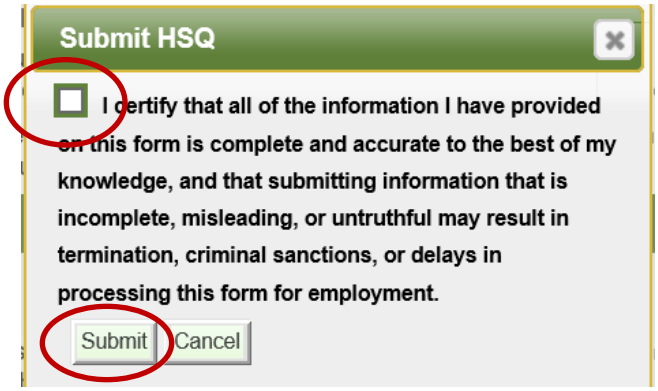
The purpose of the HSQ is to identify individuals who may be at risk while taking the Work Capacity Test (WCT) and recommend an exercise program and/or medical examination prior to taking the WCT.

Employees are required to answer the following questions which were designed to identify those individuals who may be at medical risk when taking a WCT. The HSQ is not a medical examination. Any medical concerns you have that may place you or your health at risk should be reviewed with your personal physician prior to participating in the WCT.

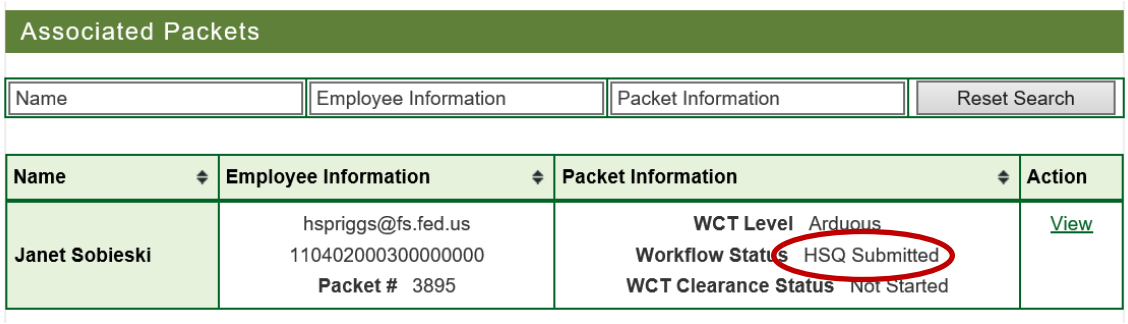
An asterisk appears before the name of any input that is mandatory.

- Complete the HSQ Form.
  - Check any box that applies to you in both Section A and B of the form.
- **If you have an existing waiver (only issued by the USFS MQP Medical Officer)**, check the last box in Section A that states "I have a waiver" and fill out the text box for what type of waiver you have (cardiac, musculoskeletal, etc). Also check the box for the condition your waiver is for. This will not affect your clearance status as long as there are no new conditions and the condition you have the waiver for has not changed.
  - Notify your HSQ Coordinator that you have a waiver, and follow their directions to provide the MQP office with any annual updates (if required) by your waiver. You may keep your waiver specifics confidential or you may show your HSQ Coordinator your waiver if you choose to do so. Your Coordinator may also check with the MQP office on waiver status and will be given non-specific, non-sensitive information on the type of update (if applicable) is needed for Medical Officer review.
- Click the **"Submit"** button.
  - *Note: the Save button does not submit your HSQ.*

- Click the checkbox in the pop-up window acknowledging the following statement: "I understand that if I need to be evaluated by a physician, it will be based on the fitness requirements of the position(s) for which I am qualified".



- Click the "**Submit"** button. You'll see a green banner stating your HSQ has been submitted.
- On the next screen, under "Associated Packets" in the "Packet Information" colum ensure the "Workflow Status" reads "HSQ Submitted".



DONE! (For now!) Log out of eMedical. Your HSQ Coordinator will review the submitted HSQ and you will receive any clearance information or requests for additional info by email from eMedical.

IMPORTANT: ALL WCT related updates will come from eMedical@gdcii.com. PLEASE READ ALL EMAILS from this address fully.

