



USFS eMedical Waiver Guidance for Employees/ADs

What is a waiver?

- If you’ve had an OF-178 exam **and/or** received a special clearance with instructions from the USFS Medical Officers before taking the WCT you *may* have a waiver.
- Many waivers require the employee to provide specific information from their own medical provider each year before they are cleared to the WCT.
- Waivers may **ONLY** be issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers. Not complying with waiver requirements may be subject to adverse actions.

Where do I find my waivers?

Your waiver is located in your eMedical packet history from the year it was issued. It was also sent via email that year.

NOTE: **If your waiver was issued prior to 9/2017**, it only came to you by email and will *not* be found in your packets.

How to view your existing waiver in eMedical:

1. Log into eMedical.

Employees with ConnectHR access - Log in with Dashboard

<https://usdafs.connecthr.com/>

Temp/1039 Employees and ADs – Log in through the public eMedical site:

<https://emedicalacc.gdcii.com/user>

2. **If you received your waiver in 2021 or later:**

- a. Log in to eMedical and go to **My Packets**.
- b. The packet containing the waiver is highlighted. Click the link to view the waiver information.

Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7348	WCT Level Arduous Workflow Status Packet Closed Mitigation Granted View Mitigations WCT Clearance Status Cancelled	View
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7339	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	View

3. **If you received your waiver before 2021:**

- a. Go to **My Packets** and **View** the packet with the original waiver (you may need to view multiple older packets to find the one with the waiver). It will have a completed **PART C** and **PART D**.
- b. On the Summary page of the packet, to the right of **Part D Completed**, click **“View”** or **“Print”**. Part D contains the waiver information.

Forms			
Name	Status	Duration	Action
Packet	Informed Consent	2/3/2020 - 2/3/2020	View Print
HSQ	Cleared to OF178	2/3/2020 - 2/3/2020	View Print
OF178	PartB Completed	2/3/2020 - 2/3/2020	View Print
OF178	PartA Completed	2/3/2020 - 2/3/2020	View
OF178	PartC Completed	2/3/2020 - 2/3/2020	View
Info	Additional Info Request Completed	2/3/2020 - 2/3/2020	
Info	Additional Info Completed	2/3/2020 - 2/3/2020	View
OF178	PartD Completed	2/3/2020 - 2/3/2020	View Print
WCT	Ready to Test	2/3/2020 -	

4. After choosing View or Print Part D, read and PRINT the *“Mitigations”*. This section describes in detail what information needs to be included in an annual medical provider statement (if required - not all waivers require an annual statement).

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.

5. **Employees should SAVE this information to refer to each year.** Most employees can obtain this statement from their medical provider during annual appointments prior to the WCT season.
6. If your waiver requires a statement from your medical provider, consider using one of the templates located on the eMedical website. These forms allow you to fill in the required information for your medical provider to then review and sign. These templates can be found under “Physician Forms” at: <https://www.fs.usda.gov/managing-land/fire/safety/emedical>

If you cannot locate your previous waiver:

Email the eMedical Help Desk for assistance: SM.FS.mqp_emedical@usda.gov

Annual WCT clearance process if you have a waiver:

After the waiver is issued, each year when completing HSQ or Self-Certification**, employees should:

1. Check the “**I have a waiver**” box on the questionnaire.
2. If you have any new conditions or your existing condition(s) have worsened, check those boxes and notify your HSQ Coordinator.
3. If your waiver **does not** require an annual physician statement, tell your HSQ Coordinator.
4. If your waiver **DOES** require an annual physician statement, inform your HSQ Coordinator and FAX or email the update to the USFS MQP office.

The **ANNUAL STATEMENT** must address the items required in your Mitigations. Print these and give them to your medical provider so they can address them directly.

Your **Medical Provider is NOT being asked to provide clearance to the WCT.** They are only to address the items required in your Mitigations.

5. Clearance for all waivers to the WCT will be completed by a USFS Medical Officer and will come by email.

***Does not apply to the Arduous Medical Exam Questionnaire.*

References:

eMedical Help Desk: SM.FS.mqp_emedical@usda.gov

USFS MQP Office Secure eFax: 866-338-6630

FAXING A WAIVER UPDATE? USE A COVER SHEET:

https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf