FEDERAL AVIATION ADMINISTRATION (FAA)

AMCS USER GUIDE

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1 INTRODUCTION

The Aerospace Medical Certification Subsystem (AMCS) is an integrated and standard system designed to 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 and their authorized staff members 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://amcs.faa.gov.

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.

2 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.

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.

3   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 *Pilots & Airmen* tab at the top of the page and select *Medical Certification*. 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 Support page.

The Aerospace Medical Certification Subsystem (AMCS) 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 other general and supporting information.

Clicking on the AMCS Login hyperlink will take you to the AMCS Login Page.

3.1 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.

3.2 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. 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 the pages. You will have to utilize the vertical scroll bar on the right-hand side of the window to view the information that is on the bottom of the screens.

3.3 Technical Support

For technical support questions please contact the AMCS Support Team at AMCSsupport@faa.gov (405) 954-3238.

4   LOG in to AMCS

You are required to complete the "MyAccess" registration process.

1. Navigate to AMCS Login
2. The AMCS Security banner will display
3. Click on 'Accept' button on the security banner
4. MyAccess page is displayed
5. Enter the Email ID and click on 'Next' button
6. Enter 'Password'
7. Enter the OKTA code
8. Verify login is successful and Home page is displayed.
9. If the user does not have an AMCS role logs into AMCS, an error message is displayed as "The user '*XXXX*' is not authorized to access this site" upon logging into AMCS.
10. If user has not been validated for past 90 days logs into AMCS, a warning message is displayed as "Access to AMCS has been denied as your AME has not validated staff within the last 90 days or has not authorized access to AMCS for this account. Please ask your AME to perform account validation using the AME Administration application to restore your access." Upon login.
11. If the external user is tied to an Inactive AME serial number, then error is displayed as "The user '*XXXX*' is not authorized to access this site" and user cannot access the AMCS application.

For support with "MyAccess" registration, contact

AMCS Technical Support Team: AMCSsupport@faa.gov 405-954-3238

If you need additional assistance registering in MyAccess, contact the FAA's MyIT Service Center: helpdesk@FAA.gov 1-844-FAA-MyIT (322-6948)
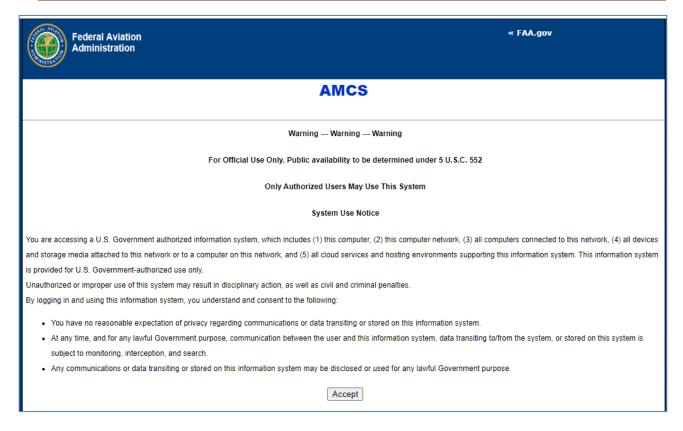
Figure 1 – AMCS Security Banner

Figure 2 – MyAccess Login

Figure 3 – AMCS Login Screen

Figure 4 – User does not have an AMCS role or tied to Inactive AME

Figure 5 – User not validated from past 90 days

4.1 Session Timeout

AMCS times out after 20 minutes of inactivity. If a user allows AMCS to sit idle for 20 minutes or more, the session will time out and the user will logged out.

On the screens of AMCS where there is significant data entry required, the user will receive a Session Timeout Warning message after 15 minutes of inactivity. If the user does not click on the **Continue** button on the session timeout warning message within five minutes of receiving the message, the session will time out. Once the session times out, any update or refresh action will send the user back to the AMCS/CLA Login screen.
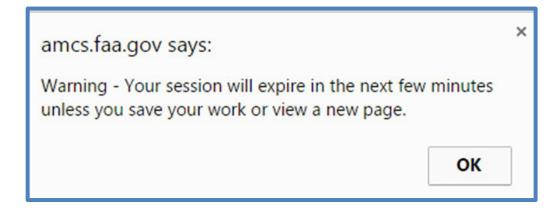
Figure 6 – Session Timeout - Warning

4.2 Account Not Validated Access Denied

Each AME is 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.

Figure 7 – Account Not Validated - Access Denied

4.3 AMCS Home Page

Upon login to the AMCS, AMEs will be presented with the AMCS Home page. The home page displays links for Aerospace Medical Certification Subsystem and AME Administration and a Messages box. AME staff members will only see the AMCS Home page if there are new messages. If there are no new messages, the user will be presented with the Pending Exams Screen, or the Import Application 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 the **All** tab in the Messages section. Click on the Aerospace Medical Certification Subsystem link and you will be taken to AMCS.

Figure 8 – AMCS Home Page

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 unconfirmed 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.

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Figure 9 – Message Confirmation

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 Home Page. The warning message will be gone and the application links will be enabled.

Figure 10 – Message View

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5 PENDING EXAMS SCREEN

The Pending Exams Screen displays the exams performed by the AME's office that are in pending status. Exams can be sorted by Last Name, First Name, Middle Name, SSN, or Exam Date by clicking on the appropriate column header.

Pending Exams:

	Last Name	First Name	Middle Name	SSN	Exam Date	Actions
OPEN	JOHN	MAC		*****0949	11/19/2022	
OPEN	KIMS	TEST		*****0909	09/01/2022	
OPEN	TEST	RUSSELL		*****6469		
OPEN	TESTER	BYRON		*****0915		
OPEN	TESTER	BUCK		*****0913		
OPEN	TESTER	ROB		*****0928		

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Readers & Viewers: PDF

Figure 11 – Pending Exams Screen

5.1 Functions

5.1.1 Search Applicants Tab
Select this tab to go 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.

5.1.2 Import Application Tab
Select this tab to go to the Import Application Screen, where you can search for exam application information entered by an applicant via the FAA's MedXPress system.

5.1.3 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.