This is how you will be notified of WCT clearance status. Our agency physician or eMedical Admins may ask you for further info to complete your clearance and these requests come from this address – until you respond to these requests, your clearance will NOT proceed.

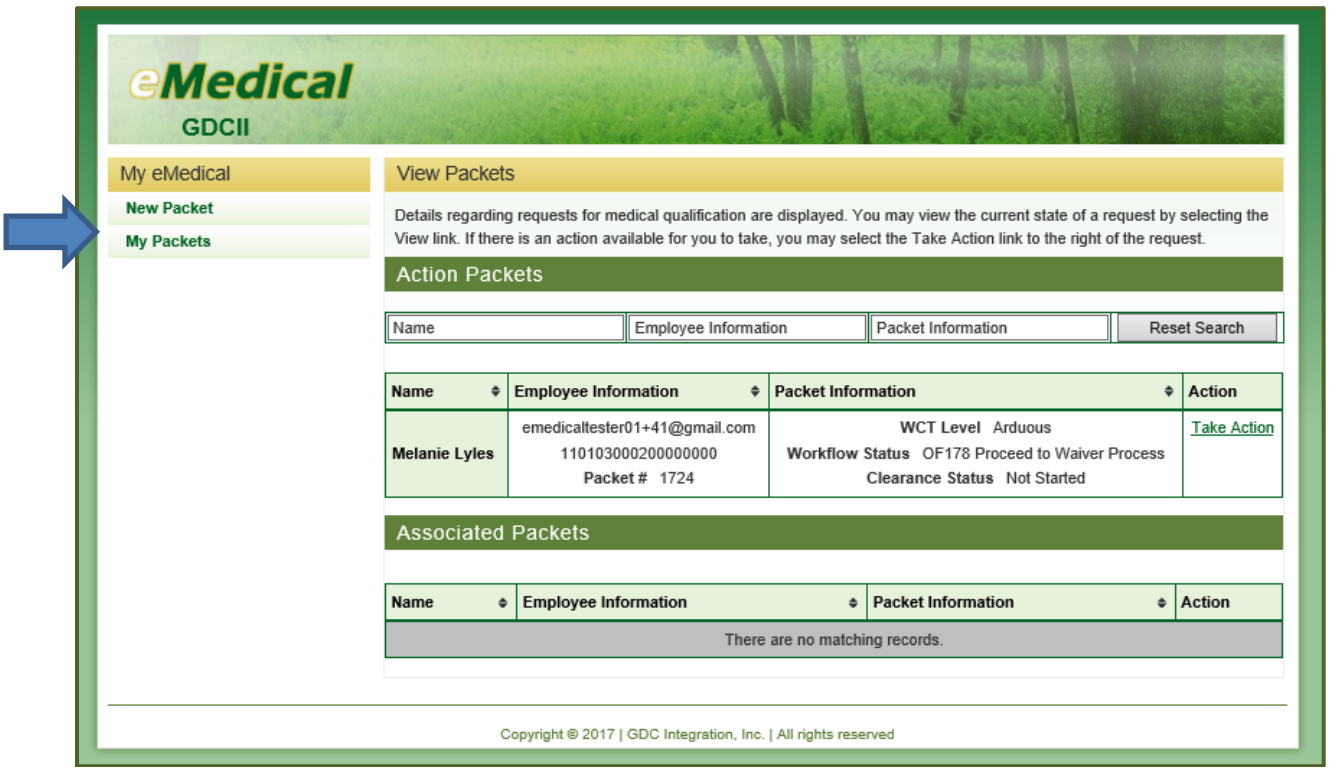
If cleared to take the WCT, you will be notified by email. No further action within eMedical will be required until the following year.

If an OF-178 exam is required, you will be notified by email with further information on how to proceed.

2.2 How do I view my packet, including submitted forms and reviewer comments?

Interim employees can view their packet by selecting "My Packets" in the navigation bar on the left side of the page. "My Packets" can only be accessed after an annual HSQ request has been submitted.

