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INTRODUCTION

The Aerospace Medical Certification Subsystem (AMCS) is an integrated and standard system designed to vastly improve and simplify the processing of applicant medical clearance/certification information. One of the primary goals of the AMCS is to allow all AMEs to enter the Form 8500-8 application information directly into the system via the Internet. AMEs will be assigned an AMCS username and password by the FAA. AMEs will access the AMCS Internet application by connecting to the AMCS Login Page at https://medxpress.faa.gov/loginnet/Login.aspx?app=AMCS.

This document discusses the system requirements for accessing the AMCS Internet application and provides the instructions necessary to walk the user through the data entry and submission process.

AME SYSTEM REQUIREMENTS

The AME is responsible for establishing and maintaining the Internet access for their office. This includes signing up with an Internet Service Provider (ISP). While the FAA cannot endorse any particular ISP, it is recommended that the AME sign-up with one that will be able to provide Internet access at the required speeds with as few service interruptions or connection difficulties as possible. It is important to note that while the ISP and operating systems utilized are up to the user, the only web browser currently supported is Microsoft Internet Explorer® (version 5.0 or higher). This web browser supports the required 128-bit encryption that is utilized by the FAA as a security measure.

If an applicant requires an ECG in order to be medically certified, AMEs will be required to attach a copy of the applicant’s ECG in pdf format to the exam in AMCS. AMCS will deny submission and subsequent transmission of the exam if the ECG is required and is not attached.

ACCESS AMCS APPLICATION

AMEs may access the AMCS application by going directly to the AMCS Login Page or by going to the FAA website http://www.faa.gov and selecting the following hyperlinks.

From the FAA’s home page, click on the Licenses & Certificates tab at the top of the page. From the Licenses & Certificates page, click on the Medical Certification link located on the left side of the screen or listed below the Top Requests subject title. From the Medical Certification page, click on the Aerospace Medical Certification Subsystem (AMCS) Online Support link located below the Aviation Medical Examiners subject title. This will take you to the AMCS Online Support page.

The Aerospace Medical Certification Subsystem (AMCS) Online Support page provides important notices about policy changes and update information concerning use of the application or enhancements made to the application. The online support page also provides an AMCS Login hyperlink and hyperlinks relating to general information, support and security.

Clicking on the AMCS Login hyperlink will take you to the AMCS Login Page.
**Pop-Up Blockers and Cookies**

Pop-Up Blockers must be disabled and Cookies must be enabled in order for the AMCS Internet application to function properly.

**Internet Connection Issues**

In the event that you lose Internet connectivity prior to transmitting, the information that was previously saved will be stored in the database. Any data that had not been saved must be re-entered. For example, if you entered data on page 1 of the Form 8500-8 Data Entry screens and saved, then began entering data on page 2 when the Internet connection was terminated, all of the information on page 1 will remain in the database. Therefore, upon logging back into the system, you should search for the airman again and select the pending application for that airman, which will have a status of ‘P’. All of the saved data will be present and you should proceed to the page of the Form 8500-8 Data Entry screens that you were on when the Internet connection was lost and continue the data entry process.

**NOTE**

This web site is best viewed using a screen resolution of 1024 x 768. If your monitor or video display adapter cannot handle this resolution, you will still be able to view all of the pages. You will have to utilize the vertical scroll bar on the right-hand side of the window in order to view the information that is on the bottom of the screens.

**Technical Support**

For technical support questions please contact the AMCS Help Desk at (405) 954-3238.
AMCS LOGIN

- Locate the URL for AMCS with your browser.
- The AMCS Login screen will display.
- Type in your User Name and Password.
- Strike <Enter> or click the Login button.
- You will be taken to either the Message Page or to the AMCS Pending Exams screen or to the Search Applicants screen if there are no pending exams.
Session Timeout

The AMCS times out after 20 minutes of inactivity. If a user allows AMCS to sit idle for 20 minutes or more, the user will be directed to the Session Timeout screen when the user attempts to use the application by clicking on a field, button, or link. A link to the application’s login page is provided on the Session Timeout screen. Click on the link and you will be taken the AMCS login page.

Session Timeout Screen

On the screens of AMCS where there is significant data entry required, the user will receive a warning message after 15 minutes of inactivity. If the user does not perform some kind of action within five minutes of receiving the message the session will time out and any unsaved data will be lost. Once the session times out, any update or refresh action will send the user to the Session Timeout screen.
Change Password

AMCS passwords will expire every 90 days. If your account has expired you will be taken directly to the Change Password screen after your login attempt. To change your password click on the Change Password button on the Login screen.

The Login window will expand to include New Password and Confirm text boxes.

Change Password Screen

Enter a new password of your choice.Passwords must be at least eight characters in length and must use three of the four following different character types:

- Uppercase alphabetic characters (A-Z)
- Lowercase alphabetic characters (a-z)
- Numeric characters (0-9)
- Non-alphanumeric characters (*#&%@~^)

Password characters may not be repeated more than two times (Valid: PPassword1 – Not Valid: PPPassword1).

The system will maintain the last five passwords and not allow you to use any password that you have used in the past five changes. **IMPORTANT: Login accounts will be locked out for twenty minutes after three failed attempts to login to AMCS.**

Enter your new password in both areas and strike <Enter> or click the Login button. Your password will be changed and you will be taken to either the Messaging Administration Home Page or to the AMCS Pending Exams screen.
Notice of Account Suspension

An AME whose status is inactive will no longer be able to log on to AMCS. An inactive AME, or a member of that AME’s staff attempting to log on to AMCS will be presented with a “Notice of Account Suspension” screen and should contact their FAA Regional Office representative for the appropriate instructions on how to proceed.

Notice of Account Suspension Screen

Account Not Validated Access Denied

AMEs are required to validate the AMCS accounts for their staff every 90 days. If your AME has not validated staff within the last 90 days or has not authorized access to AMCS for your account, the link to AMCS will appear disabled with a yellow triangle beside it. Hover over the triangle to see the message explaining that access to AMCS is being denied until your account is validated. You will need to contact your AME and ask for account validation.
Message Page

Upon login to the AMCS, users will be presented with the Message Page if the user has more than one application available to them or if there are new messages. If there are no new messages and the user only has access to the AMCS application, the user will be presented with the AMCS Pending Exams screen, or the Search Applicants screen if there are no pending exams, upon login.

