



The Office of Aerospace Medicine

AMCS Import Enhancement Information Sheet



Import Screen Update

This update will make it easier for AMCS users to validate they are importing MedXPress applications into the correct FAA Medical Record.

Why is the update needed?

- On a regular basis errors in importing applications have:
 - Created duplicate FAA Airman Medical Records
 - Added applications to the wrong FAA Airman Medical Record

What are the updates to the AMCS Import screen?

- The enhancement (*screenshot below*) [provides](#) AMEs and their staff a more intuitive screen to [improve](#) the import process. Some of the changes:
 - Data will be displayed in columns instead of rows
 - Red text will indicate if there is a discrepancy in data between the MedXPress application and the FAA Airman Medical Records that are "Potential Matches"
 - Button labels better describe the action begin taken
 - The AMCS Support number is on the screen

Who will be impacted?

- [AMEs and their staff](#)
- [Applicants](#) for medical certification
- Office of Aerospace Medicine employees and contractors

What if I have questions, concerns, or suggestions?

- Contact the AMCS Support Team at 9-amc-aam-certification@faa.gov.

Import Application

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

Confirmation Number:

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	Potential Match 2
Last Name	LAST	LAST	LAST
First Name	FIRST	FIRST	FIRST
Middle Name	Middle		Middle
SSN	*****7834	*****6405	
Applicant ID	1234567890	2001923915	2002338716
DOB	01/01/2021	01/01/2021	01/01/2021
Phone Number	4059544821		4059544825
Street	6500 S MACARTHUR BLVD	2223 SW 24th	6500 S MACARTHUR BLVD APT 1
City	OKLAHOMA CITY	Oklahoma City	OKLAHOMA CITY
State	OK	OK	OK
Zip	73169	73165	73169
Select Potential match		<input type="radio"/>	<input type="radio"/>