The packet will include a summary of personal information, medical clearance status, all completed medical clearance forms and any pending actions. To view more details of the packet, select "View" under "Action" on the "My Packets" page.



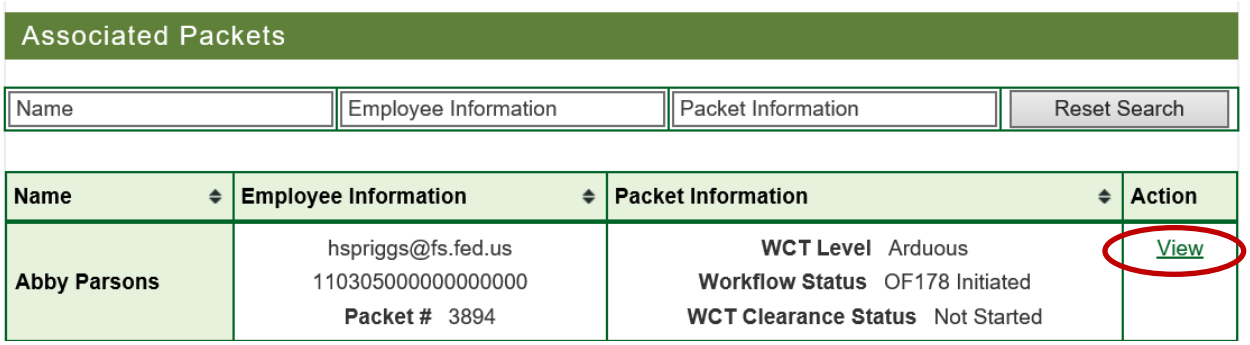
To review a submitted medical clearance form, interim employees can scroll to the "Forms" section of their packet and select "View" under the "Action" column. Interim employees can then view any reviewer comments or mitigations on their form.

2.3 How do I respond to a request for information?

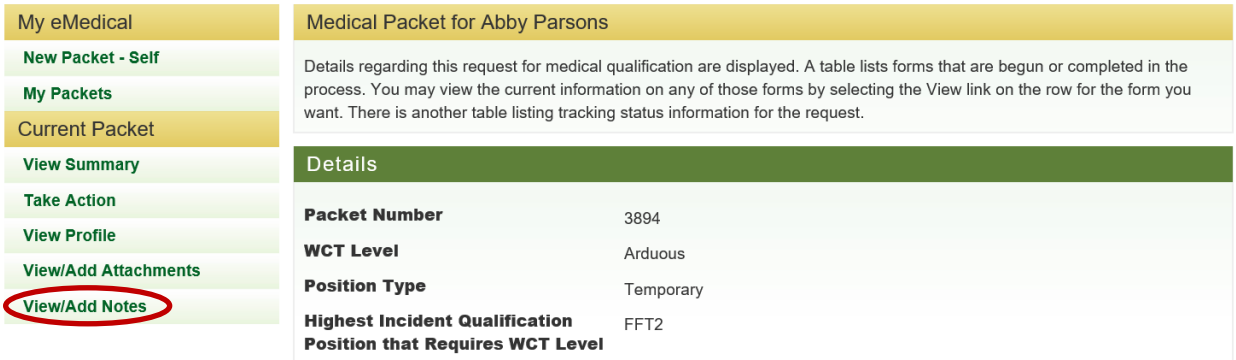
At any point in the process, the Reviewing Medical Officer or eMedical Admin may require additional information to determine your clearance status. If additional information has been requested, employees will be notified via an email from eMedical.

> This email serves as a request for you to submit additional information in eMedical before you may move forward in the medical clearance process.

- Log into eMedical: https://emedicalacc.gdcii.com
- Click on "***My Packets***" from the menu on the left side of your screen.
- Under Associated Packets, select "***View***" under Action on the right side.



- Under "Current Packet" on the left hand menu, select "***View/Add Notes***" on your packet to view the request.



- First click "***View***" to see the information request.
- Then click "***Respond***" under the "Existing Notes" section and "Action" column to provide comments and upload additional documentation, as needed. Once this is done, the person who requested the info will be notified that you have responded.

