

MEDICAL QUALIFICATIONS PROCEDURES FOR 2011

Health Screening Questionnaire and OF-178

Health Screening Questionnaire:

- Complete your Health Screening Questionnaire (HSQ) and return promptly to your HSQ Coordinator.
- Based on your answers, you will then be cleared or referred to a physician for further evaluation.

Medical Qualifications Procedures: (if prompted by your HSQ)

- Take the OF-178 (Certificate of Medical Examination) along with the Essential Functions sheet to a medically qualified person for completion. (Ensure you use the OF-178 applicable to your fitness level requirement).
- Make sure that doctor completes Part B (pages 4-6) and Part C (page 7). It's important that they complete #5 (Conclusions) and check one of the boxes. If they check the 'Limiting Conditions' box, be sure to provide a clear explanation of what those limiting conditions are. The doctor must sign the form and provide all their information.
- Have the doctor's office retain the original OF-178 for your personal medical file and fax a copy to the ASC secure (confidential) E-fax #: 866-338-6630.
- If you elect to mail the OF-178, have the doctor retain a copy in the employee's medical file and mail the original OF-178 to:

USDA Forest Service /MQP/HRM-ASC

ATTN: Medical Qualifications Program (OF-178 Medical Exam)

3900 Masthead Street, NE

Mail Stop #118

Albuquerque, NM 87109

- Be sure to keep a copy of all forms for your personal records.
- OF-178 payment should use the WO accounting code: **WFPRO2 1302** paid by your local office. This should cover the exam costs and associated co—payment.

Once ASC receives the OF-178 from the Physician, they will make a determination and notify you of the clearance status.

For further questions specific to the OF-178 or forms, please contact Dolores Baca-Saunders at 505-563-9367.