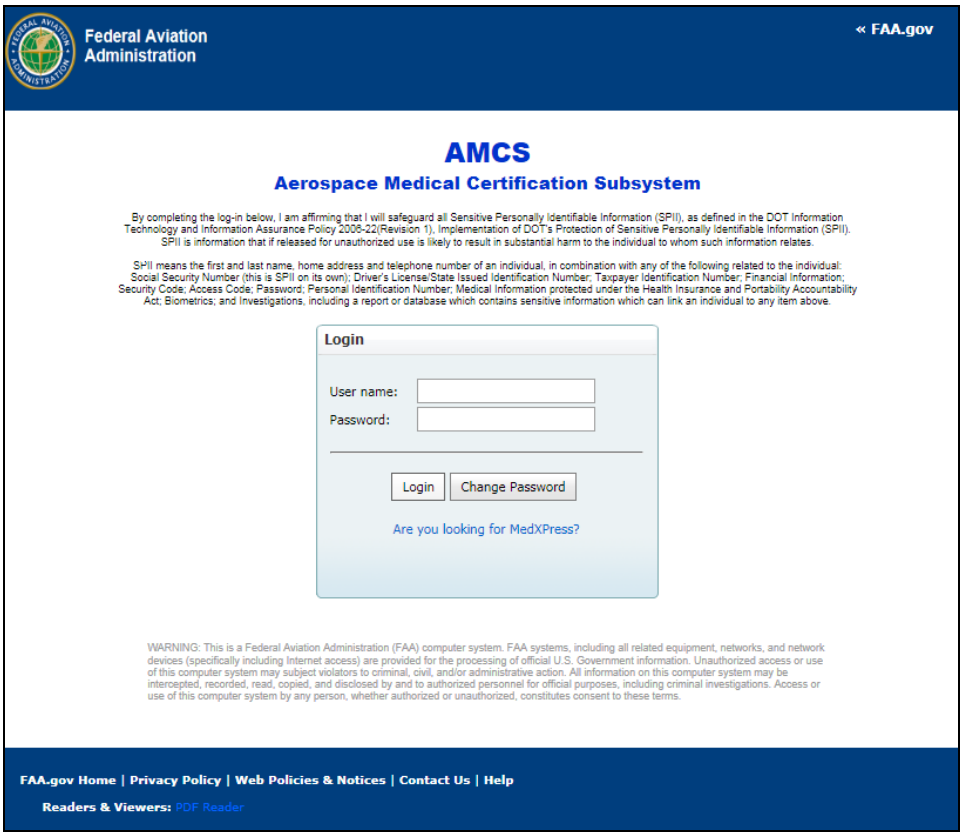
FEDERAL AVIATION ADMINISTRATION (FAA)

AMCS USER GUIDE



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1 INTRODUCTION

The Aerospace Medical Certification Subsystem (AMCS) is an integrated and standard system designed to vastly improve and simplify the processing of applicant medical clearance/certification information. One of the primary goals of the AMCS is to allow all AMEs to enter the Form 8500-8 application information directly into the system via the Internet. AMEs will be assigned an AMCS username and password by the FAA. AMEs will access the AMCS Internet application by connecting to the AMCS Login Page at https://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 *Licenses & Certificates* tab at the top of the page. From the Licenses & Certificates page, click on the *Medical Certification* link located on the left side of the screen. From the Medical Certification page, click on the *Aerospace Medical Certification Subsystem (AMCS) Online Support* link located below the Aviation Medical Examiners subject title. This will take you to the AMCS Online Support page.

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

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

3.3 Technical Support

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

4 Log in to AMCS

For users who want to access AMCS, perform the following steps at the AMCS Login Screen:

1. Navigate to AMCS Login
2. The AMCS Login screen will display
3. Type in your *User Name* and *Password*
4. Click the **Login** button
5. You will be taken to either the Message Page or to the Pending Exams Screen or to the Import Application Screen if there are no pending exams

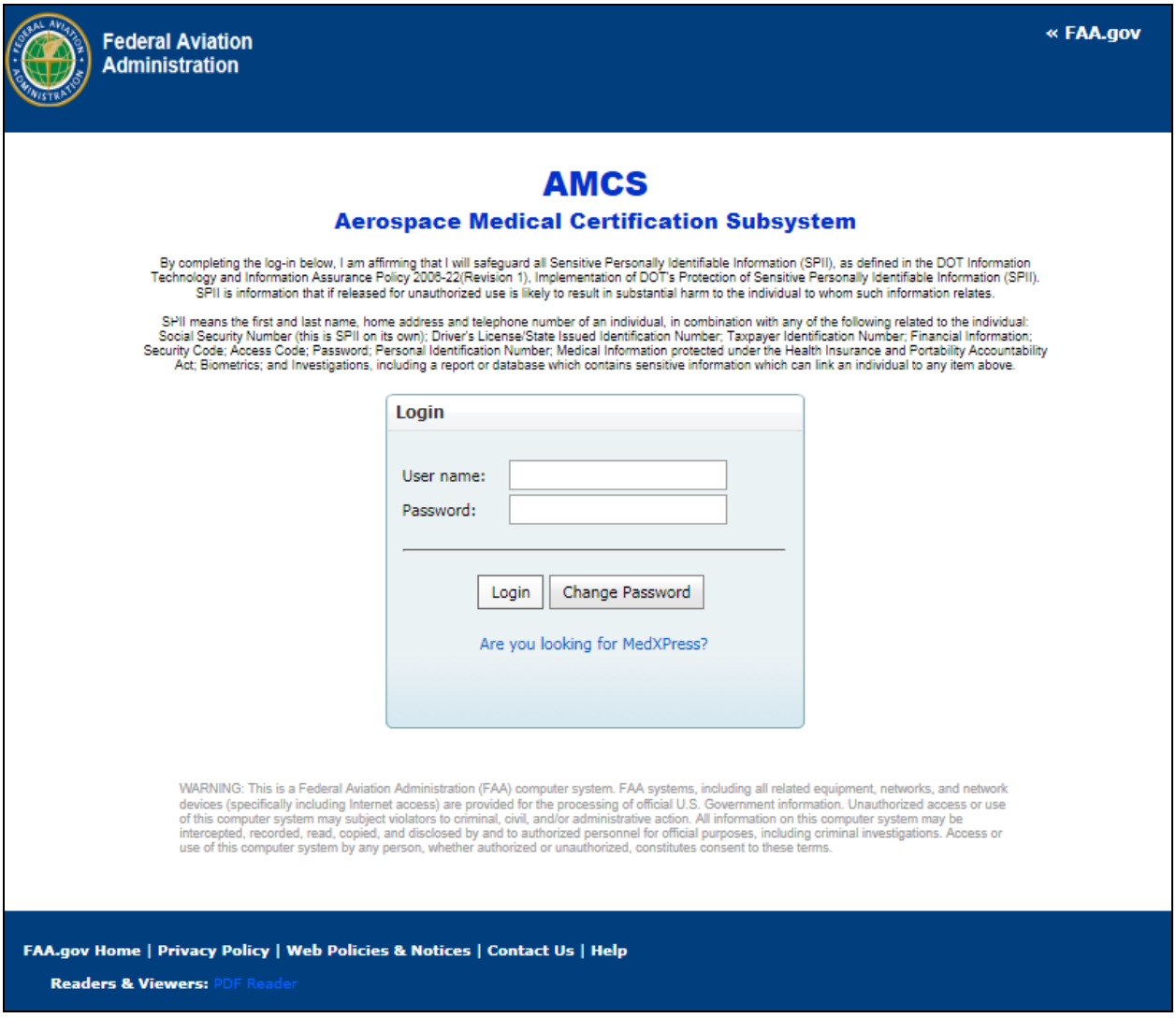

Figure 1 – AMCS Login Screen

For users that want to access MedXpress but inadvertently landed on the the AMCS Login screen, an informational message and link to the FAA MedXPress Login Screen are displayed. If the user wants to login to MedXPress application, **"Are you looking for MedXPress?"** link is provided to redirect the user to MedXPress Login Screen.

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 be directed back to the Message Page.

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.

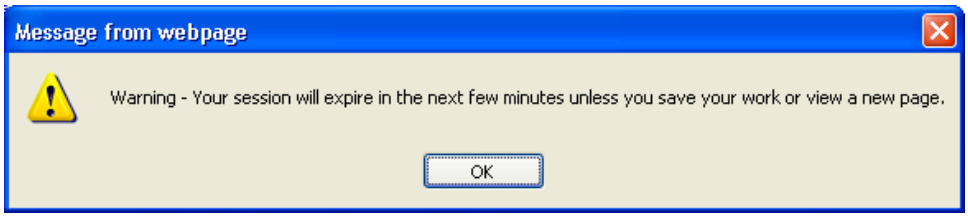

Figure 2 – Session Timeout Message

4.2 Change Password

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

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

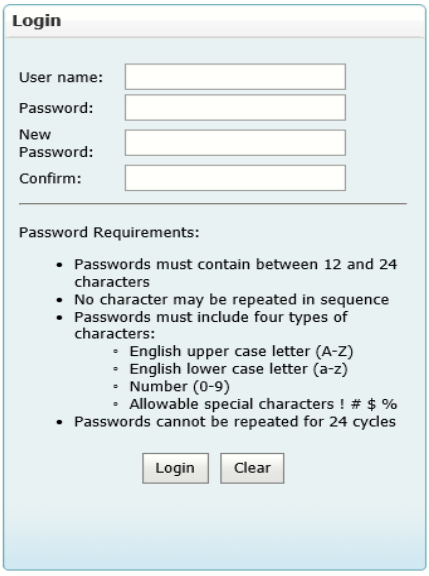

Figure 3 – Change Password Screen

Enter a new password of your choice. Passwords must be 12-24 characters in length and must use the four following different character types:

- Uppercase alphabetic characters (A-Z)

- Lowercase alphabetic characters (a-z)
- Numeric characters (0-9)
- Allowable special characters ! # $ %

Password characters may not be repeated more than once:

- Valid: Pasword123$
- Not Valid: Password123$

The system will maintain the last 24 passwords and not allow you to use any password that you have used in the past 24 changes.

IMPORTANT

Login accounts will be locked out for twenty minutes after three failed attempts to login to AMCS.

4.3 Notice of Account Suspension

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

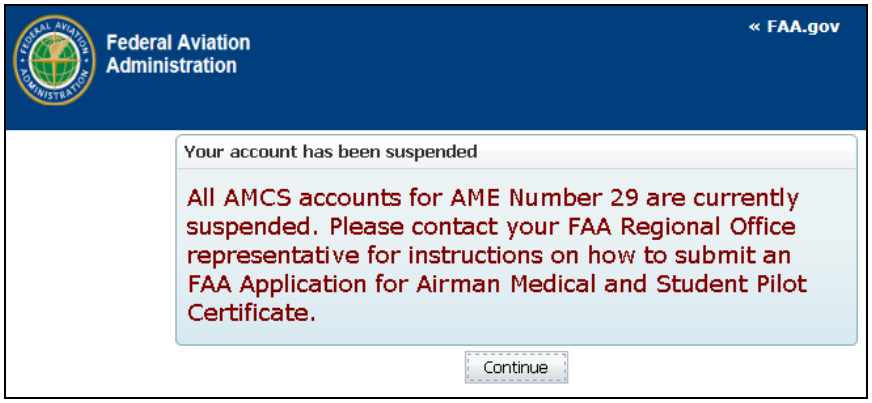

Figure 4 – Notice of Account Suspension

4.4 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.

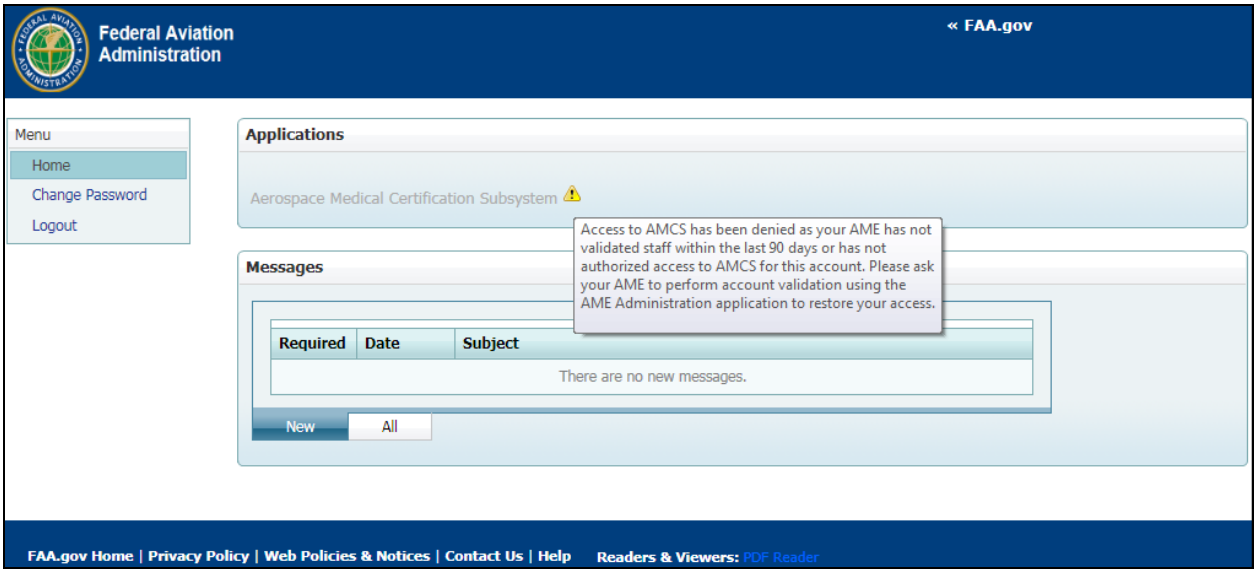

Figure 5 - Account Not Validated - Access Denied

4.5 Message Page

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

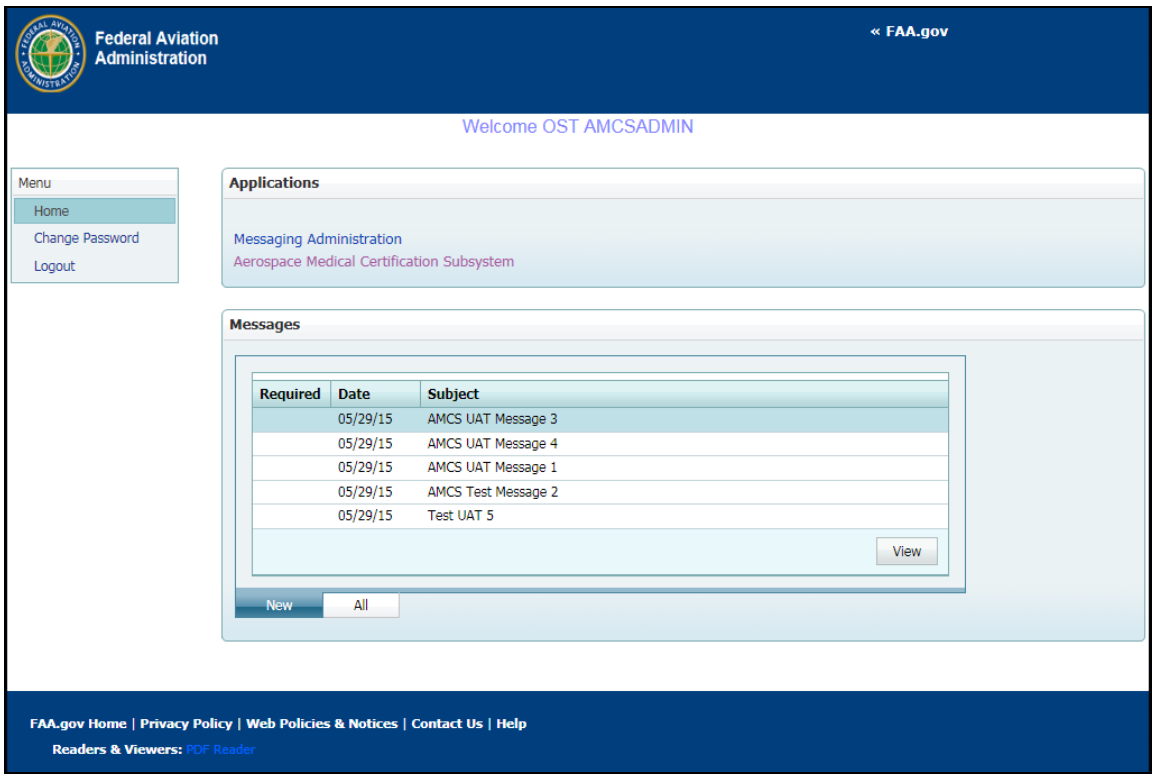

Figure 6 – AMCS Message Page

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.

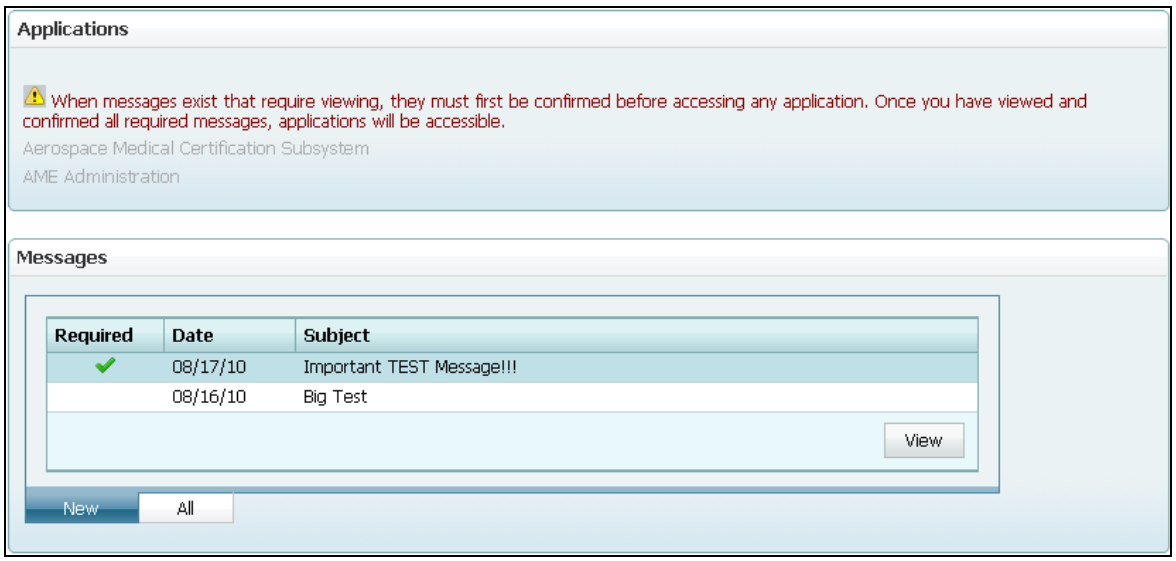

Figure 7 – Message Confirmation

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

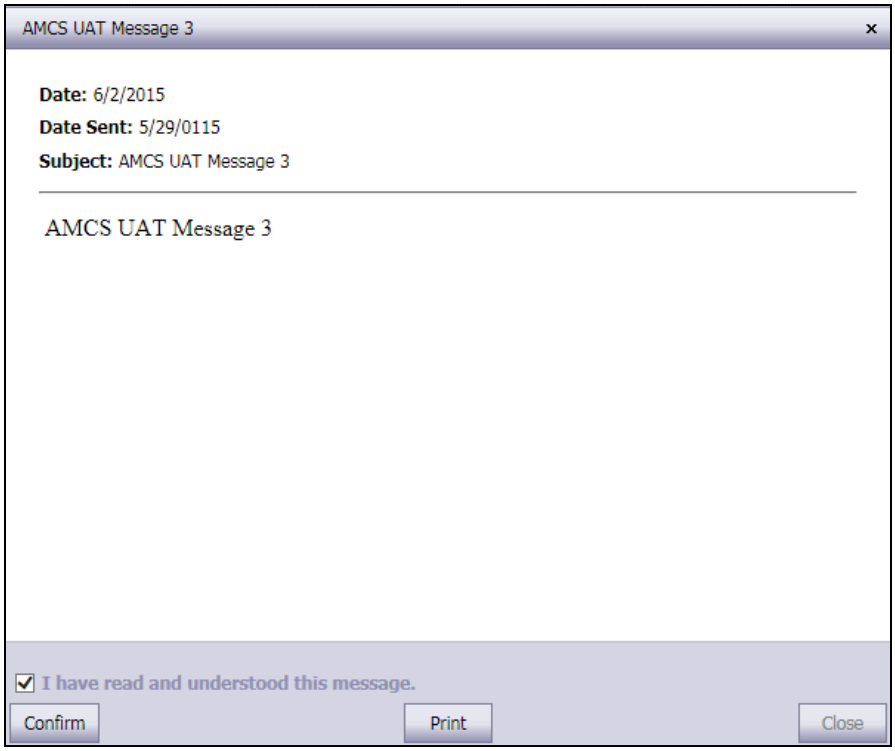

Figure 8 – Message View

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.

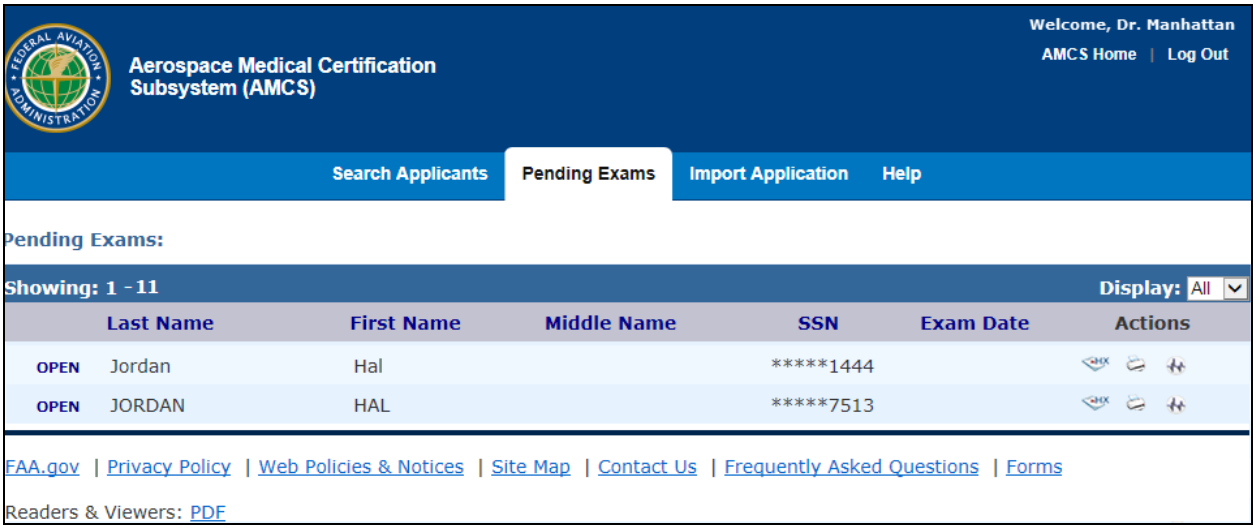

Figure 9 – Pending Exams Screen

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.

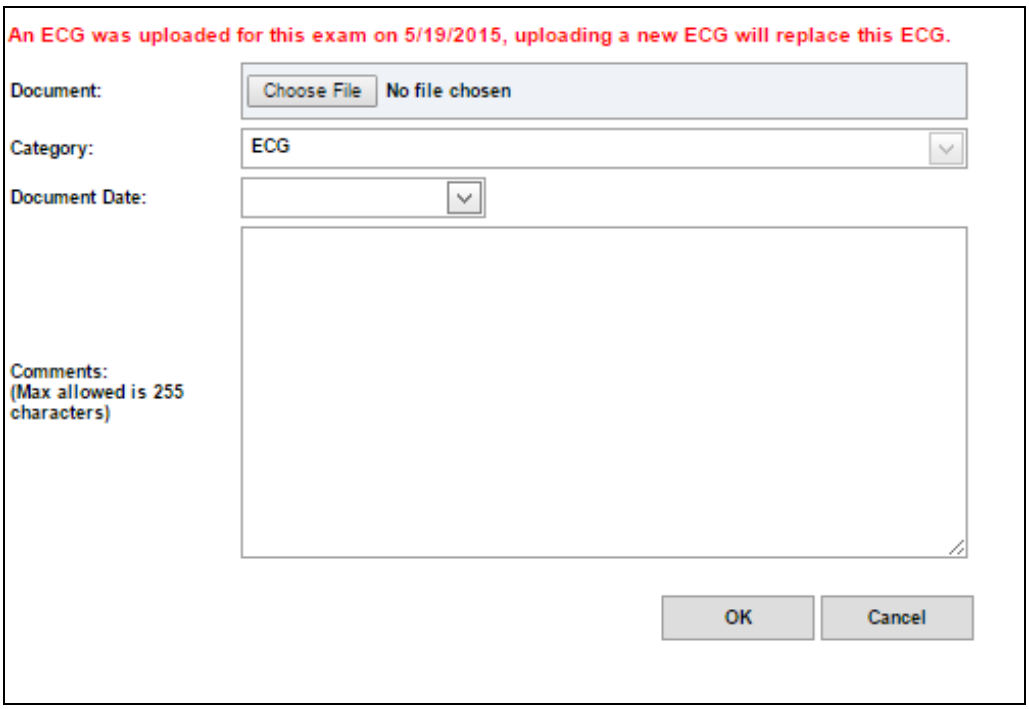

Figure 10 – ECG Import Window

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.

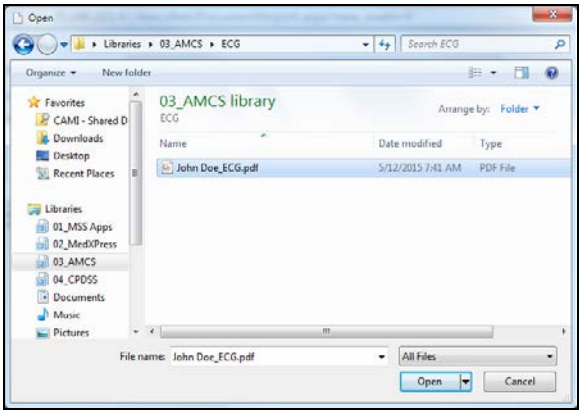

Figure 11 – Select and Attach ECG PDF

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

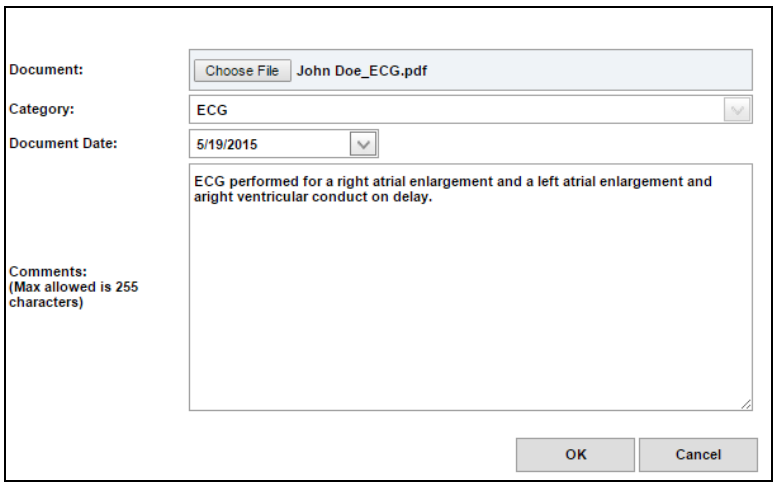

Figure 12 – Add ECG Date and Comments

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

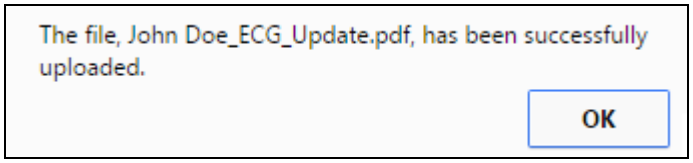

Figure 13 – ECG File Upload Success Message

5.1.5 Exam HX Icon

Clicking on 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.

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Civil Aerospace Medical Institute (CAMI)
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Oklahoma City, OK 73125-9914

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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 14 – Pre-Exam Report

5.1.6 Delete Icon

- Click on the **Delete** icon for an exam to launch the Delete Pending Screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS.

IMPORTANT

This icon is not enabled for exams imported from MedXPress or if the certificate is printed.

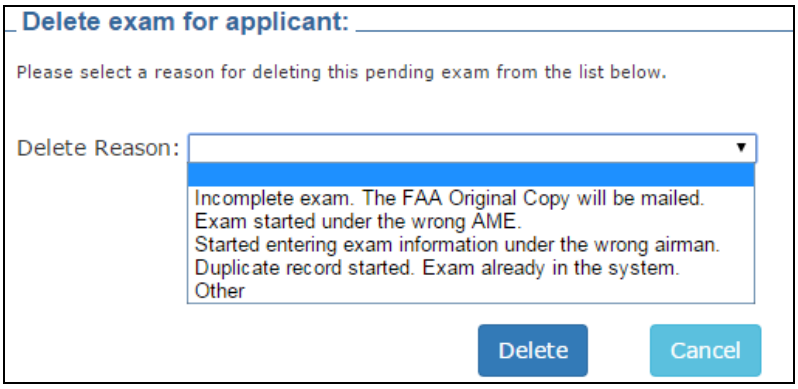


Figure 15 – ECG File Upload Success Message

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 Message 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 in order to add an FAA ATC exam, search previous exams, or print interim certificates. If the applicant is a first time applicant, you can create a new applicant record.

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. You must perform a Last Name and Date of Birth search before a new applicant can be created.

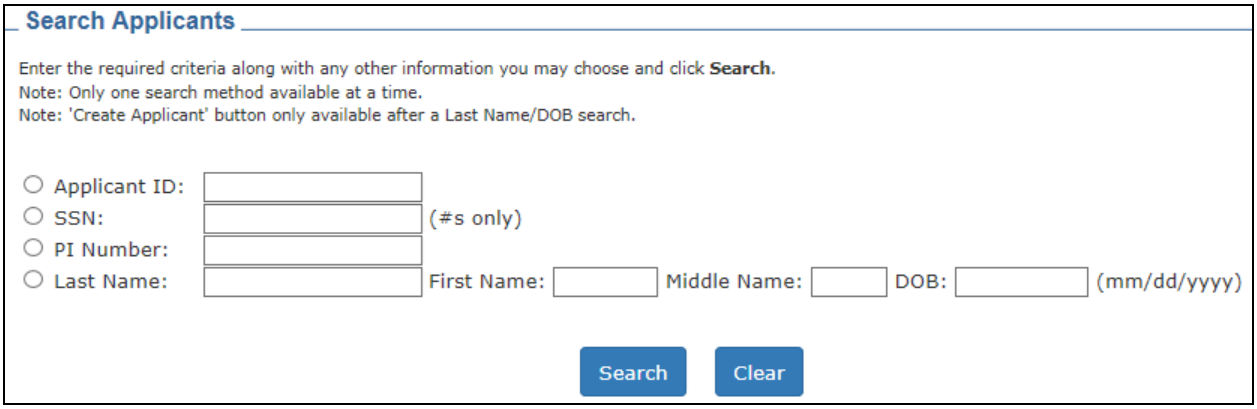


Figure 16 – Search Applicants Screen

6.1.1 No Matching Records – Create an Applicant

If your search does not return any records for any existing applicants, you should verify the search criteria were entered properly. If the information was entered incorrectly, re-enter the search criteria. If, upon reviewing the information, you determine it was entered correctly, you should click on the **Create Applicant** button to add an exam for a new applicant.

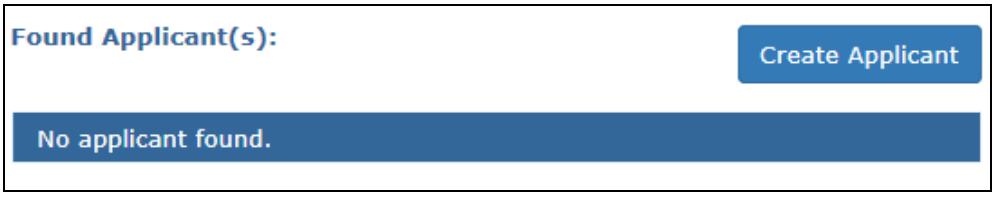


Figure 17 – No Match Applicants Found in Search – Create Applicant

The Certificate/Form Number Entry Screen will display where the certificate number must be entered before you will be allowed to continue to the first page of the 8500-8 Data Entry screens so that the exam information may be entered. Click the **Add Exam** button to add the exam or **Cancel** to return to the Search Applicants Screen.

Figure 18 – Certificate Form No. Entry Screen

6.1.2 Found Applicants – Add Exam

To add an exam, click the Select link for an applicant found as the result of a search and click on the **Add Exam** button. You will proceed to the Certificate/Form Number Entry Screen where you must enter the certificate number.

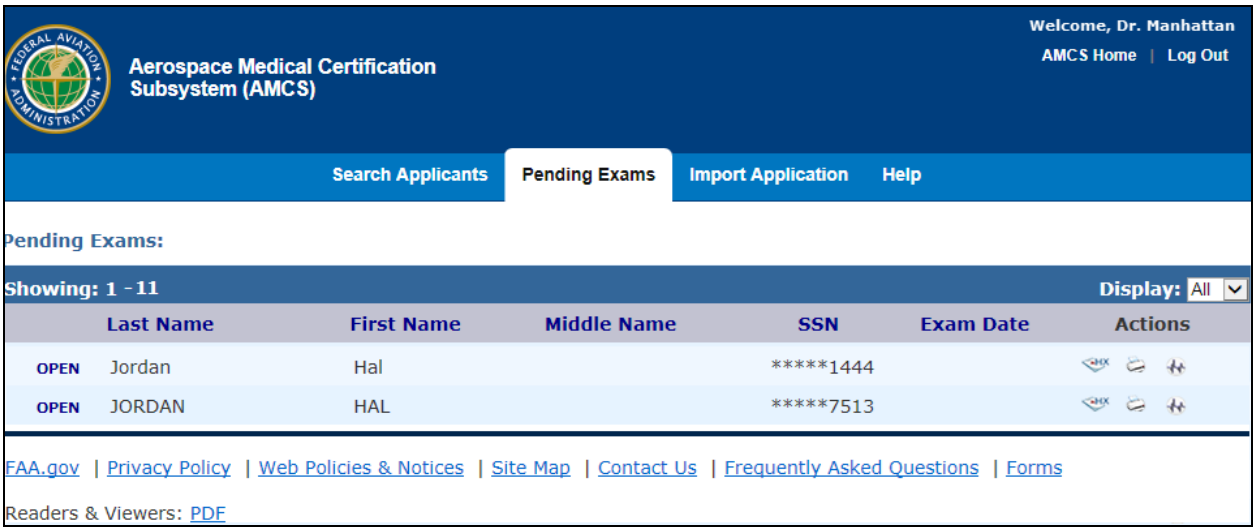


Figure 19 – Applicant Found (Add Exam)

Click the **Add Exam** button when done to continue to Page 1 of the 8500-8 Data Entry screens so that the exam information may be entered.

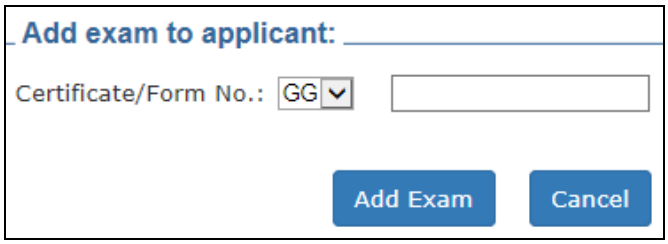


Figure 20 – Certificate Form No. Entry Screen

6.1.3 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.

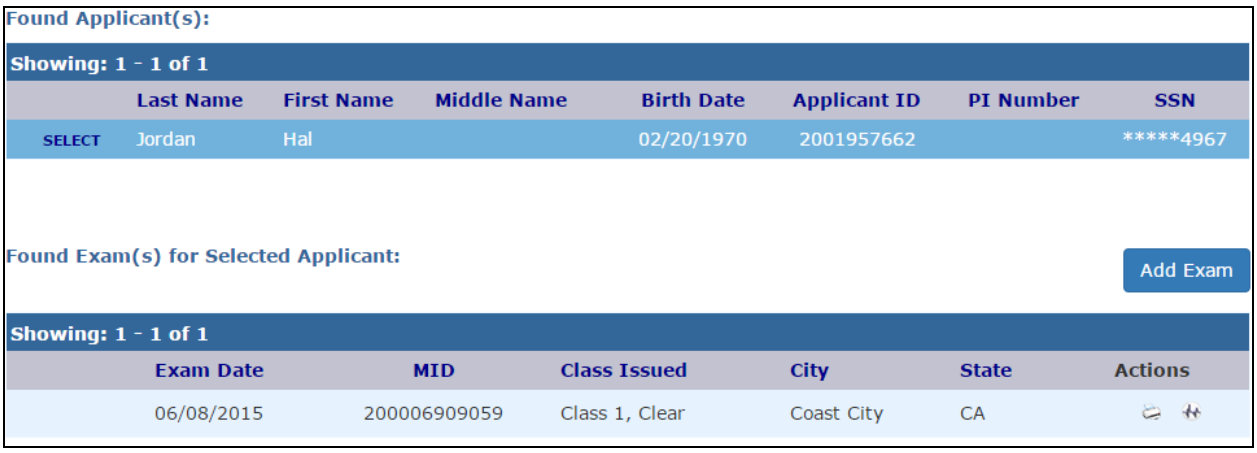


Figure 21 – Exams Found for Applicant

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

The Print 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.

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 performed 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.

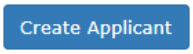
6.2.7 Search Button
Click

to start the search for applicant based on the criteria selected.

6.2.8 Clear Button
Click

to reset all search fields to blank.

6.2.9 Create Applicant Button

If you are entering a brand new applicatn, click 

to go to the Certificate/Form Number Entry Screen.

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

6.2.10 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.

6.2.11 Add Exam Button

Click

under located under the Found Applicants section to create a new exam for the selected applicant. You will be redirected to the Certificate/Form Number Entry Screen to begin the process.

6.2.12 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.

6.2.12.1 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.

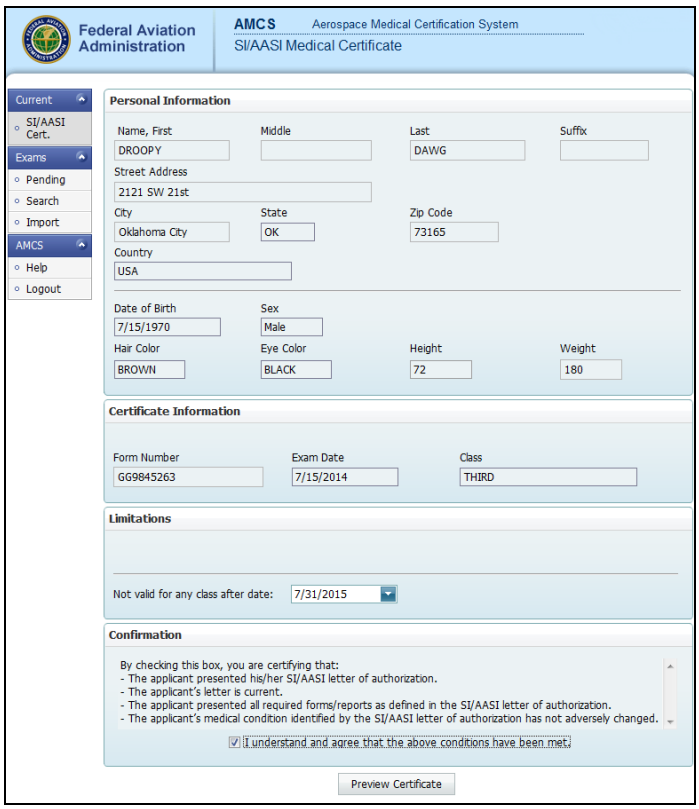


Figure 22 – SI/AASI Medical Certificate Screen

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.