Existing Notes

Participant	Packet Status	Note	Date Created	Action
HOPE KUO		Please explain the muscl	9/6/2018 3:32:26 PM	View Respond

3. WCT Testing Process Questions

3.1 Once I am cleared to take the WCT, what is required?

Employees will be notified via email when receiving clearance to take the WCT.

- Print the following items and bring them with to the WCT to present to your WCT Administrator (or as directed by your HSQ Coordinator):
  - Copy of the WCT clearance email sent to you
- Signed Informed Consent Form found here: (Also listed in the clearance email). https://www.fs.fed.us/sites/default/files/media_wysiwyg/fs5100_30_informedconsent_1.pdf

3.2 How can I view my WCT results?

Note: Only WCT results of "Fail" or "Did Not Complete" are required to be entered. If you passed the WCT, you are authorized to perform in any Incident Qualification Position requiring the specified level of WCT or lower. Passing WCT results will only be recorded in IQCS. Any results can be viewed in eMedical on the packet summary page by navigating to "***View Summary***" inside of the current packet

If the WCT result is "Fail" or "Did Not Complete," the employee's Supervisor and/or Fire Supervisor will receive an email notification. The Supervisor will authorize any retests with your HSQ Coordinator who will record the retest authorization in eMedical. The employee will be notified that they need to agree that they wish to retest in eMedical.

3.3 How do I know if I am authorized to take a WCT re-test?

Employees will be notified via email if they have been authorized for a WCT re-test. Alternatively, employees can select "***My Packet***" to view the WCT status on their packet. If a re-test is not authorized, the packet will close and the employee will not receive an email notifying them of a WCT re-test.

3.4 How do I indicate if I want to participate in a WCT re-test?

If a WCT re-test is authorized, employees will receive an email notification and **they will need to confirm in eMedical if they plan to take another test**. The following steps should be followed to either confirm or decline a retest:

- Log in to eMedical.
- Click on "***My Packets***" on the left hand menu.
- Under the "Action Packets" section, click "***Take Action***" under the "Action" column.
- On the following page under "WCT Re-take Authorization":
    - If you wish to re-take the WCT, click "***Yes, I choose to re-test***" from the drop-down box. An email notification will be sent to your HSQ Coordinator, Supervisor and/or Fire Supervisor, and you will automatically be placed back on the list of employees who are ready to take the WCT. You must wait at least 48 hours after a non-passed WCT to attempt another WCT. Contact your WCT Administrator to sign up for another WCT.
    - If you do not wish to re-take the WCT, click "***No, I decline to re-test***" from the drop-down. The packet will be closed, and no further action will occur unless a new packet is initiated. If you are in a position where passing the WCT is a condition of hire, discuss these options with your supervisor prior to declining a retest.
- Click the **"Submit"** button.

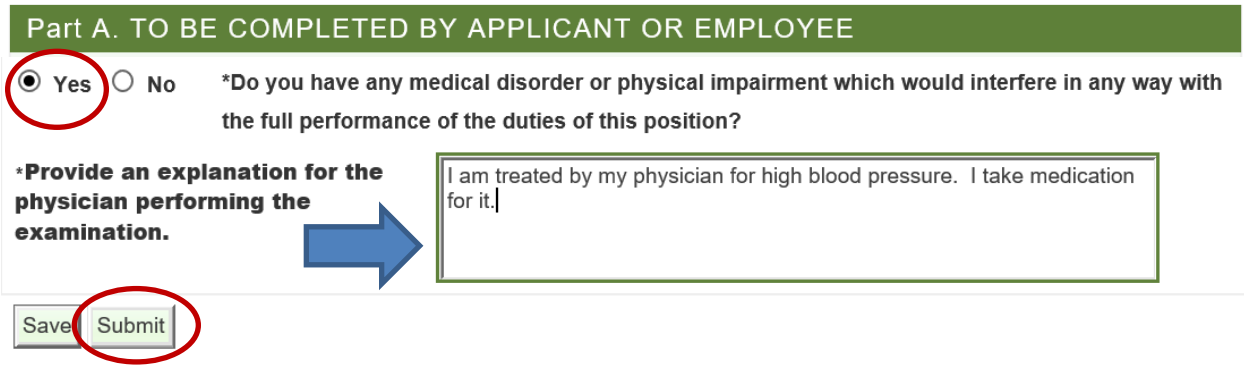
4. OF-178 Exam Form Completion Questions

