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 ADM477 and Contract ADM740 for explicit details not covered in this SOP.

2. Designate/Un-designate a position as Medically Monitored

a) Designate a position as Medically Monitored

- The Medical Monitoring Representative (MMR) will prepare a Medical Monitoring Position Designation Form (DEP 51-050)
- The MMR will prepare an updated position description.
- The MMR will forward the Designation Form and position description to the Division/District/Office Director for signature and approval
- The MMR will prepare a Job Safety Analysis (JSA) – The Lab has a standard JSA for all of our MM positions (copy saved in the Medical Monitoring\Designated Positions\DEAR-Labs\Blank Forms folder). Add the employees name, title and position number to the form and send to Nhon Vo, Safety Officer, to sign, date and return to you.

  Once all Division/District/Office signatures have been obtained, the Designation Form, position description, and JSA will be sent to the Medical Monitoring Coordinator (MMC) using email address Med_Mon_Coord@FloridaDEP.gov for review and signature.

  Add the position to the MM Participants List saved the on the ADM shared drive, Medical Monitoring\Designated Positions\DEAR-Labs)

  The MMC will return the approved and signed Designation form to the MMR. The MMR will facilitate the management of the employee's file and will notify and submit the finalized position description and signed Designation to the Bureau of Human Resources, Organizational Management team via email at HR_OrgMgmt@floridaDEP.gov. The Bureau of Human Resources, Organizational Management section maintains the original position

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description files for the Department.

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

- Complete 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 the MMC**;** The MMC will return the approved and signed Designation form to the MMR. The MMR will facilitate the management of the employee's file and will notify and submit the finalized position description and signed Designation to the Bureau of Human Resources, Organizational Management team via email at HR_OrgMgmt@floridaDEP.gov. The Bureau of Human Resources, Organizational Management section maintains the original position description files for the Department.

3. New Employee entering the Medical Monitoring Program

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

- Check to make sure the new employee's position number is on the MM Participant's List.
- Create a Participant folder for the employee. (The participant folders are stored on the ADM shared drive, Medical Monitoring\Designated Positions\DEAR-Labs)
- Complete the Medical Monitoring Program Employee Enrollment form (DEP 51-051) and route for signatures to the Employee, Supervisor, MMR and DEAR Director. Upon return of the form to you, scan and email the MM Employee Enrollment Form, to the MMC at Med_Mon_Coord@FloridaDEP.gov. The MMC will review and sign the form and return a copy of DEP 51-051 back to you.
- Save copies of all of the documents in the participants folder.
- 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 MMR. 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.

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- Update the MM Participants 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
  - 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. (Per Doctor MacKay's contract, they can charge a $25.00 No Show fee for any missed appointments.)
- Save copies of the completed forms in the participants folder
- After the employee's exam has been completed, Dr. MacKay's office will email the Invoice and Clearance Statement to the MMR and MMC. Save the email and documents in the participant's folder.

  The MMC, will create a Contract Summary Form, review the documents, will email the invoice package to the MMR to be submitted into the Electronic Forms and Flows (ELFF) system for payment. You will receive an email confirmation when payment has been sent to the vendor. Save the email in the participant's folder.

  Note: Google Chrome will need to be used for ELFF.
- Update the MM Participants List with the next exam date that will be two (2) years from the current date unless otherwise specified.

4. Exit an Employee from the Medical Monitoring Program

- 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 elects not 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*
- If the employee waives the exit exam, *prepare an Exit memo and send a copy of the waiver and memo to the MMC and save a copy in the participant's folder.*
- To exit an employee with more than six (6) months since their last exam, schedule an exit exam using instructions above. An Exit Memo on the employee who is leaving the program include the date their exit exam is

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scheduled, send to the MMC and save a copy in the participants folder. After the appointment process the invoice as described above.

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

5. Continuing an Employee in Medical Monitoring

- At the beginning of each month, check the MM 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. Schedule an appointment as described above in section 3.

6. 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, send it to the MMC. The MMC will review, sign, and return a copy of the MM Employee Enrollment form back to you. Save a copy in the participant's E- folder. 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 #4.
- 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 #3.

7. Medical Clearance Statement

- A medical Clearance Statement will be received by the MM Representative after the employees MM exam has been completed, a copy should be saved in the participant's folder.

8. Medical Monitoring Invoices

- An invoice will be emailed to the MM Representative from the Dr. MacKay's office. Go to the MM 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) Submit the invoice as described above in #3.

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