



# **eMedical AMP User Guide for Health Screening Questionnaire Coordinators (HSQC)**

**Forest Service  
Fire and Aviation Management**

**eMedical**

Last Updated: July 2023





# eMedical HSQ Coordinator “How-to” Guide

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## [1. eMedical Navigation and Functionality Questions](#)

### **1.1 How to Designate an HSQ Coordinator (HSQC):**

Forest-level FMO’s, FAFMO’s, Training Officers, or equivalent submits a request for a new HSQC to eMedical staff. Please include the nominated HSQC’s Full Name, Forest/Unit they’ll be a coordinator for and email address. Identify a local eMedical mentor (if available) who will show the new Coordinator the process. If the new HSQC is replacing someone, include the name of the person who will no longer need their permissions.

Emails should be directed to: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

An eMedical Administrator will approve the request and an email will be sent to the employee to complete the HSQC Confidentiality Agreement (CA) Form and the System Access Request (SAR) form. Once the forms are submitted, HSQC permissions will be granted to the employee within 3-5 business days.



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## 1.2 Complete HSQC Confidentiality Agreement (CA) and System Access Request (SAR) forms:

Nominated HSQCs will receive an email prompting them to complete their Confidentiality Agreement and SAR forms. These forms will require annual renewals in order to maintain permissions. Notifications reminding HSQCs of renewals will be sent out at least 30 days prior to expiration of permissions.

Fill out the forms, with supervisor’s signature, and return to: [SM.FS.emedical@usda.gov](mailto:SM.FS.emedical@usda.gov)

\*Note This email address is *NOT* the Help Desk\*

**HSQ Coordinators work with sensitive employee information. When you Accept the Confidentiality Agreement, you have agreed not to share sensitive employee or medical information with ANYONE except the individual employee, USFS Medical Officers and eMedical staff. If this agreement is violated, disciplinary measures may be taken.**

An email will be sent to the new HSQC when their permissions have been approved in eMedical and they are cleared to perform HSQC duties.

## 1.3 How do I access eMedical?

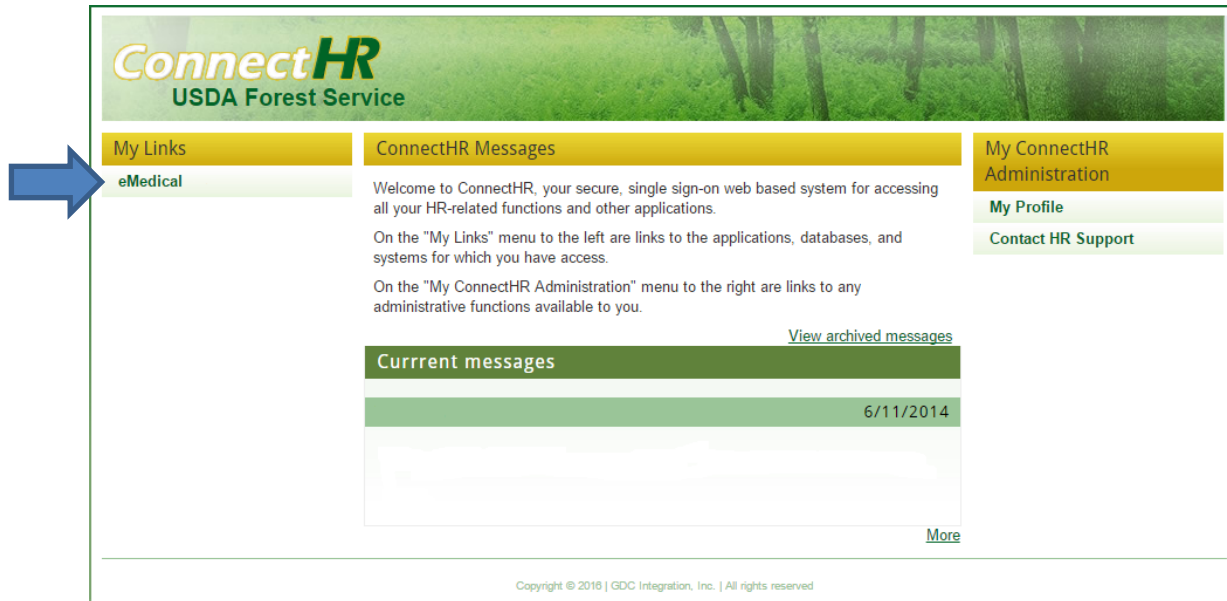
Coordinators HSQCs can access eMedical by logging into ConnectHR (Dashboard) using their eAuth access and selecting the eMedical link under My Links.

Direct ConnectHR (Dashboard) link: <https://usdafs.connecthr.com/>

**LincPass Note:** To access any HSQC or WCT Administrator permissions you will be required to log in to eMedical with your LincPass. If you log on with a username/password, you will have the Employee permissions only. Log in again with your LincPass and all elevated permissions will again be available.



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## 1.4 What can I access in eMedical?

HSQCs are granted permissions to guide Employee and AD eMedical “packets” through the entire medical clearance process. In eMedical, HSQ Coordinators will issue and/or review HSQs Arduous Medical Exam questionnaires, OF178 exam forms, Self-Certification questionnaires, and record non-passing Work Capacity Tests (WCT) results. HSQCs can also view lists of employees cleared to take the WCT and run reports. The following guide outlines all functions the HSQC will use.

## 2. Arduous Medical Exam (AME) VS. Self-Certification VS. HSQ

### 2.1 What is the difference between the AMP and the HSQ?

- The Arduous Medical Process is for those taking the *arduous* WCT.
- The HSQ is for those employees taking the *moderate* and *light* WCTs.

### 2.2 What is the difference between the AMP Exam (AME) and Self-Certification?

- eMedical AMP runs on a 3-year cycle for employees.
- Year one is the **AME**: a thorough health screening questionnaire followed by a physical exam with a medical provider. The exam results are reviewed by a USFS Reviewing



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Medical Officer (RMO) before the employee may be granted medical clearance to take the WCT.

- Years 2 and 3 is a **self-certification process** which requires a shorter health screening questionnaire and a blood pressure check by an EMT or other qualified individual. The results are reviewed by HSQC’s and, based on the answers, may be routed to the RMO or cleared to the WCT.

### 2.3 How do I know which process to send employees to?

- The HSQ Coordinator determines which process to direct employees to when they initiate their packet. When the employee logs in to complete eMedical, **they are automatically routed to the appropriate process** based on what the HSQC determined.
- When initiating packets for employees, If they are taking an arduous WCT, choose the button next to “Arduous Medical Process”. If they are taking a moderate or light WCT, choose the “Heath Screening Questionnaire” button and reference the instructions below for additional information.

Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

Medical Clearance Process	
<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<div style="border: 1px solid black; padding: 2px;">           Arduous Medical Exam <span style="float: right;">v</span>            Select a value  <b>Arduous Medical Exam</b>            Self-Certification Year 1            Self-Certification Year 2         </div>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit</div>	



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- After choosing “Arduous Medical Process” you are asked to choose the “Medical Review Type” Your choices will be:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

NOTE: determine which process to direct them to based on what process they followed over the previous 2 years. Review “Last Recorded Process” to obtain that information.

Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER
Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022
Medical Clearance Process	



- If employee was last cleared through the AME, choose Self-Certification 1
- If employee was last cleared through Self-Certification 1, choose Self-Cert 2
- If employee was last cleared through Self-Cert 2, Choose AME

## 2.4 What if an employee misses a year?

If an employee has had a gap in service of more than one year, for any reason (illness, injury, return from a different agency, time off, etc), you must start them over with year 1, the Arduous Medical Exam. If the gap in service is less than one year they will remain on their existing schedule.



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## 3. Initiating the AMP/Medical Clearance process

### 3.1 How do Employees/AD’s begin the AMP Medical Clearance Process?

HSQ Coordinators can start the process for employees (reference section 3.3) or approve an employee’s initiation request (reference sections 3.5 and 3.6). Coordinators must begin the process for all ADs and any employee without access to ConnectHR. (reference section 3.4).

