

The FAA's MedXPress will be released for users in the Northwest Mountain, Western Pacific, and Alaska Regions on April 16, 2007. FAA MedXPress will be available to all regions and applicants at a future date.

FAA MedXPress is a web application used for the electronic submission, via the internet, of FAA Form 8500-8 applicant information (Items 1 – 20). All that is required for airmen to participate in FAA MedXPress is a valid E-mail address and the creation of an FAA MedXPress account. FAA MedXPress is another FAA initiative toward making the Aerospace Medical Certification Division (AMCD) paperless and is intended to speed-up the processing of an Airman's request for certification and to shorten the applicant's office visit with the AME. Airmen participation in FAA MedXPress is strictly voluntary; as a result, applicants can choose to submit an FAA MedXPress application on-line or complete the hardcopy Form 8500-8 as usual. Regardless, the Aerospace Medical Certification Division strongly encourages AMEs to participate in this new FAA application. Applicants interested in FAA MedXPress should be directed to the FAA MedXPress website at: <https://medxpress.faa.gov/> .

The implementation of FAA MedXPress mandated the release of a new version of AMCS, which incorporates specific FAA MedXPress functionality. AMCS version 2.0 will be released for use in early April 2007. Some of the changes AMEs will see in AMCS include the following:

- A new "Message Screen" will display when an AME logs into AMCS. The FAA will use this messaging capability to communicate important messages to AMEs.
- A new "Import Application" tab will be available for the searching and importing of application information entered by an airman via the FAA MedXPress system.
- An expanded Comments screen will require AMEs to enter comments for any changes made to Items 1-20 on applications that were submitted by an applicant via FAA MedXPress.

For complete AMCS Version 2.0 Release Notes, please visit the following website:

http://www.faa.gov/other_visit/aviation_industry/designees_delegations/designee_types/ame/amcs/importantnotices/ .

The implementation of FAA MedXPress will undoubtedly result in changes to established AME office procedures. For example, applicants participating in FAA MedXPress will begin contacting AME offices and providing Confirmation Numbers when they make appointments for their physical exam. Applicants will be directed to print a copy of the form, which they completed in FAA MedXPress, and bring it with them to their AME office visit. To help avoid confusion, the FAA has prepared a set of suggested AME office procedure guidelines that recommend the best way to utilize the FAA MedXPress program. These guidelines are designed to enable the AME office to handle the special situations that will arise when applicants participate in FAA MedXPress. To view the detailed suggested AME procedures for handling FAA MedXPress applicants see below. You may also access the following URL to view and print this information for future reference:

http://www.faa.gov/other_visit/aviation_industry/designees_delegations/designee_types/ame/amcs/importantnotices/ .

Suggested AME Procedures for Applicants participating in FAA MedXPress

- **Suggested Appointment Procedure**
 - Applicant calls to schedule an appointment
 - AME or staff ask applicant for a confirmation number
 - If applicant does not have confirmation number
 - Inform applicant that they have the option of participating in FAA MedXPress
 - If applicant chooses to participate in MedXPress, provide FAA MedXPress URL <https://medxpress.faa.gov>
 - Advise applicant to create an account
 - Remind applicant to bring confirmation number and valid picture ID
 - Remind applicant to print completed 8500-8 application from FAA MedXPress and bring it to appointment
 - If applicant has confirmation number
 - Ask for applicant's first & last name, DOB, SSN (or Pseudo SSN)
 - Remind applicant to bring confirmation number and valid picture ID
 - Remind applicant to print completed 8500-8 application from FAA MedXPress and bring it to appointment
- **Suggested Pre-Exam Procedures**
 - If applicant chose to participate in FAA MedXPress and provides AME with confirmation number prior to the exam (*either* by hand-carrying to appointment OR providing the confirmation number over the phone)
 - Obtain identifying information from applicant (Name, DOB, SSN) and confirmation number
 - Login to AMCS at <https://diws1.cami.jccbi.gov/> or <https://diws0.cami.jccbi.gov/>
 - Import applicant exam information (Items 1 – 20) as follows:
 - Select “Import Application” tab
 - Enter Confirmation Number
 - Select “Search”
 - Select the correct applicant from the returned list or select the check box for a first time applicant
 - Print a PDF copy of applicant's Form 8500-8 submission and place the hardcopy in airman's file folder or view the imported application in AMCS
- **Suggested Exam Procedures**
 - If applicant did not choose to participate in FAA MedXPress
 - Use hardcopy FAA Form 8500-8 to perform exam
 - If applicant chose to participate in FAA MedXPress and hand-carries the confirmation number to the appointment, and the AME did *not* import the applicant exam information from MedXPress prior to the exam
 - If the applicant did *not* bring a printed copy of the completed 8500-8 application from FAA MedXPress
 - Use hardcopy FAA Form 8500-8 to perform exam

