



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aerospace Medicine Policy

ORDER
AM
8065.1A

Effective Date:
8/15/2006

SUBJ: Medical Clinic Clearance

1. Purpose. This order requires a Civil Aerospace Medical Institute medical clinic (CAMI clinic) medical clearance upon employee separation, retirement, resignation, or transfer from the Mike Monroney Aeronautical Center (MMAC) or reassignment to another region or center.

2. Distribution. This order is distributed to the Director, Civil Aerospace Medical Institute (CAMI) and Manager, Occupational Health Division, AAM-700.

3. Cancellation. Order AAM 8065.1, Medical Clinic Clearance, dated June 21, 1967 is cancelled.

4. Discussion. When an employee visits the CAMI clinic a medical treatment record (MTR) will be established. The MTR consists of two parts: (1) forms and other documents captured in a paper file and (2) electronic data captured by the web-based Clinic and Health Awareness Program Subsystem (CHAPS-Web). MTRs contain medical information which may be of material value in treating or evaluating an employee for new or subsequent medical condition(s) affecting duty suitability or performance. MTRs may be forwarded entirely or in part to another Office of Aerospace Medicine (AAM) medical facility serving the gaining organization when an employee transfers within the FAA. Upon retirement, resignation, or transfer to another agency an employee's paper-MTR becomes inactive and must be set apart from the active records for future transfer to a Federal Records Center. Presently Chaps-Web MTRs are maintained in perpetuity.

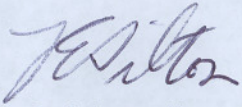
5. Action. The Manager, Occupational Health Division shall.

a. Establish and maintain a process to assure CAMI clinic medical clearance upon separation or reassignment of MMAC employees to another region, center or Washington headquarters.

b. Establish and maintain procedures to assure that the following actions are taken:

(1) When a MMAC employee is transferred within the FAA, the CAMI clinic coordinates with the gaining AAM medical facility to determine if the MTR should be transferred or placed into inactive status. If the decision is made to transfer, the MTR will be placed in a special sealed envelope to assure privacy and sent by FEDEX 2-day ground to assure proper delivery to the accepting AAM medical facility including a memorandum of transmittal.

(2) If the gaining medical facility does not agree to the transfer, the MTR will be placed in the inactive section of the CAMI clinic MTR system of files for future transfer to a Federal Records Center.



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