6.2.12.2 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.

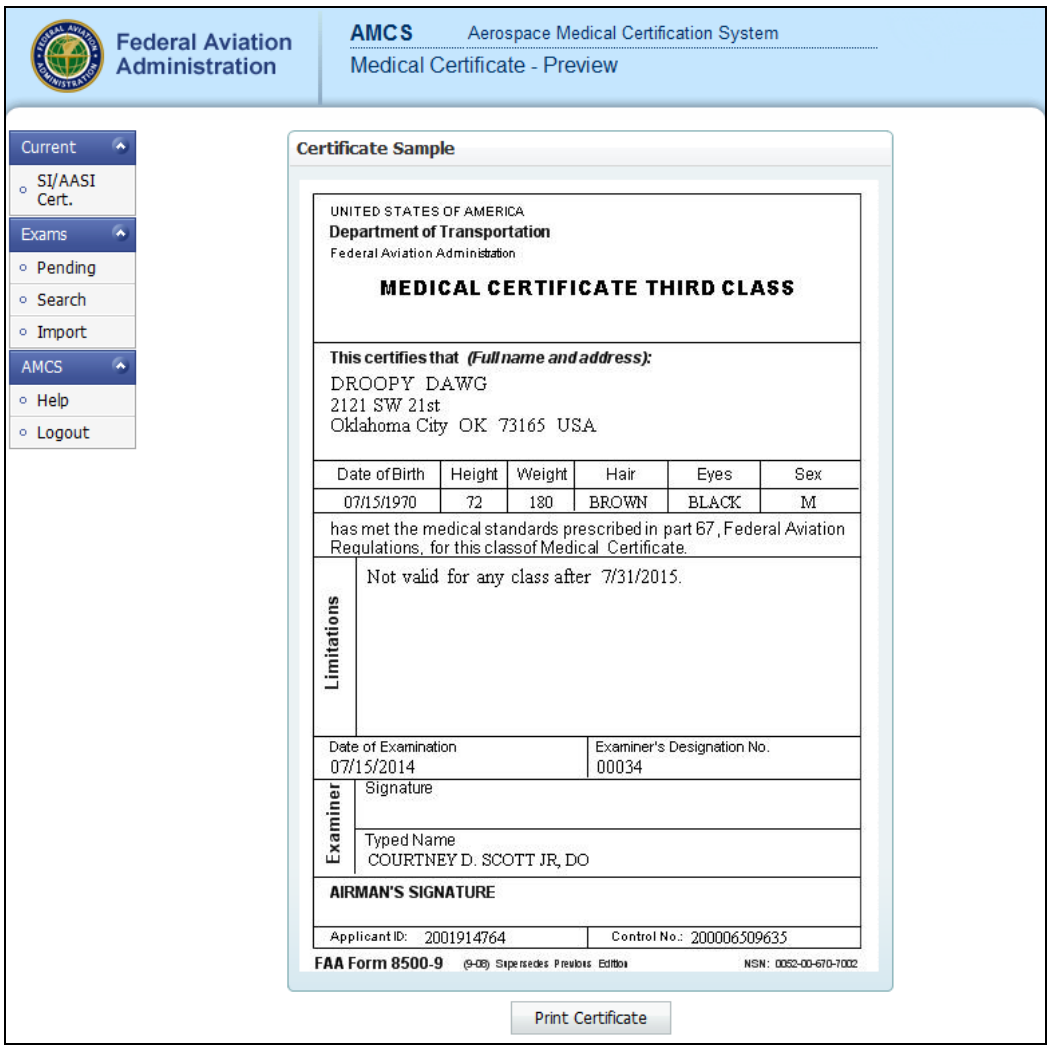


Figure 23 – SI/AASI Medical Certificate Preview Screen

6.2.13 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.

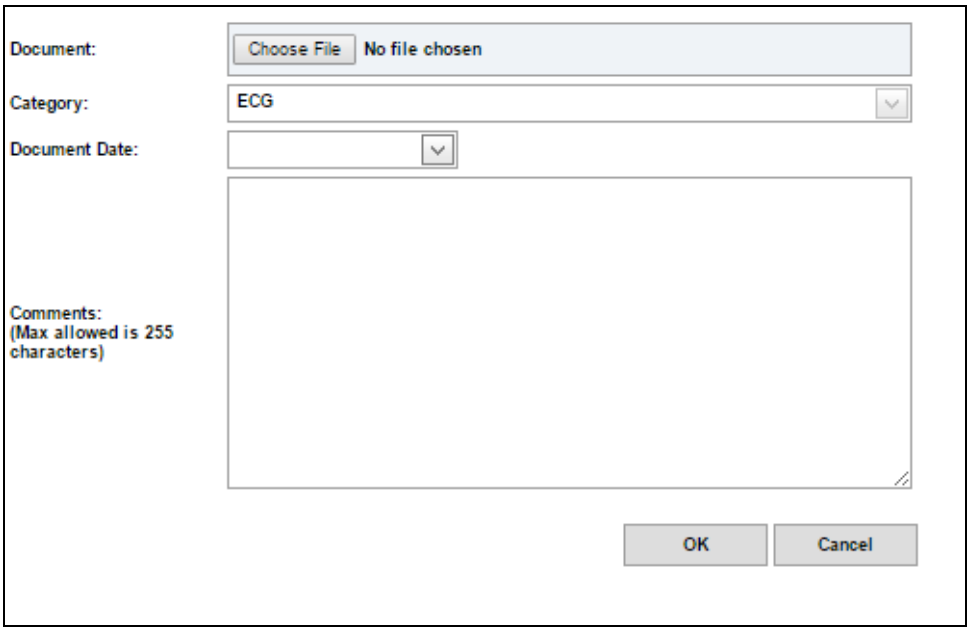


Figure 24 – ECG Import

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.

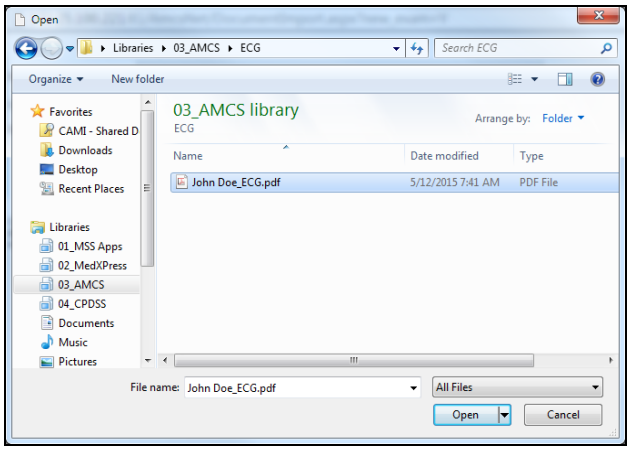


Figure 25 – Attach ECG PDF

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.

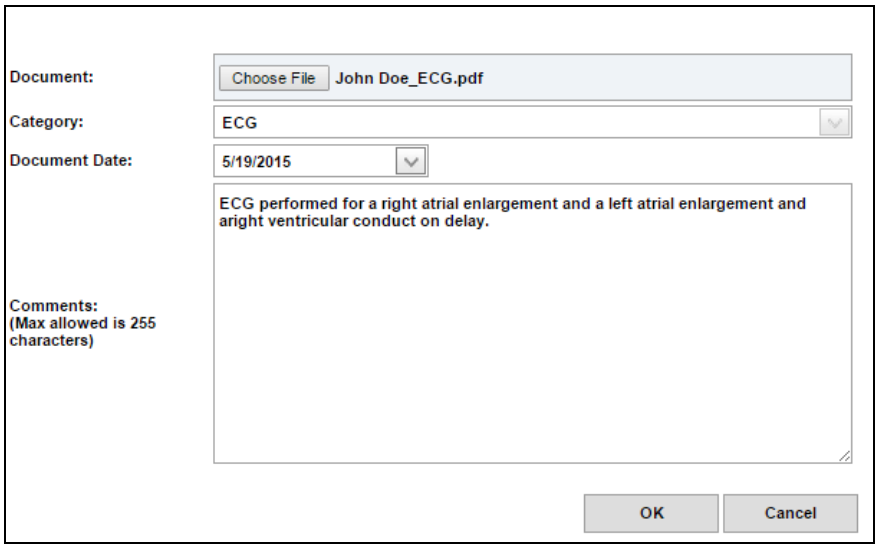


Figure 26 – ECG Date and Comments

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

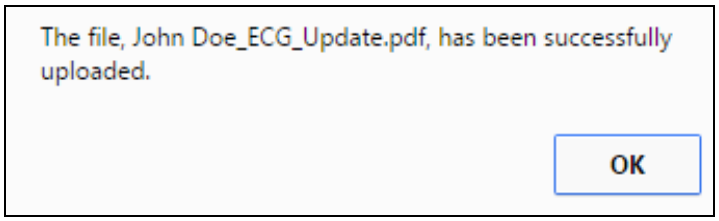


Figure 27 – ECG File Upload Success Message

6.2.14 Help Tab

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

6.2.15 AMCS Home

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

6.2.16 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 into the Confirmation Number field.
- The application matching the confirmation number will display below the **Search** button.
- If there are applicants in the FAA system that are potential matches they will be listed along with the new applicant option.
- If there are no current applicants found that match the confirmation number you will receive a message stating so.

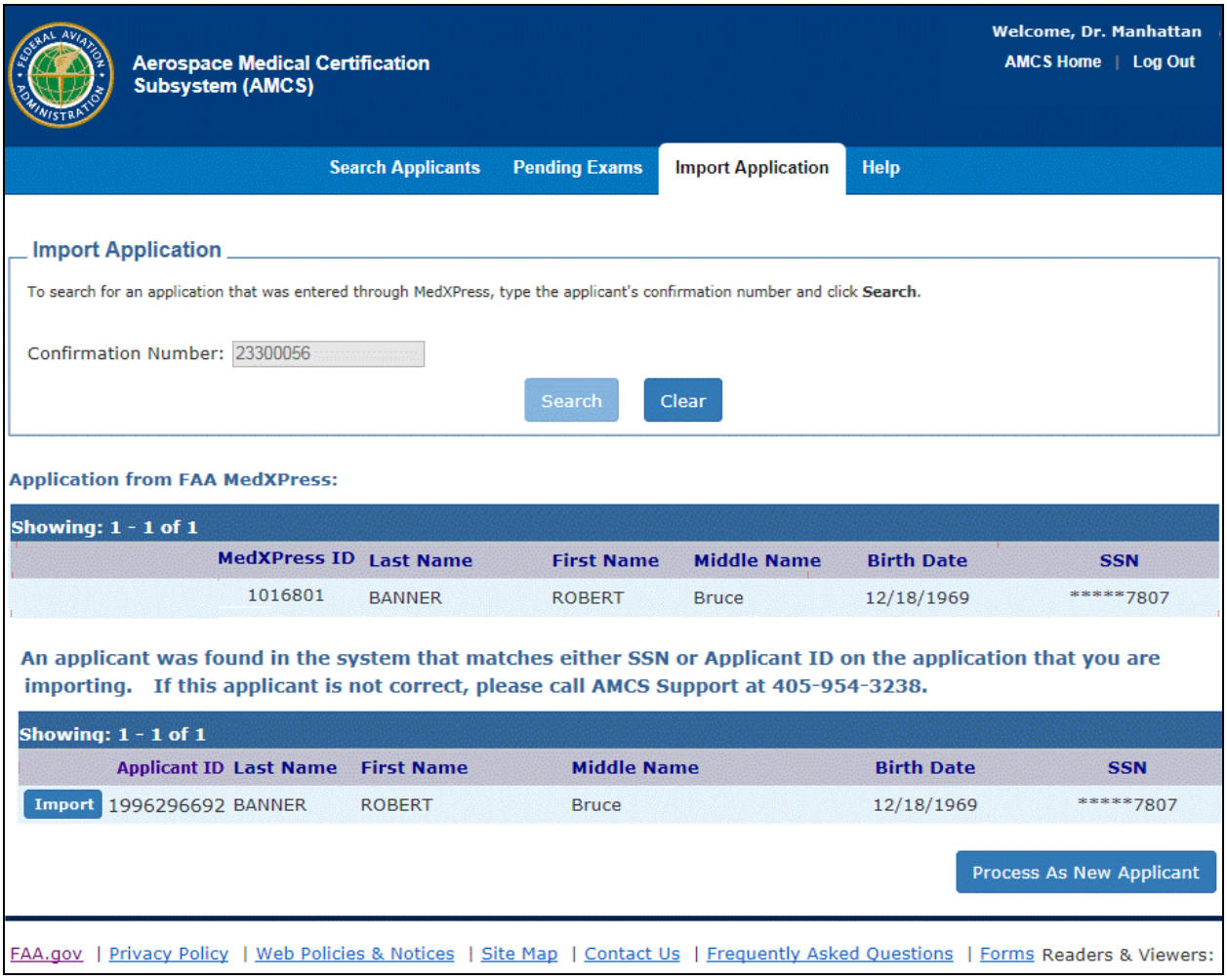


Figure 28 – Import Application Screen

If an application from FAA MedXPress is found that matches the confirmation number, it is shown in the section titled 'Application from FAA MedXPress.'

AMCS will search the FAA system for the correct applicant record. Potential matches will be displayed at the bottom of the screen. If the correct applicant record is found, click the

Import button to import MedXPress application into AMCS. This associates the new application with the appropriate person in the FAA system.

If the applicant listed is not the correct one, please contact AMCS Support at (405) 954-3238.

If the MedXPress application is for a new applicant, click the **Import as New Applicant** 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.

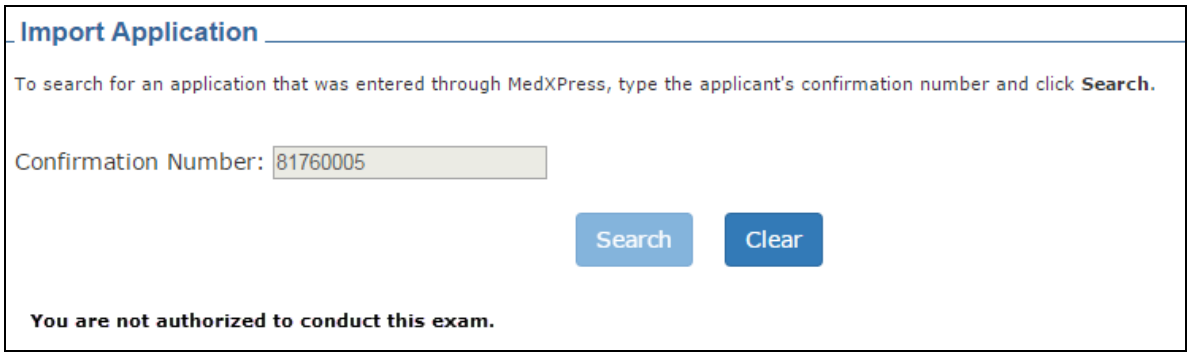


Figure 29 – Import Screen - Unauthorized AME Message

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 **Import** button, or click the **Import as New Applicant**.'

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.

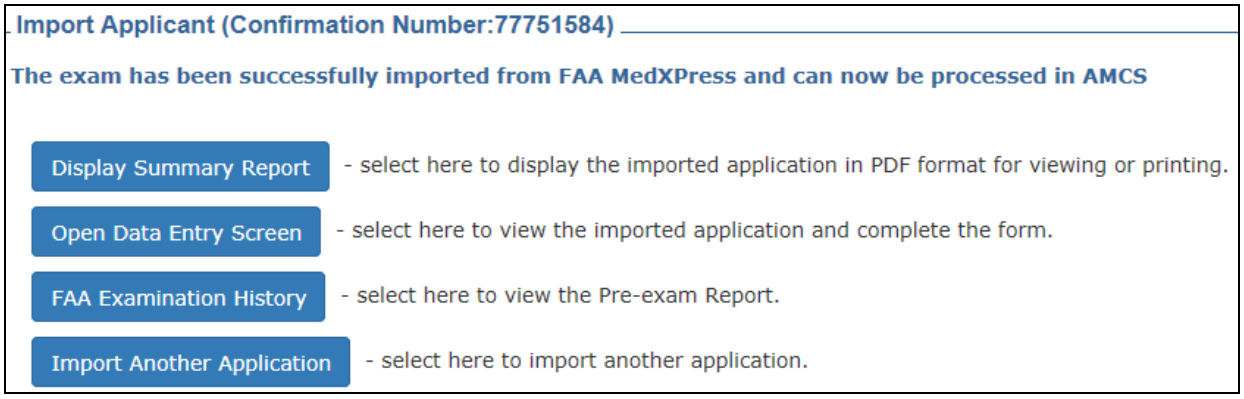


Figure 30 – Successful Application Import Screen

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

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

7.2.5 Clear Button

- Clears the search fields.

7.2.6 Import Button

- Imports the FAA MedXPress application into AMCS and associates that application with an existing applicant's record

7.2.7 Import as New Applicant

- 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 blue **"?"**, red **"X"** or a green **"Ok"** beside it. The **"?"** indicates that the information has not yet been validated. The **"Ok"** indicates that the information has been validated and that information entered is acceptable. The **"X"** indicates that a required field was left blank or that an error was found with the information entered into a field during validation. Holding your mouse over the **"X"** will display text describing what is required or what the validation on that field consists of. Clicking on the **"Ok"** or the **"X"** will take you to the text in the Guide for Aviation Medical Examiners that explains the type of information that belongs in that particular field.

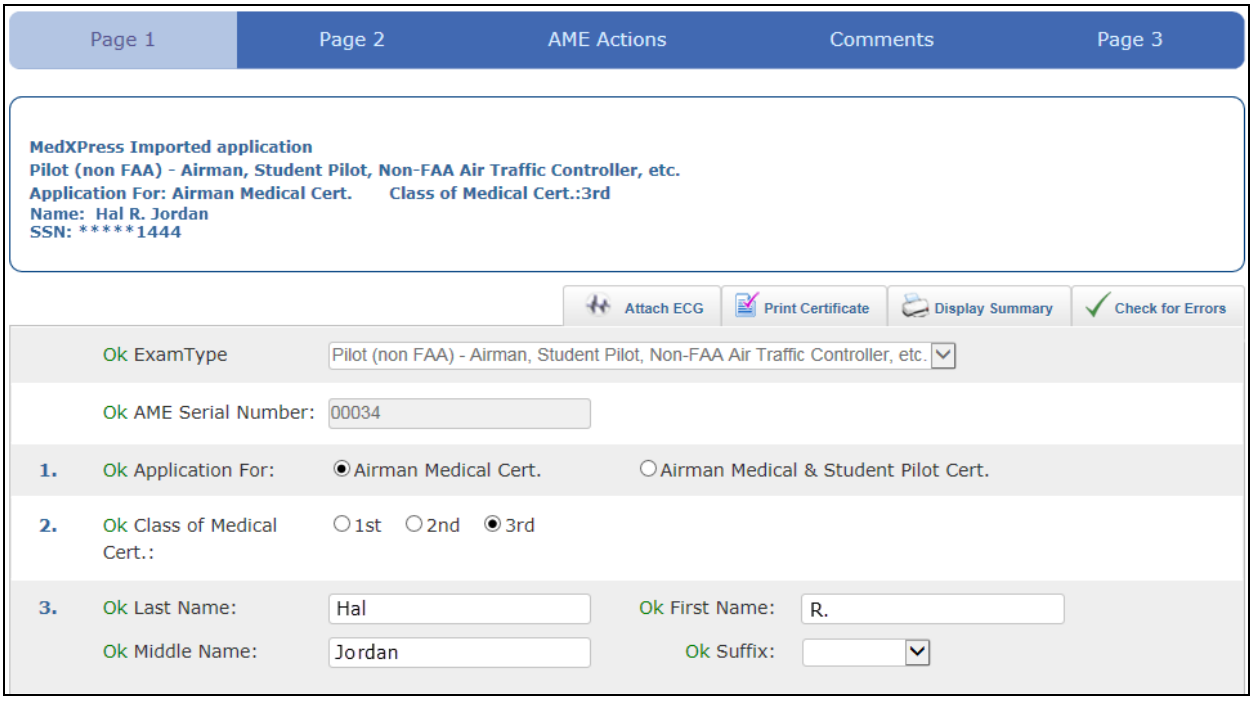


Figure 31 – Form 8500-8 Data Entry Screen (Sample)

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.