If there are new messages they will display in the Messages box. All messages that are currently active can be viewed by clicking on All. Click on the Aerospace Medical Certification Subsystem link and you will be taken to the AMCS Pending Exams screen.

LINKS

Change Password - Takes you to the Change Password screen.

Logout - Logs you out and takes you back to the AMCS Login screen.

Application(s) Link – A link to each application you have access to will be provided in the Applications section.

New - Displays all new messages.

All - Displays all messages that are currently active.

View - Displays the selected message.
If a message requires confirmation, a message will display at the top of the screen, the application links will be disabled and a check mark will display under the “Required” header in the messages section of the screen. Users will not be allowed access to any application until they confirm they have read the message.

Clicking on the View button will display the message along with a check box and Confirm button. A Print button has also been provided so that the message may be printed. If a message requires confirmation, check the box and click on the Confirm button. Once confirmation is made you will be returned to the Message Page. The warning message will be gone and the application links will be enabled.

Important TEST Message!!!

Date: 8/17/2010
Date Sent: 8/17/2010
Subject: Important TEST Message!!!

TEST.
PENDING EXAMS SCREEN

This screen displays the exams performed by the AME’s office that are in pending status. Exams can be sorted by Applicant ID, Exam Date, SSN, Last Name, First Name or Middle name by clicking on the appropriate column header.

Pending Exams Screen

Functions:

SEARCH APPLICANTS TAB

Select this tab to go to the Search Applicants screen.

IMPORT APPLICATION TAB

Select this tab to go to the Import Application screen.

APPLICANT ID NUMBER LINK

Clicking on the Applicant ID link will take you to the first page of the 8500-8 Data Entry screens for the corresponding exam.

OPEN LINK

Clicking on the Open link will take you to the first page of the 8500-8 Data Entry screens for the corresponding exam.
ATTACH ECG LINK (NEW ECGS ONLY)

Clicking on this link will launch a Document Import window, where the applicant’s current ECG can be uploaded (attached to the current exam) and eventually transmitted to DIWS with the exam.

You may attach as many ECGs as you like to the exam, but only the last ECG attached will be saved and transmitted with the exam.

You will receive a warning at the top of the window if an ECG has already been attached.

To attach an ECG, click on the **Browse...** button and search your computer’s folders for the appropriate ECG pdf document. Select the document and click on the **Open** button.
The document selected will display in the document field. Assign a date to the ECG and add any necessary comments and click on the OK button.

You will receive a message that the ECG has been successfully uploaded:
EXAM HX LINK

Clicking on the Exam HX link will display a Pre-Exam Report for the exam. This link will only display for exams submitted via the FAA's MedXPress system.
DELETE LINK

Clicking on *Delete* will launch the Delete Pending screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS. This link will disappear if certificate is printed using the Quick Cert feature on Page 1 of the 8500-8 Data Entry screens, but the exam was not submitted.

PRINT LINK

Clicking on *Print* will display the exam in PDF format for viewing and printing.

HELP BUTTON

*Help* – Provides information about the screen’s functionality.

LOGOUT BUTTON

*Logout* – Logs you out and returns you to the Login screen.
SEARCH APPLICANTS SCREEN

From this screen you can search for an existing applicant in order to add an exam to the applicant’s record or to review the applicant’s previous exams or you can add an exam for a new applicant.

The Search Applicants screen allows you to perform a search by entering an Applicant ID, SSN, PI Number, or at a minimum a Last Name and Date of Birth. You may only search by one method at a time. Performing a search will determine if the applicant currently exists in the system and will display the applicant’s exam information. You must perform a Last Name and Date of Birth search before a new applicant can be created.

No Matching Records

If your search does not return any records for any existing applicants, you should verify the search criteria were entered properly. If the information was entered incorrectly, re-enter the search criteria. If upon reviewing the information that was entered you determine that it was not entered incorrectly, you should click on the Create Applicant button to add an exam for a new applicant. The Certificate/Form No. entry page will display where either an FF or GG series form may be selected and where the certificate number must be entered before you will be allowed to continue to the first page of the 8500-8 Data Entry screens so that the exam information may be entered.
Found Applicants

If you select an existing applicant that was retrieved during your search, when you click on the Add Exam button to the right of the applicable Applicant ID number you will proceed to the Certificate/Form No. entry page will display where either an FF or GG series form may be selected and where the certificate number must be entered before you will be allowed to continue to the first page of the 8500-8 Data Entry screens so that the exam information may be entered.

Found Exams

NOTE

MID links are only enabled if that particular exam was performed by the AME logged in or by someone in that AMEs’ office.

To view a particular exam, click on the MID number of the exam you wish to view. If the exam Status is ‘A’, the exam was completed and a summary of the Form 8500-8 will be presented. If the exam Status is ‘P’, the exam was started, but not completed and the Form 8500-8 Data Entry screens will launch with all information previously entered and saved displayed in the appropriate fields.

Functions:

PENDING EXAMS TAB

Select this tab to go to the Pending Exams screen.

IMPORT APPLICATION TAB

Select this tab to go to the Import Application screen.

SEARCH BY APPLICANT ID

Select the Applicant ID radio button and enter the appropriate number.

SEARCH BY SSN

Select the SSN radio button and enter the appropriate number.

SEARCH BY PI NUMBER

Select the PI Number radio button and enter the appropriate number.
SEARCH BY LAST NAME/DOB

Select the Last Name radio button and enter at a minimum the applicant’s Last Name and Date of Birth.

SEARCH BUTTON

- Starts the search for applicant based on the criteria selected.

CLEAR BUTTON

- Clears the search fields.

CREATE APPLICANT BUTTON

- Takes you to the first page of the Certificate/Form No. entry page.

***IMPORTANT*** You must perform a Last Name and DOB search in order for this button to become available.

APPLICANT ID NUMBER

Clicking on an Applicant ID number under the Found Applicants section will display all of the exams for that applicant under the Found Exams for Highlighted Applicant section at the bottom of the screen.