4.1 I have been notified I need the OF-178 exam. How do I complete the OF-178 Part A?

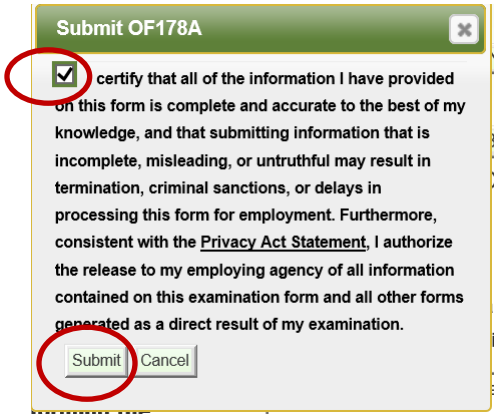
If an employee is required to complete a physical exam, they will receive an email notifying them to complete and submit the OF-178 Part A in eMedical.

> Your responses on the Health Screening Questionnaire (HSQ) submitted on 9/6/2018 indicate the need for a physical examination. To begin the process, you must first complete Part A of the OF-178 Medical Exam form in eMedical before a Arduous level Work Capacity Test (WCT) clearance can be determined.

- Log into eMedical. https://emedicalacc.gdcii.com
- Click on "**My Packets**" on the left menu.
- In the "Action Packets" section, click "***Take Action***" under the "Action" column for the current packet.
- Click either "***Yes***" or "***No***" on the following screen's radio button to report any medical or physical issues that may interfere in your ability to perform full duties of this position. This is where you can provide additional information to explain why any condition was checked on your HSQ form. **Checking "yes" here and providing information will not have any effect on your clearance** – it allows you to provide more information on any condition for you Revewing Medical Officer on the condition you checked the box for. **<u>This can speed up your clearance.</u>**
- Click the "***Submit***" button



- Click the checkbox in the pop-up window acknowledging that the information you have supplied is complete and accurate and that you authorize the realease of any eMedical information to your employing Agency Reviewing Medical Officer.



- Click the **"Submit"** button to submit the form.

4.2 How does my physician/medical provider complete my OF-178 exam form?

After submitting the OF-178 Part A, you will receive an email notifying you to schedule a medical exam with your physician. Contact your HSQ Coordinator for assistance to ensure payment is made and that you have all necessary documents to give to your physician/medical provider.

Print this email and bring with you to your exam.

The email will include an access code your physician will use to access eMedical and complete your OF-178 form within the system. DO Not claim this yourself! ☺ EXAMPLE below:

You will now need to schedule an OF-178 physical exam. Please contact your HSQ Coordinator to discuss how to arrange this exam and to obtain the necessary paperwork to bring with you. OF-178 exams should be billed to the Forest, not the employee.

*****FOR MEDICAL PROVIDER USE ONLY*****

eMedical EXAM ACCESS INSTRUCTIONS:

1. To access this employee's exam, navigate to this web address:

   https://emedicalacct.gdcii.com/provider

   eMed Link for medical providers ONLY.

2. If you have not established a USFS eMedical User Profile, click on the link **"Establish Username and Password"** below the main login fields, and follow the prompts to establish your profile. Then Click **"Submit"**.
3. If you have already established a Username and Password, log in on this screen.
4. Ensure that your eMedical profile includes the examining medical provider's information, as this is what is used to generate the provider's electronic signature.
5. Once logged in, click on the **"Redeem Invitation"** link on the left side of your screen.
6. **Enter the employee's Unique Physician Access Code**. This code is one-time use only.
   23D2D48738E6FD79CE3182CA9

   Code provider uses to access your exam.

Note: Interim employees must print this email with the physican access code and a copy of all "Physician Documents" stored on the eMedical website. Bring the letter and documents to the medical exam.

ASK FIRST! You may use a provider of your choice, but they MUST agree to use eMedical and it's online exam submission process PRIOR to you having an OF-178 exam completed.