There are two types of employee access to eMedical:

- **Permanent Employee:** Full time or permanent seasonal employees (fire or non-fire) who have access to ConnectHR with their LincPass or **eAuth password**. They can also access eMedical through an external site if they do not have access to ConnectHR.
- **1039/Temp/AD Employee:** Administratively Determined employees, as well as 1039/Temp employees will **always** access eMedical through an external site.

Employee (internal) site: <https://usdafs.connecthr.com>

1039/Temp and AD (external) site: <https://emedicalacc.gdcii.com/user>

Before an employee/AD can submit their HSQ form in eMedical, an HSQ Coordinator must first confirm their WCT level (i.e., light, moderate or arduous) and employee position type. The position types are as follows:

- **Permanent Fire** – Primary and secondary fire permanent full time (PFT) or permanent seasonal employee (PSE)
- **Permanent Non-Fire** – PFT or PSE non-fire employee performing fire duties
- **1039/Temporary** – fire and other resource area temporary employees
- **AD** – Administratively Determined. Considered employees when actually in pay status.

### 3.2 When can employees begin the eMedical process?

**Please begin the process as soon as possible!**

From start to finish, any number of factors can cause delays. It is important to give employees plenty of time to go through the eMedical.

Permanent Employees in pay status can access eMedical anytime through ConnectHR.

Permanent Employees without access to ConnectHR or who are not yet in pay status can still access eMedical through our external site once their 52 is cut.





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New employees, Interim employees, and 1039/Temporary Employees can begin the eMedical process as soon as their Tentative Selection Notice (TSN) is issued.

### 3.3 How do I determine which employee/AD packets I have access to?

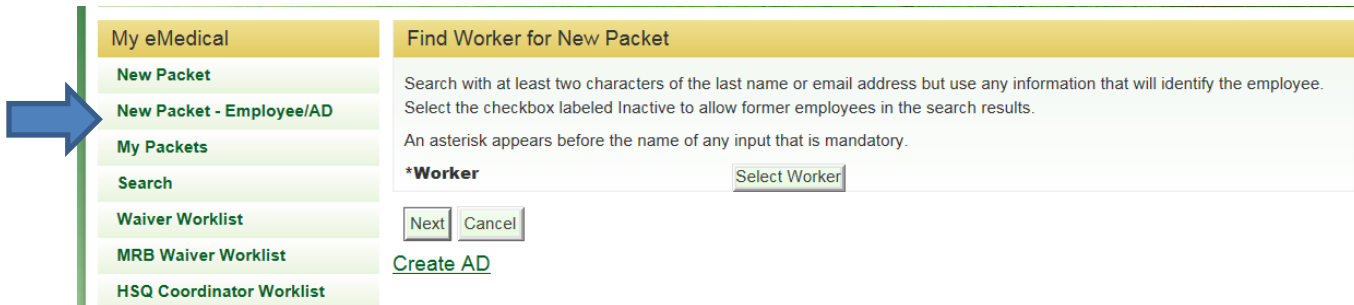
No employees are automatically assigned to any HSQ Coordinator. They are added either when initiating the eMedical process for an employee (required for 1039/Temp and ADs) or claiming a packet that was initiated by the employee themselves from the HSQ Coordinator Worklist. The HSQC can then view their employees by clicking “My Packets” on the left menu.

### 3.4 How do I initiate the medical clearance process for an employee and add an employee/AD to my worklist?

Note: This process requires one less employee action in eMedical than if the Permanent employee initiates the AMP themselves.

To initiate the AMP/medical clearance process for an employee (Permanent, 1039/Temp or AD):

- Select “New Packet—Employee/AD” from the left menu of the home page.



- Click the “Select Worker” button and search for the employee by the “Last Name” field, (or any combination of search fields) then click “Search”.
- Click the “Select” link for the correct applicant from the search return, then click the “Next” button.
- From the “Initiate Medical Clearance” page, the following selections are required:
  - Select the employee’s required “WCT Level” – Arduous, Moderate or Light.
    - If you do not know the level, contact your FMO or employee’s Fire Supervisor. This can **NOT** be edited by the employee in the next step if incorrect, so please ensure this is correct.
  - Select “Position Type” from the indicated drop-down menu.
    - *Permanent Fire*



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- *Permanent Non-Fire*
- *1039/Temp*
- *AD – Administratively Determined.*
- Choose whether employee *currently* has access to eMedical through ConnectHR.
  - “Yes” will send employee an email link to access eMedical through ConnectHR.
  - “No” will send employee an email link to access eMedical through an external site for those who do not have access to ConnectHR.
    - NOTE: If an employee does not have access to ConnectHR, make sure the email address listed in their profile is one they can currently have access to (i.e. not a government address).

**Initiate Medical Clearance**

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.  
To look up required work capacity test level by qualification, please see the following reference guides.

[Forest Service Fire & Aviation Qualifications Guide](#)  
[PMS 310-1 Supplement \(Tech Spec Positions\)](#)

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

**Employee/AD** Maggie Barrett

**\*WCT Level** Arduous

**\*Position Type** Regular

**\*Does employee currently have access to eMedical through ConnectHR?** No **← NEW!**

**\*Highest Incident Qualification Position that Requires WCT Level** FFT1

Submit

- Enter the “Highest Incident Qualification Position that Requires WCT Level” \*\*  
List one position, either fully qualified or trainee that the employee either has or will possess that requires the requested level of Work Capacity Test. Examples:
  - *FFT2 or Firefighter, Type 2* (requires Arduous)
  - *FOBS or Field Observer* (requires Moderate)
  - *COMT or Communications Technician* (requires Light)
- The default entry for most first year fire hires will be FFT2.



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**\*\*REFERENCE\*\* – Look up the WCT level required by Incident Qualification Positions here:**

- **FSFAQG Regular Positions:** <https://www.fs.usda.gov/managing-land/fire/publications>  
Bottom left of page under **FSFAQG**, reference most recent **Chapter 2, Part 1** for positions.
- **PMS 310-1 – Technical Specialist Positions:** <https://www.nwcg.gov/publications/310-1>  
Under “Associated Documents” **Choose Current Federal Wildland Qualifications Supplement.**

Upon clicking “Submit”, the HSQ Coordinator will be directed to choose the medical clearance process.

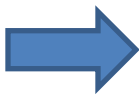
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<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

Medical Clearance Process	
<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<div style="border: 1px solid black; padding: 2px;">           Arduous Medical Exam <span style="float: right;">v</span>            Select a value  <b>Arduous Medical Exam</b>            Self-Certification Year 1            Self-Certification Year 2         </div>
<input type="button" value="Submit"/>	



- Under Clearance Process, choose “Arduous Medical Process” or “Health Screening Questionnaire”.



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- If you choose HSQ\*\*, employee is directed to the HSQ form. From here you will need to reference the HSQ Coordinator Guide for HSQ, located on the eMedical website: <https://www.fs.usda.gov/managing-land/fire/safety/emedical>
- \*\*NOTE: The HSQ is only for those people taking the Moderate and Light WCT’s.
- If you choose AMP, additional options appear:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

These identify the 3 options in the AMP 3-year cycle. If you do not know which stage in the process your employee is at, look above at the Last Clearance Process to see which process they went through and what date they were last cleared:

Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER
Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022
Medical Clearance Process	



- Choose the appropriate process based on the employee’s last clearance e.g.
  - If employee was last cleared through the AME, choose Self-Certification 1
  - If employee was last cleared through Self-Certification 1, choose Self-Cert 2
  - If employee was last cleared through Self-Cert 2, Choose AME
- Click “Submit” to be directed to the “Medical Packet Profile” page to update the employee’s information. Most fields will auto-populate.



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- Enter an email address and telephone number for the employee. This email will be used for all eMedical correspondence with the employee. It may be updated at any time, but only new notifications will go to the updated address.
- Select the “Fire Supervisor” for this employee if you know it. This is not a required field. If this is a fire employee, this is generally the person identified in the employee’s Paycheck8. If not a fire employee, the Fire Supervisor will generally be an A/FMO.
  - Search for Fire Supervisor using the search boxes.
  - Click “Search”
  - “Select” Fire Supervisor
- Click “Submit” and employee will be sent an email directing them to their next steps.

