Enter an AMS for any physical (including applicant and grounding) which requires endorsement by NAMI (BUMED) and action by the Waiver Authority.

1. From the Log In/Patient Search screen, type in the service member’s SSN, Patient ID, or name; click Search; and select the patient.

2. Under the Create menu select New Encounter (left-hand column).

3. On the Create New Encounter screen, type in the:
   a. **Physical Date** in YYYYMMDD format or select the date from the pop-up calendar (generally should be the same date as the associated physical, can be dated later than the physical but cannot be dated earlier)
      i. **Note:** If waiver is not recommended to PERS/CMC (grounding), member generally has 12 months from this date to resolve any issues preventing waiver recommendation before ACIP (flight pay) stops; therefore consider entering a new, recent physical if grounding is recommended/anticipated.
   b. **Physical Class:** select Aero-Medical Summary for all classes (from drop down menu).
   c. Click Create New Encounter button.
4. You are directed to the **Data Entry** screen. Under the **Data Entry** menu, select **AMS**.

5. You are directed to the AMS data entry input area, **Association** tab. Select the appropriate physical to associate with this AMS, and select the check box to populate the demographics from that physical into the AMS (e.g. do you want the exam facility, return address, flight surgeon, unit, etc. for the AMS to be the same as in the associated physical. Normally you will want to check this box, as it will save you time re-entering demographics). You will only see this check box the first time you view the **Association** tab.
6. Click the **Demographic** tab. Complete all relevant data that has not been auto-populated from the associated physical. It is possible to change the auto-populated entries by using the *Search* buttons, drop downs, and text boxes to make new entries. *(Note: your entries are not saved until you click into another tab. If you use your browser’s Back button, your entries will be lost).*

a. **Exam Facility Address, Phone** and **UIC** should be on the left side of the first block, with **Return Facility Address, Phone** and **UIC** on the right side.

b. Next block is the **Aeromedical Physician Assistant** name (leave blank) and then the **Flight Surgeon** name (mandatory) and **Email** address.

c. Next block is the **Last** name, **First** name, **Middle** initial and **Suffix** of the aviator.

d. Next block is the **Grade** – drop down menu for military or civilian.

e. Next block is the **Date of Birth**.

f. Next block must contain the **Component**, selected by check box, except for contract and GS civilians.

g. Next block is the member’s primary military occupational **Designator**.

h. Next block is the **Total Years Government Service, Military** and/or **Civilian**. Both must be completed. Enter 0 if none.

i. Next block, **Physical Profile**, may be left blank for Navy, or complete in accordance with AR 40-501, Chapter 7, Table 7-1 (Remember the Army uses this form too).
j. Next block – **Aeromedical Waivers in Effect** - automatically lists any aeromedical waivers currently in effect for that aviator. *(If the member has waivers which do not appear, please list them on the Description tab, see #8i below).*

k. Next block – please complete the aviator’s **Home Address, Unit Address, COM**mercial and DSN phone numbers and at least one **Email** address (military).

l. Next block is **Primary Aircraft**, or enter N/A.

m. Next block is **Total Flying Time** (military), or enter N/A.

n. Next block is the amount of flight time in the **Last Six Months**, or enter N/A.

o. Next block is the **Current Duty** performed by the individual.

p. Next block is the **Flying Position** (e.g. pilot, NFO, aircrew, ATC, etc.).

q. Next block – was the aviator grounded for the condition the AMS refers to? (drop down – yes or no).

r. Next block – **Date Grounded**.

s. Next block – was **Temporary Clearance** given? (e.g. 90-day up chit via a LBFS; drop down – yes or no).

t. Next block – **Date temporary up chit was issued**.

u. Next block – **Date of Onset of Condition**.

v. Next block – **Date of Medical Incapacitation DOMI**. This is only used when Suspension from Flight Duties is being recommended. It is the date the diagnosis, and concomitant prognosis, was established, and the aviator was locally grounded.