- If applicant chose to participate in FAA MedXPress and provides AME with confirmation number (*either* by hand-carrying to appointment OR providing the confirmation number over the phone) *and* the AME imported the applicant exam information from MedXPress prior to the exam
 - Request confirmation number (if applicant has not already provided)
 - Verify photo ID
 - Perform Exam
 - Use hardcopy FAA Form 8500-8 as work copy and place work copy in airmen's file folder (this 8500-8 will also be used when issuing the certificate)
- If AME Issues Medical Certificate
 - Remove perforated Certificate from hardcopy FAA Form 8500-8, complete (Type) Certificate and issue to applicant
 - Use certificate number from hardcopy FAA Form 8500-8 for the AMCS submission
 - Shred the remainder of the hardcopy FAA Form 8500-8
- If AME Defers or Denies Applicant follow the same procedure except do not issue Certificate
- **Exam Submission in AMCS**
 - Login to AMCS at <https://diws1.cami.jccbi.gov/> or <https://diws0.cami.jccbi.gov/>
 - If applicant did not choose to participate in FAA MedXPress *OR* if a hardcopy FAA 8500-8 was used to perform exam
 - enter exam information into AMCS and Submit exam as normal
 - If applicant successfully participated in FAA MedXPress
 - If applicant 8500-8 submission *has been* imported
 - Select Exam from Pending List
 - Enter Exam data into AMCS
 - If applicant participated in FAA MedXPress, the applicant information on the front side of the 8500-8 will already be completed
 - If applicant 8500-8 submission *has not been* imported, then Import Applicant Page 1 exam information (Items 1 – 20) as follows:
 - Select Import Application Tab
 - Enter Confirmation Number
 - Select Search
 - Select the correct applicant from the returned list or select the Check Box for a first time applicant
 - Enter Exam data into AMCS
 - If applicant participated in FAA MedXPress, the applicant information on the front side of the 8500-8 will already be completed
- **Exam Submission if Changes were made to the Page 1 Applicant exam information (Items 1 – 20)**
 - Update Page 1 applicant information (Items 1 – 20) in AMCS to reflect any changes the applicant made during the Exam

- For each change made to the Page 1 applicant information, provide a comment on the Comments Screen in AMCS
- Read the following statement and select the checkbox stating that changes were made with the applicant's authorization
 - “In checking the certification box immediately below, I certify that all modifications to the portion of this application completed by the applicant that are noted in this section were made by me in consultation with the applicant and with the applicant's full approval and authorization. Check here to certify.”

