Mission Statement:

"To safeguard and promote the health and well being of America's global Diplomatic community."

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Navigating the Pre-Employment Medical Clearance Process

Medical Clearance

Navigating the medical clearance process can be a challenging experience. Missing items will holdup the clearance process resulting in delays in hiring. However, the following information will help explain the process and show you the way.

Why Do I Need A Medical Clearance?

The medical clearance process is designed to identify health care problems before the employee (or eligible family member) goes out of the country. If ongoing medical care or educational needs are known, then they are matched-up with available overseas resources. Adequate medical resources may not be readily available in some countries. Therefore the clearance process is individualized to meet the unique health needs of each person.

Required Medical Clearance Forms:
DS-1843 for Adults and Children 12 and older
DS-1622 for Children less than 12 years old

The Medical Clearance Process

- The individual completes the required forms with the help of a medical doctor, nurse practitioner or physician's assistant.
- The applicant sends the completed form, by FAX, to the Medical Records Department. The form is then scanned and sent to a nurse consultant for review.
- A medical clearance decision will be made after all the required information is received by the Medical Clearance staff.

Checklist:

Please check the form before submitting. The following are the most common reasons for postponing a clearance decision:

1. Missing signature of the applicant or guardian from the form DS-1843 or DS-1622.
2. Missing signature from the doctor, nurse practitioner or physician's assistant who conducted the physical exam.
3. Missing chest X-ray (radiology) reports.
4. Missing blood test reports.
5. Missing pap smear cytology reports.
6. Missing mammogram reports.
7. Missing colon screening reports for individuals 50 and older. Special Education Reports: if your child has a learning disability or special needs, please provide a copy of the most recent Individual Education Plan (IEP) and school reports.
8. Abnormal laboratory or physical exam findings that do not have an explanation or follow-up report from the provider.

Tips for Submitting Your Medical Clearance Application

1. Take charge! It is your medical clearance. Failure to have all family members' medical clearance in order will delay your hiring and prevents issuing of travel orders for assignment overseas.
2. Do not wait. Start now. It may be difficult to get medical appointments to complete your exam.
3. Clearly print the patient's name on each page of the form.
4. Have the examining doctor, nurse practitioner or physician's assistant write legibly on the last 2 pages of the exam form.
5. Provide a current phone number.

6. Provide a valid e-mail and mailing address.
7. Submit all required documents at one time.
8. FAX, *do not mail*, your applications to the Office of Medical Records (703) 875-4850. Keep original documents for your files.
9. Call Medical Clearances if you have questions: (703) 875-5411.
10. Submit reports for any diagnosed medical condition (diabetes, heart surgery, hypertension or depression).
11. Report name changes to the Human Resources Technician *and* Medical Records (703) 875-4842.
12. All new eligible family members (birth, adoption or marriage) require a medical clearance. In addition, an updated OF-126 is required for Department of State employees.
13. Complete the requirements as outlined on the exam form, even if your doctor thinks it is not necessary. For example, the chest X-ray is required as a baseline for future comparison.
14. Individuals age six and over who live within the 50 miles of Washington, DC, must be examined in the Office of Medical Services Exam Clinic. Children under six must be examined by their own doctors.