## 3.5 How do I initiate the Medical Clearance process for a 1039/Temp Employee or an AD?

Unlike USFS Permanent employees, HSQ Coordinators are required to initiate the Medical Clearance process for 1039/Temp Employees, new hires\*\*\* and ADs. (Permanent employees may initiate their own process if they have access to ConnectHR).

\*\*\*As soon as a new employee is selected and has accepted a tentative offer from an HR hiring official, their packet may be initiated by the HSQC.

**START NEW AND SEASONAL EMPLOYEES BEFORE THEIR START DATE:** In order to allow your new hires to begin the clearance process prior to their effective date, you may initiate the AMP/Medical Clearance process for them as soon as their tentative selection notice is issued.

Work with your FMO and Supervisors to obtain a list of new hires with the information listed below as soon as their 52 hiring action has been processed by the home unit. Employees who have been cleared to the WCT prior to their effective date will begin work ready to take their WCT.

**You will need the following employee information for 1039/Temp, New Hire and AD Employees:**

- First, Middle and Last Name
- EmpowHR ID (FS Employees only)
- ECI\*\* (AD’s only—refer to page 17 for information on how to locate the ECI)



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- Email Address
- Date of Birth (DOB)
- Address
- Telephone Number
- Fire Supervisor
- Organizational Code
- Duty Station
- WCT Level
- Position Type is AD/1039/Temp
- Incident Qualification that requires requested level of WCT.

## **If the person already exists in the system (Previous AD or USFS Employee):**

- Select “New Packet—Employee/AD from the left menu of the home page
- Click the “Select Worker” button and search for the AD by the First and Last Name fields, then click “Search”.
- Click the “Select” link for the correct applicant from the search return, then click the “Next” button.
- If they are not found, click the “Inactive” checkbox at the bottom of the Search window and search again.
  - If found, click “Yes” when asked if you wish to activate the person as an AD. Proceed as normal for AD’s.
  - If not found, then create a new AD record (see below)
  - ***For 1039/Temp Employees, email the eMedical Help desk to “reactivate” employees that are inactive in the system***
  - Select the employee’s required “WCT Level”.
  - Ensure “Position Type” is pre-populated with appropriate title.
  - Enter the “Highest Incident Qualification Position that Requires WCT Level”. This is the highest position that the person will actively perform that requires the specific level of WCT.
- Click “Submit”



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<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

Medical Clearance Process	
<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<div style="border: 1px solid black; padding: 2px;">           Arduous Medical Exam <span style="float: right;">v</span>            Select a value  <span style="background-color: #007bff; color: white; padding: 2px;">Arduous Medical Exam</span>            Self-Certification Year 1            Self-Certification Year 2         </div>
<input type="button" value="Submit"/>	

- Under Medical Clearance process, choose “Arduous Medical Process” or “Health Screening Questionnaire”.
- **If you choose HSQ\*\***, AD is directed to the HSQ form. From here you will need to reference the HSQ Coordinator Guide for HSQ.
  - \*\*NOTE: The HSQ is only for those people taking the Moderate and Light WCT’s.**
- **If you choose AMP**, additional options appear:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

These identify the 3 options in the AMP 3-year cycle. If you do not know which stage in the process your employee is at, look above at the Last Clearance Process to see which process they went through and what date they were last cleared:



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## Packet Summary for Abby Parsons

<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

## Last Clearance Process



<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

## Medical Clearance Process

- Choose the appropriate process based on the employee’s last clearance e.g.:
  - If employee was last cleared through the AME, choose Self-Certification 1
  - If employee was last cleared through Self-Certification 1, choose Self-Cert 2
  - If employee was last cleared through Self-Cert 2, Choose AME
- Click “Submit” to be directed to the “Medical Packet Profile” page to update the AD’s information.
  - Required fields which need to be updated/populated are:
    - Duty Station
    - Date of Birth
    - Primary E-mail Address
    - Org Code
    - Street Address 1
    - City
    - State
    - ZIP Code
    - Telephone
  - Click “Submit” to complete the AD’s “Medical Packet Profile”.
- The AD will receive an email with a link to complete their AMP Exam/Self-certification in eMedical.



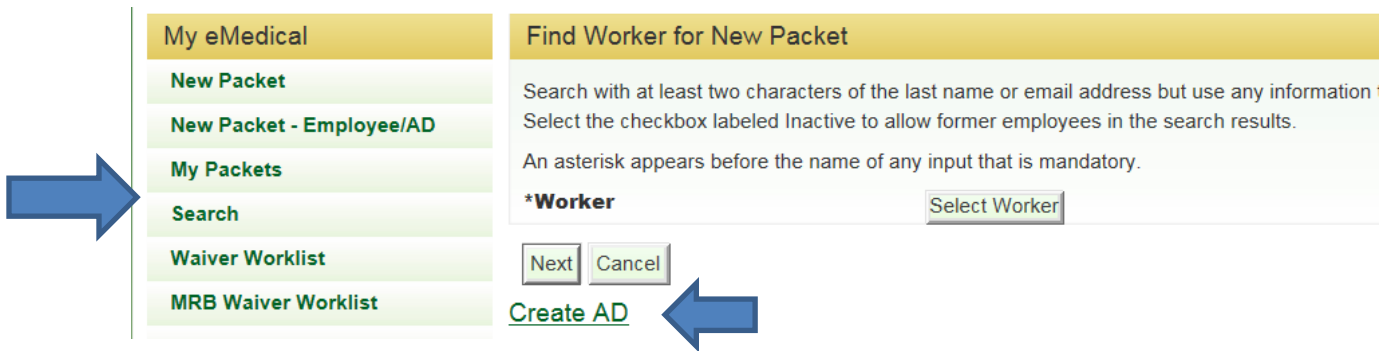


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At every step that requires personnel to take action, an email with step-by-step directions will be sent to the employee. **Make sure to let them know to read and follow ALL emails from the eMedical address or their clearance will be delayed.**

## Create a New AD:

- Search for AD first to ensure they do not have a profile as a previous USFS employee or already have an AD profile. Also click the ‘inactive’ box in the search screen and do a second search of older records. If they are found in inactive, click “Yes” if you wish to activate them as an AD, then follow the instructions above to initiate a packet for them.
- On the left side of the screen, click “New Packet – Employee/AD”
- Select “Create AD” link



- Enter the AD’s full Legal Name, ECI\*\* and email address.
  - \*\*What is an ECI?**
    - The Employee Common ID (ECI) is created once an I-9 is completed for AD. It is specific identifier for each Casual Employee and used in place of the Social Security Number.
    - ECI’s can be found at: <https://www.fs.usda.gov/managing-land/fire/ibp/personnel>
    - Or contact ASC-HR to obtain ECI # <https://fsweb.asc.fs.fed.us/> 1-877-372-7248
  - \*NOTE: If an ECI has not been assigned yet for an AD, put NA in the box.*
- Select your Forest/Unit Org Code using the drop-down boxes.



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The screenshot shows a form titled "Orgcode Selection" with the following fields and callouts:

- Agency:** 11 - FOREST SERVICE (Callout: Agency is always 11 – Forest Service)
- RSA:** 04 - INTERMOUNTAIN REGION, REGION (Callout: Select Region)
- Unit:** 02 - BOISE NATIONAL FOREST (Callout: Select Forest or Unit)
- Subunit:** 0003 - IDAHO CITY RANGER DISTRICT (Callout: Select District)
- Level 5:** 00 - Please select Level (Callout: STOP. District is last selection.)

- Click “Submit” button.

On the “Initiate Medical Clearance” Page:

- Select the appropriate WCT Level from the drop-down menu.
- Select “AD” as the Position Type from the drop-down menu.
- Enter the Highest Incident Qualification Position that Requires WCT Level (Example here is SOF2 – Safety Officer, Type 2). This is the highest position that they actively perform that requires a particular level of WCT.



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## Initiate Medical Clearance

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

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

<b>Employee/AD</b>	Molly Griffiths
<b>*WCT Level</b>	Moderate <input type="button" value="v"/>
<b>*Position Type</b>	AD <input type="button" value="v"/>
<b>*Highest Incident Qualification Position that Requires WCT Level</b>	SOF2 <input type="button" value="x"/>
	<input type="button" value="Submit"/>

- Click “Submit”
- Under Medical Clearance process, choose “Arduous Medical Process” or “Health Screening Questionnaire.”

