Standard Operating Procedure for Medical Monitoring

1. Scope

This document is a standard operating procedure (SOP) for the Medical Monitoring Program in the DEP Laboratories. The SOP covers some of the rules and procedures the laboratory uses for beginning, maintaining and ending employee medical monitoring. This SOP will also cover employees who move from one position to another and addresses invoice processing. Refer to DEP 477 and Contract ADM620 for explicit details not covered in this SOP.

2. Beginning Medical Monitoring

a) A new employee entering the Medical Monitoring Program should have an electronic Medical Monitoring Justification form (DEP 54-404), completed and approved. Adobe LiveCycle will send the Justification form to the manager for the position that is in the medical monitoring program. The manager will complete the form, electronically sign it and LiveCycle will route it on to the employee, medical monitoring representative, DEAR director and Program Coordinator, DeLoris Gilmer in the office of the Division of Administrative Services. Once all the approvals have been obtained, the Representative will receive a copy of the Medical Monitoring Justification form and will proceed to schedule the first medical monitoring physical. For Full-Time Employee (FTE or Career Service) positions only, a position description and a JSA are required. An electronic copy of all documents should be saved under each employee's individual electronic folder located at ADM (fldep1) (N:) Medical Monitoring – Medical Monitoring Group.

b) The new employee should be added to the Participant List spreadsheet located on the Medical Monitoring drive.

c) When the form has been signed and all paperwork has been electronically saved, an appointment needs to be scheduled immediately. You can call Dr. John MacKay's office at 877-8171 or email Kym Edwards-Chan at kym326@yahoo.com or Shamika Benjamin at shamika@doctormackay.com. Appointments are considered work time.

d) When an appointment has been confirmed, update the Participant List spreadsheet with the day and time of the appointment, then email the employee and copy the supervisor. A read receipt should be requested. This email to the employee should include the appointment date and time, the restrictions of the appointment, paperwork pick-up information and needs to communicate the penalty of missing an appointment.

e) The forms needed for each appointment include a DEP Medical Surveillance Program Form (DEP 54-405), a Medical Clearance Statement (DEP 54-407) and a Hearing Conservation Form (DEP 54-406) https://www.fldepnet.org/fdep-forms-list. The paperwork for the appointment remains blank except for personal information that the employee must fill out completely before the appointment. The date and time of the appointment should be written in and the box for Baseline should be checked. An

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employee will not be seen if they do not take the paperwork with them and will result in a missed appointment penalty.

3. Continuing Medical Monitoring

a) At the beginning of each month, check the Participant List spreadsheet to see who needs to be scheduled for Medical Monitoring. Most employees are scheduled on a biennial basis unless otherwise instructed. When an appointment has been confirmed, update the Participant List spreadsheet with the date and time of the appointment, then email the employee and copy the supervisor. A read receipt should be requested. This email should include the appointment date and time, the restrictions of the appointment, paperwork pick-up information and needs to communicate the penalty of missing an appointment.

b) The paperwork for the appointment remains blank except for personal information that the employee must fill out completely before the appointment. The day and time of the appointment should be written in and the box for Periodic should be checked. The other forms attached must include a DEP Medical Surveillance Program Form (DEP 54-405), a Medical Clearance Statement (DEP 54-407) and a Hearing Conservation Form (DEP 54-406). An employee will not be seen if they do not take the paperwork with them and will result in a missed appointment penalty.

4. Medical Clearance Statement

A Medical Clearance statement should be received by the Lab office after a Medical Monitoring exam has been completed. The receive date should be updated in the Participant List spreadsheet. A copy of the form should be filed in the binder and an electronic copy should be saved under each employee's individual electronic folder.

5. Medical Monitoring Invoices

a) An invoice will be sent directly from the Doctor's office. Time/Date stamp the invoice upon receiving. Go to the Participant List spreadsheet and update any information necessary. Remember that the next exam date should be two years from the current date unless otherwise specified.

b) Route the scanned invoice and the clearance statement to the DEP Laboratories' Budget Coordinator for processing and save a copy of the forms to the ADM (fldep1) (N:) Medical Monitoring – Medical Monitoring Group to 03 Participants 3-folder. The DEP Lab Budget Coordinator will email the scanned invoice(s), electronic contract invoice 55-263A and clearance statement(s) to the Medical Monitoring Program Coordinator in the Division of Administrative Services DeLoris.Gilmer@dep.state.fl.us for payment and copy the Medical Monitoring Representative.

The DEP Laboratories' Budget Coordinator will clear the files as payments clear FLAIR each month.

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6. Exiting Medical Monitoring

a) When an employee vacates a position that has been medically monitored, an exit physical exam is required unless the last medical monitoring exam was conducted within six months prior to the date the employee is vacating the position. If a medical monitoring program participant elects to not receive the exit physical, the participant must complete the Medical Monitoring Exit Physical Waiver form 51-009. The signed form should be included in the participant's Medical Monitoring folder and emailed to DeLoris Gilmer, the Medical Monitoring Coordinator.

b) A Separation Memorandum relating that the employee will no longer be medically monitored under that position must be emailed to DeLoris Gilmer in the office of the Division of Administrative Services with the last invoice. An electronic copy of this memorandum should be saved along with all history of the employee while in the program to the adm_medmon\MM Participant e-folders\DEAR\Lab Staff DELETED from MM Program. Update the Participant List spreadsheet to reflect the employee separation from the position.

7. Moving Employee from One Position to Another

a) An employee that changes from a position that is medically monitored to another position that is medically monitored must have a new Medical Monitoring Justification Form (DEP 54-404) electronically filled out and approved to reflect all new information. An electronic copy should be saved under each employee's individual electronic folder along with the new JSA and the new position description. Send the Justification form electronically to DeLoris Gilmer in the office of the Division of Administrative Services.

b) An employee that moves from a position that is medically monitored to another that is not should follow standard exiting procedures.

c) An employee that moves from a position that is not medically monitored to another that is medically monitored should follow the standard procedures for beginning medical monitoring.

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