

When scheduling [Departmental Points of Contact (POC)]:

- ❖ Be sure to provide the applicant name, date of birth, phone number, position and department
- ❖ Medical exams for current employees transferring to another department and/or position will be reviewed based on the new job specs and requirements.
- ❖ Indicate which exam type from table below*

Pre-Placement Exam Location: Occupational Medical Services (OMS)
27 Courthouse Square, Suite 180
Rockville, MD 20850
Phone: 240-777-5118
Fax: 240-777-5132
MedicalInfo.OMS@montgomerycountymd.gov

Standard Exam Components based on physical type

Exam Type	Physical Exam	Blood Work	Drug Screen	Vision Test	Hearing Test	Pulmonary Function	TB Test	Treadmill Test	Physical Abilities	Rabies Vaccine
Preplacement Limited Core	X		X	X	X	X	X			
Preplacement Core	X	X	X	X	X		X			X
Preplacement Core I	X	X	X	X	X	X	X	X	X	X
Preplacement Core II	X	X	X	X	X	X				

*The above exam components are a baseline only. Individual positions may differ based on the position and duties required. For example, if you work with animals or are within Animal Control or certain Police Units you will also receive the rabies vaccination series or titer.

Instructions to applicants/employees having one of the above exams:

- ◆ Complete medical history form and any other documents completely before arriving
 - ◆ Must bring picture identification to the examination
 - ◆ No food or drink (except water) 6 hours before appointment for blood work
 - ◆ Take regular medications with water the morning of appointment – no decongestants 24-hours before appointment
 - ◆ If under treatment by a doctor, bring **current** medical information on the doctor's letterhead to the exam. Be sure it **includes** the condition being treated, medications, other treatments and whether the condition will affect your ability to do the job.
 - ◆ Drug testing regulations require us to schedule appointments to allow up to 3 hours
 - ◆ for urine drug screens if indicated If the exam includes physical abilities or treadmill testing, bring loose fitting clothes
 - ◆ and gym shoes. Please bring cardiology or other medical information related to cardiac or high blood pressure conditions. Also inform the clinical staff if you have any indications that would prevent you from completing these tests safely.
- No children are allowed in the clinic

Other Important Information:

Departmental POC's:

- ❖ If there is a need to cancel or reschedule, please email medicalinfo.oms@montgomerycountymd.gov or call 240-777-5118 at least 24-hours in advance. Email is preferred.
- ❖ The results of the exam and the recommendation by the Employee Medical Examiner (EME) will only be given to the Departmental Point of Contact. Applicants/Employees should not call OMS for this information.

Applicant/Employee:

- ❖ To avoid processing delays, if further medical information is required please be sure your healthcare professional provides detailed documentation specific to the request from the County EME.
- ❖ The Employee Medical Examiner may add tests as necessary, based on County medical protocol.