### Packet Summary for Abby Parsons

<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

### Last Clearance Process

<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

### Medical Clearance Process

<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<input type="button" value="v"/> Arduous Medical Exam Select a value Arduous Medical Exam Self-Certification Year 1 Self-Certification Year 2
	<input type="button" value="Submit"/>

- **If you choose HSQ\*\***, AD is directed to the HSQ form. From here you will need to reference the HSQ Coordinator Guide for HSQ.



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**\*\*NOTE:** The HSQ is only for those people taking the Moderate and Light WCT’s.

- **If you choose AMP,** additional options appear:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

These identify the 3 options in the AMP 3-year cycle. *If you do not know which stage in the process your employee is at, look above at the “Last Clearance Process” to see which process they went through and what date they were last cleared:*

Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER
Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022
Medical Clearance Process	



- Choose the appropriate process based on the employee’s last clearance e.g.:
  - If employee was last cleared through the AME, choose Self-Certification 1
  - If employee was last cleared through Self-Certification 1, choose Self-Cert 2
  - If employee was last cleared through Self-Cert 2, Choose AME
- Click “Submit” to be directed to the “Medical Packet Profile” page to update the AD’s information.
- Enter AD Duty Station, Date of Birth, Address and Telephone Number in the appropriate boxes.
- Click on the “Fire Supervisor” button and search by name and/or unit search for Fire Supervisor. AD Fire Supervisors may vary by Forest, check with your FMO.
  - Click “Search”, and “Select” correct Fire Supervisor.
- Click “Submit”.



# eMedical HSQ Coordinator “How-to” Guide

- The AD will receive an email (to the address entered) prompting them to complete their Informed Consent and proceed with Medical Clearance through the external eMedical site.

Note: Once AD personal information is entered, any documents with that info may be destroyed.

### 3.6 How do I claim a packet that an employee has started on their own?

Note: HSQ Coordinators have access to ANY employee-initiated packet USFS-wide. Searching by name and Region/Forest/District Org Code will work best in most cases. If the employee has recently relocated or is remotely based, you may need to search for them by name.

Only ONE HSQC may claim ONE employee. Multiple HSQCs cannot attempt to claim the same employee. If an employee relocates or is on detail, see directions for Reassigning an Employee to another HSQC (Section 8.4)

Employees can also initiate their own Medical Clearance process via eMedical, which will need to be claimed by an HSQC. Coordinators have access to all unclaimed packet requests employees have made USFS-wide and can claim any packet from the “**HSQ Coordinator Worklist**”.

- To access the worklist, select “HSQ Coordinator Worklist” from the left menu on the homepage.

The screenshot shows the eMedical interface. On the left is a navigation menu with 'HSQ Coordinator Worklist' highlighted. A blue arrow points to this menu item. The main content area is titled 'Packet List' and contains a table of requests. Below the table is a 'Claim' button.

Name	Applicant Information	Packet Information	Action
Employee21 Employee21	awesomearmadillofs+21a@gmail.com 115106000402000000 Packet # 336	WCT Level Arduous Workflow Status Requested	<a href="#">Claim</a>

- HSQCs can search for employees by:
  - Last name or email address search. Specific employees may be added to the HSQC’s worklist individually.



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- Region/Forest/District numerical Organization code. **All employees within the same Organization code (i.e. Region/Forest/District may be added to your worklist at once**, or they may also be added individually.
- To individually claim packets from the search results, click the “Claim” link under the “Action” column for the packet; alternatively click the checkbox next to each packet you wish to claim, then click the “Claim” button at the bottom of the page to claim all selected packets.
- Once the packet(s) is claimed, it will appear under “My Packets” where the HSQC can take action on the packet.

### 3.7 How do I proceed with an employee-started packet?

After claiming the employee’s packet from the “HSQ Coordinator Worklist,” HSQCs can find the employee packet in the “My Packets” section.

- Review the initiation request and verify or update the fields as needed:
  - “WCT Level” requested. **COORDINATORS: Ensure this WCT level corresponds with a qualification that requires that level of WCT.** If in doubt, check with the qualifications documents listed in section 3.3 or with your F/AFMO.
    - If this level is incorrect, it may be changed to the correct level using the dropdown at this point only.
  - Employee “Position Type”
  - Highest Incident Qualification that Requires Requested Level of WCT: Ensure the level of WCT required by this qualification matches the level of test listed above. Coordinators can change the qual listed at this point only.
- HSQCs can then either approve or deny the request.

- If approved, you will be directed to the next page (see below).



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- If denied, the HSQC is required to provide a reason in the indicated text box. The employee is able to review the HSQC’s comments in eMedical and, if needed, resubmit a new packet.
- Under Medical Clearance process, choose “Arduous Medical Process” or “Health Screening Questionnaire”.

Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification Position that Requires WCT Level</b>	TFLD
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

Medical Clearance Process	
<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<div style="border: 1px solid black; padding: 2px;">           Arduous Medical Exam <span style="float: right;">▼</span>            Select a value  <b>Arduous Medical Exam</b>            Self-Certification Year 1            Self-Certification Year 2         </div>
<input type="button" value="Submit"/>	

- **If you choose HSQ\*\*** employee is directed to the HSQ form. From here you will need to reference the HSQ Coordinator Guide for HSQ.  
**\*\*NOTE: The HSQ is only for those people taking the Moderate and Light WCT’s.**
- **If you choose AMP**, additional options appear:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

These identify the 3 options in the AMP 3-year cycle. *If you do not know which stage in the process your employee is at, look above at the Last Clearance Process to see which process they went through and what date they were last cleared:*



# eMedical HSQ Coordinator “How-to” Guide

## Packet Summary for Abby Parsons

<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification</b>	TFLD
<b>Position that Requires WCT Level</b>	
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

## Last Clearance Process



<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

## Medical Clearance Process

- Choose the appropriate process based on the employee’s last clearance e.g:
  - If employee was last cleared through the AME, choose Self-Certification 1
  - If employee was last cleared through Self-Certification 1, choose Self-Cert 2
  - If employee was last cleared through Self-Cert 2, Choose AME
- Click “Submit” to be directed to the “Medical Packet Profile” page to update the AD’s information.
  - Enter an email address and telephone number for the employee. This email will be used for all eMedical correspondence with the employee. It may be updated at any time, but only new notifications will go to the updated address.
  - Select the “Fire Supervisor” for this employee. If this is a fire employee, this is generally the person the employee’s Paycheck is submitted to. If not a fire employee, the Fire Supervisor will generally be an A/FMO.
    - Search for Fire Supervisor using the search boxes.
    - Click “Search”
    - “Select” Fire Supervisor





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**\*Primary E-mail Address**  ←  
**Secondary E-mail Address**   
**Home Address**   
**\*Telephone**  ? ←  
**Supervisor**   
**Fire Supervisor**  ←

- Click “Submit”
- The employee will receive an email (to the address entered) prompting them to complete their Informed Consent and proceed with Medical Clearance through the external eMedical site.

### 3.8 How do I know when an employee/AD submits their AMP Questionnaire?

When an employee/AD who has been claimed by the HSQC submits an AMP questionnaire, the packet will appear under “Associated Packets” in the “My Packets” worklist with a “Workflow Status” of “MQP PartB Completed”.

Associated Packets			
Name	Employee Information	Packet Information	Reset Search
Name	Employee Information	Packet Information	Action
<b>Boba Fett</b>	testemedical20@yahoo.com 110913000400000000 Packet # 7243	<b>WCT Level</b> Arduous <b>Workflow Status</b> MQP PartB Completed <b>WCT Clearance Status</b> Not Started	<a href="#">View</a>
<b>Kylo Ren</b>	testemedical20@gmail.com 110402000600000000 Packet # 7242	<b>WCT Level</b> Arduous <b>Workflow Status</b> MQP PartB Completed <b>WCT Clearance Status</b> Not Started	<a href="#">View</a>
<b>Bill Bennett</b>	testemedical20@gmail.com 110203000000000000 Packet # 6074	<b>WCT Level</b> Arduous <b>Workflow Status</b> MQP PartB Completed <b>WCT Clearance Status</b> Not Started	<a href="#">View</a>



# eMedical HSQ Coordinator “How-to” Guide

## 3.9 Do I review a submitted AMP Questionnaire?

NO. Once an employee submits their questionnaire, they are sent an email with specific instructions on how to proceed with the exam portion of the process. The employee will then arrange their own Arduous Medical Exam and the exam results will be sent to, and reviewed by, the RMO.