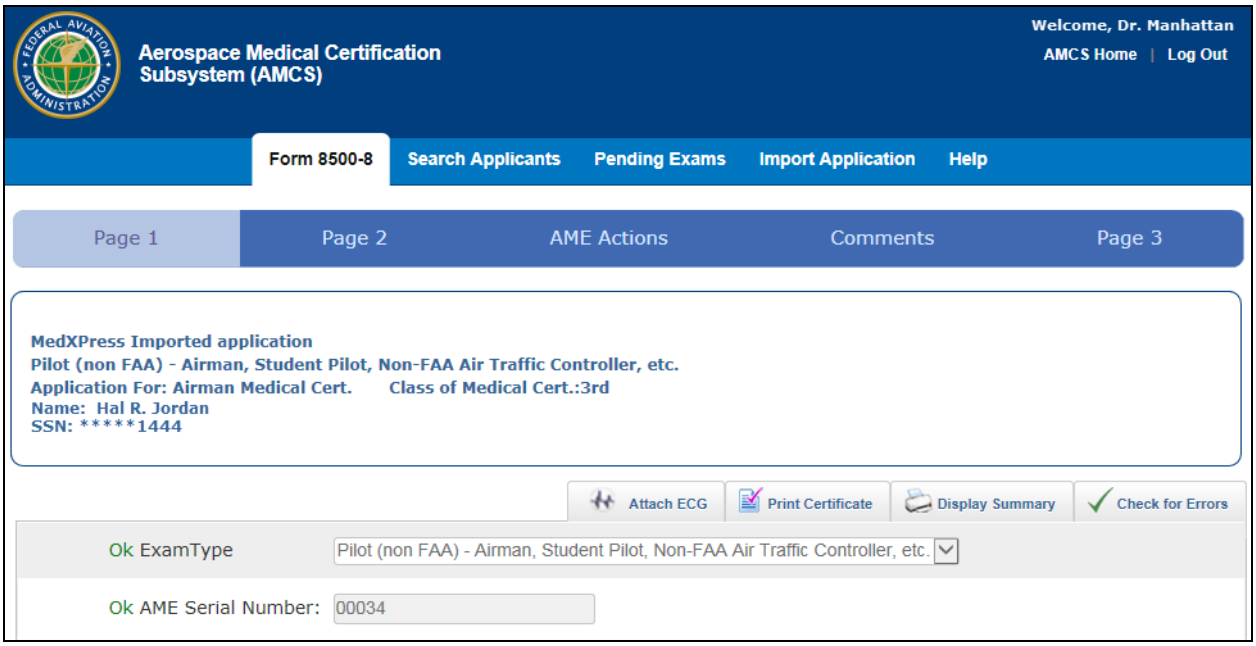


Figure 32 – Form 8500-8, Page 1

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

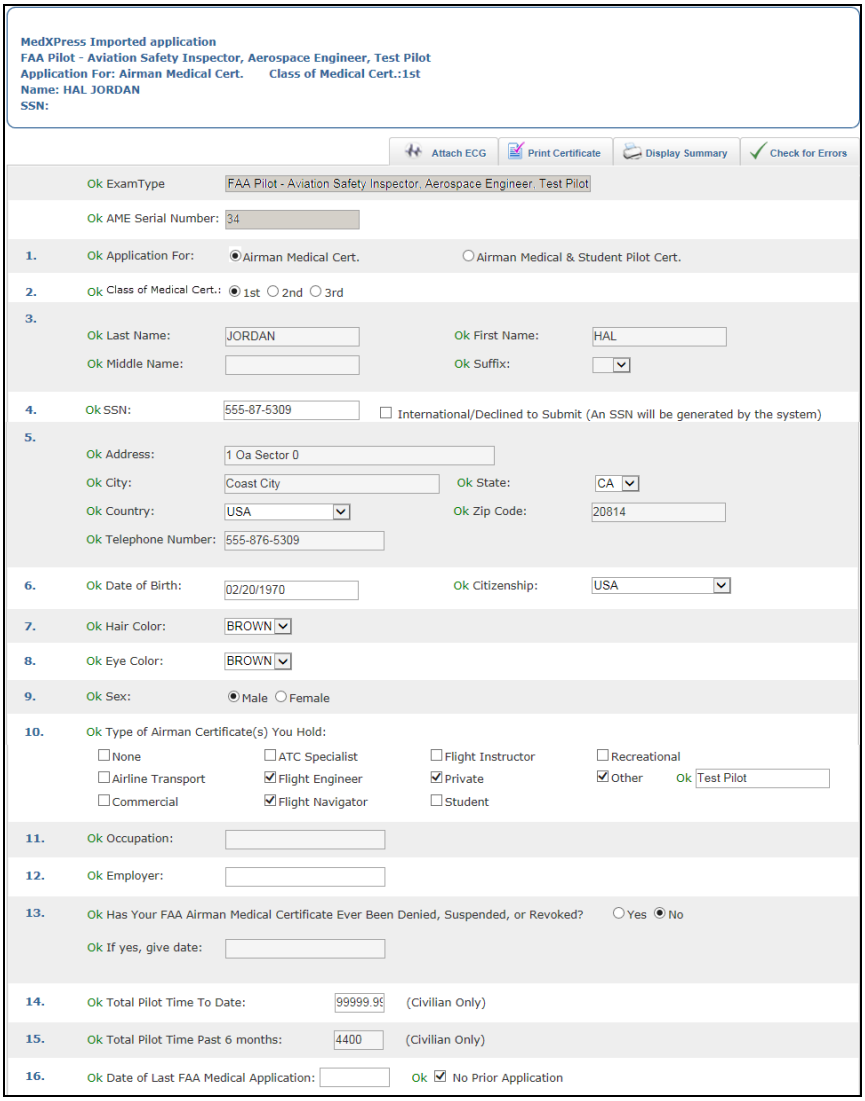


Figure 33 – Form 8500-8, Page 1: Items 1 through 16

Exam Type

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

(EXAMS CREATED IN AMCS) - For exams created in AMCS, select the type of exam to be performed for the applicant from the drop down list provided. Validation is based on the type of exam selected.

IMPORTANT
Drop down selections for FAA ATC are available only to AMEs designated to perform FAA Employee exams.

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.

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. If applying for an Airman Medical & Student Pilot Certificate, the applicant's birthday must be at least 15 years 11 months prior to today's date. The date entered must also be a valid date, no later than today's date, and no earlier than the 20th or 21st century. ***(Required)***

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

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

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

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

10. Type of Airman Certificate(s) You Hold
All that apply should be checked. If None is checked, no other boxes should be checked. If 'Other' is checked, something should be entered into the text box to the right of the 'Other' option. ***(Required)***

11. Occupation
The applicant's occupation should display here.

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

13. Has Your FAA Airman Medical Certificate Ever Been Denied, Suspended or Revoked

Either the *Yes* or *No* radio button should be selected. If yes is selected, the date of the denial, suspension or revocation should be entered. 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)***

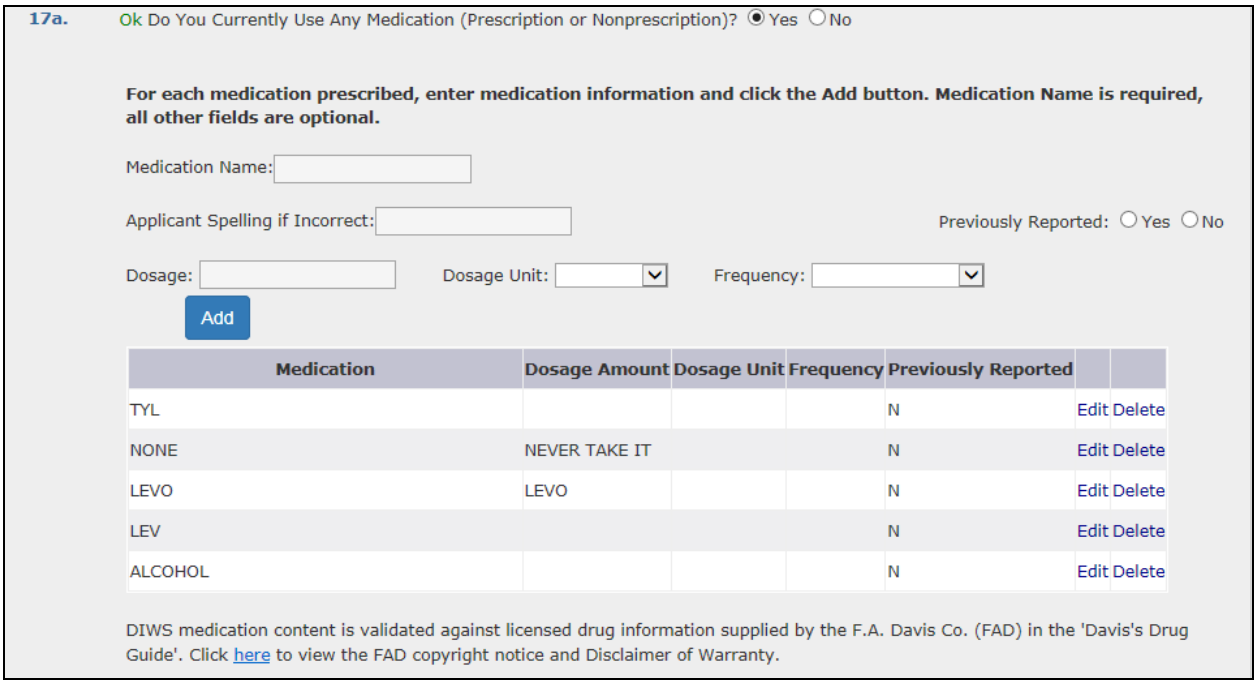


Figure 34 – Form 8500-8, Page 1, 17a

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.

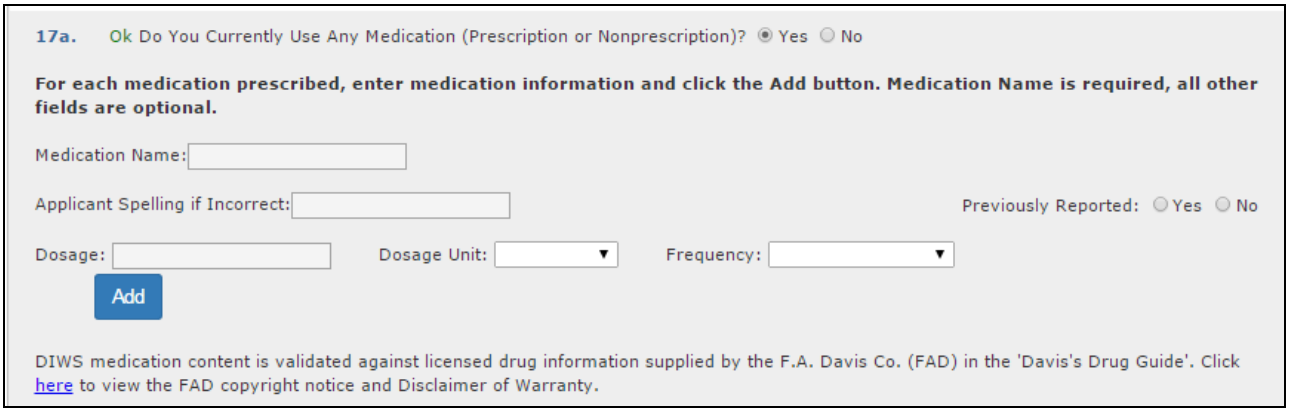


Figure 35 – Add Medication Form

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.

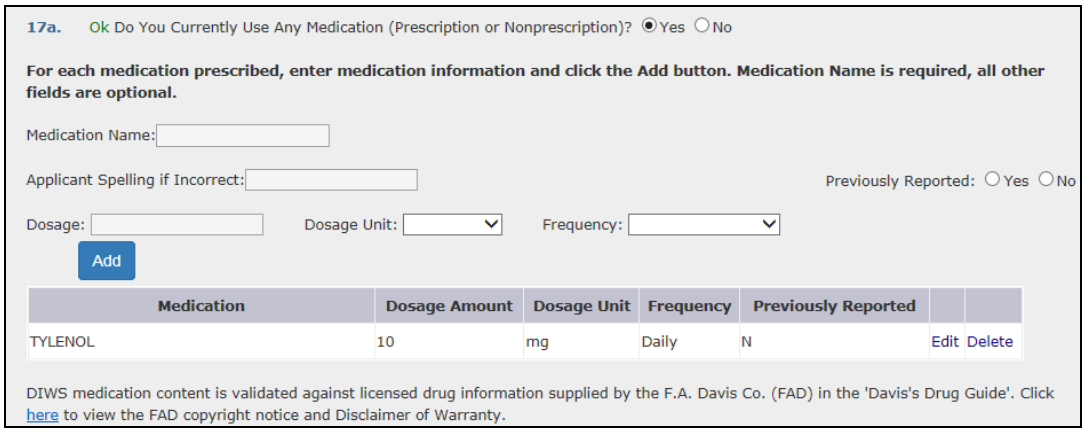


Figure 36 – Add Currently Used Medication

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.

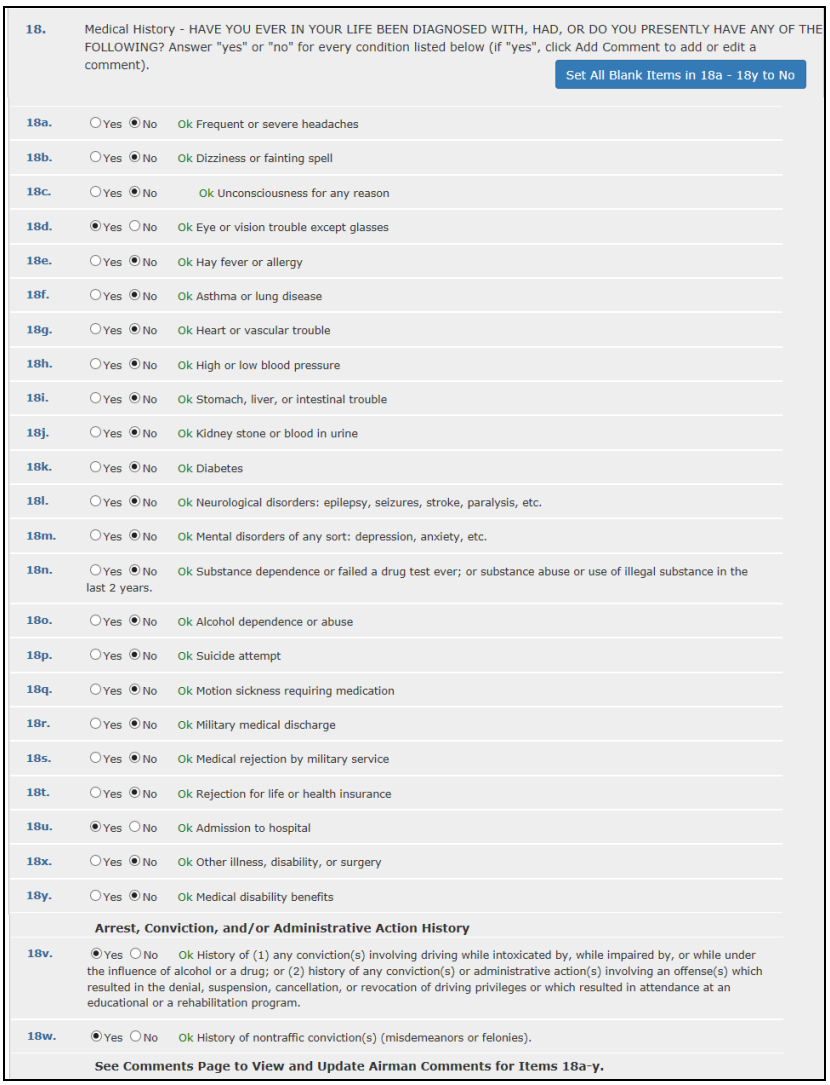
17.b. Do You Ever Use Near Vision Contact Lens(es) While Flying (Enabled for Pilot Applicants Only)

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)***


18. Medical History - HAVE YOU EVER IN YOUR LIFE BEEN DIAGNOSED WITH, HAD, OR DO YOU PRESENTLY HAVE ANY OF THE FOLLOWING? Answer "yes" or "no" for every condition listed below (if "yes", click Add Comment to add or edit a comment).

Set All Blank Items in 18a - 18y to No

18a.	○Yes ◉No	Ok Frequent or severe headaches
18b.	○Yes ◉No	Ok Dizziness or fainting spell
18c.	○Yes ◉No	Ok Unconsciousness for any reason
18d.	◉Yes ○No	Ok Eye or vision trouble except glasses
18e.	○Yes ◉No	Ok Hay fever or allergy
18f.	○Yes ◉No	Ok Asthma or lung disease
18g.	○Yes ◉No	Ok Heart or vascular trouble
18h.	○Yes ◉No	Ok High or low blood pressure
18i.	○Yes ◉No	Ok Stomach, liver, or intestinal trouble
18j.	○Yes ◉No	Ok Kidney stone or blood in urine
18k.	○Yes ◉No	Ok Diabetes
18l.	○Yes ◉No	Ok Neurological disorders: epilepsy, seizures, stroke, paralysis, etc.
18m.	○Yes ◉No	Ok Mental disorders of any sort: depression, anxiety, etc.
18n.	○Yes ◉No	Ok Substance dependence or failed a drug test ever; or substance abuse or use of illegal substance in the last 2 years.
18o.	○Yes ◉No	Ok Alcohol dependence or abuse
18p.	○Yes ◉No	Ok Suicide attempt
18q.	○Yes ◉No	Ok Motion sickness requiring medication
18r.	○Yes ◉No	Ok Military medical discharge
18s.	○Yes ◉No	Ok Medical rejection by military service
18t.	○Yes ◉No	Ok Rejection for life or health insurance
18u.	◉Yes ○No	Ok Admission to hospital
18x.	○Yes ◉No	Ok Other illness, disability, or surgery
18y.	○Yes ◉No	Ok Medical disability benefits

Arrest, Conviction, and/or Administrative Action History

18v.	◉Yes ○No	Ok 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.
18w.	◉Yes ○No	Ok History of nontraffic conviction(s) (misdemeanors or felonies).

See Comments Page to View and Update Airman Comments for Items 18a-y.

Figure 37 – 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.

