

AMH Separation and Close-out Exam

1. Company point-of-contact (POC) (normally Human Resources representative) will submit email to AdvanceMed Hanford (AMH) medical scheduling via Outlook address ^AMH Scheduler.
2. The AMH scheduler will verify if worker is enrolled in programs and notify POC.
3. Worker who is not enrolled in programs or who is enrolled in programs but had a physical for those programs within the past six-months will be scheduled for an appointment to complete the Separation Questionnaire at the discretion of the employing company.
4. Worker who is enrolled in programs and has not had a physical for those programs within the past six-months may be scheduled for a “close-out appointment” at the discretion of the employing company.
5. The AMH scheduler shall notify POC of date and time of requested scheduled exam.
6. Employing company must terminate workers Employee Job Task Analysis (EJTA) upon workers termination from company.