7. Click on the **History** tab. Every box must contain text, but all of the boxes except **Disqualifying Condition** are pre-filled for you with N/A. N/A is an acceptable entry if appropriate.
a. Type in the **Disqualifying Condition** - why the AMS is being written, and what a waiver is being requested for or why the aviator is being grounded. May be more than one condition, e.g. Hypertension and Chronic Medication Usage for Hypertension, ACE Inhibitor. You can list up to six conditions.

b. Type under **Reference** the Navy ARWG topic section that pertains if there is one, e.g. 3.14 Hypertension. This block can be left blank.

c. Enter the **ICD9** code that applies. Frequently this can be obtained from the codes listed in the Navy ARWG. Enter without the decimal point, e.g. 401.9 should be entered as 4019. This is a quirk of AERO. If it is an **ICD9** code that AERO recognizes, if you click into another tab and then click back into the **History** tab, a description will appear under **ICD9 Description**. The **ICD9** field can also be left blank.

d. **How Condition Was Discovered / Chief Complaint** – for example, was this noted at annual physical, on a routine sick call visit, status post a motor vehicle accident, presentation to an emergency room, etc. **Note:** (1) If this is an applicant physical, completion of the remaining fields is preferred but not required. At a minimum, complete the **Disqualifying Condition** block and in this block (**Chief Complaint**) enter “Applicant, see 2807/2808”. The remaining blocks can remain N/A, but you must ensure that all of the information required to support the waiver requested is contained in the 2807, 2808, and/or uploaded documents. (2) If this is a grounding physical, completion of the remaining fields is useful but not required. At a minimum, complete the **Disqualifying Condition** block and in this block (**Chief Complaint**) enter “Grounding, see 2808”. The remaining blocks can remain N/A, but you must ensure that you have entered at least the minimum information in the 2808 as required by MANMED 15-78 (1) (d). (3) If a waiver is being requested for one of the conditions that require use of an AMS template (Hypertension, PRK, LASIK, Pregnancy), use the template and upload it as a PDF file from the **Scanned Documents** menu, **Upload Documents**, on the **Data Entry** screen (see #9a, below). Completion of the remaining AMS fields is useful but not required. At a minimum, complete the **Disqualifying Condition** block and in this block (**Chief Complaint**) enter “See Uploaded AMS”. The remaining blocks can remain N/A.

e. **Past Medical History**.

f. **Social and Family History**.

g. **Military / Occupational History**.

h. **Aviation History** – i.e. military and civilian aviation history, mishap history, all aircraft qualifications. Please list all aircraft and number of flight hours in each type. List also any special qualifications (e.g. instructor, NATOPS instructor, etc).
8. Click on the **Description** tab. Every box must contain text, but all of the boxes are pre-filled for you with N/A. N/A is an acceptable entry if appropriate.

   ![AERO Home](image)

   ![Description](image)

   a. **Physical Exam** – any relevant physical findings relating to the condition.
   b. **Lab and XRay** – list any chemistries, cultures, or blood work that may have been done along with the dates. Also list any radiographic procedures (diagnostic or therapeutic) with their dates. If none, list as N/A. Please use this section to report any “Required Information” as outlined in the Navy ARWG.
   c. **Discussion** – the main body of the AMS. The rank, name, age, airframe, type rating and total military flight hours are normally summarized in the first sentence; e.g. “CDR Smith is a 46-year-old H-53 instructor pilot with 1750 total military flying hours who presents with elevated blood pressure at his annual physical”. The contents of the discussion are preferred as a narrative summary covering the presentation, diagnosis, treatment, medications, doses, side effects, course, clinical stability, prognosis, etc. **Recognize that you, the Flight Surgeon, are the one who knows the patient and serves as his/her advocate. At NAMI, we are here to serve as an impartial reviewer of the data. Ask yourself, does this discussion convey what needs to be known about my patient’s condition and its resolution or implications? If not, elaborate further.**
   d. **Recommendation** – based on the aeromedical decision-making process, does this condition pose a risk of sudden or subtle incapacitation, or is the condition stable and/or resolved? Is there a possibility of progression or recurrence; is it subject to aggravation by military service, especially extended periods of time in an austere environment? Does this condition require frequent testing, invasive procedures or
non-routine laboratory tests? Use these ideas to formulate an argument for one of the following dispositions:

i. Waiver Recommended
ii. Waiver NOT Recommended
iii. Information Only status for the condition/medication
iv. Waiver Recommended with restrictions

e. **Diagnosis** – this should match the original disqualifying condition.

f. **Tests** – with their results and dates. If none, list as N/A.

g. **Procedures** – with their results and dates. If none, list as N/A. Operative reports should be uploaded as a PDF files from the **Scanned Documents** menu, *Upload Documents*, on the **Data Entry** screen (see #9a, below).

h. **Medications** – along with dosage. If none, list as None.

i. **Admin Notes** – please use the *Insert New Note* option to list any previously requested and/or granted waivers and the appropriate date of the letter which made the recommendation (BUMED letter) or granted the waiver (PERS/CMC letter) not automatically listed on **Demographics** tab (see #6j, above).

j. **Consults** – with results and dates. If none, list as N/A.

