***Occupational Health Medical Surveillance Examination (OHMSE) Program Completion Rate Report.***

***Please read the instructions in their entirety before beginning work on the OHMSE Completion Rate Report.***

General Information:

1. Do not use previous versions of the OHMSE excel completion rate report spreadsheet. Only use the version of the report which you have downloaded from the HQMC Safety Division Webpage.
2. Review the command’s occupational health medical surveillance tracking system such as ESAMS, SAMS, MRRS, OSHSYS, ASM or Safety Desktop Binder/tickler for the name of the occupational health medical surveillance exam required and type of exam required (Baseline, Periodic , or Termination) .

(see notes below). Occupational health medical surveillance examinations requirements may also be found in the commands most current industrial hygiene survey or in the Medical Surveillance Procedures Manual and Medical Matrix (Edition 11) as a specialty certification exam i.e. “Food Service Personnel.”

1. ***Baseline Examination (Pre-placement or Pre-Assignment).*** *This examination is performed before the employee starts work in a position with a potential for hazardous exposure and provides information necessary to determine suitability of the employee for the job. It also provides a baseline against which changes can be compared.*
2. ***Periodic Examination.*** *This examination is performed during the time that a worker is employed in a job with a potential for exposure to hazardous substances. The frequency and extent of periodic examinations vary, depending on the program. With certain stressors, the frequency of examinations will also depend on other variables, such as the*

*findings from previous examinations, the history of exposure or the age of the worker.*

1. ***Termination Examination.*** *This examination may be required when the worker terminates employment or is permanently removed from a position that has a potential for exposure to a hazardous substance. Documentation of the worker's state of health at the termination of employment or exposure is essential for comparison purposes if the worker later develops medical problems that could be attributed to past occupational exposures. In some cases, this examination is not required if a periodic examination has been documented within the past twelve months. Specific program references in the medical matrix provide guidelines.*
2. Not all of the medical surveillance exams listed in the OHMSE Report spreadsheet are applicable to every command or work center. Most commands and or work centers may only have between 1 and 10 applicable exams. Industrial commands/activities will have a greater number of exams applicable to their personnel. Some of the more common OHMSE include: the hearing conservation program, respiratory protection program, and lead program.
3. Supervisors can determine how many personnel need to be in each one of the OHMSE Programs by using the computer programs and safety binder/tickler described above and by reviewing the most current industrial hygiene survey for their command/work center. If assistance is needed to make these determinations contact the supporting industrial hygiene office, safety office, or medical department representative. The Navy and Marine Corps Public Health Center (NMCPHC) Occupational Medicine Team is also available for questions pertaining to medical surveillance exams (occmed@nehc.mar.med.navy.mil). HQMC Health Services can also be contacted at 703-604-4598 or 703-604-4602 for assistance.
4. The master sheet will automatically add up all of the subordinate commands or work centers/shops on following excel spread sheet tabs. The cells on the master sheet are protected. Each of the following tabs will need to be named with the command or shop work center name.
5. Military and Federal civilian personnel should be included in the data input.
6. Do not alter the spreadsheet format. Do not move, reorganize, or delete rows or columns.
7. To complete the OHMSE report do the following:
	1. MARFORS and Major Commands can build reports for subordinate commands/units.

Commands/work centers can build reports for their command. Results will be added on

the master tab Excel spreadsheet.

* 1. Type in the Command’s name on the Master Tab on the Excel spreadsheet. Type in subordinate commands/work centers on the follow on tabs. Tabs can be tailored to meet command/unit needs. Do not alter information submitted by other commands/work centers. Currently the spreadsheet tabs can go out to 50 units.
	2. Determine the total number of personnel who are required to be in the medical surveillance program. Enter that number in column D for that program.
	3. Now determine how many of those personnel require a baseline, periodic, or termination examination. Enter those numbers in column E, H, and K respectively.
	4. Now enter how many of those personnel have completed the medical surveillance examination in column F, I, and L respectively.
	5. The OHMSE report spread sheet will automatically calculate column G, J, and M.
	6. The OHMSE report spread sheet will also calculate the overall command medical surveillance completion rate data. Commands should never exceed 100%.
	7. Once information is completed in the report it will color code the report. Green means 90 percent compliance. Yellow means 80-89% compliance. Red is 79 percent compliance and below. Per the MARADMIN if commands drop below 90 percent for any one of the OHMSE programs they need to develop a POA&M to get back to over 90 percent compliance within 120 days.
	8. Per the MARADMIN once this report is completed it shall be uploaded in to the respective Major Command folder located on the HQMC HS SharePoint Website.
	9. OHMSE reports are due per the MARADMIN on the 15th of the month following the end of the fiscal quarter 15 Jan, 15 Apr, 15 Jul, and 15 Oct.