

MEMORANDUM

TO: The Reviewing Physician
FROM: State Personnel Board and

(Name of Agency)

DATE:

SUBJECT: Medical and Physical Examination Program (MAPEP)

We earnestly solicit your assistance in reviewing the attached information and completing an assessment of the physical fitness of the prospective employee(s) for and position(s) listed below.

Information relating to the medical and physical condition of prospective employee is of invaluable aid to both the employer and the employee in matching the physical and working environment demands of the job with the physical and mental capabilities of the job candidate. From a health conservation standpoint, this type of pre-placement program is most effective when aimed at the prevention of occupational disease and injury at work.

The results of the assessment should be reported on the enclosed "Report to Employing Agency" form (MS 10-57). Please review the standards provided, these standards identify certain assessments that should receive close attention during your review.

Accompanying this memorandum and the "Report to Employing Agency" form, should be several information items and completed forms, including those indicated below:

- General Information (MAPEP 10-51-03)
- Description of Job Duties
- Medical History Report (MS 10-52)
- General Medical Guidelines
- Specialized Medical Guidelines
- Other: _____

Information on the duties and responsibilities of the job for which the prospective employee is being hired should be included in section A and B of the “General Information” form (MAPEP 10-51-03). Additional job information may also be attached. Please consider this information as you provide your assessment of the medical implications of the prospective employee’s health history and physical condition for job duty assignment. (To assist your understanding of item B.2., a more detailed discussion of the job category description follows.) Your medical opinion will be invaluable to the employing department, in as much as, the responsibility for the final employability decision in the specified position rests with the employing department.

After your review has been completed, please return all medical materials to the address and employer representative identified in section A, item 11 of the “General Information” form (MAPEP 10-51-03).

JOB CATEGORY DESCRIPTIONS

Category 1:	Primarily sedentary, light physical work with limited to no unusual working conditions (e.g., Administrative Assistant; Manager, Business Operation; Human Resources Specialist).
Category 2:	Moderate to heavy physical activity and/or moderate to high interface with working conditions of potential concern for certain health conditions (e.g., Supply/Warehouse Clerk; Housekeeper; Contracts Administrator; Mechanic).
Category 3:	Positions involving food preparation or the handling of raw consumable animal products (e.g., Food Service Worker; Plant Operator; Agriculture Inspector).
Category 4:	Health-related positions involving direct contact with or exposure to airborne or blood-borne pathogens (e.g., Nurse Manager; Health Aide; Radiologist; Dental Hygienist).
Category 5:	Strenuous physical activity and/or extreme or potentially life-threatening working conditions requiring a high level of physical (e.g., GSP Sergeant; Public Safety Cadet; Special Agent; Correctional Officer; Fire Prevention Specialist; Conservation Lieutenant).