

MEMORANDUM

TO: The Examining Physician

FROM: State Personnel Board and

(Name of Agency)

DATE:

SUBJECT: Medical and Physical Examination Program (MAPEP)

We earnestly solicit your assistance in completing a medical and physical examination on the bearer.

Medical and physical examinations are 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 capacities of the job candidate. From a health conservation standpoint, this type of pre-placement examination program is most effective when aimed at the prevention of occupational disease and injury at work.

The results of the examination should be reported on the enclosed MAPEP "Medical Findings" form (MS 10-56). All items should be completed by the examining physician except for tests listed in the "Additional Tests Requested" box at the top of the form. Those items are to be completed when the employing department has indicated that these tests are needed or if indicated as follow-up to a potential medical condition identified in the physical examination.

Please read the general and specialized standards provided. These standards identify certain assessments that should receive close attention during the physical examination.

Accompanying this memorandum and the "Medical Findings" form should be several information items and completed forms, including those indicated below:

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

Attached to the "General Information" form (MAPEP 10-51-03) should be information on the duties and responsibilities of the job for which the bearer is being hired. This information and other job information on form MAPEP 10-51-03 – specifically, responses to items A.12.-17. and B.3.-4. -- should be carefully considered in providing your assessment of the medical implication of bearer's health history and physical condition for the job duty assignment. (To assist your understanding of item B.2, a more detailed discussion of the job category description follows on page 2.)

The results of the examination may be reviewed by a medical practitioner selected by the department or under contract with the state. The responsibility for the final decision on bearer's employability in the specified positions rests with the employing department. If further examinations are indicated, the applicant will be notified.

After the examination has been completed, please return all medical materials to the address and employer representative identified at the bottom of page 2 of the "Medical Findings" form. All forms and materials are to be sent together, the bearer should not retain any of the documents.

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 capability (e.g., GSP Sergeant; Public Safety Cadet; Special Agent; Correctional Officer; Fire Prevention Specialist; Conservation Lieutenant).

NOTE: Unless otherwise indicated, expense for all examinations is to be paid by the prospective employee.