For additional information on scheduling physical exams, please reference Section 6.

## 3.10 What do I do if an employee has a Waiver?

Waivers will not need to be addressed here. Every packet in the AMP exam process will be reviewed by an RMO along with any waivers already given.

For additional information on waivers, please reference Section 5.

## 4. Self-Certification Process

### 4.1 How do I initiate the Self-Certification Process?

- The self-certification process is only for those people taking the arduous level WCT. The first year is the AME, years 2 and 3 are the self-certification process.
- The **Self-Certification process** requires a short questionnaire and a blood pressure check by qualified person with EMT (or greater) credentials.
- When you choose are initiating a new packet for an employee, choose the Arduous Medical Process to route them to the Self-Certification:



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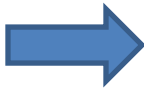
Packet Summary for Abby Parsons	
<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification</b>	TFLD
<b>Position that Requires WCT Level</b>	
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

Last Clearance Process	
<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

Medical Clearance Process	
<b>*Clearance Process</b>	<input checked="" type="radio"/> Arduous Medical Process <input type="radio"/> Health Screening Questionnaire
<b>*Medical Review Type:</b>	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Arduous Medical Exam</div><div style="padding: 2px;">Select a value</div><div style="background-color: #007bff; color: white; padding: 2px;">Arduous Medical Exam</div><div style="padding: 2px;">Self-Certification Year 1</div><div style="padding: 2px;">Self-Certification Year 2</div></div>
<input type="button" value="Submit"/>	



- When choosing the AMP, additional options appear:
  - Arduous Medical Exam
  - Self-Certification Year 1
  - Self-Certification Year 2

These identify the 3 options in the AMP 3-year cycle. *If you do not know which stage in the process your employee is at, look above at the Last Clearance Process to see which process they went through and what date they were last cleared:*



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## Packet Summary for Abby Parsons

<b>WCT Level</b>	Arduous
<b>Position Type</b>	Regular
<b>Highest Incident Qualification</b>	TFLD
<b>Position that Requires WCT Level</b>	
<b>OrgCode</b>	110305000000000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

## Last Clearance Process

<b>Last Recorded Process</b>	Self-Certification Year 2
<b>Last Recorded Clearance Date</b>	5/9/2022

## Medical Clearance Process

- Choose the appropriate process based on the employee’s last clearance e.g.:
  - If employee was last cleared through the AME, choose Self-Certification 1
  - If employee was last cleared through Self-Certification 1, choose Self-Cert 2
  - If employee was last cleared through Self-Cert 2, Choose AME
- Click “Submit” to be directed to the “Medical Packet Profile” page to update the Employee/AD’s information.
  - Enter an email address and telephone number for the employee. This email will be used for all eMedical correspondence with the employee. It may be updated at any time, but only new notifications will go to the updated address.
  - Select the “Fire Supervisor” for this employee. If this is a fire employee, this is generally the person the employee’s Paycheck is submitted to. If not a fire employee, the Fire Supervisor will generally be an A/FMO.
    - Search for Fire Supervisor using the search boxes.
    - Click “Search”
    - “Select” Fire Supervisor



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**\*Primary E-mail Address**  ←  
**Secondary E-mail Address**   
**Home Address**   
**\*Telephone**  ? ←  
**Supervisor**   
**Fire Supervisor**  ←

- Click “Submit”
- After submitting this page, the employee will receive an email directing them to complete the self-certification questionnaire.
- If they have a waiver, refer to Section 5 for more information.

## 4.2 How do I know when an employee/AD submits their Self-Certification Questionnaire?

When an employee/AD who has been claimed by the HSQC submits a self-certification questionnaire, the packet will appear under “Action Packets” in the “My Packets” worklist with a “Workflow Status” of “MQP Self Certification Exam Complete”.

View Packets			
Details regarding requests for medical qualification are displayed. You may view the current state of a request by selecting the View link. If there is an action available for you to take, you may select the Take Action link to the right of the request.			
Action Packets			
<input type="text" value="Name"/>	<input type="text" value="Employee Information"/>	<input type="text" value="Packet Information"/>	<input type="button" value="Reset Search"/>
Name	Employee Information	Packet Information	Action
Arthur Casey	testemedical20@yahoo.com 110202000000000000 Packet # 7244	WCT Level Arduous Workflow Status Packet Initiated WCT Clearance Status Not Started	<a href="#">Take Action</a>
Abby Parsons	testemedical20@gmail.com 110305000000000000 Packet # 7233	WCT Level Arduous <b>Workflow Status MQP Self Certification Exam Complete</b> WCT Clearance Status Not Started	<a href="#">Take Action</a>



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## 4.3 How do I review a submitted Self-Certification Questionnaire?

- After logging into eMedical, Select “My Packets” and then “Take Action” on the packet you want to review
- Enter the blood pressure of the employee, as well as the name and medical credentials of the person who took the BP (see section 4.4).
- Submit

**Self Certification**

Verify and confirm that the Blood Pressure was checked by an appropriate person and documented.  
An asterisk appears before the name of any input that is mandatory.

---

**Packet Summary for Kylo Ren**

<b>WCT Level</b>	Arduous
<b>Position Type</b>	AD
<b>Highest Incident Qualification Position that Requires WCT Level</b>	FFT1
<b>OrgCode</b>	110811000700000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

---

**Part B.**

**Blood Pressure:**      \*Systolic  / \*Diastolic

\*Blood Pressure taken by

\*Credential

\*I verify I have reviewed the Blood Pressure documentation. It was performed by a qualified individual and can be available by request, if needed

- Next, review self-certification questionnaire by choosing the link provided on the page
- **If employee/AD checked “Yes” to one or more boxes** you will choose “Cleared to RMO”
- **If employee has a waiver**, choose “Cleared to RMO”
- **If employee has a BP of 140/90** or above, choose “Cleared to RMO”
- If none of these apply, you can clear the employee to the WCT
- Submit



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**Review**

To upload supporting documentation, please click the "View/Add Attachments" tab on the left-hand navigation bar.

Choose Clear to RMO if any one of the following applies:

- If employee/AD chose yes to any of their self-certification questions
- Employee/AD has a Systolic blood pressure reading 140 or above
- Employee/AD has a Diastolic blood pressure reading 90 or above

If none of these apply, choose Clear to WCT

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

**Self Certification form**

Click on the following link to view the completed HSQ information.

[View Completed Self-Certification](#)

**Clear Action**

\*Cleared to  WCT  RMO

**Comments**

\*I verify that I have evaluated this employee's Self-Certification.

## 4.4 How do I keep track of blood pressure (BP) readings?

A document on the eMedical website (<https://www.fs.usda.gov/managing-land/fire/safety/emedical>) under “Forms” can help organize and track the BP’s of your employee’s/AD’s. Use whatever tracking format is best for you.

You may document the BP’s however is most convenient for you, as long as you include:

- The name of the employee
- The name and medical credentials of the person who took the BP.
- The person who takes the BP *must* has one of the following credentials listed in the drop-down below:



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**Self Certification**

Verify and confirm that the Blood Pressure was checked by an appropriate person and documented.  
An asterisk appears before the name of any input that is mandatory.

**Packet Summary for Boba Fett**

<b>WCT Level</b>	Arduous
<b>Position Type</b>	AD
<b>Highest Incident Qualification</b>	FFT2
<b>Position that Requires WCT Level</b>	
<b>OrgCode</b>	110913000400000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

**Part B.**

**Blood Pressure:** \*Systolic  mm Hg / \*Diastolic  mm Hg

\*Blood Pressure taken by

\*Credential  Choose Credential Type

\*I verify I have reviewed the Blood Pressure documentation and the Blood Pressure was performed by a qualified individual and can be available by request, if needed

- Choose Credential Type
- EMT
- AEMT
- Paramedic
- MA
- LPN
- RN
- MD
- DO
- NP
- PA

- Email BP document to: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)
- eMedical staff will maintain copies of the documentation.