9. The **Menu** tab returns you to the **Data Entry** screen. Requirements and standards are displayed on the bottom of the page, in the **Requirements / Standards** box. Correct any items that are listed as missing.

<table>
<thead>
<tr>
<th>Requirements / Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>- How condition was discovered is required but missing.</td>
</tr>
<tr>
<td>- AKO Email is required but missing.</td>
</tr>
<tr>
<td>- Military/Occupational history is required but missing.</td>
</tr>
<tr>
<td>- Unit Address Line 1 is required but missing.</td>
</tr>
<tr>
<td>- Aviation History is required but missing.</td>
</tr>
<tr>
<td>- Unit City is required but missing.</td>
</tr>
<tr>
<td>- Social and Family history is required but missing.</td>
</tr>
<tr>
<td>- Unit State is required but missing.</td>
</tr>
<tr>
<td>- Unit Zip is required but missing.</td>
</tr>
<tr>
<td>- Past medical history is required but missing.</td>
</tr>
<tr>
<td>- Physical Exam (Present findings) is required but missing.</td>
</tr>
<tr>
<td>- Lab and any data is required but missing.</td>
</tr>
<tr>
<td>- Discussion is required but missing.</td>
</tr>
<tr>
<td>- Recommendation is required but missing.</td>
</tr>
<tr>
<td>- Procedure is required but missing.</td>
</tr>
<tr>
<td>- Primary SSN is required but missing.</td>
</tr>
<tr>
<td>- Flight surgeon is required but missing.</td>
</tr>
<tr>
<td>- Yours civilian is required but missing.</td>
</tr>
<tr>
<td>- Primary aircraft is required but missing.</td>
</tr>
<tr>
<td>- Surgeon Email is required but missing.</td>
</tr>
</tbody>
</table>

--- Does not meet standards ---

Once all missing items are corrected you will see a green PASS.
a. Use the **Scanned Documents** menu – *Upload Documents* option (left hand column) to add any supporting documentation, including what is outlined in the pertinent Navy ARWG topic. Also use this option to upload AMS’s which require a template (Hypertension, PRK, LASIK, Pregnancy) (see #7d, above).

![Scanned Documents]

**Upload Documents**

i. Notes on Scanning:

1. Make sure to upload only .pdf files.
2. For ease of review, please group like documents together and give each a good description (i.e. Lab Results, ECG, Eye Exam, X-ray Reports, AHLTA Notes, etc.). Do NOT use a separate upload for each test, lab result, etc. Pertinent lab tests, x-ray reports, etc. can alternatively be cut and pasted from AHLTA into the appropriate block on the **Description** tab.
3. Please limit the quality/resolution set for the scans, i.e. please use the lowest setting which still results in a usable image thereby limiting the resulting uploaded file size.
4. Please scan color images in color while scanning black and white documents as such.
5. Please also keep in mind that doing two-sided scanning with a one-sided source document will result in a scan which is twice as large with every other page being blank.
6. Please also try to orient each page in the same direction since “flipped pages” are difficult to read.

10. At any point before submitting the AMS to NAMI, you can change the AMS date by selecting *Update Encounter* in the **Data Entry** menu. You can also select *Delete Encounter* to delete the entire AMS and start over. To return to the patient’s home screen (which lists all of their encounters) you can select **Patient Home** from the **Navigation** menu, or click on the patient’s **Name** near the top of the screen. To return to the main AERO log in page, you can select **Patient Search** from the **Navigation** menu, or click on **AERO Home** at the top of the screen.
11. When your AMS is complete, in the **Admin Flow** box, use the drop down under **Flow Type** to select **SAS: Submit AMS to NAMI**. Click the **Submit** button, and you are done! You will be taken back to the **AERO Home** screen after you click **Submit**.