5.1.4 Attach ECG Icon (New ECGs Only)
Clicking on this icon will launch an ECG Import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

You may only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. 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.

Figure 12 – ECG Import Window

To attach an ECG from the ECG Import window, click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button. The uploaded file must be less than 3 MB or a message is displayed indicating the file exceeds the size limit.

Figure 13 – Select and Attach ECG PDF

The document selected will display in the document field. Enter the date the ECG was performed in the Document Date field. Add any necessary comments, and click on the **OK** button.

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Figure 14 – Add ECG Date and Comments

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

The file, John Doe_ECG_Update.pdf, has been successfully uploaded.

OK

Figure 15 – ECG File Upload Success Message

5.1.5   Upload Documents Icon

Documents can be uploaded via the Pending Exams screen and eventually transmitted to the FAA along with the exam. You may attach up to 25 documents to the exam. Prior to transmission, you can edit a document's attributes or delete the document itself. The documents are not available to the FAA until after you transmit the exam.

An upload icon is displayed on the Pending Exams table (highlighted below). When you hover-over the upload icon then "Select to Upload Documents" help text is displayed.

Click on the upload icon to launch the below dialog box. The dialog box contains the Airman Name and the applicable MID at the top. In addition, it contains 1) Document Name: a mechanism to choose and upload applicable files 2) Document Type: Single select list that allows you to categorize a document to support efficient case review 3) Document Date: a date picker. Furthermore, if any documents were previously added, they will be in a data table. The total count of uploaded documents will be displayed. Note: The total number of uploaded documents must be <= 25.

Click on the "Choose File" button to launch the file explorer and navigate to the location where the applicable files are saved. **Note:** _Only the following file types can be uploaded: doc, docx, jpg, jpeg, pdf, xps_

NOTE: Due to security constraints, you will not be able to view documents uploaded to AMCS that are JPG or JPEG. We encourage you to use the other file types available.

Double click on the file or select it and click on "Open": The selected file is displayed in the dialog box

Open the 'Document Type' drop-down list to view all available types. **NOTE**: Selecting the incorrect Document Type will delay processing.

Select the applicable document type

Open the 'Document Date' date picker. The Document Date is the date of the medical event or service noted on the document. (All dates that are > tomorrow's date are disabled, i.e. not available for selection)

Select the applicable date.

Click on "OK" button to complete the upload

The uploaded document is displayed in the data table. A success message is displayed in green text. Count of uploaded documents is updated.

To view an uploaded document, click on the view icon (highlighted in yellow below). Upon hovering over this icon, "View Document" help text is displayed.

Upon clicking on the view icon, the document is downloaded for you to view.

To edit attributes of an uploaded document, click on the edit icon (highlighted in yellow below). Upon hovering over this icon, "Edit Document" help text is displayed.

Upon clicking the edit icon the "Document Type" and "Document Date" fields are displayed as editable.

Select new values in the "Document Type" and "Document Date" fields (as applicable)

Click on "Update" button to save the modified attributes.

Updated attributes are displayed in the data table. A success message is displayed in green text.

The file Sample PDF.pdf has been successfully updated.

Uploaded Documents: 7 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
Doc1.docx	8500-8	01/03/2023	JWEEMS	👁 ✏ 🗑
Sample PDF.pdf	ATC-Authorization	12/14/2022	Psingh	👁 ✏ 🗑
8500-8.pdf	ATC-8500-8	10/04/2022	MPASUPULETI	👁 ✏ 🗑
TimeStamp.xps	8500-8	10/04/2022	Gchinta	👁 ✏ 🗑
TestUpload.docx	8500-8/Multiple	10/04/2022	PNAGARAJAN	👁 ✏ 🗑

To delete an uploaded document, click on the delete icon (highlighted in yellow below).
Upon hovering over this icon, "Delete Document" help text is displayed.

Document Name	Document Type	Document Date	User Name	Actions
Doc1.docx	8500-8	01/03/2023	JWEEMS	👁 ✏ 🗑
Sample PDF.pdf	ATC-Authorization	12/14/2022	Psingh	👁 ✏ 🗑 Delete Document
8500-8.pdf	ATC-8500-8	10/04/2022	MPASUPULETI	👁 ✏ 🗑

Upon clicking on the delete icon a confirmation dialog box is launched.

Airman Name: TEST KIMS

172.29.99.35 says

Are you sure you want to delete this record Sample PDF.pdf

OK   Cancel

Upload only documents for the appl

ⓘ Document Name :   Choos

Document Type : [▾]

ⓘ Document Date : [▾]

OK   Reset   Cancel

Uploaded Documents: 7 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
Doc1.docx	8500-8	01/03/2023	JWEEMS	👁 ✏ 🗑
Sample PDF.pdf	ATC-Authorization	12/14/2022	Psingh	👁 ✏ 🗑

Click on "OK" button to proceed with the delete. The selected record is deleted from the data table. A success message is displayed in green text. Count of uploaded documents are updated.

The file Sample PDF.pdf has been successfully deleted.

Uploaded Documents: 6 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
Doc1.docx	8500-8	01/03/2023	JWEEMS	👁 ✏ 🗑
8500-8.pdf	ATC-8500-8	10/04/2022	MPASUPULETI	👁 ✏ 🗑
TimeStamp.xps	8500-8	10/04/2022	Gchinta	👁 ✏ 🗑
TestUpload.docx	8500-8/Multiple	10/04/2022	PNAGARAJAN	👁 ✏ 🗑
TimeStamp.xps	ATC-3900-7	09/26/2022	Gchinta	👁 ✏ 🗑