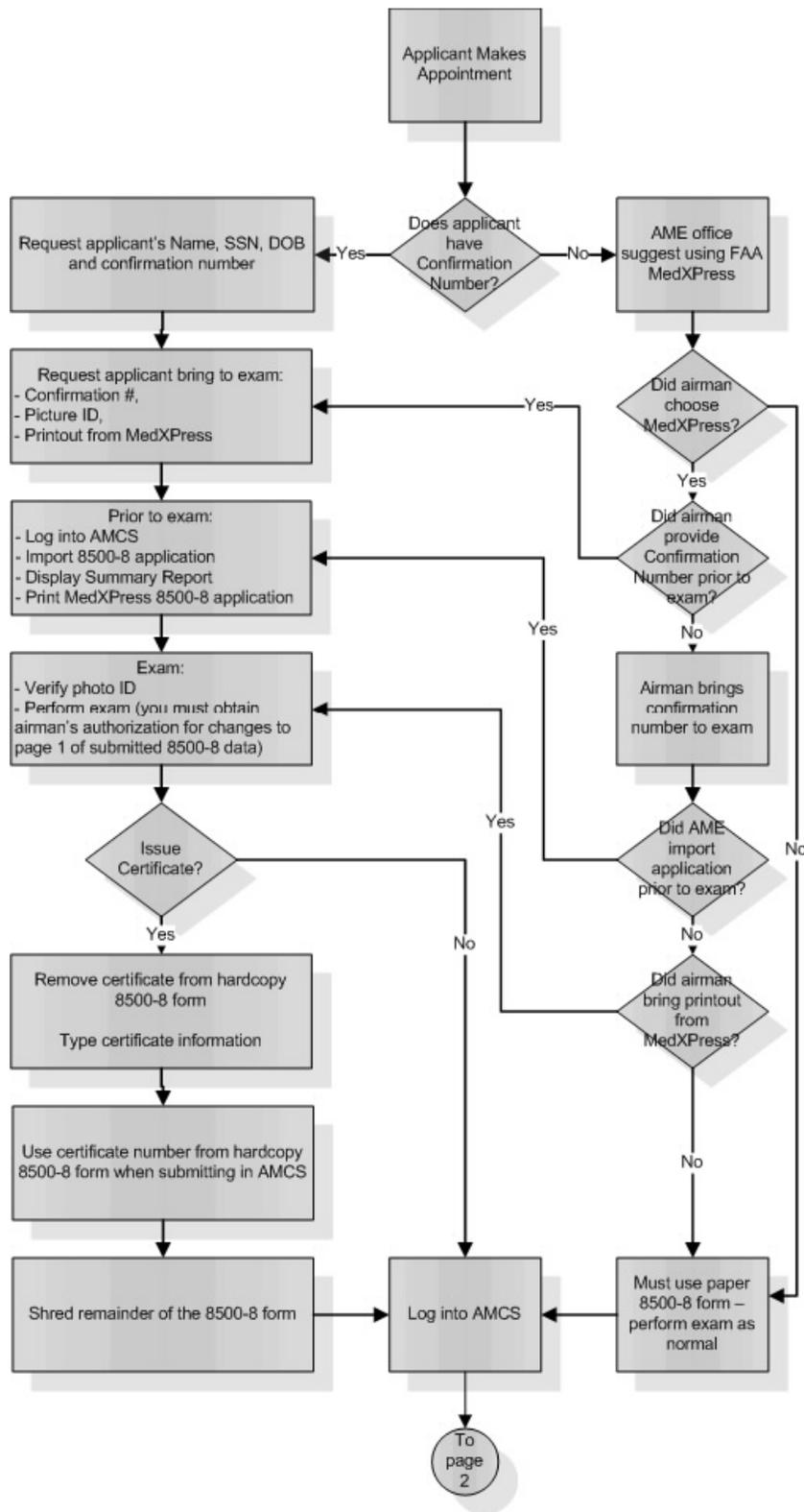


Figure 1. Suggested Appointment Procedure

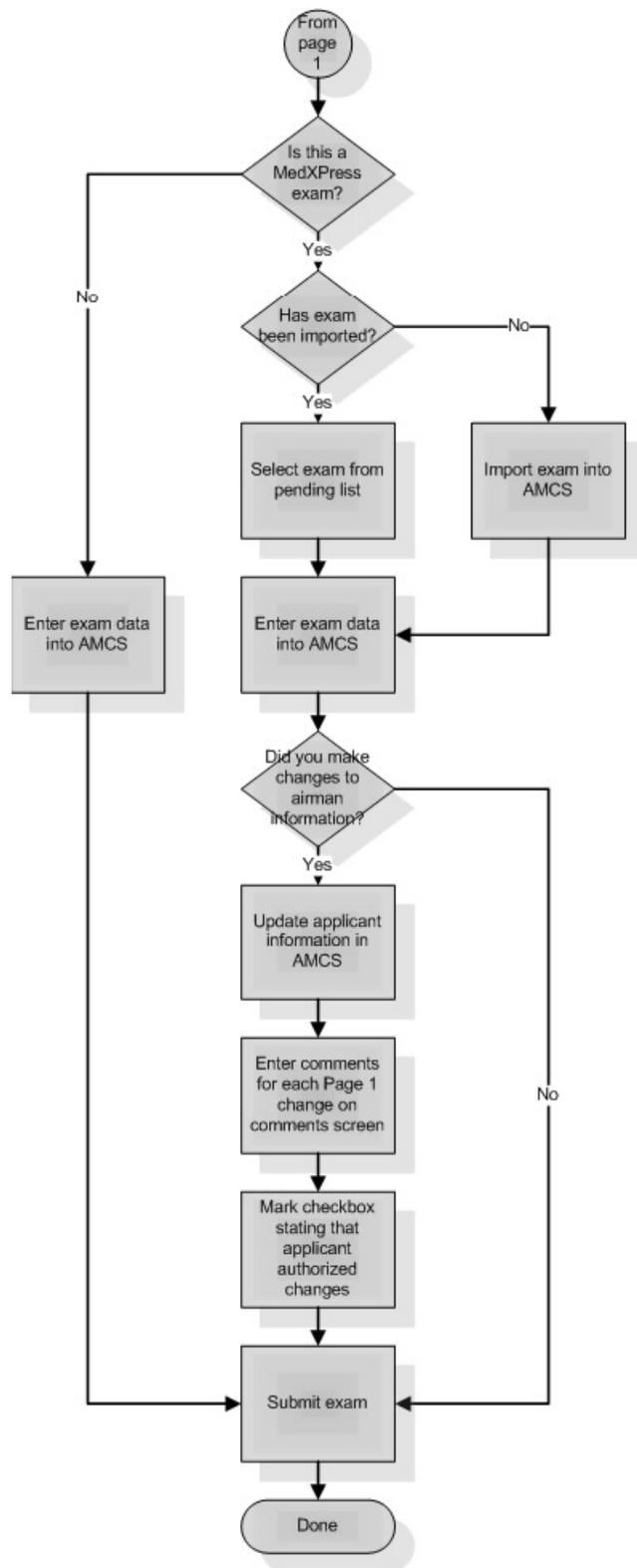


Figure 2. Exam Submission in AMCS