

WCT/HSQ and Medical Standards Program Tickler List

Health Screening Questionnaire (HSQ) Process:

- Review 2008 WCT Implementation Guide and accompanying WO/RO letters
- Designate Unit (Forest, District) HSQ Coordinators:
 - Send list of HSQ Coordinators to Emily Bergener at ASC-HCM (ebergener@fs.fed.us)
 - HSQ Coordinator fax completed "Medical Confidentiality Form" copy to Emily Bergener (ASC-HCM) @ 505/263-9991 and keep original copy.
 - HSQ Coordinator develop database for HSQ tracking of personnel.
- HSQ Coordinator provides all fire personnel with HSQ (OMB Approved) to complete and return to Coordinator for review.
- Coordinator reviews completed HSQ to determine clearance:
 - If any question is answered "YES", the individual will be referred for further medical evaluation.
 - If all questions are answered "NO", the individual is cleared to begin preparation and to take the Work Capacity Test.
- Coordinator notifies person of clearance/non-clearance status and records in database.
 - Should also notify Supervisor and WCT Test Administrator of clearance status
- For individuals needing further medical evaluation, Coordinator provides the required documentation:
 - Copy of completed HSQ (for medical provider to review)
 - SF-78 (based on level on fitness level required by position)
 - Letter To Physician (fill in blanks)
 - S.A.S.E. envelope to Physician to complete and mail all documents directly to ASC-HCM.
- Coordinator communicates with ASC-HCM (Emily Bergener) regarding status of employees (especially those needing further medical evaluation – fax copy of HSQ)
- Once completed SF-78 received by ASC-HCM, employee will be notified of clearance status (Supervisor and HSQ Coordinator will also be notified by ASC-HCM).
- HSQ Coordinator complete database as clearance/non-clearance by ASC-HCM.

** All current information and forms available on National FS Wildland Fire Safety website:
www.fs.fed.us/Fire/Safety/ (link on 'NEW' Work Capacity Test information)

Medical Standards Program (MSP):

- R3 Implementation will begin **October 1, 2008 (FY 09')**
- Review training materials and attend E-Training as available – get familiar with program.
- Provide information to employees and keep all employees apprised of program requirements
- Identify MSP Coordinator on Unit (Forest, District)
 - Ensure that MSP Coordinator completes 'Medical Confidentiality Form' and send copy to Barb Sivey (Boise) @ bsivey@fs.fed.us
- MSP Coordinator request profile from CAS and begin entering employee information in CAS system NOW. (can't actually request exams until October 1, 2008)
- Make sure that any employee that has a pre-existing medical condition (hearing loss, visual, insect allergy, asthma, etc.) prepares documentation packet from personal physician now to accompany Medical Evaluation upon taking Baseline Exam. Otherwise, it could cost time!

** Medical Standards Program information is available at MSP website:

For further information, you can contact Bequi Livingston (R3 MSP Coordinator) @ 505/842-3412 or blivingston@fs.fed.us or Barb Sivey (Boise) @ 208/###-#### or bsivey@fs.fed.us