



Employee Health Services

The Office of Inspector General (OIG) recognizes that the health and well being of its employees are crucial to OIG operations. The OIG promotes healthy lifestyles and provides health services programs to promote the physical and mental fitness of employees. The OIG supports employees increasing personal fitness and becoming healthier.

What is the OIG employee health program?

Provided to employees through health units located at or near the workplace, it provides preventive services such as immunizations and medical screening tests; Employee Assistance Program (EAP) counseling (1-800-222-0364); and for Criminal Investigators (1811) as required for employment, routine, periodical physical exams. Also, it includes the detection of work environment health hazards as an aid in preventing and controlling health risks.

What types of services do the health units provide?

The following services are provided:

1. Emergency response/walk-in care and first aid
2. Immunizations, such as flu and tetanus
3. Preventive services, such as health risk assessments
4. Health awareness programs such as smoking cessation, stress, or nutrition
5. Health screening tests such as hypertension, glucose, and vision; individualized health counseling
6. Reduced rate medical screenings, such as mammograms, stroke, and osteoporosis
7. Administration of treatment and/or medication prescribed by your personal doctor and furnished by you during duty hours, e.g. insulin shots, when a qualified healthcare professional is available

What is the EAP and who may use it?

The EAP is a confidential counseling and referral service that can help employees and their spouses, dependents, household members, and domestic partners, successfully deal with work, family, personal matters, legal or financial issues. You get EAP services (up to 6 counseling sessions available per issue) at **no cost to you**. You may call any time (1-800-222-0364) for confidential help.

Do I have to take leave to visit the health unit?

Your supervisor may excuse up to an hour of administrative leave in order for you to visit with the health unit. You need to request approval of administrative leave in advance. If you need follow-up visits to the health unit, you may take annual or sick leave or leave without pay.

What should I do if I am injured on the job?

Obtain first aid or medical treatment for all injuries. The OIG has first-aid kits and defibrillators at its offices. Seek medical attention for serious injuries as soon as possible.

IMPORTANT: Report, in writing, all injuries to your supervisor on Form CA-1 (traumatic injury) or Form CA-2 (occupational disease or illness). A BPD Human Resources Specialist may authorize medical treatment on Form CA-16, which you need to obtain BEFORE you go to the doctor. You can download forms at <http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>.

Does the OIG provide memberships in fitness centers?

No. The OIG does not provide memberships to fitness centers except to the extent that a fitness center is available to all employees at a particular work location, e.g. employees in headquarters may avail themselves of the free fitness center in the American Bar Association Building.

Please use fitness centers on your own time, i.e. lunch break and before or after work hours, except for 1811's who may participate during duty hours with supervisor's approval.

I would like additional information on health, safety or fitness, where could I look?

Here are several helpful websites:

<http://www.opm.gov/healthierfeds/>; <http://www.magellanassist.com/default.asp?extern=P>;
<http://www.dol.gov/esa/regs/compliance/owcp/fecacont.htm>;
<http://arc.publicdebt.treas.gov/fs/fstoig1.htm>; <https://shims.treas.gov/shims/web/MenuClaimant10.html>;
<http://simis.treas.gov/>; <http://simis.treas.gov/SafetyTips.htm>; <http://www.welcoa.org/>;
<http://www.healthpromotionjournal.com>.

Where will my medical records be secured?

Medical Folders are safeguarded in the Office of Management. If you transfer to another Federal agency, OM will forward your Medical Folder with your Official Personnel Folder to your next employing agency. If you are separated from Federal employment, your medical file is forwarded to the National Personnel Records Center for storage.

Please note: Health unit and EAP records are maintained by the contractor and are not included with OIG medical folders.

If I have a question about this policy directive, whom can I contact?

For questions regarding this policy, please call the OM main line at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.