Information for Aviation Medical Examiners Processing MedXPress Applications

FAA MedXPress (MedX), released in 2007, is a web application applicants may use for the electronic submission of FAA Form 8500-8 applicant information (Items 1 – 20). As of October 1, 2012, use of MedX is mandatory. MedX is located at: https://medxpress.faa.gov

Using MedX is simple. The applicant needs only a valid e-mail account to create a MedX account. At this time, FAA employed Air Traffic Controllers may not use MedX.

MedX is another FAA initiative toward making the Aerospace Medical Certification Division (AMCD) paperless. MedX is designed to expedite processing of an applicant's request for certification, and to potentially reduce the time spent at the Aviation Medical Examiner's (AME) office.

Implementation of MedX does result in changes to established AME office procedures. For example, an applicant who uses MedX provides a confirmation number to their AME who then uses it to import the MedX application.

Provided below are *AME Procedures* to help clarify the process. These procedures are designed to enable the AME office to handle any special situations that may arise for MedX applicants.

Key concepts when working with MedX applications:

- MedX is for aviators; AMCS is for AMEs. You will continue to use AMCS, just as you do now.
- Only AMEs and their staff members are allowed to use AMCS.
- An applicant cannot make updates to their MedX application once submitted. If you discover corrections should be made to the application during your review, you are required to discuss these changes with the applicant and obtain their approval. You will make any changes in AMCS.
- MedX applications not imported into AMCS within 60 days will expire.
- MedX applications *must* be imported before the applicant leaves your office.
- As soon as you import an application into AMCS, it is a signed FAA form and should be treated accordingly.
- MedX applications can only be imported once. If you need access to an application you have previously imported but not yet submitted, you will find it on your Pending Exams tab.

If you have any questions, please call AMCS Support at 405-954-3238.

If applicants have any technical issues with MedXPress, they may reach MedXPress Support at 877-287-6731.

AME Procedures for Processing FAA MedXPress Applications

- **Appointment Procedure**
  - Applicant calls to schedule an appointment
  - Tell applicant to complete an electronic application through MedXPress (MedX): https://medxpress.faa.gov
    - Remind applicant to bring confirmation number and valid photo ID
    - Remind applicant to print completed Summary Sheet from MedX and bring it to appointment
- **Day of Exam Procedure**
  - Verify photo ID (see AME Guide for more information: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/ame/guide/app_process/app_history/itemi/)
  - Import MedX Application (Items 1 – 20) into AMCS as follows:
    - Select "Import Application" tab
    - Enter Confirmation Number
    - Click the Search button
    - Select the correct applicant from the list or select New Applicant for a first time applicant
      - If the applicant has an FAA record, but is not showing up as a choice, contact AMCS Support
    - Click on Process Selection
    - Print a Summary Sheet of MedX application. The Summary Sheet contains the information completed by the applicant at home, plus a blank physical exam form the AME can use to take exam notes.
    - AMCS will assign a certificate number to the imported application
  - If applicant does not bring their confirmation number
    - The applicant can retrieve it from MedX or their email account
    - If the applicant cannot retrieve their confirmation number, please contact AMCS Support
  - Perform Exam
  - If AME Determines Applicant is Eligible for a Certificate
    - Print Certificate through AMCS; the AME and applicant **must** sign the certificate
  - If AME Defers or Denies Applicant
    - Do not print or issue Certificate
  - Submit exam through AMCS. Please submit exams as soon as possible. Exams must be submitted within 14 days of the exam date. If a student certificate is issued, the exam must be submitted within 7 days.
- **Exam Submission if Changes are Made to Page 1 (Items 1 – 20)**
  - Update Page 1 in AMCS to reflect any changes the applicant made during the exam
  - For each change made to Page 1, provide a comment in the space provided in the Modification section of the Comments Screen in AMCS
  - Select the "Check here to certify" box after reading the certification statement to confirm the applicant has authorized the changes made to their application.
- **Disposition of Application after Submission via AMCS**
  - **Do not mail** any portion of the MedX application. MedX captures the applicant's electronic signature; importing the application into AMCS captures the e-signature.

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                    ┌─────────────────────┐
                    │  Applicant makes    │
                    │   appointment       │
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────────────┐
                    │ Instruct applicant to complete│
                    │ application on MedXPress (MedX):│
                    │   https://medxpress.faa.gov  │
                    └─────────────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │ Instruct applicant to bring│
                    │   photo ID and MedX │
                    │  application summary │
                    └─────────────────────┘
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                               ▼
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Did applicant provide confirmation number?

No → Confirmation number is required. Applicant should retrieve it from MedX or email account. If not possible, contact AMCS Support. 405-954-3238.

Yes ↓

Prior to exam:
• Verify photo ID
• Log into AMCS
• Import application
• Print application if not provided by applicant

Review application and perform exam. (You must obtain applicant's authorization for changes to Page 1 of MedX application.)

Is certificate being issued?

No → Do not print certificate

Yes ↓

Print certificate through AMCS

Submit Exam through AMCS