ADD EXAM BUTTON

- This button is located under the Found Applicants section. Clicking on this button takes you to the Certificate/Form No. entry page.

MID NUMBER LINK

Clicking on a MID number under the Found Exams for Highlighted Applicant section will display a summary of the Form 8500-8 if the status of the exam is listed as ‘A’. If the status of the exam is listed as ‘P’, clicking on “Pending” under the MID number will launch the Form 8500-8 Data Entry screens for that particular exam with the information previously entered and saved displayed in the appropriate fields.
**DELETE LINK**

Clicking on *Delete* beside an exam status listed as ‘P’ will launch the Delete Pending screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS. **IMPORTANT** This link will disappear if certificate was printed using the Quick Cert feature on Page 1 of the 8500-8 Data Entry screens, but the exam was not submitted.

**INTERIM CERT LINK**

Clicking on the *Interim Cert* link beside an exam status listed as ‘A’ will launch the SI/AASI Medical Certificate screen where an AME Assisted Special Issuance (AASI) medical certificate can be issued and printed.
SI/AASI Medical Certificate

This screen is launched when you click on the *Interim Cert* link on the bottom half of the Search Applicants screen and allows for the issuance of an AME Assisted Special Issuance medical certificate when the conditions listed at the bottom of the screen have been met.

**SI/AASI Medical Certificate Screen**

The *Not valid for any class after date* field is the only updateable field. The date entered cannot exceed the last day of the month of the current exam's expiration date and cannot be greater than 24 months from the last day of the current month. Once the appropriate date has been entered, check the confirmation box at the bottom of the screen to indicate the conditions for SI/AASI have been met. Click on the **Preview Certificate** button.
SI/AASI Medical Certificate Preview

Clicking on the **Preview Certificate** button on the SI/AASI Medical Certificate screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.

![SI/AASI Medical Certificate Preview Screen](image-url)
ATTACH ECG LINK (REPEAT ECGS ONLY)

Clicking on this link will launch a Document Import window, where a Repeat ECG for an applicant can be uploaded/attached to the applicant's latest transmitted exam and ultimately to the applicant's folder in DIWS. ***IMPORTANT*** Attach ECG link is only available if the latest transmitted exam was performed by the AME logged in or by someone in that AMEs' office.

You may attach as many Repeat ECGs as you like to the exam, but each ECG you attach will become a document within the applicant’s folder in DIWS.

![Document Import Window](image)

To attach a Repeat ECG, click on the **Browse...** button and search your computer's folders for the appropriate ECG pdf document. Select the document and click on the **Open** button.
The document selected will display in the document field. Assign a date to the ECG and add any necessary comments and click on the **OK** button.

You will receive a message that the ECG has been successfully uploaded:

**HELP BUTTON**

- Provides information about the screen’s functionality.

**LOGOUT BUTTON**

- Logs you out and returns you to the Login screen.
IMPORT APPLICATION SCREEN

This screen allows an AME to search for exam application information entered by an applicant via the FAA’s MedXPress system.

• The applicant will provide the number for the AME to enter into the Confirmation No. field.
• The exam information matching the confirmation number will display below the Search button.
• If there are applicants in the DIWS that are potential matches they will be listed along with the new applicant option.
• If there are no current applicants found that match the confirmation number you will receive a message stating so.

Import Application Screen

Select the radio button that applies and click on the Process Selection button. The exam application information entered via the FAA MedXPress will import into the AMCS and is ready for you to perform the applicant’s exam and enter the remainder of the applicant’s exam information.

***IMPORTANT*** Only employee designated AMEs will have access to ATC exams entered via the FAA MedXPress. Unauthorized AMEs will receive a message indicating that they are not authorized to conduct the exam.
Functions:

SEARCH APPLICANTS TAB
Select this tab to go to the Search Applicants screen.

PENDING EXAMS TAB
Select this tab to go to the Pending Exams screen.

CONFIRMATION NO FIELD
Enter the confirmation number provided by the applicant.

SEARCH BUTTON
- Starts the search for the exam matching the confirmation number entered.

CLEAR BUTTON
- Clears the confirmation number field.

PROCESS SELECTION BUTTON
- Imports the FAA MedXPress application into the AMCS.

HELP BUTTON
- Provides information about the screen’s functionality.

LOGOUT BUTTON
- Logs you out and returns you to the Login screen.
IMPORT AN EXAM

Enter the confirmation number provided by the applicant and click on the Search button.

Select the appropriate match and click on the Process Selection button.

A screen will display giving you the option of:
- importing another application
- displaying the application you just imported in PDF format
- viewing the application you just imported in the 8500-8 Data Entry screens so you may enter the remainder of the exam information
- or viewing a pre-exam report for the applicant.

Clicking on the Import Another Application button will return you to the Import Application Search screen so that you may import another application.

Clicking on the Display Summary button will create a PDF version of the imported application for viewing or printing.

Clicking on the View Imported Application button will take you to first page of the Form 8500-8 Data Entry screens for the associated applicant so the remainder of the applicant’s exam information can be entered.

Clicking on the Exam HX button will create an pre-exam report for the applicant.
FORM 8500-8 DATA ENTRY SCREENS

The Form 8500-8 Data Entry screens are presented on four separate pages. Each field displays a blue “?” , red “X” or a green “Ok” beside it. The “?” indicates that the information has not yet been validated. The “OK” indicates that the information has been validated and that information entered is acceptable. The “X” indicates that a required field was left blank or that an error was found with the information entered into a field during validation. Holding your mouse over the “X” will display text describing what is required or what the validation on that field consists of. Clicking on the “Ok” or the “X” will take you to the text in the Guide for Aviation Medical Examiners that explains the type of information that belongs in that particular field.

Form 8500-8 Data Entry Screens (Sample)
Form 8500-8 Data Entry Screen Page 1

Page 1 of the Form 8500-8 Data Entry screens was designed to resemble the front page of the hardcopy FAA Form 8500-8.
DATA ENTRY

Instructions for the individual data entry fields on Page 1 of the data entry screens follow.

SEARCH ICON

- Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant’s record or to review the applicant’s previous exams.