## 5. Exam Clearance, Waivers and Mitigations

### 5.1 What is a waiver? How is a waiver issued?

Employees *may* be issued a waiver from the USFS Medical Officer for their particular conditions. The waiver *may* require that employees provide specific medical information annually to be cleared to the WCT. **Waivers are ONLY issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers.**

### 5.2 What do I do if an employee has a waiver?

- For the **HSQ and the Self-Certification Processes**, employees should check the “I have a waiver” box to inform the HSQC of their waiver. In both instances, the HSQC just needs to send the packet to the RMO to review the waiver mitigations by choosing the “Cleared to RMO” radio button.





# eMedical HSQ Coordinator “How-to” Guide

- If you are aware that the employee has a waiver, but they did not check the waiver box, you may still send them for review by the RMO by choosing the “Cleared to RMO” button.
- For the **AME**, no need to do anything. Every Arduous Medical Exam is reviewed by a RMO so there is no waiver box to check on those questionnaires.

## 5.3 How to determine who on your unit has an existing waiver.

- **BEFORE eMedical:** Waivers issued from 2013 until eMedical went live (September 2017) and a few post-eMed waivers have been sent by email. If your employee no longer has their copy, have them contact our help desk and we can resend waivers that are not within eMedical. [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)
- **AFTER eMedical: (Sept, 2017 to present)** You can search for waivers in the **Reports** area of eMedical:



Choose the “**View OF178 Summary Report**” (the Waiver Summary report is something entirely different)



Choose search parameters.



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1. At minimum, select **HSQ Coordinator** or **Org Code** to narrow your results.
2. Select OF178 Process State of “**OF-178 Cleared to WCT: Routine Waiver Granted**”
3. Select **Search dates**.
4. **Waivers STAY in the packet that they were issued.** To search for all waivers, you’ll need to set the **Start Initiated Date** to **9/1/2017** and the **End Initiated Date** to the current date.

OF178 Summary

Report Criteria

**WCT Level** Choose WCT Level

**Position Type** Choose Position Type

**Org Code** Build Org Code

**HSQ Coordinator** Select HSQ Coordinator

**OF178 Process State** OF178 - Cleared to WCT: Routine Waiver G

**Start Initiated Date** 9/1/2017

**End Initiated Date** 2/26/2019

Generate Report Reset Criteria Download Print

Choose HSQ Coordinator or Org Code

Select OF-178 – Cleared to WCT: Routine Waiver Granted

Select search dates. To search ALL eMedical waivers, begin search 9/1/2017.

**Generate Report** will show results on screen.

**Download** will download report as a .CSV file that can be saved as an Excel spreadsheet and sorted.

This will show you ALL people with waivers. It does not yet show which type of waiver they have.

## 5.4 How to manage Medical Clearance for employees with existing waivers

Waivers are one of two types:

1. **They address specific condition(s) and no further action is needed unless the condition(s) changes or a new condition occurs.** For these waivers, after asking employees if anything has changed, you can clear them directly to the WCT – EXCEPT:
  - a. If their condition has worsened, contact our Help Desk. If they have a new condition, they will need to complete a new exam for that new condition.

-OR-



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2. The waiver requires a statement from the employee’s physician to be faxed to the USFS MQP office each year. **If you have an employee with a waiver that requires an annual update – send them to the RMO.** The employee can attach the required information to their packet or fax the annual update to us at:

## USFS MQP eFax: 866-338-6630

- **The USFS Reviewing Medical Officer (RMO) will review the annual update and then they will clear the employee to the WCT.** They will be notified via email and their status on the Dashboard will change to “WCT Ready to Test”.
- When an employee checks the “I have a waiver” box on the self-certification form, choose the box to send them to the RMO.
- The employee may *choose* to show their waiver to their HSQC, but they are *not required* to do so. They can verbally tell their Coordinator that they have a waiver and if they are required to submit an annual update to the MQP office or not. Coordinators may check directly with the eMedical help desk and we can confirm that they have a USFS waiver and if an annual physician statement is required or not.

**NOTE:** Employees can view their own waiver in Part D of their packet. HSQCs cannot see this page due to it containing sensitive medical info.

## 5.5 How do employees view their specific waiver guidance?

When an employee is cleared after the exam process, they are emailed notification of their clearance and directions on how to view their waiver specifics. **MAKE SURE they view their waiver and mitigations instructions after the receive it! MANY waivers require information to be submitted to the MQP Office annually.** Specific directions are found in the waiver/mitigation.

**Employee Directions to View Waiver:** (also contained within the eMedical Employee Guides)

1. Employee logs into eMedical.
2. Go to **My Packets**
3. If the waiver was issued in 2017 or later it will be highlighted in their list of packets. They can click on the link and it will take them to their waiver information.



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Name	Employee Information	Packet Information	Action
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7301	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	<a href="#">View</a>
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7300	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	<a href="#">View</a>
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7299	WCT Level Arduous Workflow Status Packet Closed WCT Clearance Status Cancelled	<a href="#">View</a>
Maggie Barrett	testemedical20@yahoo.com 110202000000000000 Packet # 7292	WCT Level Moderate Workflow Status Packet Closed <b>Mitigation Granted</b> <a href="#">View Mitigations</a> WCT Clearance Status Cancelled	<a href="#">View</a>

- If the waiver was issued prior to 2017, the employee needs to contact the MQP Help Desk at: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)
- The mitigations box will give detailed directions to the employee on what type of waiver you have.
- It will describe in detail what information needs to be included in an annual physician statement (if required).



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## CERTIFICATE OF MEDICAL EXAMINATION OF 178 Part D

To be completed by the agency medical officer who reviews the examination results and recommends action.

### Part D. TO BE COMPLETED BY AGENCY MEDICAL OFFICER (if one is available)

<b>Subject</b>	Stuart Little
<b>Effective Date</b>	2/4/2020
<b>Please read your Mitigations carefully.</b> 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. <b>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.</b>	
<b>Recommendation</b>	Hire or retain
<b>Comments</b>	
<b>Pre-Set Qualification Choices</b>	Medically Qualified
<b>Cleared to Process</b>	WCT Process – Routine Waiver Granted with Active Mitigations
<b>Routine Waiver Type</b>	Medication Chest and Respiratory System
<b>Mitigations</b>	<p>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.</p> <p>The medication waiver is for your liquid medication inhaler, and one mitigation is that you will send me your complete medication list each year.</p> <p>You are responsible for having an adequate supply of all of your medication and taking them as directed by your medical provider.</p> <p>Should your medical condition/health status change/worsen, you are required to notify me as soon as possible.</p>

Mitigation requirements to supply to the MQP Office annually.

Mitigation requirements to follow.

## 5.6 Employees with Waivers – Annual WCT Clearance Process

After the waiver is issued, each year employees should:

1. Check the “I have a waiver” box on the self-certification questionnaire.
2. Do nothing on the AME Questionnaire.
3. If any existing condition has worsened, the employee should notify their HSQC. If there are any new conditions, identify those on the exam questionnaire.
4. If the waiver does not require an annual update, notify the HSQC. They do not need to be forwarded to the RMO for review.



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5. If the waiver DOES require an annual update, notify the HSQC to forward the packet to the RMO. The employee should upload the required information to their packet or to the USFS MQP help desk: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

Clearance for both types of waivers will come by email.

## **FAXING A WAIVER UPDATE? USE A COVER SHEET:**

[https://www.fs.usda.gov/sites/default/files/media\\_wysiwyg/mqp\\_efax\\_cover\\_sheet\\_0.pdf](https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf)

## **6. Scheduling Exams and Working with our Contractor**

### **6.1 How do employees schedule their physical exams?**

After completing the arduous medical questionnaire employees will be given the option to use the services of Acuity International/Comprehensive Health Services (CHS) to schedule and pay for their physical exam.



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## Scheduling

You will now need to get a physical exam with a medical provider. Acuity International has been contracted to assist with scheduling and payment of medical exams.

If you would like assistance in scheduling and paying for your medical exam, choose YES below. You will be asked to supply additional information to initiate this process and Acuity will contact you to arrange the appointment.

