

16 FAM 130 MEDICAL PERSONNEL ASSIGNED ABROAD

*(CT:MED-3; 06-30-2005)
(Office of Origin: M/MED)*

16 FAM 131 MEDICAL PERSONNEL ASSIGNED TO POSTS

*(CT:MED-3; 06-30-2005)
(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)
(Applies to Civil Service and Foreign Service Employees)*

- a. The Office of Medical Services (M/MED) will assign Foreign Service medical providers (FSMPs) as defined in 16 FAM 116, which includes physicians, psychiatrists, nurse practitioners, physician assistants, and clinical laboratory technologists to posts abroad. M/MED will consider each employee's qualifications, training, and experiences when determining assignments to health units abroad. M/MED will also consider accessibility to local health resources, local health risks, size of mission, regional medical capabilities, and requirements of regional medical evaluation centers.
- b. Foreign Service medical providers deployed abroad will have their clinical skills evaluated by M/MED at least once during each assignment or tour of duty, in addition to the regular Employee Evaluation Report (EER) cycle. The clinical evaluation will be made by a medical professional selected by M/MED management to conduct a health unit survey. M/MED's evaluation will be included in the rated officer's official performance file.

16 FAM 132 POST MEDICAL ADVISOR (PMA)

16 FAM 132.1 Selection

*(CT:MED-3; 06-30-2005)
(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)
(Applies to Civil Service and Foreign Service Employees)*

- a. The Foreign Service medical provider (FSMP), with concurrence of the Foreign Service regional medical officer (RMO) and principal officer (PO),

may designate a post medical advisor (PMA) for posts within his or her region. The PMA is not compensated for advisory services.

- b. Posts that wish to have the PMA also provide patient care at the health unit should employ the PMA on a personal services contract (PSC) and request the regional security officer (RSO) to conduct a background check to certify the PMA for employment. Prior to permitting the PMA to begin providing medical services to patients, the FSMP must confirm that the background check has been satisfactorily completed.
- c. Factors to be considered in selecting a PMA are medical training, professional credentials, knowledge of the English language, local and regional health risks and familiarity with access to health care providers, including mental healthcare providers, and facilities in the region.
- d. PMAs must possess a current, valid, and unrestricted medical license issued in accordance with local law and possess clinical expertise with standards similar to those in the United States.

16 FAM 132.2 Duties

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

Post medical advisors (PMAs) assist Foreign Service medical providers (FSMPs) at post and advise the principal officer at post on medical and health issues.

16 FAM 133 POST RESPONSIBILITIES

16 FAM 133.1 Health and Medical Information Guide

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

The Foreign Service medical provider (FSMP) of a post is responsible for:

- (1) Preparing and maintaining a Health and Medical Information Guide according to the format and procedures furnished by the Office of Medical Services (M/MED). Copies of this guide will be provided to all employees at post who are covered by the Department's medical program;
- (2) Updating or revising the Health and Medical Information Guide annually. Reproductions and distribution of this guide are the

- responsibility of the post administrative office;
- (3) Submitting five copies of the revised annual Health and Medical Information Guide (or a statement that there are no changes) each year to the Office of Medical Services, Foreign Programs, by January 31. Revisions may be transmitted electronically to M/MED; and
 - (4) If there is a significant change in medical conditions or facilities prior to the annual reporting date, the FSMP at post must prepare, and transmit a report electronically to M/MED immediately and distribute these changes locally at post.

16 FAM 134 MEDICAL REPORTING

16 FAM 134.1 Reports of Serious Illness, Injury and Death

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

- a. The principal officer or Foreign Service medical provider (FSMP) at post must notify the Office of Medical Services (M/MED) by MED CHANNEL cable as soon as possible when a serious injury, illness, or death of an employee or eligible family member occurs. When reporting deaths abroad by MED Channel cable, the word “death” should appear in the subject of the cable.
- b. M/MED will notify the employee's agency of the serious injury, illness, or death of an employee or eligible family member.