PENDING ICON

- Takes you to the Pending Exams screen, which displays exams performed by the AME’s office in a pending status.

IMPORT ICON

- Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA’s MedXPress system.

PAGE 1 ICON

- This icon, when displayed in blue, indicates that you are on page 1 of the data entry screens.

PAGE 2 ICON

- Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 2 of the data entry screens.

COMMENTS ICON

- Takes you to the Comments page where you can enter comments for Yes radio button selections for Item 18, Medical History, selections a. thru y; for Abnormal radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b. (pilots only), 19, 49, 50, 51.a., 51.b., 52 thru 57, and 59.

***IMPORTANT*** A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

AME ACTIONS ICON (PILOTS ONLY)

- Takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

***IMPORTANT*** This button will not display for ATC exams.
PAGE 3 ICON

- Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 3 of the data entry screens.

VALIDATE ICON

- Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

ATTACH ECG ICON

- Clicking on this icon will launch a Document Import window, where the applicant’s current ECG can be uploaded (attached to the current exam) and eventually transmitted to DIWS with the exam.

CERTIFICATE ICON (PILOTS ONLY)

- Selecting this icon will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information. The certificate may be printed up to three times as long as the exam remains in a Pending status. When a certificate is reprinted a warning message will display indicating that a previous version of the certificate has been printed and should be destroyed.

***IMPORTANT***Once a certificate has been printed the maximum number of times, the button will no longer appear as part of Page 1 for that exam.

***IMPORTANT***This button will not display for ATC exams.

SET ALL BLANK ITEMS IN A THRU Y TO NO BUTTON

- Sets all of the blank radio button selections for the Medical History, Item 18, selections a. thru y. to No.

SET ALL NO ITEMS IN A THRU Y TO BLANK BUTTON

- Sets all of No radio button selections for the Medical History, Item 18, selections a. thru y. to Blank. Yes selections will remain selected.
SAVE BUTTON

- Selecting this button will save any newly entered or updated information.

NEXT PAGE BUTTON

- Selecting this button will save any newly entered or updated information and take you to page 2 of the data entry screens.

HELP BUTTON

- Provides information about the screen’s functionality.

LOGOUT BUTTON

- Logs you out and returns you to the Login screen.
Medical Certificate Quick Print (Pilots Only)

This screen is launched when the Cert icon on Page 1 of the Form 8500-8 Data Entry screens is selected.

Medical Certificate Quick Print Screen

Some fields will automatically populate with the applicable information from Page 1. Information entered such as Weight, Height, Form Number, Exam Date, Limitations, etc. will be saved into the applicable fields of the 8500-8 data entry screens. The Form Number field will automatically populate with a GX-******* computer generated number if the exam was transmitted via the FAA’s MedXPress system. If the exam information is being entered from the AME’s office the GG-******* number from the paper 8500-8 form should be entered. The Form Number will print on student certificates. Once all required information is entered, click on the Preview Certificate button.
Medical Certificate Preview (Pilots Only)

Clicking on the **Preview Certificate** button on the Medical Certificate Quick Print screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.

The certificate may be printed up to three times as long as the exam remains in a Pending status. When a certificate is reprinted a warning message will display indicating that a previous version of the certificate has been printed and should be destroyed.
Certificate Eligibility Warning (Pilots Only)

Each exam is validated against the applicant’s exam history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action you will be presented with this warning page and will not be allowed to print a certificate.

Certificate Eligibility Warning Screen
Attach Current ECG To New Exam

Clicking on the Attach ECG icon on the left side of the page will launch a Document Import window, where the applicant’s current ECG can be uploaded (attached to the current exam) and eventually transmitted to DIWS with the exam.

You may attach as many ECGs as you like to the exam, but only the last ECG attached will be saved and transmitted with the exam.

You will receive a warning at the top of the window if an ECG has already been attached.

To attach an ECG, click on the Browse... button and search your computer’s folders for the appropriate ECG pdf document. Select the document and click on the Open button.
The document selected will display in the document field. Assign a date to the ECG and add any necessary comments and click on the OK button.

You will receive a message that the ECG has been successfully uploaded:
ITEMS 1 THRU 17.b.

Exam Type

(IMPORTED EXAMS) – Exam type selected in MedXPress will display. Selection cannot be updated. Validation is based on the type of exam selected.

(EXAMS CREATED IN AMCS) - For exams created in AMCS, select the type of exam to be performed for the applicant from the drop down list provided. Validation is based on the type of exam selected. ***IMPORTANT*** Drop down selections for ATC are available only to AMEs designated to perform FAA Employee exams.

AME Serial Number

Displays the serial number of the AME performing the exam.
1. Application For (Enabled for Pilot Applicants Only)

Either the Airman Medical Cert or Airman Medical & Student Pilot Cert radio button should be selected to indicate the type of certificate being applied for. *(Required)*

2. Class of Medical Certificate (Enabled for Pilot Applicants Only)

Either the 1st, 2nd or 3rd radio button should be selected to indicate the class of certificate being applied for. *(Required)*

3. Last Name

The applicant’s last name should display here. *(Required)*

First Name

The applicant’s first name should display here. *(Required)*

Middle Name

The applicant’s middle name should display here when applicable.

Suffix

The appropriate suffix from the drop down list should display if applicable.

4. SSN

The applicant’s Social Security Number, or pseudo SSN if they would prefer not to provide their SSN, should display here. *(Required)*

**NOTE**

If entering the exam information and the applicant does not have a pseudo SSN and does not wish to provide their SSN, click on the check box next to International/Declined to Submit. When this option is selected, a pseudo SSN will be assigned to the applicant. The applicant should be given the SSN to use on future 8500-8 applications.