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)

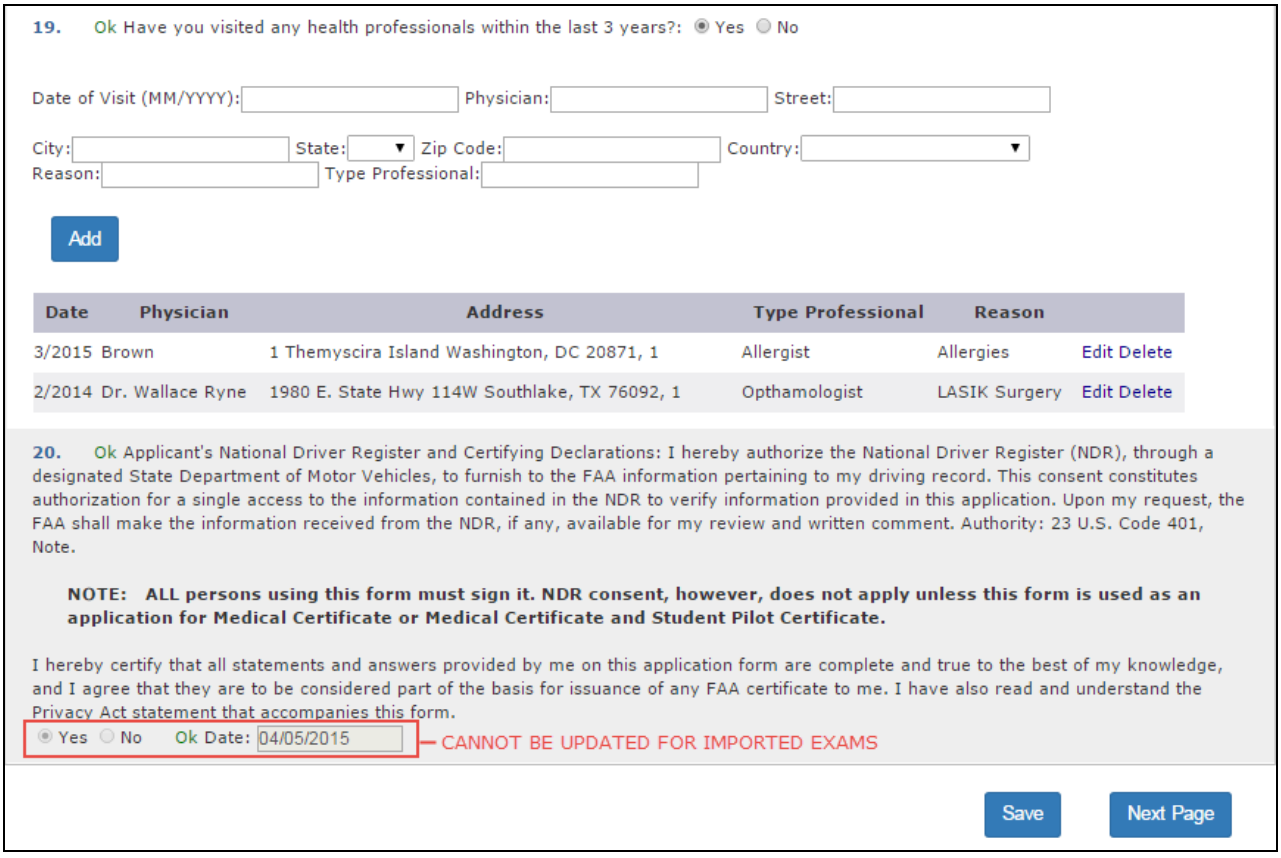


Figure 38 – Form 8500-8, Page 1: Items 19 and 20 (Health Professional Visits and NDR Consent)

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.

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.

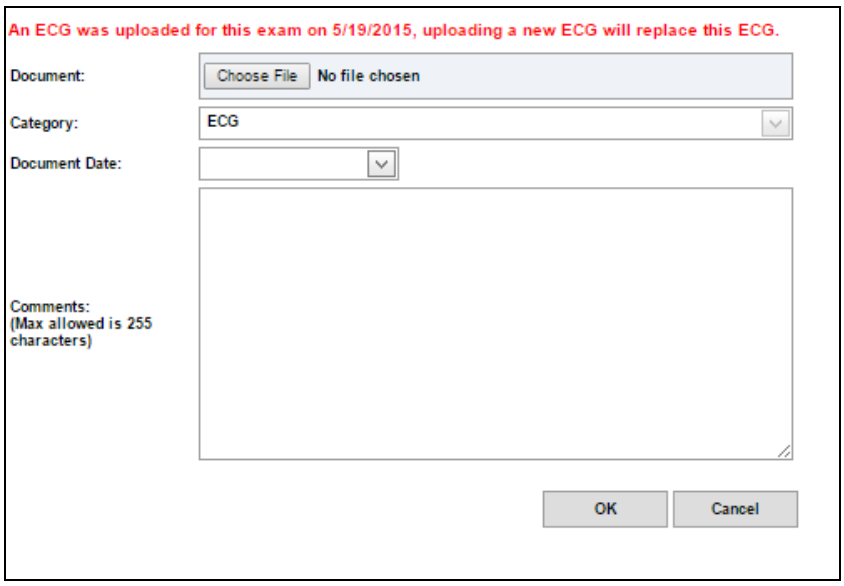


Figure 39 – Attach Current ECG to New Exam

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.

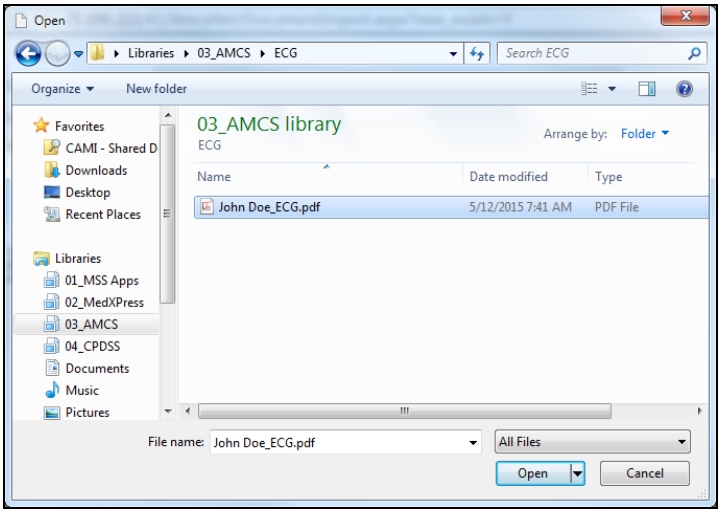


Figure 40 – Attach ECG PDF

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.

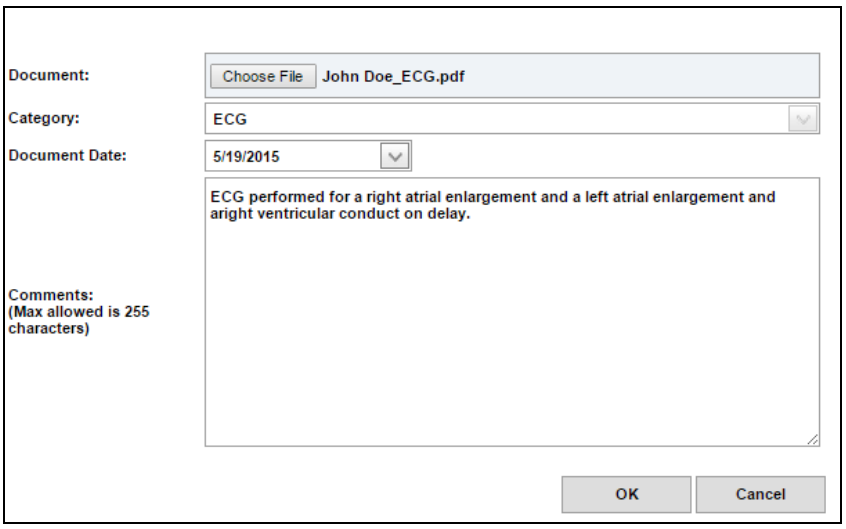


Figure 41 – ECG Date and Comments

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

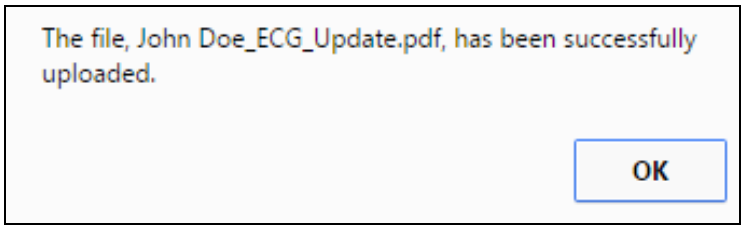


Figure 42 – ECG File Upload Success Message

9.2.12 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.

9.2.12.1 Medical Certificate Quick Print (Pilots Only)

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

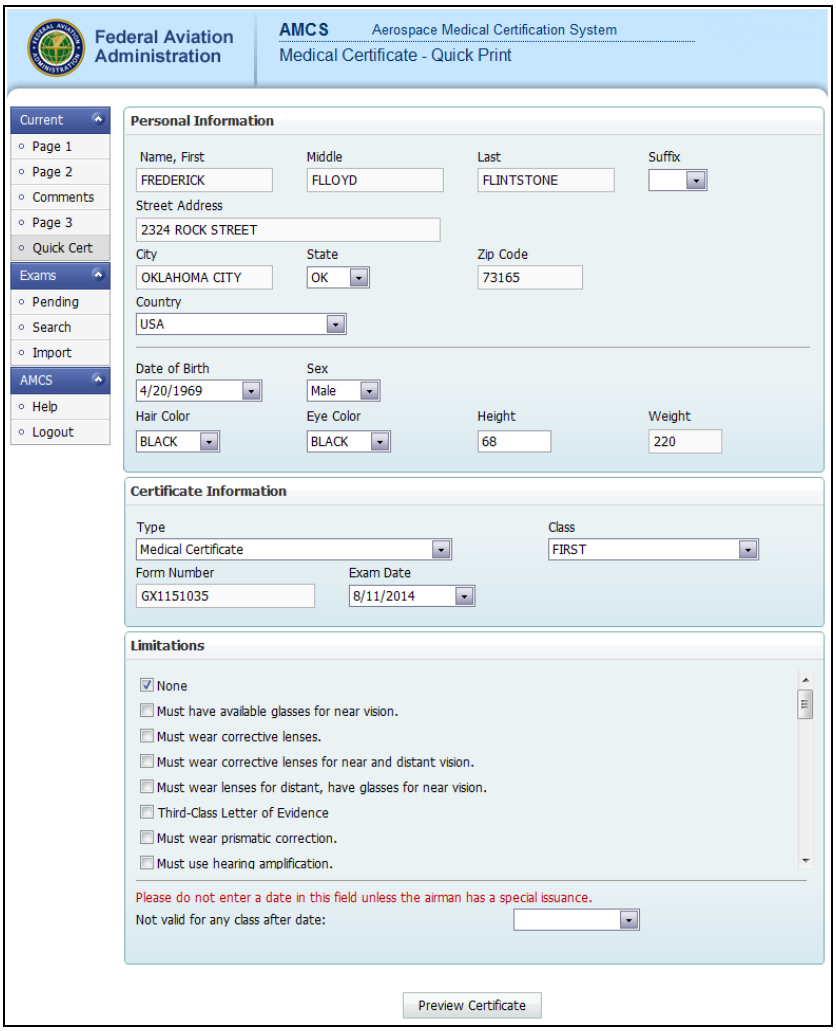


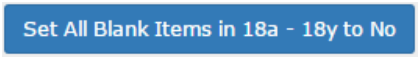
Figure 43 – Medical Certificate Quick Print

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.

9.2.13 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*

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

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.

9.2.15 Save Button

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

9.2.16 Next Page Button

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

9.2.17 Help tab

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

9.2.18 AMCS Home

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

9.2.19 Log Out Link

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

9.2.20 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.

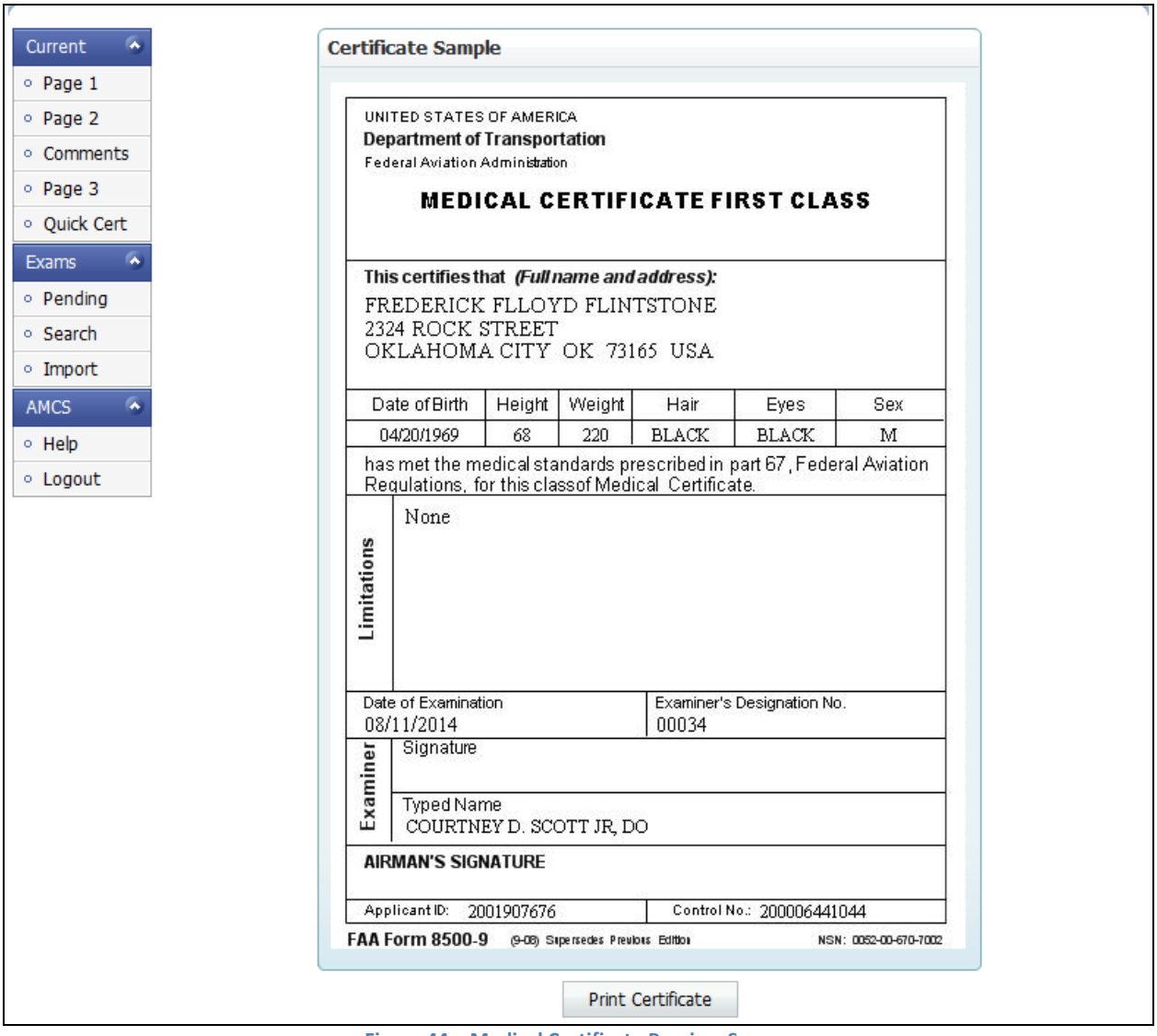


Figure 44 – Medical Certificate Preview Screen

9.2.20.1 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.

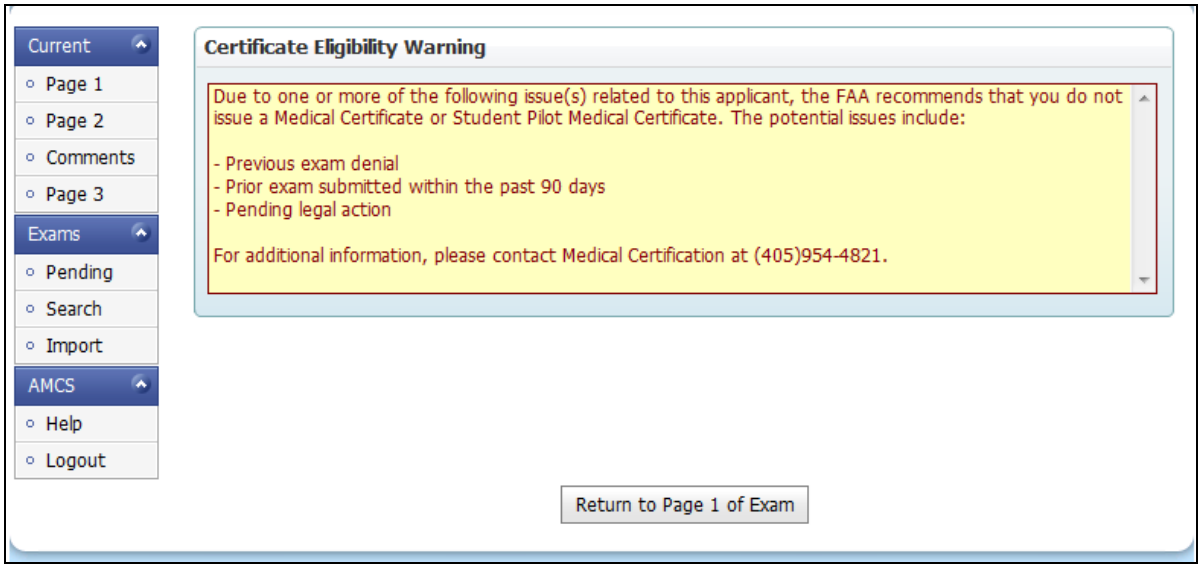


Figure 45 – Certificate Eligibility Warning Screen

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.