If you need assistance in scheduling an exam, please contact your HSQ Coordinator.
MD/DO/NPs and PAs may conduct exams. Chiropractors may not.

Physicians and medical providers can contact the MQP Assistant at mqp_emedical@fs.fed.us with any additional questions.

5. Waiver Process Questions

5.1 I have an existing waiver issued to be previously by the USFS Medical Officer. How do I view it? What do I need to do each year?

There are two types of routine waivers granted by the USFS Reviewing Medical Officer (RMO):

1. **A waiver with no annual mitigations (information/update) required annually.** As long as the condition you have the waiver for does not change AND you have no new conditions, you will not need another exam or to take any additional action each year.

2. **A waiver with annual mitigations required**. Your waiver will specify that you need to provide an annual info update to the RMO from your treating medical provider, and also what information must be provided. This is specific to each employee. This update can be faxed to the MQP office at:
866-338-6630. Once this info is received, the RMO will review and they will provide you with further WCT clearance info. If additional info is required, you will be notified by the "eMedical" email account.

   You will be notified by email when you recieive your first waiver and that you are cleared by routine waiver to the WCT.

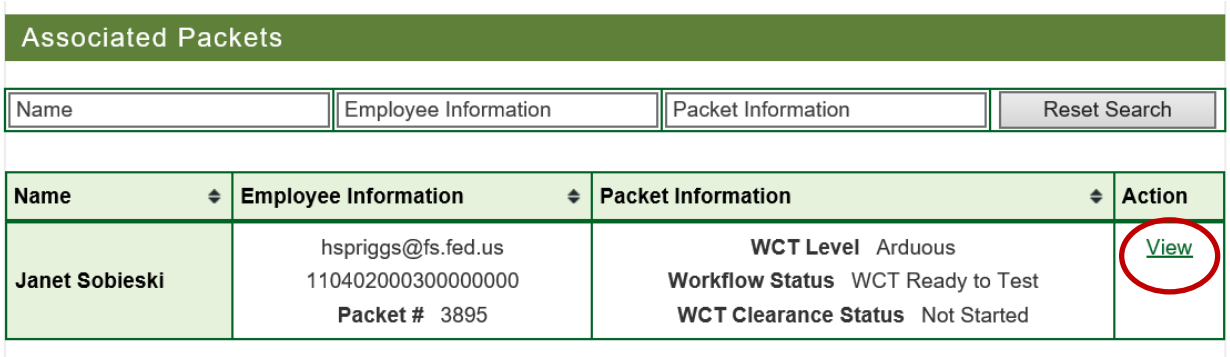
   IMPORTANT: Make sure to view your waiver info and either print the screen or copy/paste the waiver directions, ESPECIALLY if you must provide information to the RMO each year. You'll refer to this info annually.

To view your waiver details:

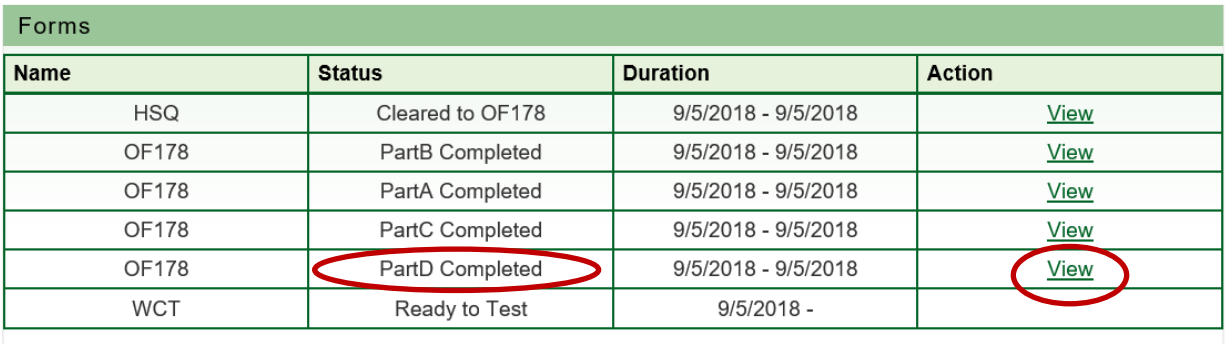
1. Log into eMedical.