5. Address

The applicant’s street address should display here. If entering the applicant’s street address, DO NOT use any punctuation (e.g., Rolling Ave. should be entered Rolling Ave). *(Required)*

Telephone Number

The applicant’s telephone number should display here.
City

The applicant’s city should display here. If entering the name of the city the applicant lives in be sure that no numbers or punctuation are used if the applicant lives in the United States (e.g., St. Louis should be entered St Louis). If the applicant lives in a foreign country the city name may contain numbers, but no punctuation. *(Required)*

State

The applicant’s state should display here. If entering the exam, select the applicant’s state from the drop down list provided, or leave blank if international. *(Required for USA Addresses)*

Country

The applicant’s country should display here. If entering the exam, select the applicant’s country of residence from the drop down list provided, or select Other (Unknown). When selecting the applicant’s State and Country, either a state or foreign country must be selected, but not both. *(Required)*

Zip Code

The applicant’s zip code should display here. *(Required for USA Addresses)*

6. Date of Birth

The applicant’s date of birth should display here in the (MM/DD/YYYY) format. If applying for an Airman Medical & Student Pilot Certificate, the applicant’s birthday must be at least 15 years 11 months prior to today’s date. The date entered must also be a valid date, no later than today’s date, and no earlier than the 20th or 21st century. *(Required)*

7. Hair Color

The appropriate hair color from the drop down list should display here. *(Required)*

8. Eye Color

The appropriate eye color from the drop down list should display here. *(Required)*

9. Sex

Either the Male or Female radio button should be selected. *(Required)*

Citizenship

The country the applicant is currently a citizen of should display here. *(Required)*

10. Type of Airman Certificate(s) You Hold

All that apply should be checked. If None is checked, no other boxes should be checked. If Other is checked, something should be entered into the text box to the right of the Other option. *(Required)*
11. Occupation
The applicant’s occupation should display here.

12. Employer
The name of the applicant’s employer should display here.

13. Has Your FAA Airman Medical Certificate Ever Been Denied, Suspended or Revoked
Either the Yes or No radio button should be selected. If yes is selected, the date of the denial, suspension or revocation should be entered in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today’s date, and no earlier than the 20th or 21st century. (Required for Pilot Applicants Only)

14. Total Pilot Time (Civilian Only) To Date
The number of pilot hours (in whole numbers) to date should display here.

15. Total Pilot Time (Civilian Only) Past 6 Months
The number of pilot hours (in whole numbers) during the past 6 months should display here. The number of hours listed in 15 should not exceed the number of hours listed in 14.

16. Date of Last FAA Medical Application
If the applicant had previous exams, this field should populate with the date of the latest exam. If this is the applicant’s first application, the No Prior Application check box should be checked. (If “No Prior Application” is NOT checked, the Date of Last FAA Medical Application is Required)

NOTE
If 13 is “No” and 16 is blank, the No Prior Application box must be checked.

If 13 is “Yes”, date must be entered into Date of Last FAA Medical Application field.
17.a. Do You Currently Use Any Medication (Prescription or Nonprescription)

Either the Yes or No radio button should be selected. If Yes is selected, the necessary medication information should be entered. *(Required)*

***IMPORTANT*** Yes selection requires an AME comment.

If an application has been imported via the FAA MedXPress and an incorrect entry exists, the following instruction will display:

_This application contains one or more medication names that could not be validated. Please click the edit button next to the corresponding item(s) to enter the correct medication._

1. Enter the name of the medication prescribed.

<table>
<thead>
<tr>
<th>Medication Name:</th>
<th>Applicant Spelling if Incorrect:</th>
<th>Previously Reported:</th>
<th>Add</th>
</tr>
</thead>
</table>

2. If an exact match for the medication cannot be found in the database an error message will display and a drop down list of possible matches will be provided.

If the drug name entered is a valid drug name that should be added to the database, check the _Add Medication to Database_ checkbox and click the _Add_ button. Click the _Clear_ button to refresh the screen.

3. Select the correct medication name.
4. If the applicant misspelled the medication on the form, the spelling the applicant used should be entered into the Applicant Spelling if Incorrect box.

5. Type in the Dosage Amount and select the Dosage Unit and Frequency from the drop down lists provided.

6. If the medication has been previously reported, check the check box below the Previously Reported column.

7. Click the Add button. The medication and its associated dosage information will display below the appropriate column headings.

8. Repeat this procedure for each medication listed.

9. The medication and its information will populate in the comments box for block 60 so that AME can comment on the medication(s).

10. Click on the Edit link to update the associated medication.

11. Click on the Delete link to delete the associated medication from the exam.

17.b. Do You Ever Use Near Vision Contact Lens(es) While Flying (Enabled for Pilot Applicants Only)

Either the Yes or No radio button should be selected. (Required)

***IMPORTANT***Yes selection requires AME Comment.
ITEM 18

18. Medical History – Have You Ever In Your Life Been Diagnosed With, Had, Or Do You Presently Have Any Of The
FOLLOWING? Answer “yes” or “no” for every condition listed below (if “yes”, click Add Comment to add or edit a comment).

***IMPORTANT*** All items marked “yes” require an AME comment.

If the answer to question 18y changes from either Yes to No or No to Yes, a comment will
be required.

If entering the exam and all of the items on the 8500-8 application are checked as “No” you
can click on the button. Each item’s No radio button will be
selected.

Clicking on the button will clear the “No” selections.

Conviction and/or Administrative Action History

Either the Yes or No radio button for items v. and w. should be selected. If entering the
exam and this field was left blank, the airman should be contacted.
Applicant Explanations

Applicant explanations entered for medical history items where the Yes radio button was selected display on the left side of the Comment screen. Additional explanation entered by the applicant displays in the box at the bottom titled General Explanations by Airman Pertaining to Medical History.

If entering the exam, click on the icon on the left side of the page and enter the applicant’s comments in the Applicant Explanation areas of the screen.

<table>
<thead>
<tr>
<th>Item</th>
<th>Applicant Explanation or Item Description</th>
<th>AME Comment (Item 60)</th>
<th>Disq</th>
</tr>
</thead>
<tbody>
<tr>
<td>17a</td>
<td>CLARITIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17b</td>
<td>Do You Ever Use Near Vision Contact Lens(es) While Flying</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>18a</td>
<td>Hay fever or allergy</td>
<td>Previously Reported, No Change</td>
<td></td>
</tr>
<tr>
<td>18h</td>
<td>High or low blood pressure</td>
<td>comment</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Have you visited any health professionals within the last 3 years</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

General Explanations by Airman Pertaining to Medical History:

Blood pressure goes up and down and I am currently not taking medication to regulate it.

