



**Occu-Med Quick Reference Guide  
For  
ACWA-JPIA**



The Occu-Med System, simply stated, involves assisting employers in assuring that employees selected for specific jobs are capable of performing those jobs safely. Stated in another way, we evaluate the health status of applicants (EXAMQA®) to determine whether there are any pre-existing medical or physical conditions that would pre-dispose the worker to injury or incapacitation from the performance of the job’s essential functions. By identifying these pre-existing medical or physical conditions and addressing them properly, we can dramatically reduce worker injuries in a legally defensible manner.

- **Job Analysis** - the development of Job Profiles and Medical Examination Component Profiles via on-site job analysis.
  - Job Profiles are prepared from an on-site job analysis.
  - Data collected will be qualitatively and statistically analyzed to create Job Profiles and Medical Examination Component Profiles for each job class.
- **Clinic Training** - the selection and/or training of a medical clinic to perform appropriate medical examinations.
  - Occu-Med can work with your existing clinic or assist you in locating a new clinic.
  - Occu-Med will assist in negotiating favorable charges from your selected clinic.
  - A training session will be held at each clinic to familiarize them with Occu-Med standards and protocols.
- **Client Orientation** - to designated Human Resources and Risk Management staff in usage of the Occu-Med System.
  - Client orientation will be provided on-site, for designated staff, to explain our service.
  - We also provide you with a copy of our “Employers’ Guide to the Occu-Med System.”
- **EXAMQA**
  - The overriding activity of EXAMQA is the determination of whether applicants for jobs are able to perform those jobs safely, with or without reasonable accommodation.
  - EXAMQA involves reviewing each exam for timeliness, accuracy of medical components performed, thoroughness of medical information, correctness of medical testing and completeness.
  - Physician review compares any medical conditions present to the physical demands of the job.
  - Once an exam is reviewed it will be classified as: Medically Qualified, and the applicant can start working immediately. Conditionally Qualified: an applicant may only be placed with work restrictions or accommodations. Occu-Med prepares an Employment Agreement for the employee to sign agreeing to abide by the necessary restrictions. When appropriate, we also provide for the employee’s supervisor to sign the document acknowledging the agreement. Recommendation Delayed for Qualification: our recommendation will be delayed until certain medical information can be further explored. Medically Disqualified: an applicant is found to be incapable of safely performing the essential duties of the job, with or without reasonable accommodation.
- **Fitness-For-Duty Evaluations**
  - Fitness-for-duty evaluations of current employees returning to work following injury or with declining health brought on by injury or by aging involve evaluating the employee’s specific situation and developing a plan to assure that full and adequate medical and job information is available to allow for a correct and legally defensible determination of his/her ability to continue performing the job or to return to the job—either to full or to modified duty.

**Fees**

The fee for ACWA-JPIA Workers’ Compensation members is included in their premium. This fee covers: a) Job analysis for all selected job classes; b) Data analysis and the preparation of Job Profiles and Medical Examination Component Profiles for all jobs classes studied; c) Location and/or training of a medical clinic to provide exams; and d) Client Orientation. Fitness-For-Duty costs are also included in the ACWA-JPIA membership. Any pass-through costs involving doctors will be first approved by the district before being billed.

**Contact Information**

Occu-Med 2121 W. Bullard Ave. Fresno, CA 93711 559.435.2800 559.435.7200 (Fax)	Sean Edin, PTA, ATC Jillian Abouzeinab Bill Vogeler Scheduling Department EXAMQA	Extension 123 Extension 171 Extension 101 Extension 103 Extension 100
Fitness-For-Duty Evaluations:	Chris St. George	818.610.3210