16 FAM 134.2 Medical Reports on Treatment of Employees and Family Members

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

- a. Whenever outside medical care is arranged or authorized by the U.S. Government, the employee is responsible for ensuring that a complete medical report is transmitted from the treating professional or facility to the health unit at post. The report must contain a complete record of the medical care received, including evaluations, diagnosis, treatment received, medication prescribed, and relevant laboratory results.
- b. The post health unit is responsible for keeping medical record files for all

employees and eligible family members participating in the Medical and Health Program at post. Such files shall include records generated by the embassy health unit as well as medical reports hand-carried by the patient or received from outside providers.

- c. Post medical record file information concerning both employees and dependents continues to have significant potential value to foreign intelligence services. As such, all posts should ensure that everything practical is done to preserve the integrity of such information, under the control of cleared U.S. personnel.
- d. The principal health-care provider at the post health unit is responsible for forwarding medical reports to the Office of Medical Services (M/MED) via registered pouch or telegraphically, according to M/MED guidelines and directives provided to posts in the form of M/MED policy procedures, on patients to M/MED for inclusion in the patient's main medical record. Additionally, the principal health-care provider at the post health unit will complete a medical summary and forward it to M/MED whenever an individual departs from post for an onward assignment or retirement. If, at any time, a medical record documents a medical condition that may affect an individual's medical clearance, the medical record should be forwarded immediately to M/MED for a clearance determination.

16 FAM 134.3 Adverse (Medical) Event Investigation and Reporting

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps-USD)

(Applies to Civil Service and Foreign Service Employees)

- a. The Foreign Service medical provider (FSMP) at the post where the incident occurred or the regional medical officer (RMO) for that post is responsible for reporting adverse medical events to the director of the Quality Improvement (QI) branch of the Office of Medical Services (M/MED) as soon as possible (see definition at 16 FAM 116) in accordance with M/MED's established policy procedure (Risk Management/Adverse Event).
- b. Following the reporting of an adverse event, an investigation at post will ensue and should not include the health-care provider directly involved in the incident. A report will be prepared following the investigation to provide a basis for analyzing and documenting adverse medical events involving persons under the Department of State's medical program, health units, and/or medical personnel and forwarded to the director of Quality Improvement (QI) within seven days. The policy procedure for risk management/adverse event provides for external investigation by independent medical practitioners.

16 FAM 134.4 Health Unit Staffing Report

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

- a. The Foreign Service medical provider (FSMP) at each health unit is responsible for providing the Office of Medical Services (M/MED) with a roster of the staff working in the health unit. The report will be submitted annually by January 31, or when specifically requested, to M/MED/QI for the purpose of determining indemnification. The report must include names, functional title, professional degree, and employment status. M/MED must ensure that every FSMP has a current and valid license or certification.
- b. Additions and deletions to the health unit staffing roster must be vetted with the regional medical officer (RMO) and should be submitted as they occur.

16 FAM 135 IMMUNIZATIONS, PROPHYLACTIC AND MEDICAL TREATMENT WHILE ON ASSIGNMENT ABROAD

(CT:MED-3; 06-30-2005)

(Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)

(Applies to Civil Service and Foreign Service Employees)

- a. Immunizations that are recommended by the Office of Medical Services (M/MED) are provided and administered at U.S. Government facilities for eligible participants in the medical program.
- b. The management officer at post, with the approval of the regional medical officer (RMO) or head Foreign Service medical provider (FSMP) at post, may provide eligible participants in the medical program with a Letter of Authorization, which permits payment to a private facility to administer required immunizations. In addition to recommended immunizations and other prophylactic measures, the Medical and Health Program may provide select medications (e.g., malarial prophylaxis, treatment for tuberculosis exposure). Travel costs to obtain immunizations and medications are not authorized.

16 FAM 136 THROUGH 139 UNASSIGNED