Additional AME Comments:
ITEMS 19 AND 20

19. Have You Visited any Health Professionals Within last 3 Years

Either the Yes or No radio button should be selected. If Yes is selected, at a minimum, the date of the visit in the (MM/YYYY) format and the reason for seeing a physician should be entered into the appropriate fields. The date entered must be a valid date, no later than today’s date, and no earlier than the 20th or 21st century. (Required)

***IMPORTANT***Yes selection requires AME Comment.

If entering the exam, enter the information provided by the applicant into the appropriate fields. Click on the Add button and the information you entered will appear under the appropriate headings underneath the Add button and the fields will clear. The Edit and Delete options that correspond with each visit allow you to update the visit information or completely delete the visit from the record.

Clicking on the Edit link will display that visit’s information in the boxes provided and and buttons will replace the button. Update as necessary and click the button. The fields will clear, the button returns and the information will again appear under the appropriate headings. You may cancel the editing process by clicking the button.

NOT UPDATEABLE FOR IMPORTED EXAMS
20. Applicant’s National Driver Register and Certifying Declarations

(IMPORTED EXAMS) – The “Yes” radio button will be selected and a date entered. These fields cannot be updated for imported exams.

(EXAMS CREATED IN AMCS) - If entering the exam, select either the Yes or No radio button. If the applicant signed the form, select Yes and enter the date on which the form was signed in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today’s date, and no earlier than the 20th or 21st century. *(Required)*

To proceed to Page 2 of the Form 8500-8 Data Entry screens click on the [Next Page] button at the bottom right of the screen.

-OR-

Click on the [icon] at the top left of the screen. Information entered on Page 1 will be saved and you will be taken to Page 2 of the Form 8500-8 Data Entry screens.
Form 8500-8 Data Entry Screen Page 2

Page 2 of the Form 8500-8 Data Entry screens was designed to resemble the back page of the hardcopy FAA Form 8500-8.
DATA ENTRY

Instructions for the individual data entry fields on Page 2 of the data entry screens follow.

SEARCH ICON

🔍 - Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant’s record or to review the applicant’s previous exams.

PENDING ICON

🕒 - Takes you to the Pending Exams screen, which displays exams performed by the AME’s office in a pending status.

IMPORT ICON

🔍 - Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA’s MedXPress system.

PAGE 1 ICON

₁ - Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 1 of the data entry screens.

PAGE 2 ICON

₂ - This icon, when displayed in blue, indicates that you are on page 2 of the data entry screens.

COMMENTS ICON

💬 - Takes you to the Comments page where you can enter comments for Yes radio button selections for Item 18, Medical History, selections a. thru y; for Abnormal radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b. (pilots only), 19, 49, 50, 51.a., 51.b., 52 thru 57, and 59.

***IMPORTANT*** A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

AME ACTIONS ICON (PILOTS ONLY)

.magiccom - Takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

***IMPORTANT*** This button will not display for ATC exams.
PAGE 3 ICON

- Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 3 of the data entry screens.

VALIDATE ICON

- Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

ATTACH ECG ICON

- Clicking on this icon will launch a Document Import window, where the applicant’s current ECG can be uploaded (attached to the current exam) and eventually transmitted to DIWS with the exam.

SET ALL BLANK ITEMS IN 25 THRU 48 TO NORMAL BUTTON

- Sets all of the blank radio button selections for Physical Findings, Items 25 thru 48 to Normal.

SET ALL NORMAL ITEMS IN 25 THRU 48 TO BLANK BUTTON

- Sets all Normal radio button selections for Physical Findings, Items 25 thru 48 to Blank. Abnormal selections will remain selected.

SAVE BUTTON

- Selecting this button will save any newly entered or updated information.

PREVIOUS PAGE BUTTON

- Selecting this button will save any newly entered or updated information and take you back to page 1 of the data entry screens.

NEXT PAGE BUTTON

- Selecting this button will save any newly entered or updated information and take you to the Comments page.

HELP BUTTON

- Provides information about the screen’s functionality.

LOGOUT BUTTON

- Logs you out and returns you to the Login screen.
ITEMS 21 THRU 48

21. Height (in.)

Enter the applicant’s height in inches. A valid height between 36 and 90 inches only will be accepted. *(Required)*

22. Weight (lbs.)

Enter the applicant’s weight in pounds. A valid weight between 50 and 450 pounds only will be accepted. *(Required)*

BMI

The applicant’s BMI is automatically calculated based on the height and weight information entered.

23. Statement of Demonstrated Ability (SODA)

Select either the Yes or No radio button. If Yes is selected, you must enter the SODA number. *(Required)*
24. SODA #

Enter the SODA Serial number.

Defect Noted

Enter defects noted. *(Required if Yes selected and SODA number entered)*

25 thru 48. Physical Findings

Select either the Normal or Abnormal radio button for each of the items 25 thru 48. *(Required)*

***IMPORTANT*** All items marked “abnormal” require an AME Comment.

If all of the items are Normal you can click on the button. Each item’s Normal radio button will be selected.

**NOTE**

Items 39 and 41 should be left blank if the applicant is female.

Clicking on the button will clear the “Normal” selections.

Comments on Physical Findings

Comments that must be entered for physical findings, items 25 thru 48, where the Abnormal radio button was selected shall be entered into the top section of the Comments screen.

Click on the icon on the left side of the page and enter comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the box beside the item number.

**Comments on Physical Findings (Items 25-48)**

AMEs, please provide comments for any abnormal physical findings. Also, check all items to be included in Disqualifying Defects (Item 53).

<table>
<thead>
<tr>
<th>Item</th>
<th>AME Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinuses</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Comment</td>
</tr>
<tr>
<td>Spine, other musculoskeletal</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Comment</td>
</tr>
</tbody>
</table>

General Notes Pertaining to Physical Findings:
ITEMS 49 THRU 58

49. HEARING

Pilot applicant must pass at least one test (Conversational, Speech Discrimination or Audiometer). ATC applicant must meet Audiometer standards. **(Required)**

***IMPORTANT*** **AME** comments are required for failure to pass.

**Conversational Voice at 6 Feet**

Select either the **Pass** or **Fail** radio button.

**Speech Discrimination**

Enter the speech discrimination result in the box provided.