5.1.6 Exam HX Icon

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

```
                    This document/record belongs to the Federal Aviation Administration and may be used
                       for official Government purposes only. It may not be released without the expressed
                     permission of the Federal Aviation Administration. Refer requests for the document to:

                                      Civil Aerospace Medical Institute (CAMI)
                                       Aerospace Medical Certification Division
                                                   P.O. Box 26080
                                            Oklahoma City, OK 73125-9914

                                              FOR OFFICIAL USE ONLY

                               Public availability to be determined under 5 US C 552


   Hal R. Jordan
   1 Oa Drive
   Coast City, CA, USA

   DOB         Height  Weight  Hair   Eyes  Sex
   2/20/1970   70      225     BLOND  BLUE  Male

   Most Recent Exam Status
   Exam Date: 09/09/2014   Class Issued: Class 3, Special Issuance, ...

   Limitations (Most Recent Exam)
   (2) Must wear corrective lenses.
   (76) Not valid for any class after

   Previously denied, suspended or revoked
   Yes  09/30/2012

   Medications (Most Recent Exam)
   Medication    Disqualifying
   LOSARTAN      Yes
   OMEPRAZOLE    Yes
   LOVASTATIN    Yes

   Previous Medical History (Items 18a-x)
   The following medical history items have been marked as Yes on one or more previous exams:
   (18G) Heart or vascular trouble
   (18H) High or low blood pressure
   (18U) Admission to hospital
   (18X) Other illness, disability, or surgery
   (18H) High or low blood pressure
   (18U) Admission to hospital
   (18X) Other illness, disability, or surgery

   Statement of Demonstrated Ability (SODA)
   None

   Physical Findings (Items 25-48)
   The following items have been marked as Abnormal on one or more previous exams:
   (44) Identifying body marks, scars, tattos (Size and location)
   (44) Identifying body marks, scars, tattos (Size and location)

   Hearing Values (Most Recent Exam)
   Conversational Voice:   Pass
   Speech Discrimination:  N/A

   Audiometer:
   Right Ear                       Left Ear
   500   1000  2000  3000  4000    500   1000  2000  3000  4000


   Vision Values (Most Recent Exam)
   Distant Vision          Near Vision                Inter Vision-32 Inches
   Right 20/   Corr. To 20/15 Right 20/   Corr. To 20/25 Right 20/   Corr. To 20/
   Left 20/    Corr. To 20/25 Left 20/    Corr. To 20/30 Left 20/    Corr. To 20/
   Both 20/    Corr. To 20/15 Both 20/    Corr. To 20/25 Both 20/    Corr. To 20/

   Most Recent ECG
   Date  09/16/2014
   None

   Most Recent Pathology
   Code      Description
   39.64
   427.81    Sinoatrial node dysfunction
   592.9     Unspecified urinary calculus
   INTERNAL

   Address Change from Most Recent Exam?
   Yes

   Current ECG Required?
   No
```

Figure 16 – Pre-Exam Report

5.1.7 Print Icon

- Click on **Print** icon to display the exam in PDF format for viewing and printing.

5.1.8 Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

5.1.9 AMCS Home

Click the **AMCS Home** link to go to the AMCS Home Page.

5.1.10 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

6 SEARCH APPLICANTS SCREEN

From this screen you can search for applicants in the FAA database. This screen allows you to print interim certificates. Additionally, if you are the AME of record, you may view summary sheets, attach repeat ECGs, or upload documents.

The Search Applicants Screen allows you to perform a search by entering an Applicant ID, SSN, PI Number, Last Name and Date of Birth. You may only search by one method at a time. If the field fails basic validation, a message is displayed next to the field indicating the issue.

6.1 Performing a Search

Performing a search will determine if the applicant currently exists in the system and will display the applicant's exam information.

6.1.1   Found Exams

If an applicant is returned after a search, click on the Select link for the applicant to view any associated exams. If exams are found, they will be displayed.

Found Applicant(s):

Showing: 1 - 1 of 1

	Last Name	First Name	Middle Name	Birth Date	Applicant ID	PI Number	SSN
SELECT	Jordan	Hal		02/20/1970	2001957662		*****4967

Found Exam(s) for Selected Applicant: [Add Exam]

Showing: 1 - 1 of 1

Exam Date	MID	Class Issued	City	State	Actions
06/08/2015	200006909059	Class 1, Clear	Coast City	CA	🖨 ⚕

Figure 18 – Exams Found for Applicant

The Actions buttons will vary based on the exam and the user logged in. Potential action buttons include: Print 🖨 , Attach ECG ⚕ , Upload Document ⬆ , and Interim Certificate 📄 .

The Print link will produce a PDF of a transmitted exam summary. The icon is only available for an exam if that particular exam was performed by the AME logged in or by someone in that AMEs' office.

The Attach ECG link should be used to attach a repeat ECG if requested by the FAA. The attach ECG link is only available to users associated with the AME who performed the exam.

The Upload Document link should be used to upload new documents if requested by the FAA. The Upload Document link is only available to users associated with the AME who performed the exam.

The Interim Certificate link is used to print an Interim Certificate (a certificate between exams) for an airman authorized for an AME Assisted Special Issuance. The Interim Certificate link is available to any AMCS user and will only be available on those airman authorized for an AASI.

If the exam is in Pending status (it was started but not completed), the **Open** link is available. Clicking on the **Open** link displays the Form 8500-8 Data Entry Screens for the exam with all information previously entered and saved displayed in the appropriate fields.

NOTE

The **Open** link for a pending record is only available to the users associated with the AME who performed the exam.

If the exam is not in Pending status, the exam was completed and a summary of the Form 8500-8 is accessible by clicking on the **Interim Cert** icon.

6.2 Functions

6.2.1   Pending Exams Tab
Select this tab to go to the Pending Exams Screen which displays exams imported by the AME's office that have not yet been submitted to the FAA.

6.2.2   Import Application Tab
Select this tab to go to Import Application screen, where you can search for an application entered by an applicant via the FAA's MedXPress system

6.2.3   Search by Applicant ID
Select the Applicant ID radio button and enter the appropriate number.

6.2.4   Search by SSN
Select the SSN radio button and enter the appropriate number.

6.2.5   Search by PI Number
Select the PI Number radio button and enter the appropriate number.

6.2.6   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.

6.2.7   Search Button
Click **Search** to start the search for applicant based on the criteria selected.

6.2.8   Clear Button
Click **Clear** to reset all search fields to blank.

6.2.9   Select Link
Click the **Select** link for an applicant under the Found Applicants section to display all of the exams for that applicant under the Found Exams for Selected Applicant section at the bottom of the screen.

