

**General Instructions for Completion of USPHS Medical Examination
Forms DD-2807-1 “Report of Medical History” and DD-2808 “Report of
Medical Examination”**

These forms are available at <http://dcp.psc.gov/DCPForms.asp> and are used for Medical Examinations intended for the purposes of Retention, Assimilation, Retirement/Separation, Long Term Training, Limited Tour Removal, and other medical information reporting purposes. **Failure to complete the forms according to these instructions will delay your medical clearance.**

A complete physical examination is required every five years. Each five-year periodic physical examination is valid through the end of the month from the date signed by the examiner. Thus, if you completed your medical examination in June of 2005, your medical clearance expires June 30, 2010.

Current DD-2807-1 “Report of Medical History” no older than one year will be required for Assimilation, Permanent Promotion, and Long Term Training.

A complete physical exam consists of:

- DD-2807-1 “Report of Medical History”,
- DD-2808 “Report of Medical Examination”,
- PHS-6355 “Applicant Dental Exam Form” (per instructions #43)
- Reports of all lab tests
- Other pertinent medical documents-age related
- Disclosure Statement

These documents must be completed per these instructions and **mailed** to:

Office of Commissioned Corps Support Services
Medical Affairs Branch
Attn: Physical Exams
5600 Fishers Lane, Room 4C-04
Rockville, MD 20857-0001

COPIES of POOR QUALITY AND FAXES WILL NOT BE ACCEPTED

Always keep copies for your records
Make sure your Name and Social Security Number or PHS number is on ALL
documents sent to MAB

DO NOT mail this page to MAB

Required Disclosure Statement
And
Instructions Statement of Understanding

I certify that I have reviewed the foregoing information and that it is true and complete to the best of my knowledge. I understand that falsification of information on the DD-2807-1 "Report of Medical History" and other Government forms is punishable by fine and/or imprisonment.

My signature on this document **also indicates that I have read and followed the instructions for completion of the physical exam forms: DD-2808 and DD-2807-1.** I understand that submission of an incomplete history and/or physical exam will result in the delay of the review of my physical exam and that the forms will be returned to me for completion. My medical history is required to be on the DD-2807-1 "Report of Medical History" and my physical exam is required to be on the DD-2808 "Report of Medical Examination". Both are to be completed according to the instructions on the following pages.

Officer's Signature

Social Security Number

Printed Name

Date

This form **must** be **signed, dated,** and **MAILED** to **MAB** along with all other required documents.

All forms are not complete until they are signed and dated.

Faxed copies will NOT be accepted.
All physical exams must be on the above noted forms.

Instructions for Completion of DD-2807-1
“Report of Medical History”

Items 1-5 on page 1 of 3 MUST be completed including information on the top of page 2 of 3 and 3 of 3:

Last Name, First Name, Middle Name and Social Security Number

1. **Last Name, First Name, Middle Name**
2. **Social Security Number**-*must* be included
3. **TODAY’S date**-use **YYYY-MM-DD** numerical format
- 4a. **Home address**; 4b. **Home telephone** (include area code);
5. **Examining Location and Address**
- 6a. **Service**-*write in* “USPHS”
- b. **Component**-“Active Duty”
- c. **Purpose of Examination**: you may check one or more of the choices listed in this section, e.g.:
 - Retention (a.k.a. 5 yr PE)
 - Separation
 - Retirement (and **add**: “Length of Service”, “Temporary”, or “Age”)
- OR** check the box “Other” and write in:
 - Assimilation
 - Permanent Promotion
 - CCRF
 - Long-term Training
 - Fitness for Duty
 - Limited Tour Re-evaluation
- 7a. **Position**-your rank
- b. **Usual Occupation**-category
8. **Current Medications**-list all medications you currently take
9. **Allergies**-medication and non-medication allergies
10. **HAVE YOU EVER HAD OR DO YOU NOW HAVE**
 Answer YES or NO to items 10-28
 REMEMBER *the question asks, “Have You Ever Had or do You Now Have”*
29. **Explanation of “YES” answer(s)**
 Describe in detail all yes answer(s); give date(s) of problem(s), name(s) of doctor(s) and/or hospital(s), treatment(s) given, current medical status, and limitations.
30. **Examiner’s Summary and Elaboration of All Pertinent Data**
 Complete as described in this section.
 - a. **Comments**-of examining provider
 - b. **Typed or Printed Name of Examiner**-Last, First, Middle Initial
 - c. **Signature**-of provider
 - d. **DATE SIGNED**-YYYY-MM-DD format

THIS DOCUMENT IS INCOMPLETE IF LEFT UNDATED

Instructions for DD-2808
“Report of Medical Examination”

Page 1 of 3 Pages

Items 1-10a, 15-16, and information at the top of page 2 and 3 MUST be provided. Items 10b-14c are optional.

