



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

ORDER
AM 8065.1B

Effective Date:
12/13/18

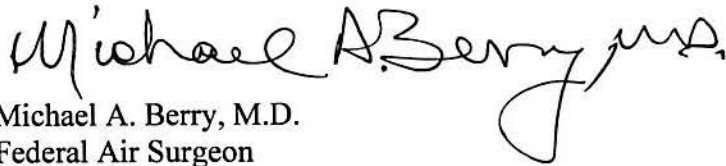
SUBJ: Medical Clinic Clearance

- 1. Purpose of This Order.** 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. Audience.** Civil Aerospace Medical Institute (CAMI) medical clinic personnel.
- 3. Where Can I Find This Order.** You can find this order on the MYFAA Employee website: https://employees.faa.gov/tools_resources/orders_notices/.
- 4. What This Order Cancels.** Order AM 8065.1A, Medical Clinic Clearance, dated August 15, 2006 is cancelled.
- 5. Discussion.** When an employee visits the CAMI clinic a medical treatment record (MTR) is 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 separation the employee's MTR becomes inactive and must be set apart from the active records for future transfer to a Federal Records Center. Records for employees transferring to another agency, should be forwarded to the MTR custodian for that agency when possible. Presently, CHAPS-Web MTRs are maintained in perpetuity; transfer of both paper MTR and CHAPS-Web MTR data is planned to a successor electronic MTR system as required by executive order.
- 6. 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 with any medical condition, especially chronic and work-related 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 electronic transfer to a Federal Records Center.

7. Distribution. This order is distributed to the Director, CAMI and Manager, Occupational Health Division, AAM-700.

A handwritten signature in black ink that reads "Michael A. Berry, M.D.". The signature is written in a cursive style with a large, stylized "M" and "B".

Michael A. Berry, M.D.
Federal Air Surgeon