6.2.10   Interim Cert Icon
Clicking on the **Interim Cert** icon will launch the SI/AASI Medical Certificate screen where an AME Assisted Special Issuance (AASI) medical certificate can be issued and printed.

6.2.10.1   SI/AASI Medical Certificate
This screen is launched when you click on the **Interim Cert** icon 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.

Figure 19 – 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.

6.2.10.2 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.

Figure 20 – SI/AASI Medical Certificate Preview Screen

6.2.11 Attach ECG Icon (Repeat ECGs Only)

Clicking on this button will launch an ECG 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 the FAA system.

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 only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. Only the last ECG attached will be saved and transmitted with the exam.

Figure 21 – ECG Import

To attach a repeat ECG click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button. The uploaded file must be less than 3 MB or a message is displayed indicating the file exceeds the size limit.

Figure 21 – Attach ECG PDF

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The document selected will display in the document field. Enter the date the ECG was performed in the Document Date field, add any necessary comments, and click on the **OK** button.

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

6.2.12 Upload Documents Icon

Clicking on this button will launch a Document Upload window, where documents can be uploaded to the applicant's latest transmitted exam and ultimately to the applicant's FAA medical record. You may attach up to 25 documents to the exam. **Note:** *There are no options to either update the attributes of a document or delete a document that are uploaded via the Search Applicant screen.*

Within the Search Applicant screen, perform a search for an applicant.

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Search Applicants

Enter the required criteria along with any other information you may choose and click **Search**.
Note: Only one search method available at a time.
Note: 'Create Applicant' button only available after a Last Name/DOB search.

- ● Applicant ID: [2002322868]
- ○ SSN: [ ]
- ○ PI Number: [ ]
- ○ Last Name: [ ]   First Name: [ ]   Middle Name: [ ]   DOB: [ ] (mm/dd/yyyy)

[Search] [Clear]

Found Applicant(s):

	Last Name	First Name	Middle Name	Birth Date	Applicant ID	PI Number	SSN
Showing: 1 - 1 of 1							
SELECT	KIMS	TEST		03/02/1987	2002322868		*****0909

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An upload icon is displayed under the **Actions** column on the 'Found Exam(s) for Selected Applicant table (highlighted below). When you hover-over the upload icon then "Select to Upload Documents" help text is displayed. **Note:** *'Upload' option will be available only to the AME of record for the most recently transmitted exam of the selected applicant.*
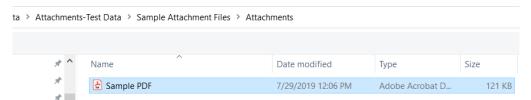
	Exam Date	MID	Class Issued	City	State	Actions
			Found Exam(s) for Selected Applicant:			
			Showing: 1 – 6 of 6			
OPEN	09/01/2022	Pending		Herndon	VA	
	08/22/2022	200009731351	Class 1, Clear	Herndon	VA	🖨 ⟷ ⬆
						Select to Upload Documents
	08/15/2022	200009731349	AME Deferred, ATC Exam	Herndon	VA	🖨
	08/09/2022	200009731347	Class 1, Clear	Herndon	VA	🖨
	07/06/2022	200009731343	AME Deferred, ATC Exam	Herndon	VA	🖨

Click on the upload icon to launch the below dialog box. The dialog box contains the Airman Name and the applicable MID at the top. In addition, it contains 1) Document Name: a mechanism to choose and upload applicable files 2) Document Type: Single select list that allows you to categorize a document to support efficient case review 3) Document Date: a date picker. Furthermore, if any documents were previously added, they will be in a data table. The total count of uploaded documents will be displayed. Note: The total number of uploaded documents must be <= 25.

Airman Name: TEST KIMS   **MID: 200009731351**

> Upload only documents for the applicant. Do NOT upload ECG or Repeat ECG's from this window.

ⓘ Document Name : [Choose File] No file chosen

Document Type : [▾]

ⓘ Document Date : [▾]

[OK]   [Reset]

Uploaded Documents: 16 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
📄 Sample Test PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
📄 Sample PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
📄 tab 17.pdf	8500-8	11/02/2022	Gchinta	👁
📄 TimeStamp.xps	8500-8	09/12/2022	Gchinta	👁
📄 TimeStamp.xps	8500-8/Multiple	09/08/2022	Gchinta	👁

Click on the "Choose File" button to launch the file explorer and navigate to the location where the applicable files are saved. **Note:** _Only the following file types can be uploaded: doc, docx, jpg, jpeg, pdf, xps_

NOTE: Due to security constraints, you will not be able to view documents uploaded to AMCS that are JPG or JPEG. We encourage you to use the other file types available.

Double click on the file or select it and click on "Open": The selected file is displayed in the dialog box

Open the 'Document Type' drop-down list to view all available types. **NOTE**: Selecting the incorrect Document Type will delay processing.

Select the applicable document type

Open the 'Document Date' date picker. The Document Date is the date of the medical event or service noted on the document. (All dates that are > tomorrow's date are disabled, i.e. not available for selection.)

Select the applicable date

Click on "OK" button to begin the upload

A confirmation dialog box is displayed. Click on "OK" button to complete the upload.

172.29.99.35 says

Are you sure you want to upload document for TEST KIMS?

OK   Cancel

The uploaded document is displayed in the data table. A success message is displayed in green text. Count of uploaded documents is updated.

The file Sample PDF.pdf has been successfully uploaded.

Uploaded Documents: 17 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
Sample PDF.pdf	OSA CPAP Data	12/15/2022	Psingh	👁
Sample Test PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
Sample PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
tab 17.pdf	8500-8	11/02/2022	Gchinta	👁
TimeStamp.xps	8500-8	09/12/2022	Gchinta	👁

To view an uploaded document, click on the view icon (highlighted in yellow below). Upon hovering over this icon, "View Document" help text is displayed.

Document Name	Document Type	Document Date	User Name	Actions
Sample PDF.pdf	OSA CPAP Data	12/15/2022	Psingh	👁 View Document
Sample Test PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁

Upon clicking on the view icon, the document is downloaded for you to view.