**Audiometer (Threshold in Decibels)**

Enter the Audiometer results in the appropriate boxes.

**50. Distant Vision**

Enter the distance vision results in the appropriate boxes. **(Required)**

***IMPORTANT*** **AME** comments are required for out of range distant vision results.
51a. Near Vision
Enter the near vision (at 16 inches) results in the appropriate boxes. *(Required)*

***IMPORTANT***AME comments are required for out of range near vision results.

51b. Intermediate Vision
Enter the intermediate vision (at 32 inches) results in the appropriate boxes. *(Required for applicant’s age 50 and older)*

***IMPORTANT***AME comments are required for out of range intermediate vision results.

52. Color Vision
Select either the Pass or Fail radio button. *(Required)*

***IMPORTANT***AME comments are required if applicant fails color vision test.

53. Field of Vision
Select either the Normal or Abnormal radio button. *(Required)*

***IMPORTANT***AME comments are required if field of vision results are abnormal.

54. Heterophoria 20’ (In Prism Dioplers)
Enter the Heterophoria test results in the boxes provided. *(Required)*

***IMPORTANT***AME comments are required for test results that exceed the specified standards.

55. Blood Pressure
Enter the Systolic and Diastolic blood pressure readings in the boxes provided. *(Required)*

***IMPORTANT***AME comments are required if blood pressure readings are above specified limits.

56. Pulse
Enter the pulse reading in the box provided. *(Required)*

***IMPORTANT***AME comments are required if field needs to be left blank for some reason.
57. Urine Test (If Abnormal, Give Results)

Select either the Normal or Abnormal radio button. If Abnormal is selected, you must enter the Albumin and Sugar results in the boxes provided. You may also enter Albumin and Sugar results for normal urinalysis if desired.

***IMPORTANT***AME comments are required if results are abnormal.

58. ECG Date

Displays a red “X” when applicant requires a current ECG with the new exam. The date field is not updateable. The date will auto-fill with the date assigned during the upload of the applicant’s ECG.

***IMPORTANT***AMCS will not allow transmission of the exam without an ECG attached if the applicant requires an ECG.
ITEMS 59 AND 60

59. Other Tests Given

Enter any additional medical information in the box provided. Additional medical information may be furnished through additional history taking, further clinical examination procedures and supplemental laboratory procedures.

***IMPORTANT***AME comments are required when additional information is obtained.
60. Comments on History and Findings

Comments that must be entered for the Yes answers in Item 18, Medical History, selections a. thru y; and for out of range or abnormal results for items 17.a., 17.b. (pilots only), 19, 49, 50, 51.a., 51.b., 52 thru 57, and 59, shall be entered in the bottom section of the Comments screen.

Click on the icon on the left side of the page and enter comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the box beside the item number.

### Significant Medical History

Select the Yes or No radio button. *(Required)*

### Abnormal Physical Findings

Select the Yes or No radio button. *(Required)*
ITEM 62

62. Has Been Issued

Item 62 will display in one of the four manners depicted above depending on the Exam Type selected. Select the appropriate radio button to indicate the certificate or clearance that was issued or to indicate whether or not the exam was deferred or denied. **(Required)**

***IMPORTANT*** The applicant must meet the minimum age requirement (16 years) in order for a Medical and Student Pilot Certificate to be issued.

***IMPORTANT*** Selecting Item #6 on the AME Actions page will update the selection to “No Certificate Issued – Deferred for Further Evaluation”

Certificate Eligibility Warning (Pilots Only)

Each exam is validated against the applicant’s medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action a Certificate Eligibility Warning will appear above Item 62 recommending that you not issue a certificate.
ITEMS 63 AND 64

63. Disqualifying Defects

Items that an AME checks as disqualifying in the applicable areas of the Comments screen will be listed by item number (e.g., 18v, 44, 53).

64. Medical Examiner’s Declaration – I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this medical examination report. This report with any attachment embodies my findings completely and correctly.

Medical Exam Date

Enter the date of the examination in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today’s date, and no earlier than 10/01/1999. *(Required)*

AME Declaration

Select the Yes or No radio button. Yes indicates that the AME has read the declaration and has signed the 8500-8 application. *(Required)*

Clicking on the button at the bottom right of the screen will take you to the Comments screen. Enter any necessary comments and click on the button at the bottom right of the Comments screen to proceed to Page 3 of the Form 85008-Data Entry screens.

-OR-

Click on the icon at the top left of the screen. Information entered on Page 2 will be saved and you will be taken to Page 3 of the Form 8500-8 Data Entry screens.
Comments Screen

The Comments screen was designed to provide a central location in which to enter explanations and comments pertaining to an applicant’s medical history, comments related to any abnormal physical findings and comments for other out of range or abnormal results.
COMMENTS ON PHYSICAL FINDINGS

AME comments that must be entered for physical findings, items 25 thru 48, where the Abnormal radio button was selected shall be entered into the top section of the Comments screen.

MODIFICATIONS TO PAGE 1 OF IMPORTED EXAMS

This section is for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress. An AME must enter a comment for each modification and check the “Check here to certify” check box before the exam can be submitted.

Changes made by the system to information on page 1 are also displayed here with “System Change” automatically entered into the comments. If a change made by the system is the only change made to page 1 information, the “Check here to certify” checkbox is automatically checked.

APPLICANT EXPLANATIONS

Applicant explanations that must be entered for medical history items where the Yes radio button was selected shall be entered into the bottom section of the Comments screen where applicable.

COMMENTS ON HISTORY AND FINDINGS

AME comments that must be entered for the Yes answers in Item 18, Medical History, selections a. thru y; and for out of range or abnormal results for items 17.a., 17.b. (pilots only), 19, 49, 50, 51.a., 51.b., 52 thru 57, and 59, shall be entered in the bottom section of the Comments screen.
AME Actions Screen

The AME Actions screen was designed to provide the AME with a list of selections to choose from when making an Obstructive Sleep Apnea Assessment for an applicant.

A selection is required for all Pilot exams. The AME will not be able to submit the exam if a selection has not been made.

Selecting Item #6 will update the selection in Block 62 on page 2 of the exam to “No Certificate Issued – Deferred for Further Evaluation.” The AME will receive a confirmation message indicating that Item 62 will be updated.