If you choose not to accept Acuity’s services, choose NO below. You will receive an email from eMedical with information about your exam. You will be responsible for scheduling, paying, and obtaining reimbursement costs for your exam.”

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

## Packet Summary for Kylo Ren

<b>WCT Level</b>	Arduous
<b>Position Type</b>	AD
<b>Highest Incident Qualification Position that Requires WCT Level</b>	FFT1
<b>OrgCode</b>	110811000700000000
<b>HSQ Coordinator</b>	CATHY JO CARTER

## Scheduling Assistance

\*Assistance Scheduling Exam  Yes, I would like Acuity International to assist me  
 No, I decline to use Acuity’s services.

*Name	<input type="text" value="Kylo Ren"/>
*E-mail Address	<input type="text" value="testemedical20@gmail.com"/>
*Telephone	<input type="text" value="123-999-9999"/>
*Location of the Exam	<input type="text" value="Boise, ID"/>
*Employee ID	<input type="text" value="123456789"/>
*Type of Exam	<input type="text" value="AME"/>
Org Code	<input type="text" value="Build Org Code"/> 110811000700000000

If the employee chooses to use the services, they will need to provide the following basic information to get started:

- Name
- Email address
- Phone number
- Location of exam
- Employee ID/ECI
- Duty Station Org Code

Acuity/CHS will receive this information securely and contact the employee within 3 business days with instructions on how to proceed. The employee will set up an account through them and use their external (non-government) scheduling system to schedule and pay for the exam. Acuity/CHS will identify a local medical provider to perform the exam and supply that provider



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with all the necessary documentation to complete it. The employee will then be informed on the date/time and location of the exam once it is scheduled.

- The employee **must** arrive on-time to their appointment.
- If they cannot make the scheduled appointment for their exam they must reschedule through Acuity/CHS as soon as possible to avoid late/missed appointment fees.

After the exam is performed, Acuity/CHS ensures the medical provider sends the results to eMedical for review by the USFS Reviewing Medical Officer. After it is reviewed the employee will be notified via email of their clearance status.

**If the employee chooses to not use the contracted services**, this message will appear:

**emedicalacct.gdcii.com says**

I understand that by choosing this option I am responsible for scheduling and payment of my medical exam.



**Employees that choose to make their own exam arrangements must ensure the following:**

- The medical provider must be a licensed MD, DO, NP/APN or PA. Chiropractors may not complete this exam.
- The medical provider **must** enter their exam results into eMedical. The employee will receive an email from eMedical with information on what to bring to their exam.
- The employee will pay for exam costs but can be reimbursed (see Section 6.2)

**What if the employee cannot find a medical provider in the area to perform their exam and/or enter the results into eMedical?**

Employees may choose to use Acuity’s services anytime in the process. If they initially opt out of using the contracted services but later change their mind, have them contact the eMedical Help Desk via email ([SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)) authorizing Acuity to contact them. They should also include the following information:

- Name
- email Address (For Acuity to contact them)
- Phone # (For Acuity to contact them)
- Preferred location (city, State, zip code) of exam





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eMedical staff will reach out to Acuity/CHS and they will contact the employee directly.

## 6.2 How do employees pay for exams?

- If the employee chooses to use Acuity/CHS’ services, payment will be handled through them directly and the employee does not need to do anything.
- If the employee chooses to **not** use the services, they will need to pay for the exam at the time of service and arrange for reimbursement for exam costs using the “Request for Reimbursement form” [FS 6500-229](#)
- AD/Casual employees should follow agency policy for exam reimbursement.
- Government Purchase Cards cannot be used to pay for exams.
- Exams costs will be charged to:

Personnel	Job Code
Wildland Firefighters and Fire Support Personnel	Regional WFSE
Militia/Readiness Reserve Workforce	Regional WFSUTR
AD (Casual) Support	Regional WFSUAD

## 6.3 How do employees contact Acuity International/CHS?

- [USDAUSFSAcuity@chs.medical](mailto:USDAUSFSAcuity@chs.medical)
- 855-462-1634 Monday through Friday 8am-5pm EST

All questions related to Acuity and Comprehensive Health Services’ scheduling and payment systems need to be addressed with them directly using their contact information listed below. eMedical staff cannot assist with contracting-related problems.

## 7. WCT Ready to Test and Completion Questions

### 7.1 How do I see who is Cleared to the WCT on my Forest?

- On the left menu, click “WCT Cleared List”



- Click the “Select Org Code” button and narrow down the report to Region, Forest and/or District. There is no sensitive information on this report, and it can be publicly shared. This is also the same report that WCT Administrators have access to.




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- Results only include those cleared to test within the last six months. Any older clearances are no longer effective and clearance to take a WCT must be redone.

**WCT Cleared List**

The table lists all Employees/ADs assigned to this Org Code and cleared to Take the WCT. Click on the Print button to print the list.

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

**OrgCode** 110402  

## 7.2 How do I record WCT information?

**\*\*PLEASE NOTE: HSQ Coordinators are only required to enter WCT results of “Fail” or “Did Not Complete”. Entering passing WCT results are optional only, as IQCS remains the official database of record for completed WCTs.**

WCT Administrators, Supervisors and HSQ Coordinators should all be notified verbally or in writing (outside of eMedical) when an employee fails or does not complete the WCT.

To enter a WCT result, HSQCs will click the “Take Action” link on the employee/AD packet in the “Action Packets” worklist to enter the following results fields:

- “WCT Result” (i.e., Fail or Did Not Complete. Entering a passing result is optional.)
- “Date Administered”
- “Change WCT Level” (only if applicable, and it may only be changed to a less difficult level, never higher)
- “Reason” – add any comments as applicable.



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My eMedical	Record WCT Results
New Packet	Select the WCT Result from the dropdown list and in the text box specify the date the test was administered. Comments may be entered into the comments text box. Click the Submit button when done entering information.
New Packet - Employee/AD	
My Packets	<b>Packet Summary for Employee21 Employee21</b>
Search	
HSQ Coordinator Worklist	<b>WCT Level</b> Arduous
Reassign Packets	<b>Position Type</b> Regular
Fire Supervisor Dashboard	<b>Highest Incident Qualification</b> FFT2
Current Packet	<b>Position that Requires WCT Level</b>
View Summary	<b>OrgCode</b> 115106000402000000
Take Action	<b>HSQ Coordinator</b> HSQCoord21 HSQCoord21
View Profile	<b>Results</b>
View/Add Attachments	<b>*WCT Result</b> Did Not Complete
View/Add Notes	<b>*Date Administered</b> 11/28/2016
Request Additional Info	<b>Change WCT Level</b> No Change
Cancel Packet	<b>*Reason</b> Reason
Administration	
Reports	

Submit Cancel

- If a WCT result of “Failed” or “Did not Complete” is recorded, eMedical will IMMEDIATELY ask if a new test is authorized.
  - Prior to recording a WCT result of “Failed” or “Did not Complete”, the HSQC should speak to the employee supervisor/Fire Management offline to obtain their verbal authorization for a retest as eMedical automatically moves to the test reauthorization screen once a non-passing result is entered.
  - When a WCT is failed or not completed, the employee, supervisor and/or fire supervisor is notified by email.

### 7.3 How do I authorize a retest for employees/ADs who failed or did not complete the WCT?

If the HSQC records “Fail” or “Did Not Complete” for the WCT Result, they will be automatically routed to the “Retake WCT” page.



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<b>My eMedical</b>	<b>Retake WCT</b>
New Packet	Record whether the employee/AD may repeat the WCT, or not, or whether more information is needed to make a decision. Additional comments may be entered. Click the Submit button when finished entering information.
New Packet - Employee/AD	
My Packets	<b>*Re-test Availability</b> <input type="text" value="Authorized"/>
Search	<b>Comments</b> <input type="text" value="WCT retest authorized by supervisor."/>
HSQ Coordinator Worklist	
Reassign Packets	
Fire Supervisor Dashboard	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

- Retests should be authorized by the employee’s/AD’s Fire Management and/or supervisor. The HSQC should discuss retesting with the supervisor offline before authorizing a retest in eMedical.
- HSQCs can either authorize or decline a WCT retest by selecting the appropriate option from the “Re-test Availability” drop-down menu.
- **If a WCT retest is authorized in eMedical, the employee/AD must then confirm in eMedical whether they intend to retake the test or not.** (See below) They will be notified to do this by email.
- Once the employee confirms they intend to retake the WCT, their status will change to “Ready to Test” immediately.

