



File Code: 6100
Route To:

Date: August 30, 2017

Subject: eMedical System Deployment for September 11, 2017

To: Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Directors

Forest Service Fire and Aviation Management in collaboration with Human Resources Management, is pleased to announce the implementation of eMedical, a new web-based medical clearance system for incident qualified employees on September 11, 2017.

eMedical is designed to electronically streamline the medical screening clearance and waiver process for all employees who are required to take a fitness test to perform wildland fire, prescribed fire or emergency incident related duties. eMedical provides an efficient and secure method for electronically documenting and tracking Health Screening Questionnaires, Optional Form-178s, medical waivers and Work Capacity Test results. This new system and improved process to electronically manage fitness test medical screening requirements and medical documentation is critical in the Forest Service's ability to quickly and effectively medically clear resources to support fire management and incident related efforts. Overall, eMedical enhances the medical clearance process and allows for the Agency to gain in operational efficiencies by reducing paper records and streamlining business processes.

After the eMedical system "Go-Live" on September 11, 2017, the process of submitting and tracking electronic medical clearance forms will provide additional benefits to the user. All medical clearance forms previously submitted manually by both Forest Service and Administratively Determined employees are required to be submitted electronically through the eMedical system. After employees have submitted their medical clearance forms to eMedical they will receive automatic email notifications to expedite the medical clearance process. Users and supervisors will also have the ability to track the current medical clearance progress for themselves and/or their employees. Management will approve the use of agency equipment and normal duty time will be granted for employee completion of eMedical tasks.

Use of paper forms is a last resort if the employee or medical provider is unable to access the electronic system.



If you have any questions regarding the eMedical system, please contact Dr. Jennifer Symonds by email at mqp_emedical@fs.fed.us.

All medical information, including the HSQ and OF-178, falls under federal law Health Information Portability and Accountability Act (HIPAA) as well as Title 5 Code of Federal Regulations, Part 297, Privacy Procedures for Personnel Records. Any role within eMedical that has access to this information is responsible to safeguard it against dispersal amongst those who do not have a need to know. If an issue occurs, supervisors of record will be notified and it will be investigated appropriately by management. Supervisors need to be aware of HIPAA regulations.

To learn about HIPAA law see: <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

To view the full National Federation of Federal Employees (NFFE) eMedical Memorandum of Understanding (MOU) please visit: http://fsweb.asc.fs.fed.us/HRM/labor_relations/MOUs_NFFE/National_MOUs/MOU_eMedical.pdf

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