



eMedical Medical Provider “How-to” Guide

**Forest Service
Fire & Aviation Management**

eMedical

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eMedical Medical Provider “How-to” Guide

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1. General Questions

1.1 How does eMedical affect my role in the medical clearance process?

The medical clearance process itself has remained the same: to participate in a WCT, employees must first receive clearance from a licensed physician or other qualified medical provider. What has changed is the method in which physicians can now record their evaluations. Physicians will be able to access the eMedical system online to electronically review patient information, as well as complete and submit the Certificate of Medical Examination (i.e., OF-178). Physicians will also be able to save incomplete OF-178s and access any pending forms on a centralized dashboard.

1.2 What type of medical providers can complete the OF-178 exam for USFS employees:

The medical provider must be a licensed MD, DO, NP/APN or PA. Chiropractors may not complete this exam.

1.3 What types of tests will be covered during the OF-178 exam?

ADDITIONAL ANCILLARY TESTS beyond what is on the OF-178 form are not approved and will not be covered by the Forest Service.

1.4 Where can I find physician guides and documents for more information on the exam and WCT?

Look at the bottom of the page under “Physician Documents”
<https://www.fs.fed.us/fire/safety/wct/MQP.index.html>

1.5 Security concerns and employee information release

The personal profile information requested of medical providers is to record that the examining provider is an MD, DO, NP/APN or PA. The DoB field is required to ensure those providers in our system who have similar names have entirely separate profiles.

When an employee completes their eMedical Health Screening Form, they must agree to a release of their medical information to their medical provider. This is the text of their release statement. Every employee referred to an exam through eMedical has agreed to this statement.

I, _____, 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



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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.

1.6 Who can I contact with any system questions?

Physicians and medical providers can contact the Medical Qualifications Program (MQP) contacts listed here:

Dr. Jennifer Symonds – USFS Medical Medical Officer and MQP Manager
208-387-5978 jsymonds@fs.fed.us

Hope Spriggs - MQP and eMedical Administrator
208-501-4168 hspriggs@fs.fed.us

General eMedical Questions:
mqp_emedical@fs.fed.us

2. General eMedical Questions for Medical Providers

2.1 How do I access eMedical?

To access eMedical, a US Forest Service (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 URL and a one-time access code (25 characters) for entry.

The code will look like this:

<https://eMedicalacc.gdcii.com/Invitation/Index/EXAMPLECODEONLY>

- **Please ONLY access eMedical the first time with the access link + code.**
- Enter the entire link + code, validate the employee’s DOB and then follow the prompts to establish a username/password. If a username/password is created before entering the link, it will not allow you to login.
- If you have accidentally already established a username and password before entering the link and Physician Access Code, enter the link and code in a new internet address box (example shown above), verify the employee’s DOB, and log in using your existing username/password.



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- Once you are logged in, you may redeem additional employee access codes without logging out, but **MUST** use the link (above) + code before **your FIRST eMedical login** if working on a new employee exam.

By navigating to the indicated URL + code, physicians will be routed to the “**Physician Invitation Redemption**” page to verify the patient’s date of birth. The Invitation Code will automatically populate.

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Login
You must be logged in before any actions are available to you.

Physician Invitation Redemption
To provide the results of your medical examination please enter the 25-character invitation code and the birthdate of the person you examined. Click the submit button when you have entered the information.

*Invitation Code: BBC7A4D4F85C0F9F01D45F878

*Patient's Date of Birth: Month: ▼ Day: ▼ Year: ▼

Submit

After clicking “**Submit**,” physicians will be prompted to create or, if a returning user, to enter their eMedical user name and password. If a returning user, physicians can enter their user name and password and click “Log In” to access the eMedical system.

If a new user, physicians can click “**Establish User Name and Password**” to create a Username and Password and populate their profile information.

Please make sure that the profile information entered is for the examining medical provider.

- After successfully establishing their profile, physicians may log in using the link below and use the “Redeem Invitation” link to enter future Physician Access codes for employee exams.
- If a physician has already used the link + code to claim an employee exam, they may save that exam and return to it later in “My Packets” until it is submitted.

This link will allow a physician to log in to eMedical and work on existing exams where the Physician Access Code has already been used and redeem future employee access codes:

<https://emedicalacc.gdcii.com>



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A screenshot of the eMedical GDCI Auth Login page. The page has a green header with the eMedical GDCI logo. Below the header, there are two main sections: 'Login Help' on the left and 'Auth Login' on the right. The 'Auth Login' section contains a 'User Name/Password Login' form with fields for 'User Name' and 'Password', a 'Log In' button, and links for 'Need assistance with credentials?' and 'Need to create credentials?'. The 'Need to create credentials?' link is circled in red.