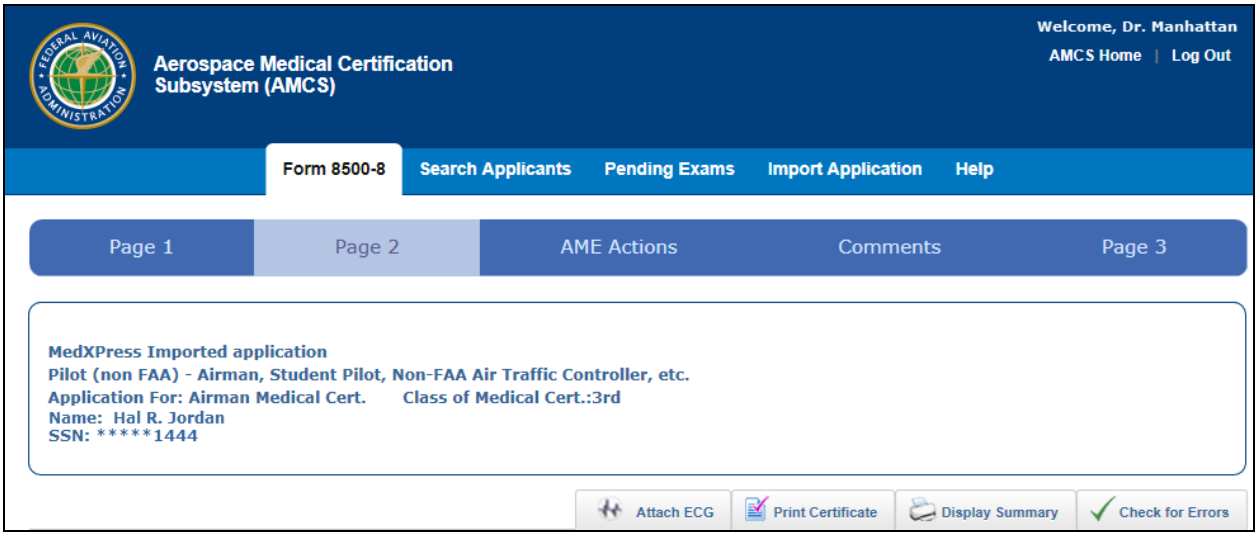


Figure 46 – Form 8500-8, Page 2

10.1.1 Items 21 Thru 48

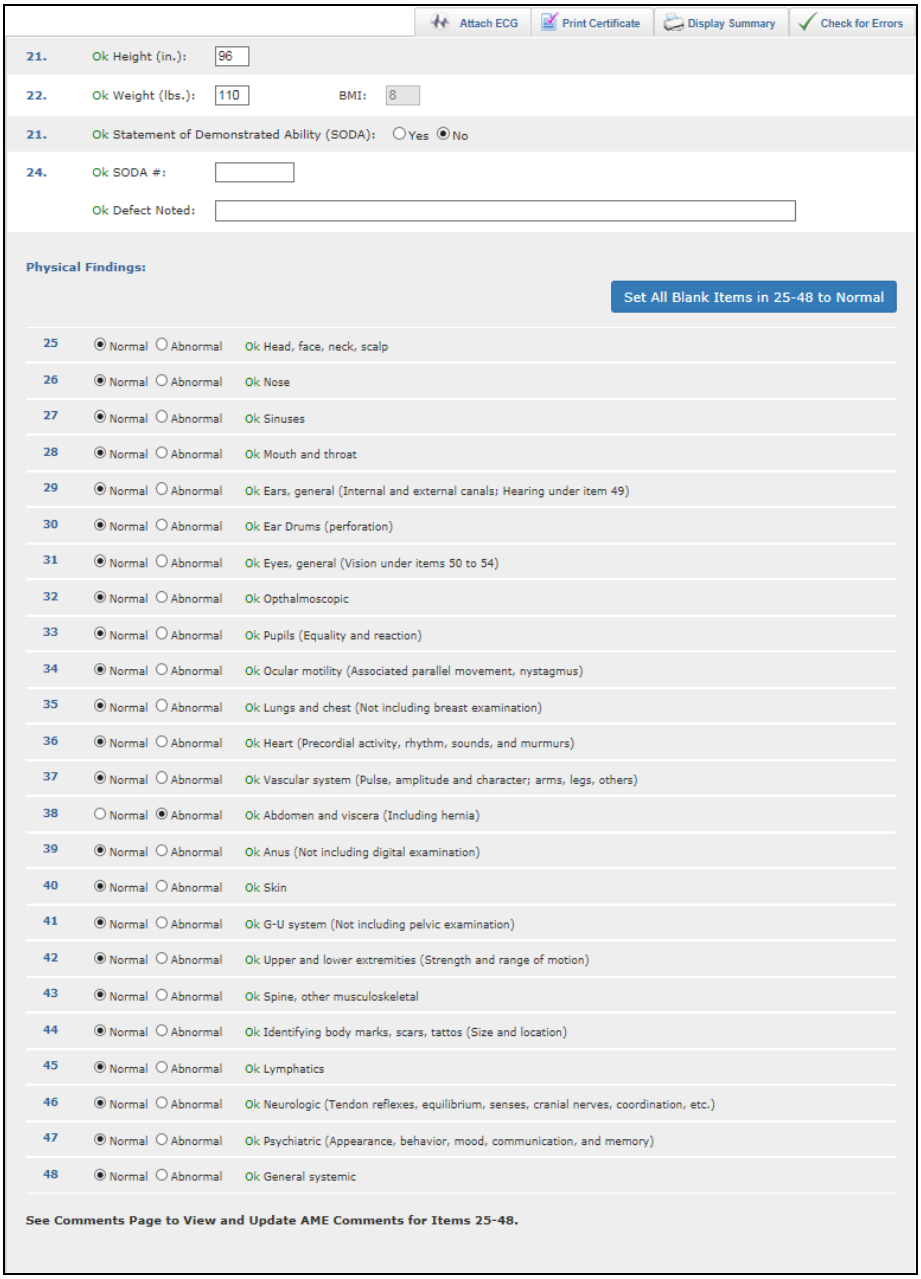


Figure 47 – Form 8500-8, Page 2: Items 21 through 48 (Exam Findings)

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

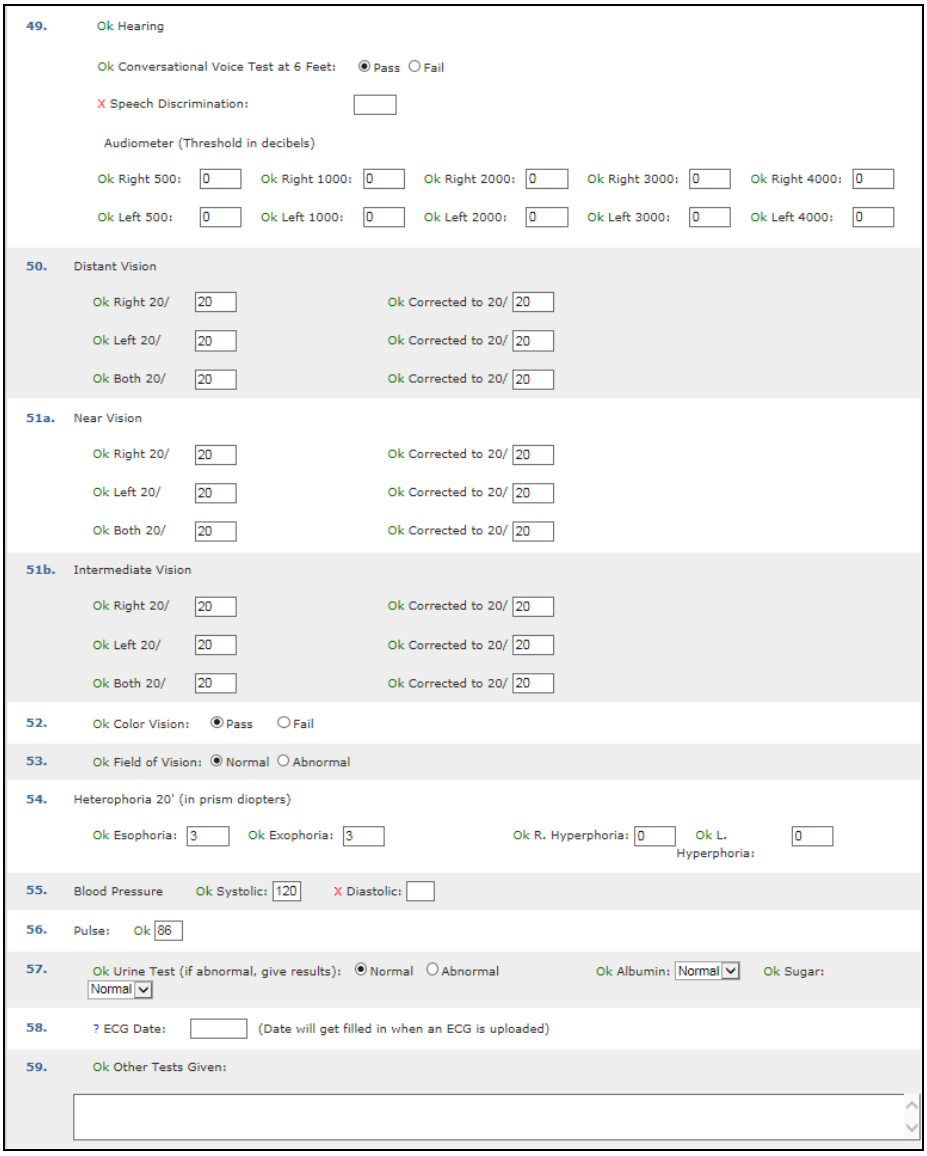


Figure 48 – Form 8500-8, Page 2: Items 49 through 58

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

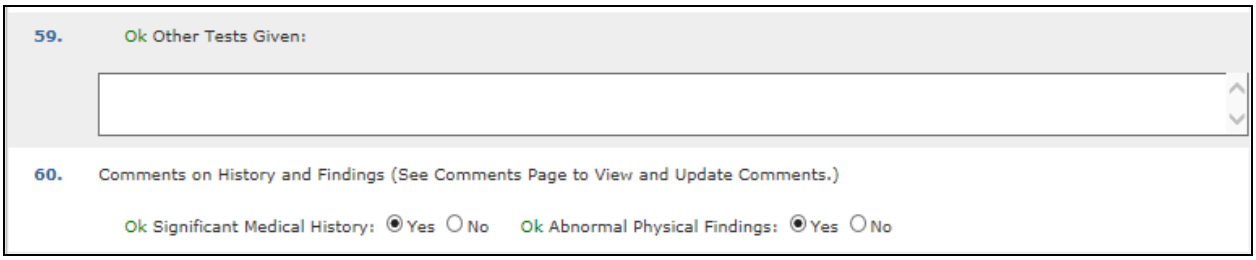


Figure 49 – Form 8500-8, Page 2: Items 59 and 60 (Other Tests Given and Comments)

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

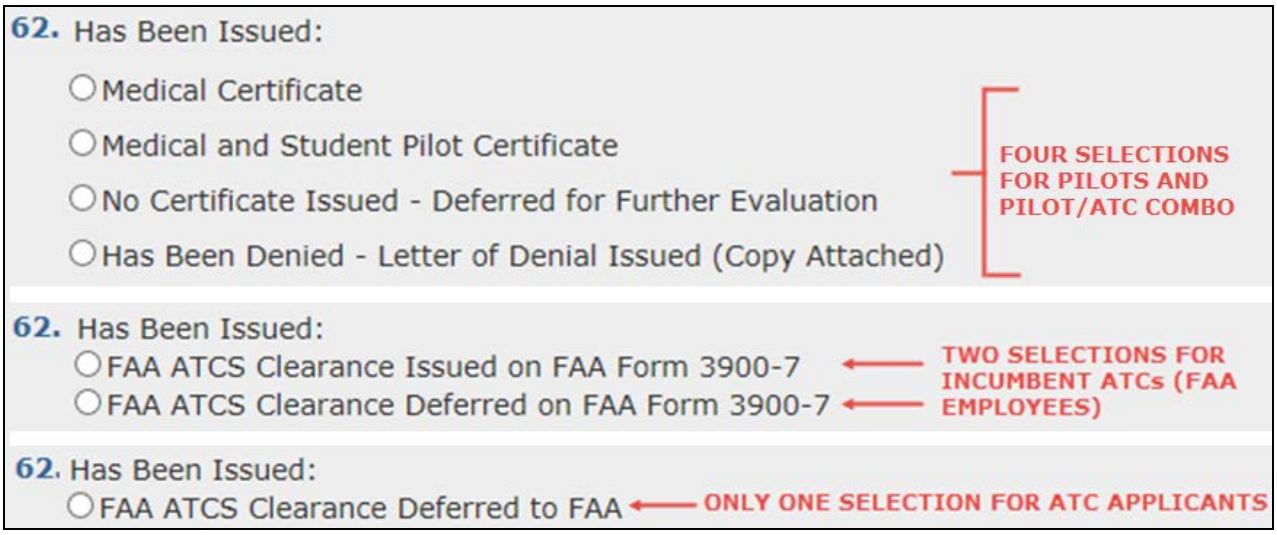


Figure 50 – Form 8500-8, Page 2: Item 62 (Certificate Issue Status)

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.

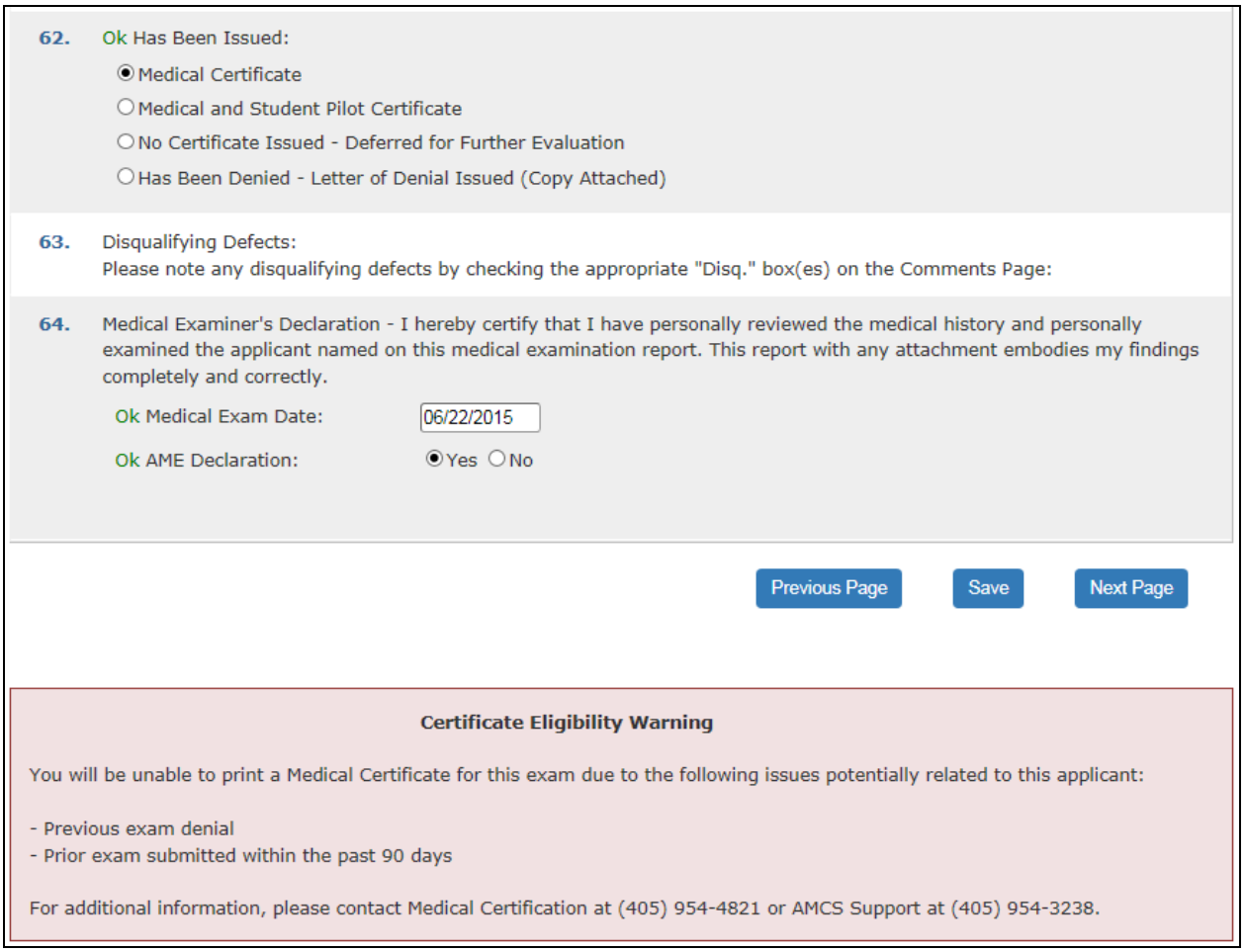


Figure 51 - Form 8500-8, Page 2: Certificate Eligibility Warning

10.1.5 Items 63 And 64

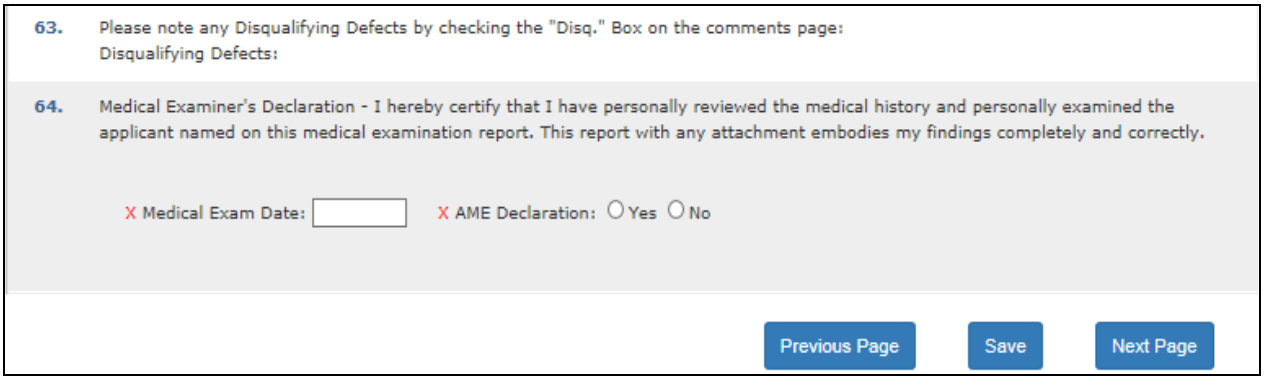


Figure 52 – Form 8500-8, Page 2: Items 63 and 64 (Disqualifying Defects and AME Declaration)

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.

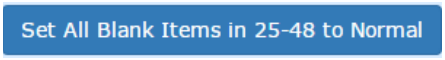
10.2.12 Print Certificate Button (Pilots Only)
Selecting this button will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information. When a certificate is reprinted a warning message 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

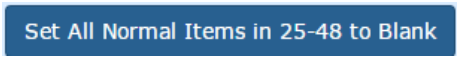
This button will not display for ATC exams.

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



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

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



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

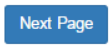
10.2.15 Save Button

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

10.2.16 Previous Page Button

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

10.2.17 Next Page Button



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

10.2.18 Help Tab

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

10.2.19 AMCS Home

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

10.2.20 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.

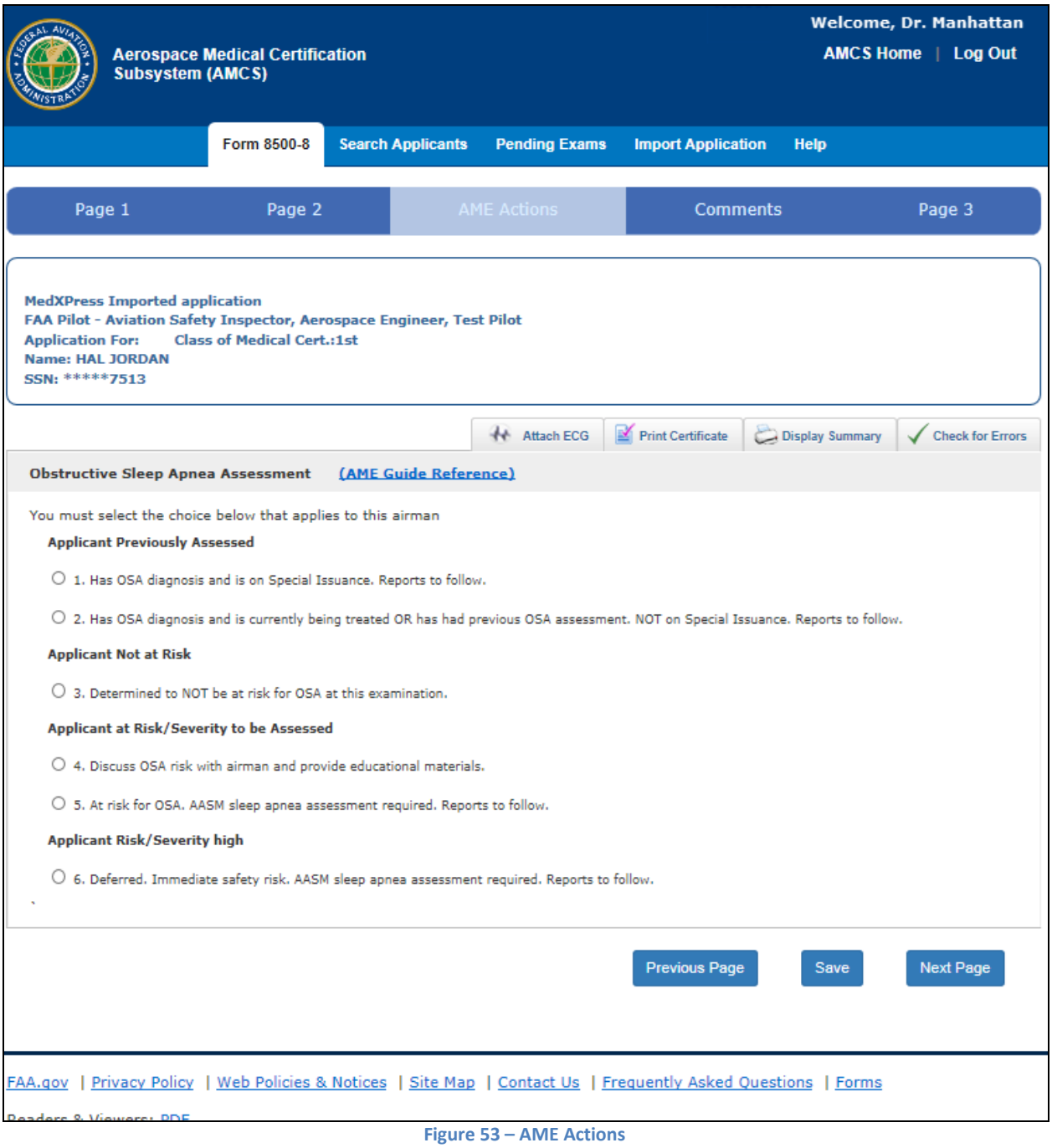


Figure 53 – AME Actions

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.