Document Name	Document Type	Document Date	User Name	Actions
Sample PDF.pdf	OSA CPAP Data	12/15/2022	Psingh	👁
Sample Test PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
Sample PDF.pdf	OSA CPAP Data	12/14/2022	Psingh	👁
tab 17.pdf	8500-8	11/02/2022	Gchinta	👁
TimeStamp.xps	8500-8	09/12/2022	Gchinta	👁

📄 Sample PDF (4).pdf   ^   Show all   ✕

Note: There are no options to either update the attributes of a document or delete a document that are uploaded via the Search Applicant screen.

6.2.13 Help Tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

6.2.14 AMCS Home
Click the **AMCS Home** link to go to the Home screen which contains AMCS broadcast messages.

6.2.15 Log Out Link
Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

7 IMPORT APPLICATION SCREEN

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

- The applicant will provide the confirmation number to enter the Confirmation Number field.
- The application matching the confirmation number will display in the second column labeled *MedXPress Application*.
- If there are applicants in the FAA system that are potential matches, they will be listed in the column to the right of the MedXPress Application in columns labeled *Potential Match*.
- NOTE: Due to the frequent use of pseudo SSNs, there is often a mismatch in the SSN.

Import Application

To search for an application that was entered through MedXPress, type the applicant's confirmation number and click **Search**.

Confirmation Number: 879177688997

[Search] [Clear]

Compare the data from the MedXPress Application column to the data in the Potential Match(es) column(s).

Potential Match data that does NOT match MedXPress Application data will display in red.

Select the correct Potential Match and click *Add Exam to Selected Applicant's FAA Medical Record* only if you are certain it is the same person. If this is the applicant's first exam, then click *Create New Applicant Record* to create a new FAA Medical Record.

Contact AMCS Support at 405-954-3238 with questions.

	MedXPress Application	Potential Match 1
Last Name	LAST	LAST
First Name	FIRST	FIRST
Middle Name	Middle	Middle
SSN	*****7834	*****7834
Applicant ID	2002338716	2002338716
DOB	01/01/2021	01/01/2021
Phone Number	4059544821	4059544821
Street	6500 S MACARTHUR BLVD	6500 S MACARTHUR BLVD
City	OKLAHOMA CITY	OKLAHOMA CITY
State	OK	OK
Zip	73169	73169
Select Potential match		○

[Add Exam to Selected Applicant's FAA Medical Record]

Figure 23 – Import Application Screen

After confirming you have located the Potential Match that matches the information from the MedXPress Application, select the airman and click *Add Exam to Selected Applicant's FAA Medical Record.*

If the MedXPress application is for a new applicant, click the *Create New Applicant Record* button.

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

If the applicant listed is not the correct one, you can't find the correct applicant or you have any questions, contact AMCS Technical Support at (405) 954- 3238.

Figure 24 – Import Screen - Unauthorized AME Message

7.1.1   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 *Add Exam to Selected Applicant's FAA Medical Record* button, or click the *Create New Applicant Record* button.

A Successful Import Application Screen is displayed if the application is successfully imported from FAA MedXPress.

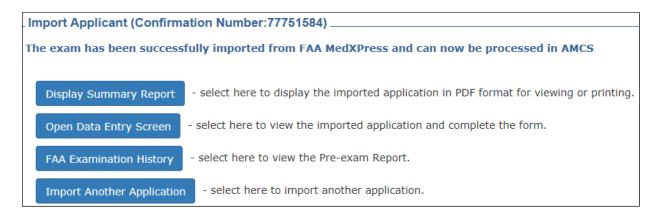Four buttons are displayed indicating actions that can be performed.

Figure 25 – Successful Application Import Screen

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

Clicking on the **Open Data Entry Screen** 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 **FAA Examination History** button will create 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.

7.2 Functions

7.2.1   Search Applicants Tab
Select this tab to go to the Search Applicants Screen.

7.2.2   Pending Exams Tab
Select this tab to go to the Pending Exams screen.

7.2.3   Confirmation Number Field
Enter the confirmation number provided by the applicant.

7.2.4   Search Button

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

7.2.5   Clear Button

Clear **-** Clears the search fields.

7.2.6   Add Exam to Selected Applicant's FAA Medical Record Button

Add Exam to Selected Applicant's FAA Medical Record - Imports the FAA MedXPress application into AMCS and associates that application with an existing applicant's record

7.2.7   Create New Applicant Record

Create New Applicant Record **-** Imports the FAA MedXPress application into the AMCS while creating a brand new applicant record.

7.2.8   Help Tab
Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

7.2.9   AMCS Home
Click the **AMCS Home** link to go to the AMCS Home screen which contains AMCS broadcast messages.

7.2.10 Log Out Link
Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

8 FORM 8500-8 DATA ENTRY SCREENS

The Form 8500-8 Data Entry screens are presented on five separate pages. Each field displays a red **"X"** or a green **"Ok"** beside it. 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.

Figure 26 – Form 8500-8 Data Entry Screen (Sample)

9 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 paper FAA Form 8500-8.

9.1 Form 8500-8 Data Entry Fields

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

Figure 27 – Form 8500-8, Page 1

9.1.1   Page 1 (Items 1 - 16)

Page 1 of the Form 8500-8 Data Entry Screen contains Items 1-20 of the 8500-8 form.

For Page 1, there are several differences depending on how the application originated (imported from MedXPress or created in AMCS) and what type of exam (pilot, FAA ATC, etc.).

- Exam Type selections are disabled for imported exams
- Items 1, 2, and 17b are disabled for FAA ATC Exams
- The **AME Action** menu item navigation and **Certificate** icon are not visible for ATC Exams
- Attach current ECG to current exam

Figure 28 – Form 8500-8, Page 1: Items 1 through 16

Exam Type

Exam type selected in MedXPress will display. Selection cannot be updated. Validation is based on the type of exam selected.

AME Serial Number
The serial number of the AME performing the exam is automatically populated and cannot be edited.

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.

NOTE: You must verify the airman's name matches their government issued ID. Please correct the name if the applicant made an error in MedXPress.

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, leave the SSN blank and click on the check box next to *International/Declined to Submit*. When this option is selected, AMCS will assign a pseudo SSN to the applicant.