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](#)

2.2 How do I access a patient's OF-178 exam form?

After logging in to the eMedical system (see section 2.1), physicians will be able to view all their pending OF-178 exams by clicking on **“My Packets.”** They will then see the “Physician Worklist” of all patients’ exams (or “packets”) that they have “claimed” with the access code the USFS employee has provided to them.

A screenshot of the eMedical GDCII My Packets 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 'Welcome to eMedical' on the right. The 'My eMedical' section contains links for 'My Packets' (circled in red) and 'Redeem Invitation'. The 'Welcome to eMedical' section contains a welcome message and a link to the help manual.

eMedical GDCII

My eMedical

[My Packets](#)

[Redeem Invitation](#)

Welcome to eMedical

Welcome, To use eMedical, select a task from the Left Navigation bar. For any questions or concerns refer to the help manual by clicking on the Help Link in the top right of screen.

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After a physician or individual user's first successful access using a Physician Access Code and their profile has been established, they can log in using this link, and then clicking the “Redeem Invitation” link to enter further employee Physician Access codes.

<https://emedicalacc.gdcii.com>



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3. OF-178 Exam Form Completion Questions

3.1 How do I view and document information on my patient's OF-178 exam form?

Physicians will have access to all their incomplete OF-178s on the “Physician Worklist.” Physicians can select a patient from their worklist by clicking “**Take Action**” and will be able to view the form's completed Parts A and B, including the functional and environmental requirements associated with the employee's position. From this screen, physicians will also be prompted to complete the OF-178 Part C, documenting the patient's medical exam.

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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 11030500000000000000 Packet # 1738	WCT Level Arduous Workflow Status OF178 PartA Completed Clearance Status Not Started	Take Action

Complete the form in it's entirety. If a required field is not populated, you will receive an error message once submitted, with a note on which field needs to be completed. The first section of the exam is shown.



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CERTIFICATE OF MEDICAL EXAMINATION OF 178 Part C

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

Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN

Height: *Feet - feet *Inches - inches

Weight: *Pounds - pounds

Eyes

Employee uses corrective lenses ☐

Distant vision (Snellen) without corrective lenses: *right 20 / *left 20 /

Distant vision (Snellen) using corrective lenses: right 20 / left 20 /

Depth perception:

Type of test:

Seconds of Arc:

Number Correct: of tested.

Interpretation:

Peripheral vision

Right Nasal degrees Temporal degrees

Left Nasal degrees Temporal degrees

3.2 How do I save and return to an incomplete OF-178?

If physicians need multiple sessions to complete the OF-178 Part C, they can save their progress by clicking the **“Save”** button on the bottom left corner of the form. At any time, physicians can then re-enter eMedical using the provided URL and their established login credentials to view and/or edit all pending OF-178s linked to their **“My Packets”** worklist. Please note that the initial access code is good for ONE use. After that, the medical provider will log in with their established username/password and access exams under **“My Packets”**.

3.3 How do I submit the OF-178 Part C?

Upon completion of all required OF-178 fields, physicians will click **“Save and Continue”**. On the next page, if you wish to review the form before submission, click on the **“preview the OF-178”** link to download the file as a PDF.

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. (See step 3.4) The system will automatically record a digital signature and timestamp, and the physician will be prompted to check the box to confirm consent, and the form will be routed to the appropriate FS medical officer for review.



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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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My eMedical **OF178 Part C Submission**

My Packets

Redeem Invitation

Once submitted, you will have the opportunity to print a finalized OF178 for your records.

You may [preview the OF178](#) before submitting. This preview is not official and not suitable for your records. Download the finalized OF178 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

3.4 How can I print/save a completed OF-78 form for my records?

After navigating to the last page of an applicant’s OF-178 Part C, physicians will receive an in-system alert notifying that this is the last opportunity to view and print the OF-178 and that physicians will not be able to access the form after submission. To print the OF-178, click “**Print OF-178**”. When completed, click “**Continue**”.



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A screenshot of the eMedical GDCII web application. The interface has a green header with the 'eMedical GDCII' logo. Below the header is a navigation menu with 'My eMedical', 'My Packets', and 'Redeem Invitation'. The main content area is titled 'Print Forms' 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 OF178" button to save a PDF copy of the OF178 form for printing and your records. Click "Continue" to return to the "My Packets" page.' At the bottom of this section are two buttons: 'Print OF178' and 'Continue', which are circled in red.

When complete, log out of eMedical.

3.5 Can I access an applicant's OF-178 after I have submitted it?

No. To limit exposure of Personally Identifiable Information (PII) and Personal Health Information (PHI), physicians cannot access any part of the OF-178 after the form has been submitted. However, physicians can access and update pending OF-178s as many times as needed until submission (see section 3.2). If physicians need to update information in the OF-178 Part C after submission, please contact the MQP office at mqp_emedical@fs.fed.us