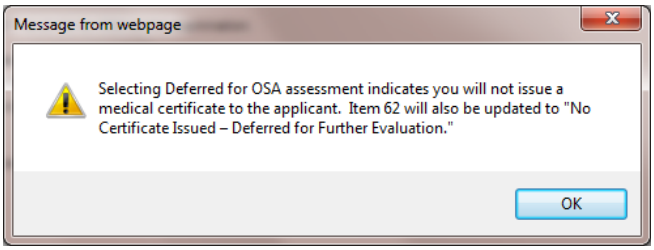


Figure 54 - No Certificate Issued - Deferred Message

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.

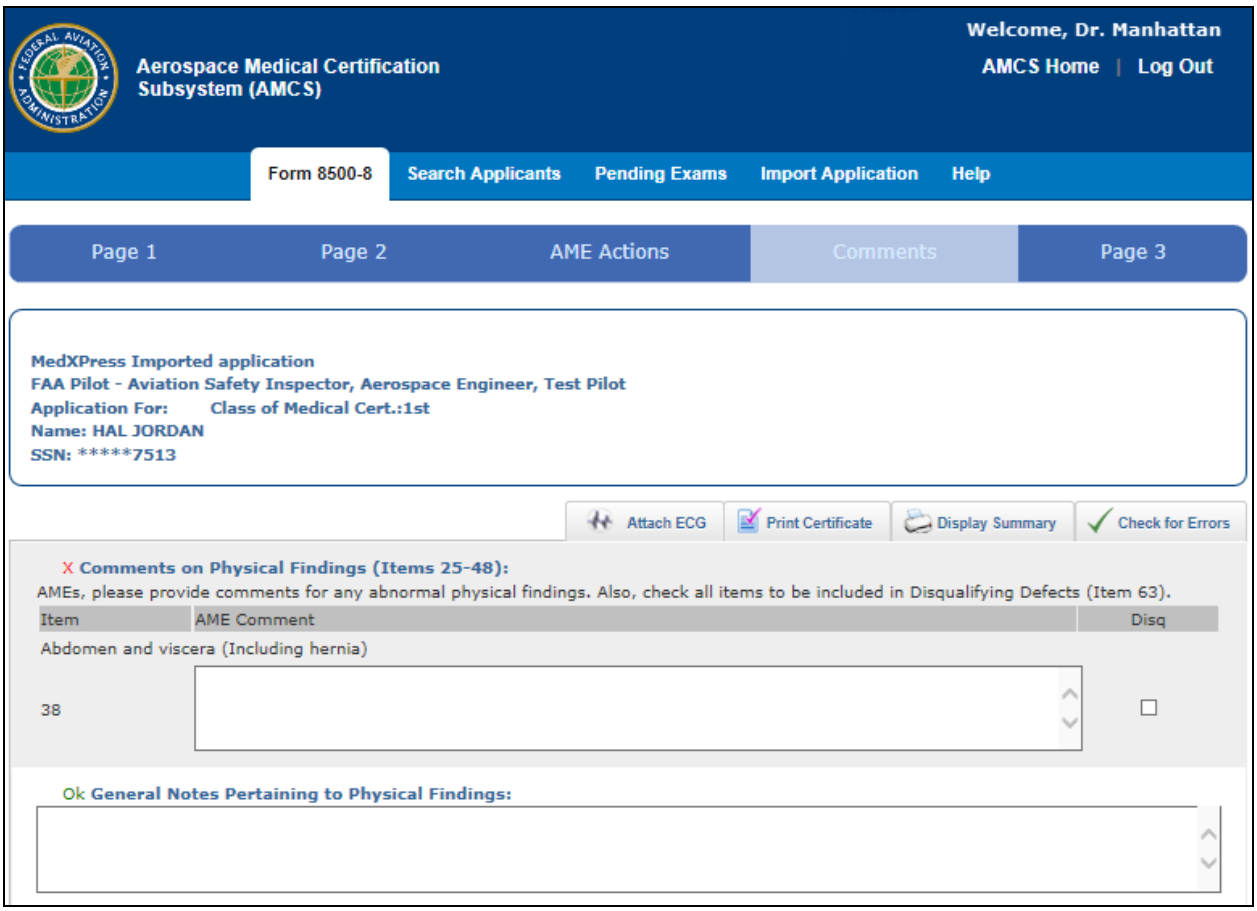


Figure 55 – Comments on Physical Findings

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.

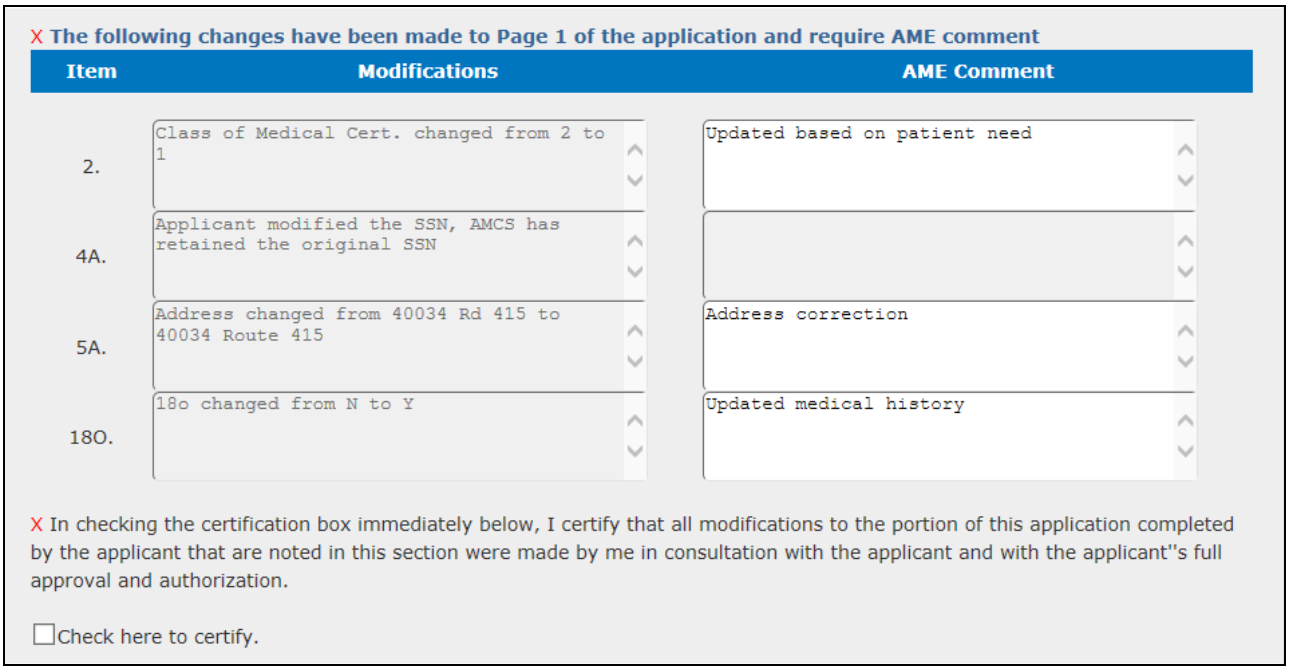


Figure 56 – Imported Exam Changes Explanation

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.

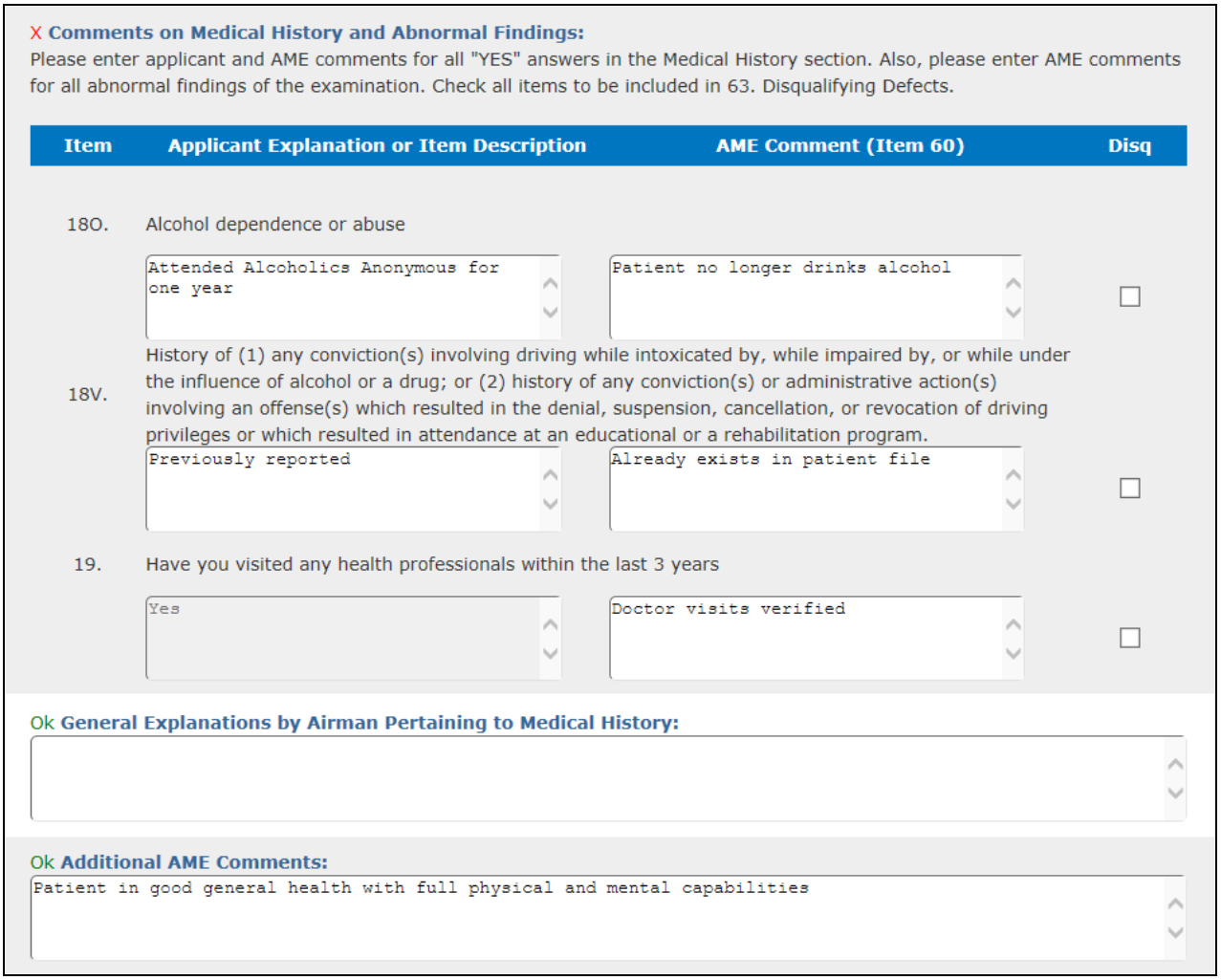


Figure 57 – Comments on History and Findings

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.

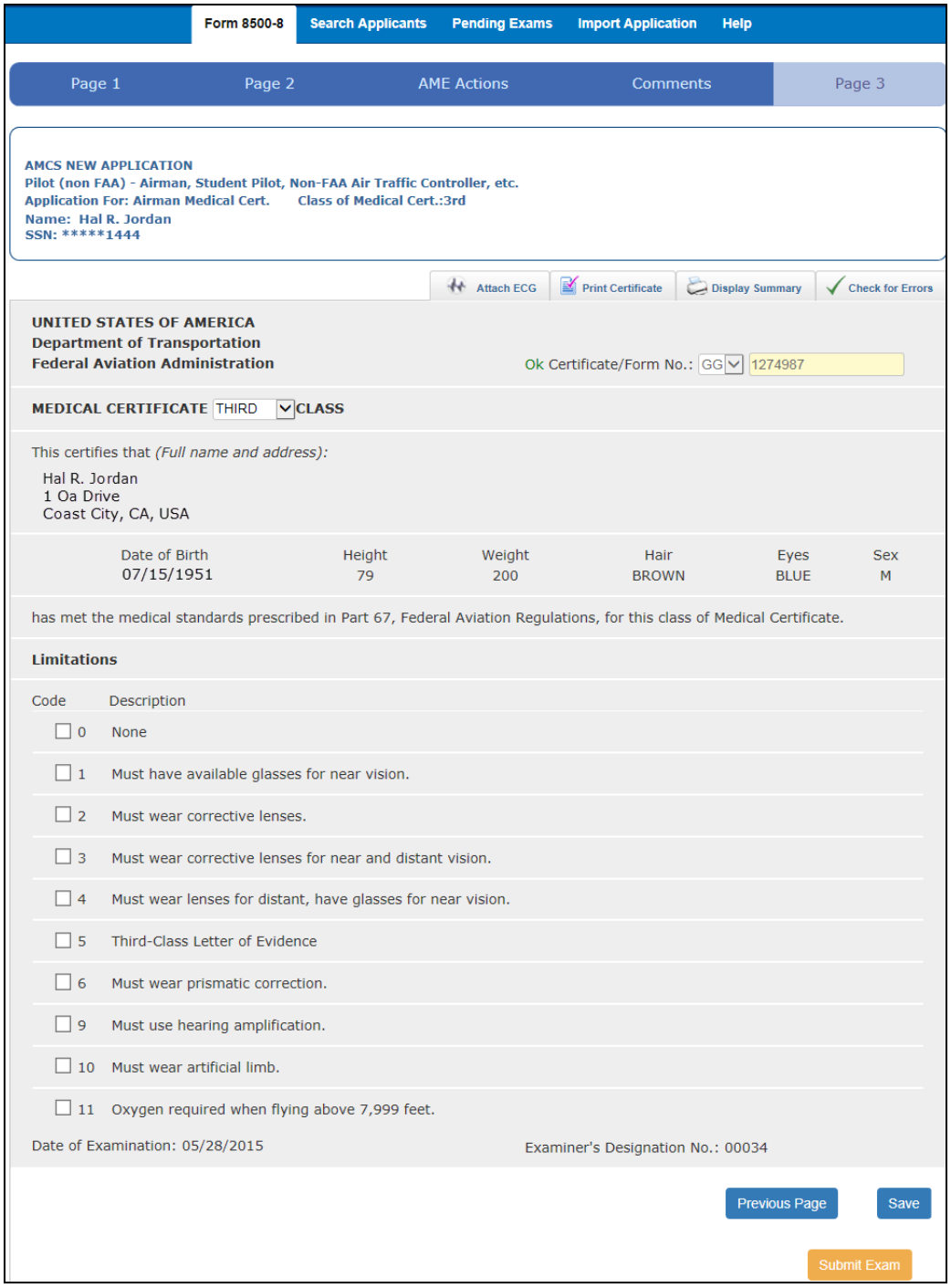


Figure 58 – Form 8500-8 Screen, Page 3

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)

