eMedical Medical Provider “How-to” Guide

Forest Service
Fire & Aviation Management

eMedical

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1. General Questions

1.1 How does eMedical affect my role in the medical clearance process?

The medical clearance process itself has remained the same: to participate in a WCT, employees must first receive clearance from a licensed physician or other qualified medical provider. What has changed is the method in which physicians can now record their evaluations. Physicians will be able to access the eMedical system online to electronically review patient information, as well as complete and submit the Certificate of Medical Examination (i.e., OF-178). Physicians will also be able to save incomplete OF-178s and access any pending forms on a centralized dashboard.

1.2 What type of medical providers can complete the OF-178 exam for USFS employees:

The medical provider must be a licensed MD, DO, NP/APN or PA. Chiropractors may not complete this exam.

1.3 What types of tests will be covered during the OF-178 exam?

ADDITIONAL ANCILLARY TESTS beyond what is on the OF-178 form are not approved and will not be covered by the Forest Service.

1.4 Where can I find physician guides and documents for more information on the exam and WCT?

Look at the bottom of the page under “Physician Documents”
https://www.fs.fed.us/fire/safety/wct/MQP.index.html

1.5 Security concerns and employee information release

The personal profile information requested of medical providers is to record that the examining provider is an MD, DO, NP/APN or PA. The DoB field is required to ensure those providers in our system who have similar names have entirely separate profiles.

When an employee completes their eMedical Health Screening Form, they must agree to a release of their medical information to their medical provider. This is the text of their release statement. Every employee referred to an exam through eMedical has agreed to this statement.

I, ________________________, certify that all of the information I have provided on this form is complete and accurate to the best of my knowledge, and that submitting information that is
incomplete, misleading, or untruthful may result in termination, criminal sanctions, or delays in processing this form for employment. Furthermore, consistent with the Privacy Act Statement, I authorize the release to my employing agency of all information contained on this examination form and all other forms generated as a direct result of my examination.

1.6 Who can I contact with any system questions?

Physicians and medical providers can contact the Medical Qualifications Program (MQP) contacts listed here:

**Dr. Jennifer Symonds** – USFS Medical Medical Officer and MQP Manager
208-387-5978  jmsymonds@fs.fed.us

**Hope Spriggs** - MQP and eMedical Administrator
208-501-4168  hspriggs@fs.fed.us

**General eMedical Questions:**
mqp_emedical@fs.fed.us

2. General eMedical Questions for Medical Providers

2.1 How do I access eMedical?

To access eMedical, a US Forest Service (USFS) employee will provide a printed email with instructions for creating an account in eMedical during their physician exam. The email will contain the eMedical URL and a one-time access code (25 characters) for entry.

The code will look like this:
https://eMedicalacc.gdcii.com/Invitation/Index/EXAMPLECODEONLY

- Please ONLY access eMedical the first time with the access link + code.

- Enter the entire link + code, validate the employee’s DOB and then follow the prompts to establish a username/password. If a username/password is created before entering the link, it will not allow you to login.

- If you have accidently already established a username and password before entering the link and Physician Access Code, enter the link and code in a new internet address box (example shown above), verify the employee’s DOB, and log in using your existing username/password.
Once you are logged in, you may redeem additional employee access codes without logging out, but MUST use the link (above) + code before your FIRST eMedical login if working on a new employee exam.

By navigating to the indicated URL + code, physicians will be routed to the “Physician Invitation Redemption” page to verify the patient’s date of birth. The Invitation Code will automatically populate.

After clicking “Submit,” physicians will be prompted to create or, if a returning user, to enter their eMedical user name and password. If a returning user, physicians can enter their user name and password and click “Log In” to access the eMedical system.

If a new user, physicians can click “Establish User Name and Password” to create a Username and Password and populate their profile information.

Please make sure that the profile information entered is for the examining medical provider.

- After successfully establishing their profile, physicians may log in using the link below and use the “Redeem Invitation” link to enter future Physician Access codes for employee exams.

- If a physician has already used the link + code to claim an employee exam, they may save that exam and return to it later in “My Packets” until it is submitted.

This link will allow a physician to log in to eMedical and work on existing exams where the Physician Access Code has already been used and redeem future employee access codes:

https://emedicalacc.gdcii.com
2.2 How do I access a patient’s OF-178 exam form?

After logging in to the eMedical system (see section 2.1), physicians will be able to view all their pending OF-178 exams by clicking on “My Packets.” They will then see the “Physician Worklist” of all patients’ exams (or “packets”) that they have “claimed” with the access code the USFS employee has provided to them.

After a physician or individual user’s first successful access using a Physician Access Code and their profile has been established, they can log in using this link, and then clicking the “Redeem Invitation” link to enter further employee Physician Access codes.

https://emedicalacc.gdcii.com

https://emedicalacc.gdcii.com
3. **OF-178 Exam Form Completion Questions**

3.1  **How do I view and document information on my patient’s OF-178 exam form?**

Physicians will have access to all their incomplete OF-178s on the “Physician Worklist.” Physicians can select a patient from their worklist by clicking “**Take Action**” and will be able to view the form’s completed Parts A and B, including the functional and environmental requirements associated with the employee’s position. From this screen, physicians will also be prompted to complete the OF-178 Part C, documenting the patient’s medical exam.

Complete the form in its entirety. If a required field is not populated, you will receive an error message once submitted, with a note on which field needs to be completed. The first section of the exam is shown.
3.2 How do I save and return to an incomplete OF-178?

If physicians need multiple sessions to complete the OF-178 Part C, they can save their progress by clicking the “Save” button on the bottom left corner of the form. At any time, physicians can then re-enter eMedical using the provided URL and their established login credentials to view and/or edit all pending OF-178s linked to their “My Packets” worklist. Please note that the initial access code is good for ONE use. After that, the medical provider will log in with their established username/password and access exams under “My Packets”.

3.3 How do I submit the OF-178 Part C?

Upon completion of all required OF-178 fields, physicians will click “Save and Continue”. On the next page, if you wish to review the form before submission, click on the “preview the OF-178” link to download the file as a PDF.

To SUBMIT the form, click the check box, and then click the “Submit” button. You will be able to view/print the completed form after submission. (See step 3.4) The system will automatically record a digital signature and timestamp, and the physician will be prompted to check the box to confirm consent, and the form will be routed to the appropriate FS medical officer for review.
3.4 How can I print/save a completed OF-78 form for my records?

After navigating to the last page of an applicant’s OF-178 Part C, physicians will receive an in-system alert notifying that this is the last opportunity to view and print the OF-178 and that physicians will not be able to access the form after submission. To print the OF-178, click “Print OF-178”. When completed, click “Continue”.

When complete, log out of eMedical.

3.5 **Can I access an applicant’s OF-178 after I have submitted it?**

No. To limit exposure of Personally Identifiable Information (PII) and Personal Health Information (PHI), physicians cannot access any part of the OF-178 after the form has been submitted. However, physicians can access and update pending OF-178s as many times as needed until submission (see section 3.2). If physicians need to update information in the OF-178 Part C after submission, please contact the MQP office at mqp_emedical@fs.fed.us