Standard Operating Procedure for Medical Monitoring

1. Scope

This document is a standard operating procedure (SOP) for the Medical Monitoring (MM) Program in the DEP Laboratories. The SOP covers some of the rules and procedures the laboratory uses for Enrolling, Maintaining and Unenrolling an employee in the medical monitoring Program. This SOP will also cover employees who move from one position to another and addresses invoice processing. Refer to DEP 477 and Contract ADM740 for explicit details not covered in this SOP.

2. New Employee entering the Medical Monitoring Program

To enter a new employee who has a Position Description that requires Medical Monitoring please follow the procedures below.

a) How to Enroll a New Employee:

- Check to make sure the new employee's position number is on the MM Participant's List.
- Using WORD, complete the Job Safety Analysis (JSA) specific to the Labs and send to Nhon Vo, Safety Officer, to sign, date and return to you.
- Complete the **Medical Monitoring Program Employee Enrollment form (DEP 51-051)** and route for signatures to the **Employee**, **Supervisor**, **Medical Monitoring Representative** and **DEAR Director**. Upon return of the form to you, scan the required **JSA**, **MM Employee Enrollment Form**, and **PD** to the Medical Monitoring Coordinator, **Susan Leitholf**. She will review and sign the form and return a copy of DEP 51-051 back to you.
- In the meantime, an email needs to be sent to Shamika@drmackay.com requesting exam dates for the month you need.
- Email employee these exam dates for requested month, have them select two choices and return the choices to you, the MM Representative. Send the two date choices to Shamika@drmackay.com. She will send you confirmation for one of the dates you sent. Repeat procedure if a different date is needed.
- Send an email to the employee and copy their supervisor with the confirmed date for their exam.
- Update the **Participant's List** with the new employee's name and other information listed on the spreadsheet.
- **Note: Appointments are considered work time.**
- The forms listed below will need to be filled out by the employee and returned to the Medical Monitoring Representative who will review for accuracy, scan, and email to Shamika@drmackay.com before the exam date.
- The forms can be found on the following link https://www.fldepnet.org/fdep-forms-list and accessed in Google Chrome. Employee(s) will need to fill out only the gray areas.
  - **54-405** Hazardous Waste/Materials Exposure & Hearing Conservation Form

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- **54-406** Hearing Conservation Form
- **54-407** Medical Monitoring Clearance Statement **(only Dr. MacKay fills out)**

- Communicate with the employee that there is fasting needed and there is a penalty for missing the appointment.
- The MM Representative will create a **Participants E- folder** for each new employee in the MM program and copy and paste the completed forms there that were sent to Dr MacKay's office. Use ADM (fldep1) (V:) Medical Monitoring – Medical Monitoring Group DEAR.
- Sometime after the employee's exam has been completed, Dr. MacKay's office will email the MM Representative an **Invoice** and **Clearance Statement**.
- Stamp the date Received on the form and file in the **Participants E-folder**.
- The MM Representative will send the following items:
  - PDF of Dr. MacKay's Invoice
  - PDF of Medical Monitoring Clearance Statement
  - PDF of Subcontractor Utilization Form, completed by Dr. MacKay's office,

  to **Susan Leitholf, MM Coordinator**, to create a **Contract Summary Form,** review the documents sent her, and attach and email everything back to the MM Representative for setting up payment in **ELFF.**

  Note: Google Chrome will need to be used for ELFF.

- You will need to initiate an invoice payment request in **ELFF.** You will receive an email confirmation when payment has been sent to the vendor.
- Update the **Participants List** with the next exam date that will be two (2) years from the current date unless otherwise specified.

3. Exit an Employee from the Medical Monitoring Program

a) How to Unenroll an Employee:

- When an employee vacates a position that has been medically monitored a physical exam is required **unless** the last medical monitoring exam was conducted within six (6) months prior to the date the employee is vacating the position.
- ***Note****: if an employee does not elect to have an* ***Exit exam****, they must complete the MM Exit Physical Waiver form DEP 51-009 from the forms page and submit it to you. You will need to include a copy in the Participant's folder and remove him/her from the Participants List. No MM exam is needed, so proceed with completing the exit paperwork for the employee leaving the Program.*
- You will need the completed **Exit Physical Waiver form**, the **PD** showing the "Incumbent" as **"VACANT",** and an **Exit Memo** on the employee leaving the Program. Email the forms to **Susan Leitholf, Medical Monitoring Coordinator.**

- Exit an Employee with **more than six (6) months in the Program** do the following:
  - send an email to Shamika@drmackay.com for exam dates for the month needed.
  - update the Participant's List and prepare an email and send dates to the employee.
  - employee is to send you their two date choices. Forward them to Shamika and she will email you the exam date that has been reserved for the employee.