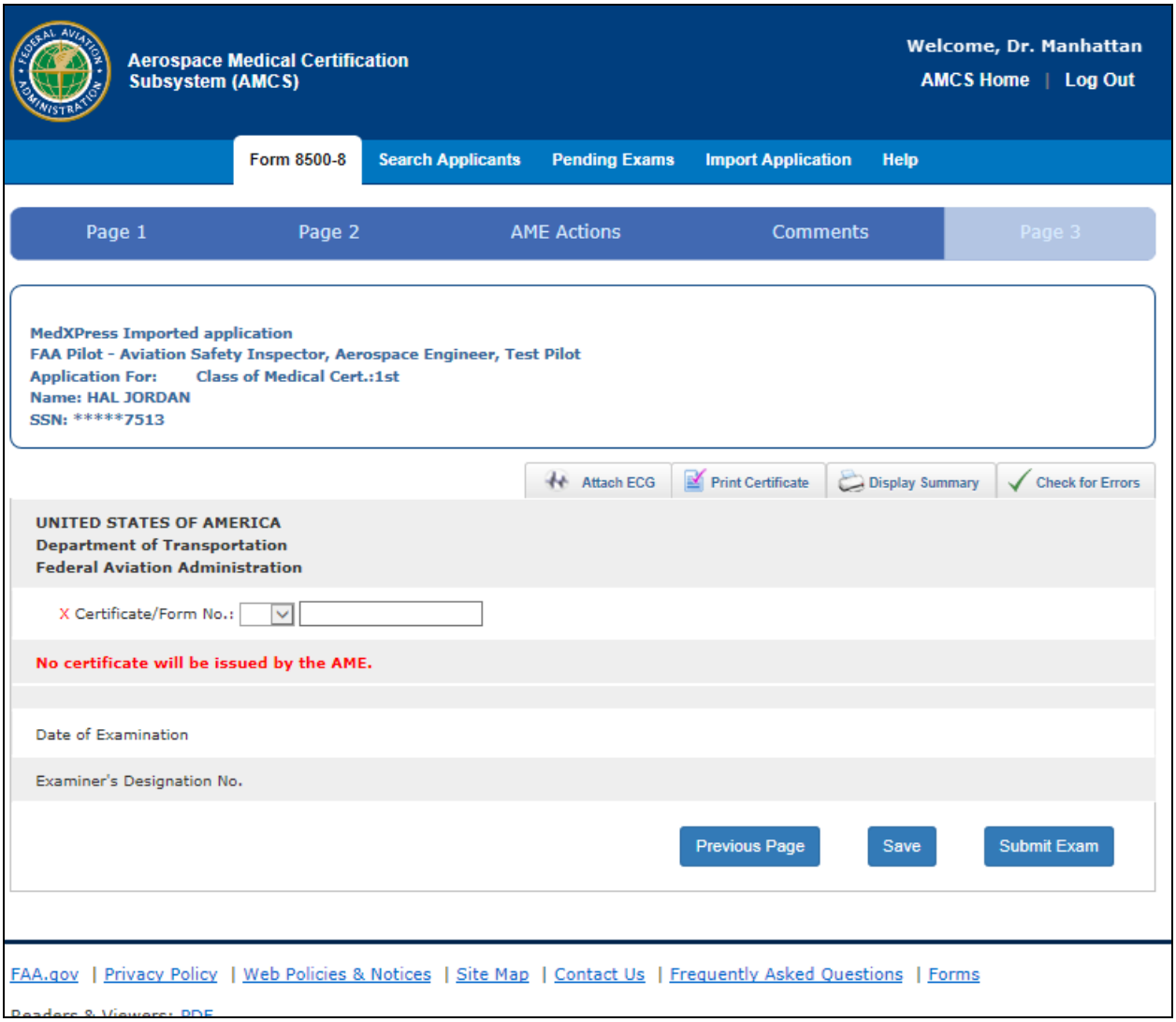


Figure 59 – No Certificate Issued

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

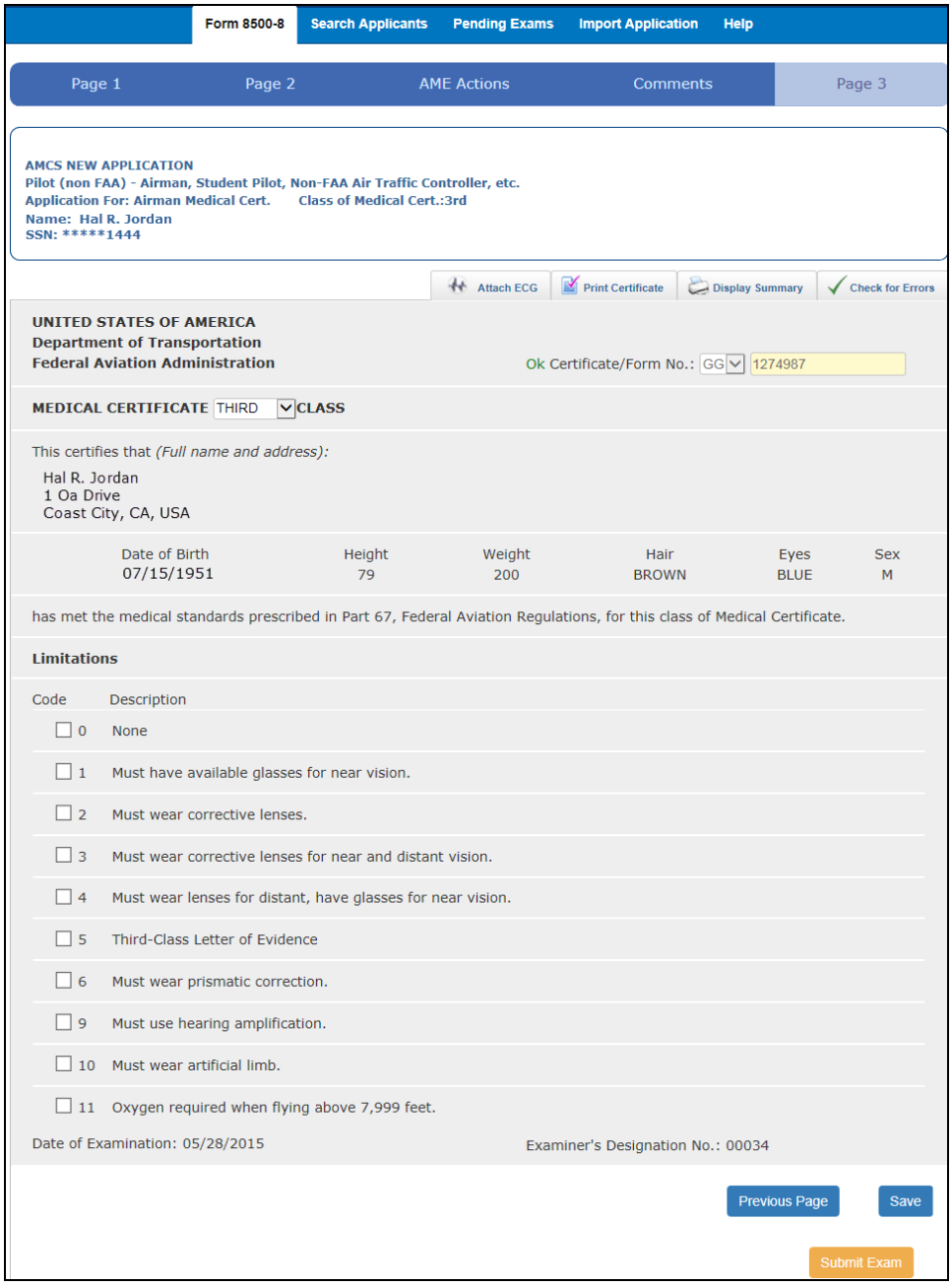


Figure 60 - Certificate Issued Screen

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.

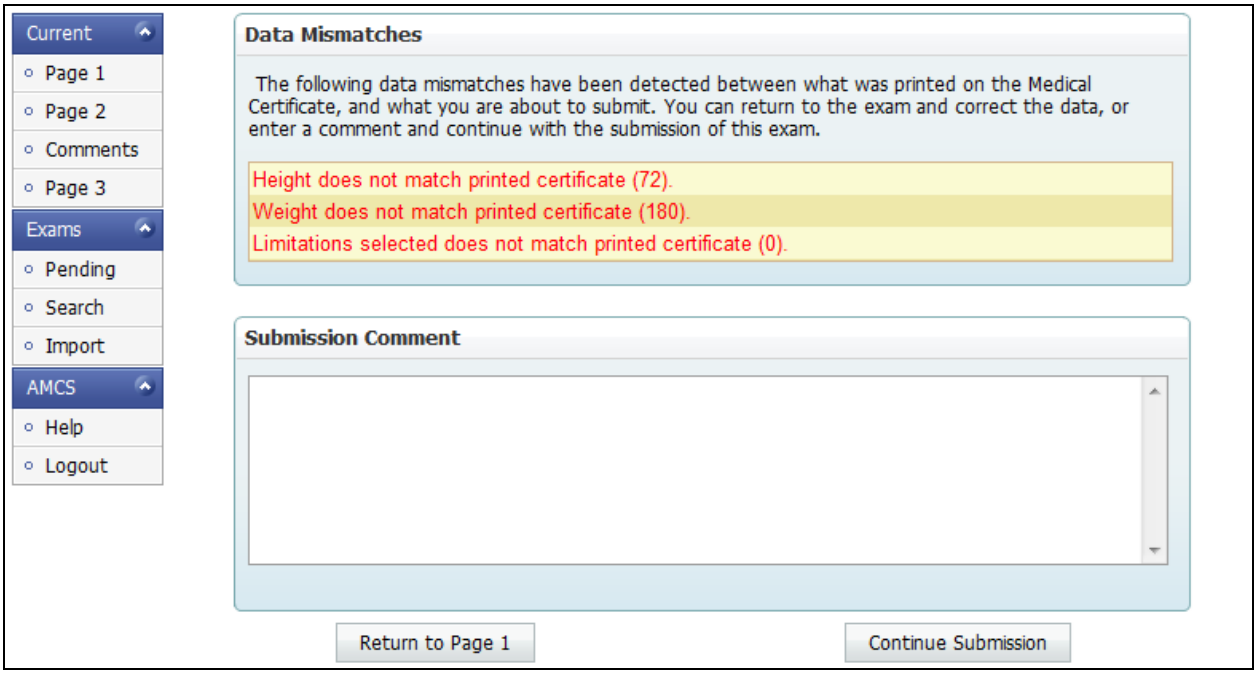


Figure 61 – Certificate Data Mismatch Verification

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.

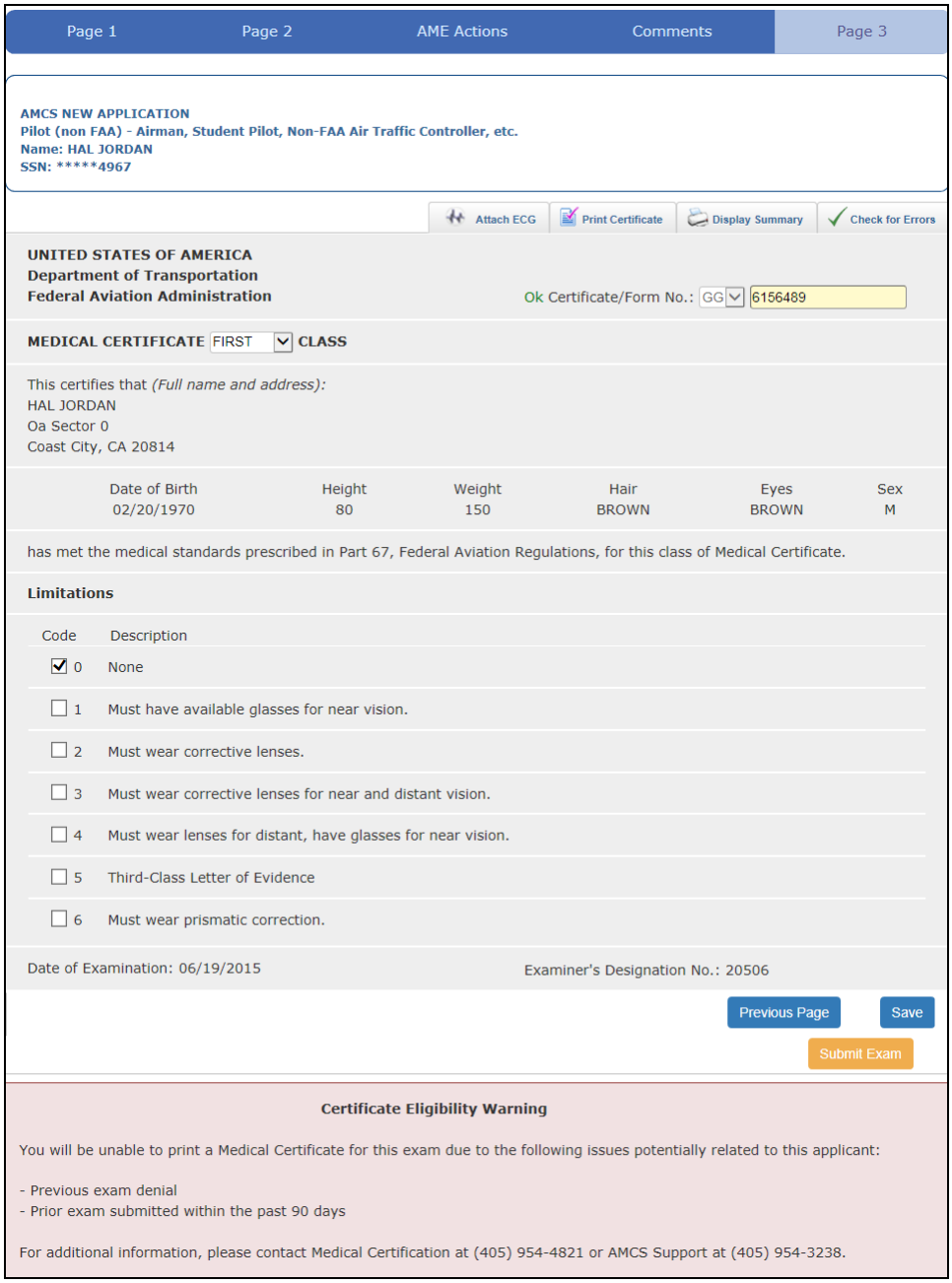


Figure 62 – Certificate Issued With Certificate Eligibility Warning

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.

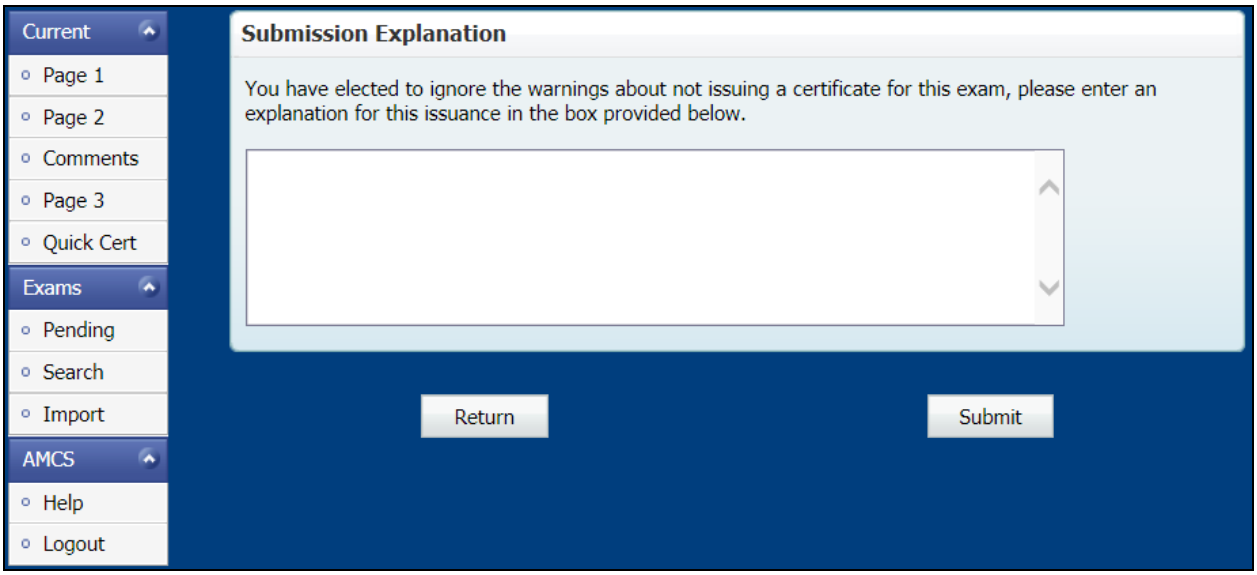


Figure 63 – Explanation for Submission

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.

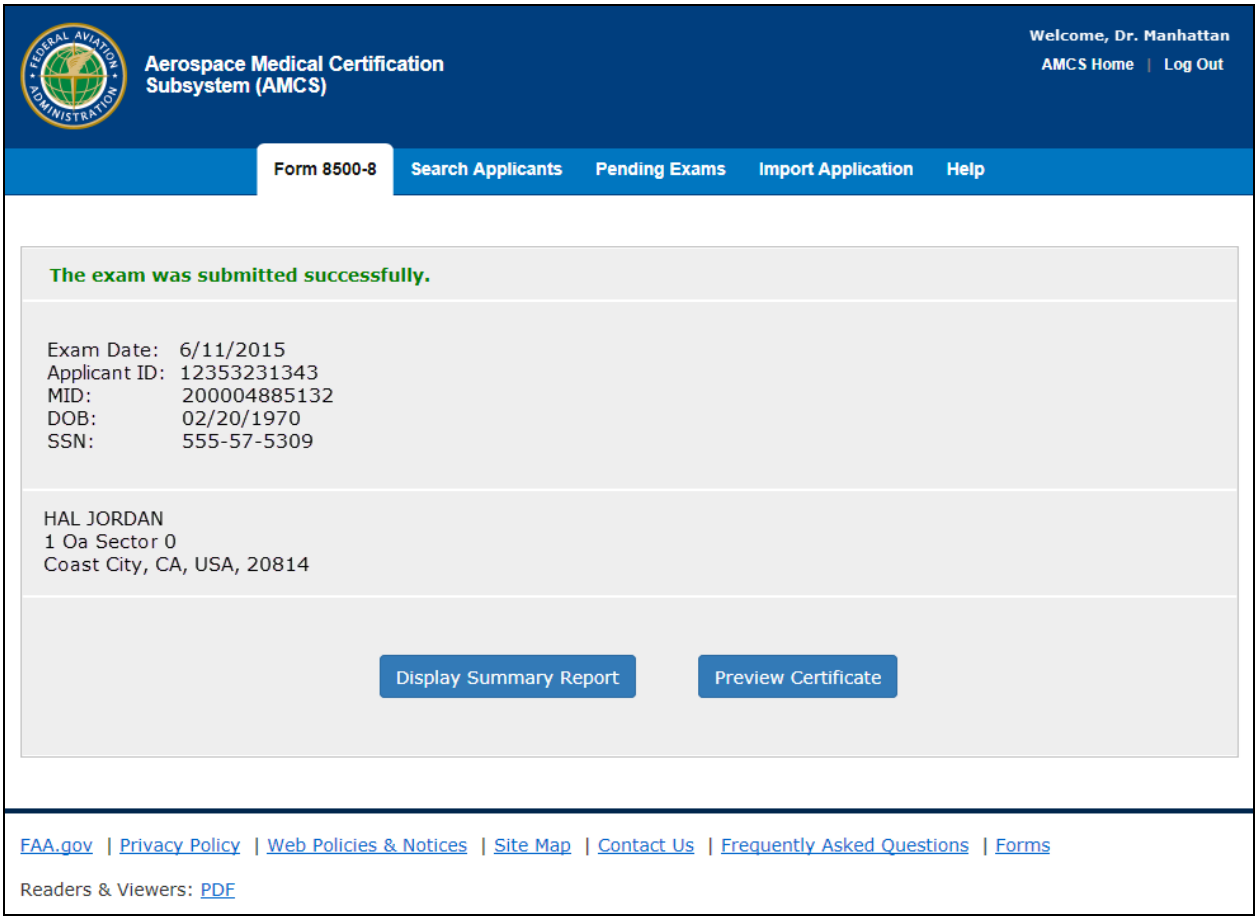


Figure 64 – Exam Submission Confirmation

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.

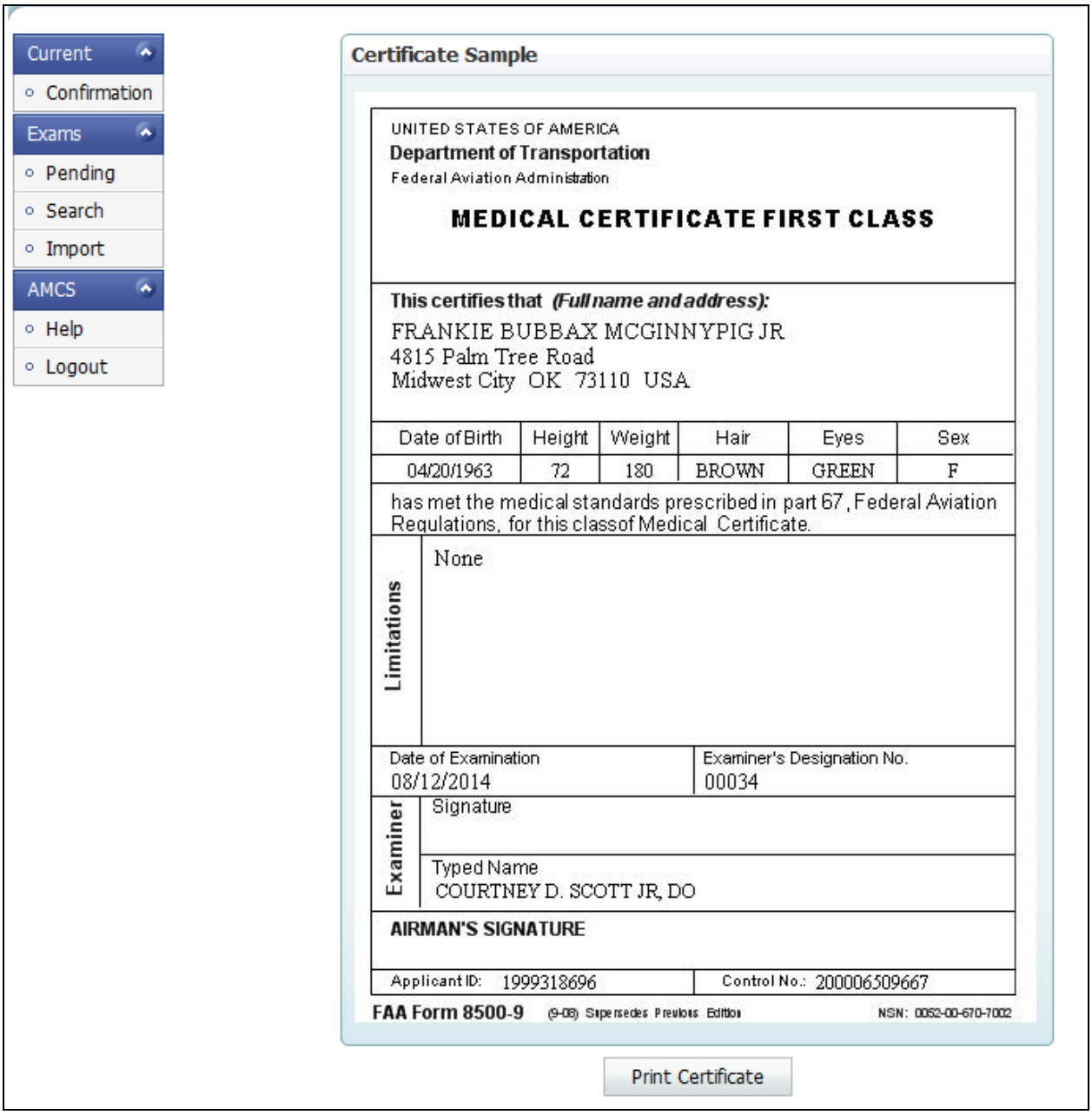


Figure 65 – Medical Certificate Preview

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.

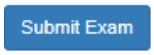
13.3.11 Save Button

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

13.3.12 Previous Page Button

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

13.3.13 Submit Exam Button



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

13.3.14 Help tab

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

13.3.15 AMCS Home

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

13.3.16 Log Out Link

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