***IMPORTANT***This page will not display for ATC exams.
Form 8500-8 Data Entry Screen Page 3

Page 3 of the Form 8500-8 Data Entry screens was designed to present itself as Certificate Issued or No Certificate Issued as applicable and is where the AME will submit the exam to the DIWS database.
SEARCH ICON

– Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant’s record or to review the applicant’s previous exams.

PENDING ICON

– Takes you to the Pending Exams screen, which displays exams performed by the AME’s office in a pending status.

IMPORT ICON

– Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA’s MedXPress system.

PAGE 1 ICON

– Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 1 of the data entry screens.

PAGE 2 ICON

– Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 2 of the data entry screens.

COMMENTS ICON

– Takes you to the Comments page where you can enter comments for Yes radio button selections for Item 18, Medical History, selections a. thru y; for Abnormal radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b. (pilots only), 19, 49, 50, 51.a., 51.b., 52 thru 57, and 59.

***IMPORTANT*** A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

AME ACTIONS ICON (PILOTS ONLY)

– Takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

***IMPORTANT***This button will not display for ATC exams.
PAGE 3 ICON

- This icon, when displayed in blue, indicates that you are on page 3 of the data entry screens.

VALIDATE ICON

- Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

ATTACH ECG ICON

- Clicking on this icon will launch a Document Import window, where the applicant’s current ECG can be uploaded (attached to the current exam) and eventually transmitted to DIWS with the exam.

SAVE BUTTON

- Selecting this button will save any newly entered or updated information.

PREVIOUS PAGE BUTTON

- Selecting this button will save any newly entered or updated information and take you back to the Comments page.

SUBMIT EXAM BUTTON

- Selecting this button will perform a final validation of the exam information, which will launch either a window depicting the fields that contain an error or a window displaying a message that the exam submitted successfully along with a Preview Cert. button if you are issuing a certificate.

HELP BUTTON

- Provides information about the screen’s functionality.

LOGOUT BUTTON

- Logs you out and returns you to the Login screen.
NO CERTIFICATE ISSUED

If one of the following selections was made in Field 62 on Page 2 of the Form 8500-8 Data Entry screens, a screen indicating that no certificate will be issued by the AME will display.

- FAA ATCS Clearance Deferred to FAA
- FAA ATCS Clearance Issued on FAA Form 3900-7
- FAA ATCS Clearance Deferred on FAA Form 3900-7
- FAA ATCS Clearance and Airman Medical Certificate Deferred
- No Certificate Issued – Deferred for Further Evaluation
- Has Been Denied – Letter of Denial Issued (Copy Attached)
CERTIFICATE ISSUED

If one of the following selections was made in Field 62 on Page 2 of the Form 8500-8 Data Entry screens, the Medical Certificate screen will display allowing you to update the certificate information if necessary:

- FAA ATCS Clearance and Airman Medical Certificate Issued
- Medical Certificate
- Medical and Student Pilot Certificate

***IMPORTANT*** If a certificate has already been printed using the Cert button on Page 1, no changes should be made to the certificate information at this point. If the data being submitted does not match the data that was printed on the certificate, the exam will not submit and a Certificate Data Mismatch Verification screen will launch.

Medical Certificate Class

Select the appropriate classification granted from the drop down list provided.
Limitations

Select the limitation(s) that apply.

Certificate/Form No.

This field will automatically populate with a GX-******** computer generated number if the exam was transmitted via the FAA’s MedXPress system and the digits will be read-only. If the exam information is being entered from the AME’s office the GG-******** number from the paper 8500-8 form should be entered.

If an AME needs to use a paper 8500-8 form to issue a certificate to an applicant whose exam was imported via the MedXPress system and only has the FF-series paper forms available, the form number can be changed from GX to FF. Changing the form number will cause the electronic form to convert to an FF series form, thereby removing question 18.y and any comment that may have applied. It will also require you to re-answer question 18.v if it was answered "Yes" prior to the form conversion. You will receive the following warning message if you convert to an FF series form.

![Message from webpage]

*Form will be converted to an FF series form. If you save or leave this page, question 18y and your answer and comment to question 18y will be removed. You will also be required to re-answer question 18v if it was answered as "Yes".*
Certificate Data Mismatch Verification

This screen launches if information printed on the certificate issued pre-submission has changed or if you have selected deferred or denied in block 62 and you are now trying to submit the exam. AMCS will not allow you submit the exam without a comment in the box provided, or a correction of the changed data.
Certificate Issued With Certificate Eligibility Warning

Each exam is validated against the applicant’s medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action, a Certificate Eligibility Warning will appear at the bottom of Page 3’s Certificate Issued screen. If the AME decides to ignore the warning and submit, a screen will launch requiring an explanation for the submission.
**Explanation for Submission**

If the decision has been made to ignore the warnings and issue a certificate, the Explanation for Submission screen will launch requiring the AME to enter an explanation for the issuance before AMCS will allow submission of the exam.
Exam Submission Confirmation

Once all of the necessary data has been entered, click on the **Submit Exam** button on the bottom of Page 3 of the Form 8500-8 Data Entry screens.

If the data does NOT pass the final validation stage, error messages will display at the top of the page. Clicking on the error will take you to the appropriate page of the Form 8500-8 Data Entry screens so you can correct the error.

If all of the data passes the final validation stage, a Confirmation screen will appear displaying a message indicating that the exam was submitted successfully along with the Exam Date, Applicant ID number, MID number, applicant’s DOB and SSN as well as the applicant’s name and address.

The MID number uniquely identifies this examination within the DIWS database. The Applicant ID uniquely identifies the individual within the DIWS database. These numbers should be included on all correspondence associated with this application as it will allow the FAA to quickly locate an airman’s record.

Clicking the **Display Summary** button presents a summary of the completed Form 8500-8.

Clicking the **Preview Cert** button launches the Medical Certificate Preview page where the medical certificate can be reviewed and then printed.
Medical Certificate Preview

Clicking on the Preview Cert. button on the bottom of the Confirmation screen will launch this screen. If the certificate is accurate, click on the Print Certificate button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.