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- send an email of confirmation to the employee and supervisor of the Exit exam date.
- prepare a manila folder with forms, 54-405, 54-406, 54-407, and an Exit Memo on the employee who is leaving the program.
- the employee completes the grayed area on the forms. They need to be returned to you a couple days before the exam date.
- Scan and send the MM exam forms to Shamika for the scheduled exam.
- Communicate to the employee: appointments are considered "work time"; there is fasting needed; there is a penalty for missing the appointment.

- Update the **MM Participant's List** with any new information.

  Use ADM (fldep1) (V:) Medical Monitoring – Medical Monitoring Group DEAR.

  - Sometime after the exam is completed, Dr. MacKay's Office will email the **MM Representative an Invoice and Clearance Statement.**
  - Stamp the date received on the forms. File in electronic **Participant's E-folder**.
  - See #7 for processing the **Medical Monitor Invoice**

4. Continuing an Employee in Medical Monitoring

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

b) Prepare the forms with the date and time of the appointment and check the box for "**Periodic**" on the form. The forms needed for the appointment include a DEP Medical Surveillance Program Form (DEP 54-405), Hearing Conservation Form (DEP 54-406) and the Medical Clearance Statement (DEP 54-407). They can be found on the following link https://www.fldepnet.org/fdep-forms-list. The paperwork for the appointment remains blank except for the grayed areas that the employee must fill out completely and return to their MM Representative. The MM forms will be sent electronically to Shamika@drmackay.com before the appointment date. An employee will not be seen if the electronic forms are not received by Dr. MacKay's office prior to the appointment and will result in a missed appointment penalty.

5. Moving Employee from One Position to Another

a) When an employee moves from one **medical monitored position to another medical monitored position in the program,** they must have a ***new*** **MM Program Employee Enrollment form (DEP 51-051)** filled out. Complete the form and route for signatures to the **Employee**, **Supervisor**, **Medical Monitoring Representative** and **DEAR Director**. Upon return of the form to you, scan and send the required JSA, MM Employee Enrollment Form, and PD to the **Medical Monitoring Coordinator, Susan Leitholf**. She will review, sign, and return a copy of the MM Employee Enrollment form back to you. An electronic copy should be saved under each employee **Participant's E- folder** along with the *new* JSA, Employee

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Enrollment Form and the *new* Position Description. Continue the same date schedule already set up for the previous position as they are staying in the Medical Monitoring Program.

b) When an employee **moves from a medical monitored position to a NON-medical monitored position,** use the **Unenroll an Employee** procedures listed in #3.

c) When an employee moves from a **NON**-medical monitored position to a medical monitored position you will use the **Enroll an Employee** procedures listed in #2.

6. Medical Clearance Statement

A medical **Clearance Statement** will be received by the MM Representative after the employees MM exam has been completed. Stamp the received date on the form and update the **Participant's List**. A copy of the form should be filed in the MM binder and an electronic copy should be saved in the employee **Participant's E-folder**.

7. Medical Monitoring Invoices

a) An **invoice** will be emailed to the MM Representative from the Dr. MacKay's office. Date stamp the invoice upon receiving it. Go to the **Participant's List** and update any necessary information. Remember the next exam date should be **two years** from the current date unless otherwise specified.

b) Scan a PDF of the Invoice, Clearance Statement and Subcontractor Utilization form from Dr. MacKay's Office for each employee, save a copy of the forms to the ADM (fldep1) (V:) Medical Monitoring – Medical Monitoring Group **Participant's E-folder** and send forms to **Susan Leitholf**, **Medical Monitoring Coordinator**. She will attach these documents with a current signed **Contract Summary Form** and send it back to the MM Representative. You will then initiate an Invoice Payment Request in **ELFF** that will route to the **MM Coordinator, Susan Leitholf** for approval. *Please remember to use **Google Chrome** for **ELFF**. When the invoice has been paid you will receive and email from Finance and Accounting.*

8. Designate or Un-designate a Position

a) To **Designate** a position in the Medical Monitored Program, complete the following forms:

- DEP 51-050 Medical Monitoring Position Designation Form.
- DEP 51-026 Job Safety Analysis form specific to the DEP Laboratories.
- PD (Position Description) update to show it is a medically monitored position.
- Scan the completed forms and send to **Med_Mon_Coord@floridadep.gov.; file.**

b) To **Un-designate** a position in the Medical Monitoring Program complete the following forms:

- The same form will be used to Un-designate a position.
- Use DEP 51-050 Medical Monitoring Position Designation Form.
- PD (Position Description) remove the medically monitored designation from the position description.
- Scan the completed forms and send to **Med_Mon_Coord@floridadep.gov.; file.**

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