

## HIMS AME - HUDDLE ELECTRONIC CASE SUBMISSION

(Updated 01/27/2021)

At this time, **only** HIMS AMES may submit cases electronically via Huddle. To do so, HIMS AMES must first complete initial Huddle training. If you do not have a Huddle account or have not completed training, send requests to [9-AAM-HIMS@faa.gov](mailto:9-AAM-HIMS@faa.gov).

- Submit only first- and second-class HIMS cases.
- Do **NOT** send **third-class** cases via huddle.

### Steps for Electronic Submission

- A. Log into your Huddle account
- B. Create a folder for the airman. Use PI# if available, type of case (HIMS, HIMS+SSRI). Each airman case must have a separate folder.
- C. Upload all relevant files in the designated order with correct naming conventions as indicated on the [HIMS AME Checklist](#).
- D. Share completed folder with HIMS Analyst Team.
- E. Follow any instructions you receive from your assigned HIMS Analyst.\*

\*When the HIMS Analyst determines the file is complete, they will move the folder from the Huddle workspace for FAA review.

For detailed instructions, log into your [Huddle account](#) and go to the “Huddle Training and Updates” page.

### FREQUENTLY ASKED QUESTIONS (FAQs)

#### 1. What is the preferred format for uploaded documents?

Use PDF or Microsoft Word format.

#### 2. Is there a limit to the number of folders or limit on size of the files?

There is no limit on the number of folders. File size is limited to 20 GB.

#### 3. How do I identify different reports from the same consultant? I might have a Neuropsychologist initial report, followed by a second report or a follow up report, etc.

Place the naming conventions at the beginning of the document. If you have additional documents as described above, place a dash after the naming

convention then add the description. (EX: Neuropsychologist Report – follow up.)

**4. Should I wait until the airman’s folder has all the required files before sharing them or should I share them as they come in?**

Do not share the folder with the HIMS Analyst Team until ALL the required documents are present.

**5. How do I provide missing or additionally requested information after I have already shared the folder?**

If you need to submit a document after you have already shared a folder, simply create another folder with the airman’s identifying information, label it “additional documents,” add the additional files, and then share the new folder with the HIMS Analyst Team.

**6. Once I share the files in Huddle, do I also have to mail them to the FAA?**

**No**, once you share the file electronically, do NOT mail the same file. Duplicate copies will slow down the review process.

**7. What happens to the folders once they are shared with the HIMS Analyst Team?**

Once an entire folder is shared, the analyst checks for any missing information. If the folder is complete, it moves into the process for FAA review.

**8. Will the Aerospace Medical Certification Division (AMCD) staff have access to the Huddle space as well?**

Yes, they will have as-needed access to the files in your Huddle workspace.

**9. What about third-class Drug and Alcohol cases?**

Third class cases are processed at the Aerospace Medical Certification Division in Oklahoma City and should be **mailed** to the address indicated on the HIMS Checklist.