5. **Address**
The applicant's mailing 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. *(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. 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.

9.1.2 Item 17a – Current Medication

Either the *Yes* or *No* radio button should be selected for the answer to question 17a (Do You Currently Use Any Medication (Prescription or Nonprescription)). If Yes is selected, the necessary medication information should be entered. **(Required)**

Figure 29 – Form 8500-8, Page 1, 17a

> **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.

Figure 30 – Add Medication Form

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.

Figure 31 – Add Currently Used Medication

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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.

9.1.3   Item 18 - Medical History

In answer to the question 'Have You Ever In Your Life Been Diagnosed With, Had, Or Do You Presently Have Any of The Following,' select either the *Yes* or *No* radio button for each of the items a - y. should be selected. *(Required)*

Figure 32 – Form 8500-8, Page 1: Item 18 (Medical History)

IMPORTANT

All items marked "yes" require an AME comment.

If entering the exam and all of the items on the 8500-8 application are checked as "No" you can click on the [Set All Blank Items in 18a - 18y to No] button. Each item's *No* radio button will be selected.

Clicking on the [Set All No Items in 18a - 18y to Blank] 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.

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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 in the column "Applicant Explanation or Item Description". 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 Comments menu item and enter the applicant's comments in the Applicant Explanation areas of the screen.

9.1.4   Items 19 And 20 (Health Professional Visits and Declaration Statement)

Figure 33 – Form 8500-8, Page 1: Items 19 and 20 (Health Professional Visits and NDR Consent)

19. 'Have You Visited any Health Professionals within Last 3 Years?'

Either the *Yes* or *No* radio button should be selected. At a minimum, the date of the visit in (MM/YYYY) format and the reason for seeing a physician should be entered into the appropriate fields, if 'Yes' is selected. 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.

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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 links 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 **Update** and **Clear** buttons will replace the **Add** button. Update as necessary and click the **Update** button. The fields will clear; the **Add** button returns and the information will again appear under the appropriate headings. You may cancel the editing process by clicking the **Clear** button.

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 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)**

IMPORTANT
All applicants must sign the form. A certificate must not be issued without the airman's signature in Item 20.

To proceed to Page 2 of the Form 8500-8 Data Entry Screens click on the **Next Page** button at the bottom of the screen
-OR-

Click on the Page 2 Menu Item at the top 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.

9.2 Functions

9.2.1   Search Applicants Tab
Selecting this tab takes you to the Search Applicants screen.

9.2.2   Pending Exams Tab
Selecting this tab takes you to the Pending Exams Screen.

9.2.3   Import Application Tab
Select this tab to go to Import Application screen.

9.2.4   Page 1 Menu Item
This menu item, displayed in light blue, indicates that you are on Page 1 of the Data Entry Screens. The information displayed on this screen is provided by the applicant and imported or entered by the AME.

9.2.5 Page 2 Menu Item
Selecting this menu item will save any newly entered or updated information and take you to Page 2 of the data entry screens

9.2.6 AME Actions Menu Item (PILOTS ONLY)
Selecting this menu item 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.

9.2.7 Comments Menu Item
Selecting this menu item takes you to the Comments Screen where you can enter comments for:

- Items 17a, 17b (pilots only), 18a – 18y, and 19 where the applicant has selected Yes
- Abnormal Physical Findings (Items 25 – 48)
- Out of Range/Abnormal Results for Items 49, 50, 51a, 51b, 52 – 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.

9.2.8 Page 3 Menu Item
Selecting this menu item will save any newly entered or updated information and takes you to Page 3 of the Data Entry Screens

9.2.9 Check for Errors Button
Clicking on this button will save any newly entered or updated information, validate that information and display a list of errors, if applicable.

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

9.2.11 Attach Current ECG to New Exam
Clicking on the **Attach ECG** button will launch an ECG import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

You may only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. 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.

Figure 34 – Attach Current ECG to New Exam

To attach an ECG from the ECG Import window, click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button.

Figure 35 – Attach ECG PDF

The document selected will display in the document field. Enter the date the ECG was performed in the Document Date box, add any necessary comments, and click on the **OK** button.

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Figure 36 – ECG Date and Comments

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

Figure 37 – ECG File Upload Success Message

9.2.12 Upload Document to New Exam
Clicking on the **Upload Document** button will launch a Document Upload window where the applicant's supporting documentation can be uploaded and eventually transmitted to the FAA with the exam.

9.2.13 Print Certificate Button (Pilots Only)
Clicking this button 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. 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.*

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

9.2.13.1 Medical Certificate Quick Print (Pilots Only)

This screen is launched when the **Print Certificate** button is selected.

Figure 38 – Medical Certificate Quick Print

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 is for a combination FAA ATC/pilot, 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.

9.2.14 Set All Blank Items in A thru Y to No Button

 This button sets all blank radio button selections for the Medical History, Item 18, selections a thru y, to *No*

9.2.15 Set All No Items in A thru Y to Blank Button

[Set All No Items in 18a - 18y to Blank] This button sets all *No* radio button selections for the Medical History, Item 18, selections a thru y, to *Blank*. *Yes* selections will remain selected.

9.2.16 Save Button

[Save] Selecting this button will save any newly entered or updated information.

9.2.17 Next Page Button

[Next Page] Selecting this button will save any newly entered or updated information and takes you to page 2 of the data entry screens.

9.2.18 Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

9.2.19 AMCS Home

Click the **AMCS Home** link to go to the AMCS Home screen.

9.2.20 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

9.2.21 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 twenty 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.

Figure 39 – Medical Certificate Preview Screen

9.2.21.1 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 or a prior exam submitted within the past 90 days you will be presented with this warning page and will not be allowed to print a certificate.

Figure 40 – Certificate Eligibility Warning Screen

10 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 paper FAA Form 8500-8.

10.1 Form 8500-8 Data Entry Fields

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

Figure 41 – Form 8500-8, Page 2

10.1.1 Items 21 Thru 48

Figure 42 – Form 8500-8, Page 2: Items 21 through 48 (Exam Findings)

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. **(Required if 'Yes" is selected.)**

Defect Noted
Enter defects noted. *(Required if 'Yes' is 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 **Set All Blank Items in 25-48 to Normal** button. Each item's *Normal* radio button will be selected.

