Occupational Health Department

**NAVAL CRIMINAL INVESTIGATIVE SERVICE**

**Program Elements FY12**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | YES | NO | COMMENTS/%COMPLIANCE |
| 1 | Is the physical exam completed at correct periodicity |  |  |  |
| 2 | Occupational history, 5100/15, completed/ current |  |  |  |
| 3 | Is the PC Matrix # 713 in the medical record (MR) |  |  |  |
| 4 | Communication to worker/ supervisor/safety whether worker is cleared/not cleared by medical (Physician’s Written Opinion given to Agent and sent to NCIS Headquarters) |  |  |  |
| 5 | Correct tests are ordered for examination as required in PC Matrix |  |  |  |
| 6 | Abnormal tests are appropriately followed-up, appropriate f/u in most instances is giving a copy of the abnormal test to worker to take to his/her PMD. |  |  |  |
| 7 | Immunizations are current \*  Hepatitis B (+ titer results in MR) |  |  | \*Signed declination waiver is required |
| 8 | Worker meets audiometric standards and is referred to the audiologist when he/she does not meet audiometric standards |  |  |  |
| 9 | Wt standard appropriate and evaluated every exam? |  |  |  |

Records screened for compliance

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Last Name | Last 4SSN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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Validated by/Program Manager Signature Date