2. Click on "***My Packets***".

3. Under "Associated Packets", cick on "***View***"



4. Click on "***View***" to the right of "Part D Completed"

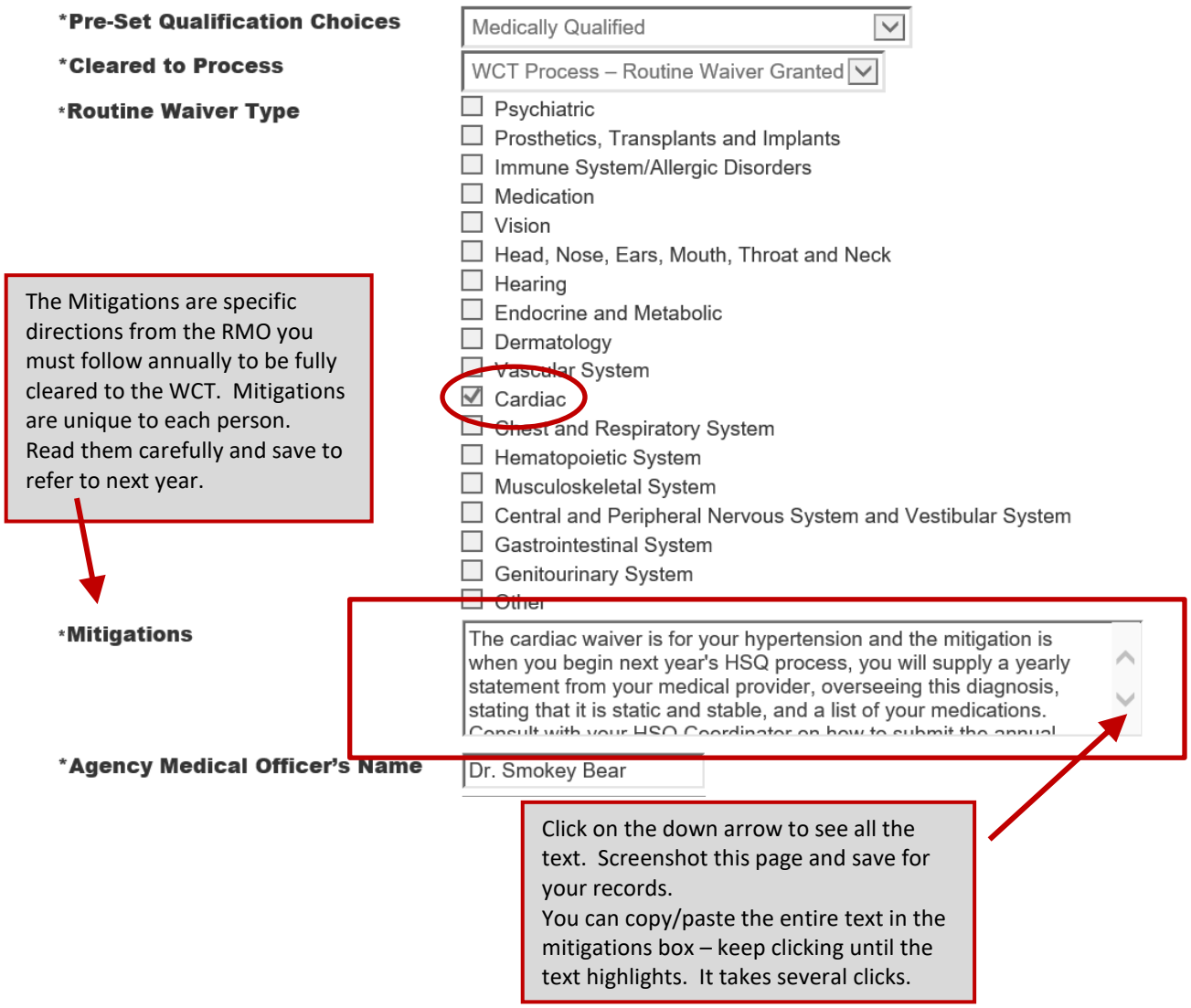


Forms

Name	Status	Duration	Action
HSQ	Cleared to OF178	9/5/2018 - 9/5/2018	View
OF178	PartB Completed	9/5/2018 - 9/5/2018	View
OF178	PartA Completed	9/5/2018 - 9/5/2018	View
OF178	PartC Completed	9/5/2018 - 9/5/2018	View
OF178	PartD Completed	9/5/2018 - 9/5/2018	View
WCT	Ready to Test	9/5/2018 -	

Continued on next page…

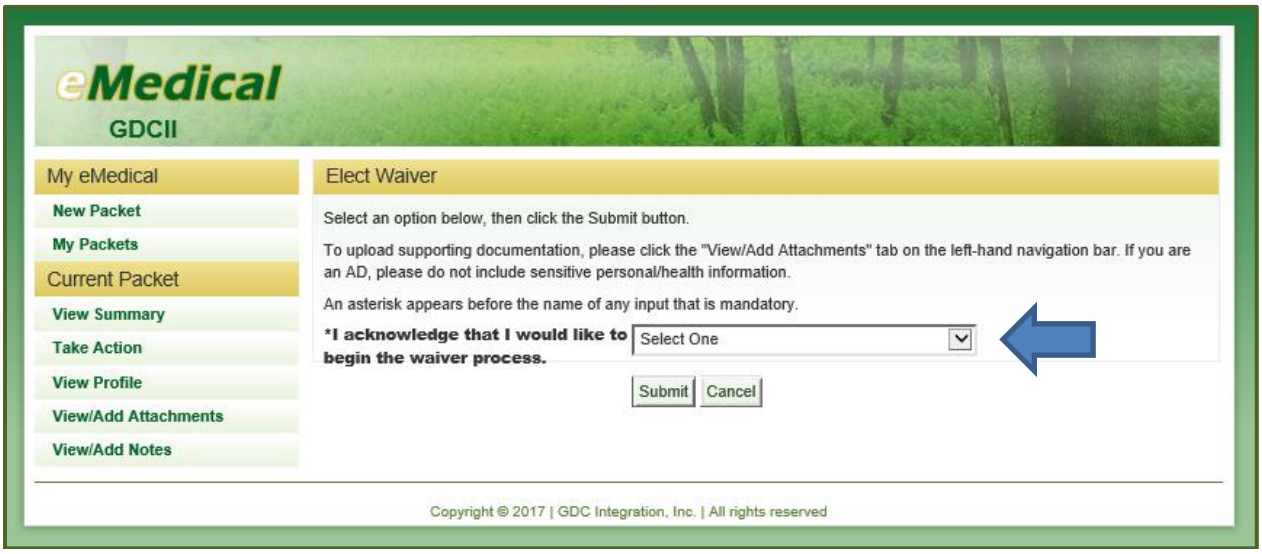
5. Copy and/or print this page for your permanent records. In this case, this employee's waiver requires that they provide an annual letter from their medical provider to the MQP office.



5.2 I was not medically cleared throught the routine waiver process. How do I initiate a waiver request?

Once your OF-178 has been submitted by your medical provider it will be reviewed by the USFS Reviewing Medical Officer (RMO). <u>You may be notified by email to submit a waiver request if the RMO needs additional information</u>; follow the steps listed below for initiating a waiver request if applicable. (Most waivers are routine and do not need to be requested).

- Log in to eMedical via the hyperlink in the email received.
- Navigate to and select the "***My Packets***" link from the menu on the left side of your screen.
- In the "Action Packets" section, click "***Take Action***" under the "Action" column for the current packet.
- On the Elect Waiver page, select "***Yes***" from the drop-down menu, indicating you would like to begin the waiver process.



You will have the ability to add any necessary comments or attachments.

- Click either "View/Add Attachments" or "View/Add Notes" (depending on the desired action) on the left menu and follow the on-screen instructions.

The waiver request will be routed directly to the RMO for review. You will be notified of your waiver status via email.