Clicking on the **Set All Normal Items in 25-48 to Blank** 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 Comments menu item and enter comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the "Disq" box beside the item number.

10.1.2 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 1st and 2nd class applicants 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 Diopters)
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.

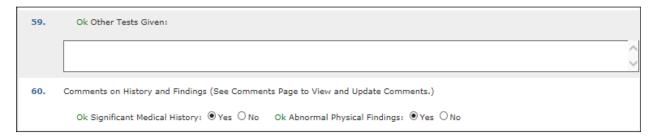### 10.1.3 Items 59 And 60

Figure 44 – Form 8500-8, Page 2: Items 59 and 60 (Other Tests Given and Comments)

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 Items 17a, 17b (pilots only), 18 a-y; and for out of range or abnormal results for items 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 Comments menu item 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)*

10.1.4 Item 62
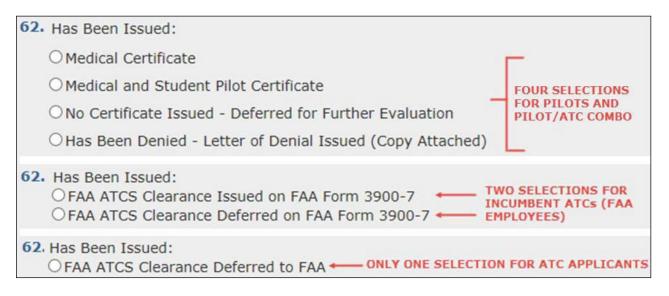
Figure 45 – Form 8500-8, Page 2: Item 62 (Certificate Issue Status)

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 or a prior exam submitted within the past 90 days a Certificate Eligibility Warning will appear above Item 62 recommending that you not issue a certificate.

Figure 46 – Form 8500-8, Page 2: Certificate Eligibility Warning

10.1.5 Items 63 And 64

Figure 47 – Form 8500-8, Page 2: Items 63 and 64 (Disqualifying Defects and AME Declaration)

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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 **Next Page** button at the bottom right of the screen will take you to the Comments screen. Enter any necessary comments and click on the **Next Page** button at the bottom right of the Comments Screen to proceed to Page 3 of the Form 8500-8 Data Entry Screens.

-OR-

Click on the Page 3 menu item. Information entered on Page 2 will be saved and you will be taken to Page 3 of the Form 8500-8 Data Entry Screens.

10.2 Functions

10.2.1 Search Applicants Tab
Selecting this takes you to the Search Applicants Screen.

10.2.2 Pending Exams Tab
Selecting this tab takes you to the Pending Exams Screen.

10.2.3 Import Application Tab
Selecting this tab takes you to the Import Application screen.

10.2.4 Page 1 Menu Item
Selecting this menu item will save any newly entered or updated information and takes you to Page 1 of the Data Entry Screens.

10.2.5 Page 2 Menu Item
This menu item, displayed in light blue, indicates you are on Page 2 of the Data Entry Screens.

10.2.6 AME Actions Menu Item (PILOTS ONLY)
This menu item 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.

10.2.7 Comments Menu Item

This menu item takes you to the Comments page where you can enter AME comments.

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.

10.2.8 Page 3 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 3 of the Data Entry Screens.

10.2.9 Check for Errors Button

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

10.2.10 Display Summary Button

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

10.2.11 Attach ECG Button

Clicking on this button will launch a Document import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

10.2.12 Upload Document Button

Clicking on the **Upload Document** button will launch a Document Upload window where the applicant's supporting documentation can be uploaded and eventually transmitted to the FAA with the exam.

10.2.13 Print Certificate Button (Pilots Only)

Selecting this button 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. 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.

IMPORTANT

This button will not display for ATC exams.

10.2.14 Set All Blank Items in 25 - 48 to Normal Button

Set All Blank Items in 25-48 to Normal Sets all of the blank radio button selections for the Physical Exam Items 25 -48 to *Normal*

10.2.15 Set All Normal Items in 25 - 48 to Blank Button

Set All Normal Items in 25-48 to Blank Sets all *Normal* radio button selections for the Physical Exam Items 25 – 48 to *Blank; Abnormal* selections will remain selected

10.2.16 Save Button

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

10.2.17 Previous Page Button

Previous Page Selecting this button will save any newly entered or updated information and take you back to Page 1 of the Data Entry Screens.

10.2.18 Next Page Button

Next Page Selecting this button saves any newly entered or updated information and takes you to the AME Actions page.

10.2.19 Help Tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

10.2.20 AMCS Home

Click the **AMCS Home** link to AMCS Home screen.

10.2.21 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

11 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.

If the sixth choice is selected (Deferred under Applicant Risk/Severity High section) from the AME Actions Screen, the selection on Form 8500-8 Page 2, Exam Item #62 will automatically be updated to "No Certificate Issued – Deferred for Further Evaluation". The AME will receive a confirmation message indicating that Item 62 will be updated.

Figure 49 – No Certificate Issued - Deferred Message

IMPORTANT
This page will not display for ATC exams.

12 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.

12.1 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.

Figure 50 – Comments on Physical Findings

12.2 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.

Figure 51 – Imported Exam Changes Explanation

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.

12.3 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.

12.4 Comments on History and Findings

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

X Comments on Medical History and Abnormal Findings:

Please enter applicant and AME comments for all "YES" answers in the Medical History section. Also, please enter AME comments for all abnormal findings of the examination. Check all items to be included in 63. Disqualifying Defects.