1. **Date of Examination**-use YYYY-MM-DD numerical format
2. **Social security number**-*required*
3. **Last name-First name-Middle name** (suffix)
4. **Home Address**-*required*
5. **Home Telephone Number** (include area code)
6. **Grade**-rank
7. **Date of Birth**-use YYYY-MM-DD numerical format
8. **Age**
9. **Sex**-check female or male
- 10a. **Racial Category**-this is needed for **medical** purposes only
 - b. **Ethnic Category**-optional
- 11a. & b. **Total years government service**-optional
12. **Agency**-IHS, CDC, BOP, NIH, etc.
13. **Organization Unit and UIC/Code**-leave blank
- 14a. **Rating or Specialty**
 - b. **Total Flying Time**
 - c. **Last six months**-leave 14a-c blank, unless you are an Aviator
- 15a. **Service**-*write in* “USPHS”
 - b. **Component**-“Active Duty”
 - c. **Purpose of Examination:** you may check one or more of the choices listed in this section, e.g.:
 - Retention (a.k.a. 5 yr PE)
 - Separation
 - Retirement (and **add:** “Length of Service”, “Temporary”, or “Age”)
- OR** check the box “Other” and write in:
 - Assimilation
 - Permanent Promotion
 - CCRF
 - Long-term Training
 - Fitness for Duty
 - Limited Tour Re-evaluation
16. **Name of Examining Location, and Address** (include ZIP Code)

Clinical Evaluation section

- 17.-42. and 35. **Feet (continued)**

This section is to be completed by your provider(s). More than one provider may use this section.
44. **Notes**-provider(s) should follow the instructions in this section.

The Clinical Evaluation **must** include:

- Rectal exam with Hemocult (\geq age 40)
- Flexible-sigmoidoscopy (\geq age 50 is **required**)
- 12-lead EKG (\geq age 40)-original tracing **required**
- Chest X-ray-required for everyone with a positive PPD, otherwise optional or as clinically indicated
- Pulmonary Function Test-as clinically indicated

Additional tests/exams for Males:

- PSA (\geq age 50)-submit lab results
- Prostate exam (\geq age 40)

Additional tests/exams for Females:

- Mammogram (first mammogram between the ages of 35-40; Mammogram results must be included with every PE \geq age 50)
- Pap-results must be within one year of the date of the PE

43. **Dental Defects and Disease-**

Dentists **complete form PHS 6355;**

Medical providers- **Acceptable or Not acceptable**-check the correct response;

Class-leave blank

35. **FEET**-circle category

Page 2 of 3 Pages...Instructions

Name and Social Security at top of page- *must be completed*

Laboratory Findings section (results do not have to be recorded on exam form.

*Lab slips **MUST** be submitted)*

45. **Urinalysis**-Complete urinalysis with microscopic if indicated

46. **Urine HCG**-run test if indicated

47. **H/H instead complete a** CBC with differential-*required*

48. **Blood Type**-complete **only** if you do not know your blood type

49. **HIV**-optional

50. **Drugs**-optional

51. **Alcohol**-optional

52. **Other**-use as needed

Laboratory tests must be fasting (only water is allowed for 8 hours prior to test) **and must include:**

Glucose

Chem-20 (**electrolytes, metabolic panel, lipid panel**)

Blood type-**if** you do not know your blood type

Hgb A1C **for diabetics or as clinically indicated**

53. **Height**-without shoes, *required*

54. **Weight**-*required*

- 55. **Min wgt-Max wgt/Max BF%**-body fat test results as indicated for muscular individuals
- 56. **Temperature**-optional
- 57. **Pulse**-*required*
- 58. **Blood Pressure**-*required*
 - a. Upon arrival in providers office;
 - b. & c. if indicated

Eye Exam by Optometry

- 59. **Red/Green** & 60. **Other Vision Test**-optional
- 61. **Distant Vision**-*required*
- 62. **Refraction by Auto-refraction or Manifest**-optional
- 63. **Near Vision**-*required*
- 64. **Heterophoria**-as clinically indicated
- 65. **Accommodation**-as clinically indicated
- 66. **Color Vision**-optional
- 67. **Depth Perception**-optional
- 68. **Field of Vision**-*required for diabetics*
- 69. **Night Vision**-optional
- 70. **Intraocular Tension**-*required for age ≥50*

Audiometer testing

- 71a. **Numerical Values**-*required* 72.b. leave blank
- 72a. **Reading Aloud** & 72b. **Valsalva**-optional
- 73. **Notes and Significant or Interval History**-use as indicated

Page 3 of 3 Pages...Instructions

Name and Social Security Number at top of page-**must be completed**

- 74a. & b. **Examinee/Applicant**-will be used by some Military Facilities. *Civilian providers leave these blank.*
- 75. **I have been advised of my disqualifying condition.**
 - a. **Signature of Examinee** & b. **Date**-leave blank
- 76. **Significant or Disqualifying Defects**-used in some MTFs, *civilian providers leave this blank.*
- 77. **Summary of Defects and Diagnoses**-list diagnoses.
- 78. **Recommendations-Further Specialist Examinations Indicated**-referrals to other health care providers are written in this space.
- 79. **MEPS Workload (for MEPS use only)** and 80. **Medical Inspection Date** leave blank
- 81a.-82a. **Typed or Printed Name of Physician or Examiner** and 81b-82b. **Signature**-your providers *must* complete these items *and include the date of the exam.*
- 83a. **Typed or Printed Name of Dentist or Physician (Indicate which)** use as needed
- 84a. & b.-86. Leave blank.

87. **Number of Attached Sheets**-Optional

Physical Examinations must be submitted on the DD-2808.

Make sure your name, social security number and/or PHS number is on every page submitted to MAB's physical exam section.

Physical Examinations must be complete according to these instructions when submitted to MAB.

DO NOT FAX ANY PHYSICAL EXAMINATION DOCUMENTS.

Do Not Mail these Instructions to MAB