



BUSINESS PROCESS FOR AEROMEDICAL CERTIFICATION SECTION

INITIAL, RENEWAL AND VALIDATION OF MEDICAL CERTIFICATES

<u>ACTIVITY</u>		<u>RESPONSIBILITY</u>	<u>DETAIL</u>
	<p>3 mins.</p> <p>5 mins.</p> <p>5 mins.</p> <p>3 mins.</p> <p><i>Varies from several minutes to few hours</i></p> <p>5 mins.</p> <p>10 mins.</p> <p><i>Varies from few minutes to several</i></p> <p>3-5 mins</p>	<p>Airman Applicant</p> <p>Aeromedical Staff</p> <p>Collection Unit</p> <p>Aeromedical Staff</p> <p>Aeromedical Diagnostic/ Laboratory Staff</p> <p>Aeromedical Diagnostic/ Laboratory Staff</p> <p>Aeromedical Staff</p> <p>Medical Examiner</p> <p>Chief, OFSAM</p> <p>Aeromedical Staff</p>	<p>For Initial: Applicant presents valid photo identification and fills up CAAP Form 548[0]2011. For Renewal: Applicant presents valid photo identification and previous medical certificate. Then fills up CAAP Form 548[0]2011. Validation: Applicant presents valid photo identification and current medical certificate for validation. Required to undergo ancillary exam only.</p> <p>Aeromedical staff issues Order of Payment Slip to applicants.</p> <p>Applicants pay corresponding fees/charges.</p> <p>Aeromedical staff issues Routing Slip for order of examination after presenting proof of payment.</p> <p>For Initial: Routine specific Eye exam., ECG, Dental exam, Laboratory, Chest X-Ray, and Neuropsychiatric Clearance when necessary. For Renewal: Routine specific Eye exam., ECG, Dental exam, Laboratory, Chest X-Ray, and Neuropsychiatric Clearance when necessary.</p> <p>Concerned aeromedical diagnostic/laboratory staff issues results of specific examinations.</p> <p>Aeromedical staff collects and verifies results before attaching to filled up CAAP Form 548[0]2011. Applicant with complete medical documents/requirements proceeds to physical examination.</p> <p>Medical Examiner reviews CAAP Form 548[0]2011 and attached medical requirements for completeness before conducting physical examination.</p> <p>OFSAM Chief as Medical Assessor, evaluates medical assessment conducted by Medical Examiner for approval.</p> <p>Aeromedical staff encodes to CASORTS all medical reports evaluated by the OFSAM Chief. Medical clearance signed and appropriate Aviation Medical Certificate printed and released.</p>