Item	Applicant Explanation or Item Description	AME Comment (Item 60)	Disq
18O.	Alcohol dependence or abuse		
	Attended Alcoholics Anonymous for one year	Patient no longer drinks alcohol	☐
18V.	History of (1) any conviction(s) involving driving while intoxicated by, while impaired by, or while under the influence of alcohol or a drug; or (2) history of any conviction(s) or administrative action(s) involving an offense(s) which resulted in the denial, suspension, cancellation, or revocation of driving privileges or which resulted in attendance at an educational or a rehabilitation program.		
	Previously reported	Already exists in patient file	☐
19.	Have you visited any health professionals within the last 3 years		
	Yes	Doctor visits verified	☐

Ok General Explanations by Airman Pertaining to Medical History:

Ok Additional AME Comments:

Patient in good general health with full physical and mental capabilities

Figure 52 – Comments on History and Findings

13 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 FAA.

| Form 8500-8 | Search Applicants | Pending Exams | Import Application | Help |

| Page 1 | Page 2 | AME Actions | Comments | Page 3 |

MedXPress Imported application
Pilot Medical Certificate
Application For: Airman Medical Cert.   Class of Medical Cert.:3rd
Name: DJTESTNEW m'iddle DJTESTNEW
SSN: *****2833

Upload Document | Attach ECG | Print Certificate | Display Summary | Check for Errors

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration
Ok Certificate/Form No.: GX ⌄ 3904724

MEDICAL CERTIFICATE FIRST ⌄ **CLASS**

This certifies that *(Full name and address):*
DJTESTNEW m'iddle DJTESTNEW
5155 MAIN ST
Dallas, TX 73010

| | Date of Birth | Height | Weight | Hair | Eyes | Sex |
| | 09/06/1982 | 72 | 180 | BLACK | BLACK | M |

has met the medical standards prescribed in Part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations

Code	Description
☑ 0	None
☐ 5	Third-Class Letter of Evidence
☐ 9	Must use hearing amplification.
☐ 10	Must wear artificial limb.
☐ 11	Oxygen required when flying above 7,999 feet.
☐ 13	Not valid for pilot in command.
☐ 16	Not valid for flights requiring color signal control during daylight hours.
☐ 17	Not valid for night flying or by color signal control.
☐ 18	Not valid for night flying.
☐ 22	Not valid for flying where radio use is required.
☐ 25	Valid for flight service station or center duties only.
☐ 27	Second class privileges limited to aerial application.
☐ 28	Second class privileges limited to flight engineer duties.
☐ 31	Valid for and limited to air traffic control duty only.
☐ 36	Limited second class/Full third class privileges.
☐ 39	Issued on basis of demonstrated medical fitness.
☐ 41	Valid for 6 months following the month examined.
☐ 43	Valid for 12 months following the month examined.
☐ 47	Valid for 24 months following the month examined.
☐ 60	Not valid for carrying passengers or cargo for compensation,
☐ 61	except if serving as pilot of fully qualified 2-pilot crew.
☐ 76	Not valid for any class after [ ]
☐ 101	Contingency Special Issuance: Valid for 6 months following the month examined.
☐ 102	Must use corrective lens(es) to meet vision standards at all required distances.
☐ 103	Valid for balloon operations only.

Date of Examination: 03/14/2023   Examiner's Designation No.: 000080083

Previous Page | Save

Submit Exam

Figure 53 – Form 8500-8 Screen, Page 3

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13.1 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)

Figure 54 – No Certificate Issued

13.2 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

-

Figure 55 – Certificate Issued Screen

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> **IMPORTANT**
> If a certificate has already been printed using the **Print Certificate** button, 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 class granted from the drop down list provided.

Limitations

Select the limitation(s) that apply.

Certificate/Form Number

This field will automatically populate with a GX-******* computer generated number if the application was imported via the FAA's MedXPress system and the digits will be read-only. (If you are performing an FAA ATC/pilot combination exam, the GG-******* number from the paper 8500-8 form should be entered.)

13.2.1.1 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. If possible, please return to the exam and print a corrected certificate or correct the data that has changed before submitting.

Figure 56 – Certificate Data Mismatch Verification

13.2.1.2   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 or a prior exam submitted within the past 90 days 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. If you see a Certificate Eligibility Warning, please contact the FAA for instructions. You will be unable to print a certificate.

Figure 57 – Certificate Issued With Certificate Eligibility Warning

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.

Figure 58 – Explanation for Submission

13.2.1.3   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.

Figure 59 – Exam Submission Confirmation

The MID number uniquely identifies this examination within the FAA database. The Applicant ID uniquely identifies the individual. 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 Report] button presents a summary of the completed Form 8500-8.

Clicking the [Preview Certificate] button launches the Medical Certificate Preview page where the medical certificate can be reviewed and then printed. This button will not be available if you have already printed the maximum number of times, you deferred or denied certification, or you have entered an FAA ATC exam.

Medical Certificate Preview

Clicking on the **Preview Certificate** 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.

Figure 60 – Medical Certificate Preview

13.3 Functions

13.3.1 Search Tab
Selecting this tab takes you to the Search Applicants screen.

13.3.2 Pending Exams Tab
Selecting this tab takes you to the Pending Exams screen.

13.3.3 Import Application Tab
Selecting this tab takes you to the Import Application screen.

13.3.4 Page 1 Menu Item
Selecting this menu item will save any newly entered or updated information and takes you to Page 1 of the Data Entry Screens.

13.3.5 Page 2 Menu Item
Selecting this menu item will save any newly entered or updated information and takes you to Page 2 of the Data Entry Screens

13.3.6 AME Actions Menu Item (PILOTS ONLY)
This menu item 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.*

13.3.7 Comments Menu Item
This menu item takes you to the Comments page where you can enter AME comments.

> **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.*

13.3.8 Page 3 Menu Item
This menu item, displayed in light blue, indicates you are on Page 3 of the Data Entry Screens.

13.3.9 Check for Errors Button
Clicking this button will save any newly entered or updated information, validate that information and display a list of errors if applicable.

13.3.10 Attach ECG Button
Clicking on this button will launch a Document import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

13.3.11   Upload Document Button

Clicking on the **Upload Document** button will launch a Document Upload window where the applicant's supporting documentation can be uploaded and eventually transmitted to the FAA with the exam.

13.3.12   Save Button

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

13.3.13   Previous Page Button

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

13.3.14   Submit Exam Button

Submit Exam **-** 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 Certificate** button if you are issuing a certificate.

13.3.15   Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

13.3.16   AMCS Home

Click the **AMCS Home** link to go to the AMCS Home screen.

13.3.17   Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.