## 7.4 How do I confirm a WCT re-test for an employee/AD?

Only the employee/AD can confirm whether they intend to participate in a WCT re-test. The employee/AD will need to log in to eMedical, select “My Packets” and will be able to “Take Action” on their packet to accept or deny the WCT re-test.

## 8. HSQ Coordinator Management Functionality Questions

### 8.1 How do I upload additional information received from an employee/AD?

Only the employee and eMedical administrators have the ability to upload information to their own packet. If an employee needs assistance adding or viewing Notes/Attachments, have them follow the instructions below:

- Select the “View” link for the individual’s packet from the “My Packets” worklist. If only “Take Action” is available, you must complete that action first, then proceed.
- Click “View/Add Attachments” from the left menu once inside the packet.
- Click “Choose File” to search for the file on your computer. Descriptive information can be added in the “Description” field before clicking “Add Attachment”.



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- If this attachment was not prompted by an information request by eMedical staff, have the employee notify us that an attachment has been added:  
[SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)
- If the employee is unable to upload information to their packet they may scan and email it or contact the help desk directly for assistance: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

Note: **eMedical Staff is NOT notified when an employee attaches additional information to a packet.** Please notify eMedical staff when additional information/attachments are uploaded to a packet: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

All waiver documentation must be submitted to the MQP office via eFax at this time.  
**eMedical Secure eFax: 1-866-338-6630**

## 8.2 How do I Regenerate Access/Invitation Codes?

The code included in the employee email is used to access and complete the employee’s exam. Codes are good for 45 days. If the code has expired, or is close to expiring, HSQCs can regenerate the code for 45 more days.

- Select Employee packet.
- Click “Invitations” on left menu under Current Packet.
- Click on the link to Regenerate code. You will be asked for an email address to send the new code to. It can go to the employee or directly to the medical provider.

Invitations				
Invitation Type	Created	Expires	Status / Code	Action
AD	6/29/2022 4:46:40 PM Central Time (CT)	7/13/2022 12:00:00 AM Central Time (CT)	Unclaimed 6480D40A7AAF417B6C27BCEC3	<a href="#">Regenerate</a>
Physician	6/30/2022 1:57:05 PM Central Time (CT)	8/14/2022 12:00:00 AM Central Time (CT)	Unclaimed A62F145F1A7EDE6069441AF79	<a href="#">Regenerate</a>





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## 8.3 How do I reassign an employee/AD to another HSQ Coordinator?

If an HSQC will not be available to work on an open packet (either temporarily or permanently) or an employee has relocated to a new unit, they can reassign one or all of their claimed

### Reassign Packet Note:

- Multiple packets may be reassigned at one time from one HSQC to another. Select as many packets that apply.
- Packets may be reassigned more than once.
- If the HSQ packet owner is not able to reassign their packets to another, contact the MQP office for assistance. [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

packets. The steps below should be followed to reassign a packet to another eMedical HSQC:

- Select “Reassign Packets” from the left menu of the home page.

The screenshot shows the 'My eMedical' sidebar on the left with 'Reassign Packets' highlighted. The main area is titled 'Packet List' and contains instructions: 'Please click the "Select HSQ Coordinator" button and select who you would like to reassign packet(s) to. Once you have made your selection, choose the packet(s) you would like to reassign and click the "Reassign" button to complete the task.' Below this is a 'Reassign to' field with a 'Select HSQ Coordinator' dropdown. A table below shows search results with columns for Name, Applicant Information, Packet Information, and Current HSQ Coordinator.

Select	Name	Applicant Information	Packet Information	Current HSQ Coordinator
<input type="checkbox"/>	Employee21 Employee21	awesomemadillofs+21a@gmail.com 115106000402000000 Packet # 257	WCT Level Arduous Workflow Status Ready to Test	HSQCoord21 HSQCoord21

- Click the “Select HSQ Coordinator” button next to the “Reassign to” field on the “Packet List” page.
- Enter appropriate search criteria to locate the desired HSQC, then click “Search”.
- Scroll to the right in the “Search Results” and click the “Select” link under the “Action” column for the correct HSQC.



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**Search Employees / ADs**

Search by last name, or last name plus other details.

**Last Name:**

**Middle Name:**

**First Name:**

**Email Address:**

**Org Code:**

**Search Results**

Select an employee from the results, or enter new search criteria.

Name	Middle Name	First Name	Email Address	Org Code	Action
Employee21c	NMI	Employee21c	awesomearmadillofs+21d@gmail.com	115106000402000000	<input type="button" value="Select"/>

- Now that the HSQC recipient has been selected, click the check box under the “Select” column for all packets which appear in the list, then click “Reassign”. The “Packet List” page will refresh and a message will state “Packet(s) Reassigned”.

**eMedical GDCII**

My eMedical

- New Packet
- New Packet - Employee/AD
- My Packets
- Search
- HSQ Coordinator Worklist
- Reassign Packets
- Administration
- Reports

**Packet List**

Please click the “Select Employee” button and select who you would like to reassign packet(s) to. Once you have made your employee selection, choose the packet(s) you would like to reassign and click the “Reassign” button to complete the task.

**Reassign to** Employee21c Employee21c

Select	Name	Applicant Information	Packet Information	Current HSQ Coordinator
<input checked="" type="checkbox"/>	Ryan Turner	laurenccooper+1@gmail.com 11000000000000000000 Packet # 192	WCT Level Moderate Workflow Status Submitted	HSQCoord20 HSQCoord20
<input checked="" type="checkbox"/>	Employee20 Employee20	supersalmonfs+20a@gmail.com 115106000402000000 Packet # 191	WCT Level Moderate Workflow Status PartC Completed	HSQCoord20 HSQCoord20



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## 8.5 How do I cancel an employee/AD packet?

Note: **Why would I need to cancel an employee packet?**

- In general, once the HSQ Coordinator receives a completed HSQ form, they may NOT change the employee WCT level, Position Type or Incident Qualification. If an error, particularly in WCT Level is found at this point, the packet can be cancelled and restarted from the beginning.
- Other reasons apply – if in doubt, contact the Help Desk:  
[SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)

HSQCs can cancel an active employee/AD packet at any time.

- Select “My Packets” from the left menu of the home page.
- Select the “View” or “Take Action” link for the individual’s packet from the “My Packets” worklist.
- Once inside the packet, select “Cancel Packet” from the “Current Packet” menu.

Medical Packet for Employee01b Employee01b			
Details regarding this request for medical qualification are displayed. A table lists forms that are begun or completed in the process. You may view the current information on any of those forms by selecting the View link on the row for the form you want. There is another table listing tracking status information for the request.			
Details			
<b>Packet Number</b>	1034		
<b>WCT Level</b>	Arduous		
<b>Position Type</b>	Regular		
<b>Highest Incident Qualification</b>	medium		
<b>Position that Requires WCT Level</b>			
<b>OrgCode</b>	115106000402000000		
<b>HSQ Coordinator</b>	HSQCoord01 HSQCoord01		
<b>Owner</b>			
<b>Fire Supervisor</b>	Test Tester		
<b>Supervisor</b>	Test Tester		
Forms			
Name	Status	Duration	Action

- Provide comments related to the reason for cancellation in the “Reason” text box and click “Submit”. The employee/AD will receive an email notifying them of the reason for cancellation.





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## 8.6 How do I remove an HSQ Coordinator who has moved to another Forest/Unit, retired or will no longer be functioning as an HSQ Coordinator?

- If an HSQC or WCT Administrator needs to have their permissions removed, please contact eMedical staff at: [SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)
- If an HSQ Coordinator moves to another unit and will continue to perform the same duties on the new unit, they will need to transfer their old employees to another HSQ Coordinator and notify the MQP office (via email above) of their new unit. (refer to Section 1.1 for directions).

Need further assistance? Please contact the eMedical Help Desk at:  
[SM.FS.mqp\\_emedical@usda.gov](mailto:SM.FS.mqp_emedical@usda.gov)