



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS

COMMISSIONED CORPS HEADQUARTERS

Rockville, MD 20852

Periodic Health Update (PHU) 2024

Instructions for Public Health Service Officers: Updated December 1, 2023

You are required to complete and submit a PHU in your 2024 birth month period (from the first day of the month prior to your birth month until the last day of the month after your birth month). Some officers who entered the U.S. Public Health Service (USPHS) Commissioned Corps in 2023 may be exempt until 2024. Medical Affairs Branch (MAB) will contact those individuals directly with the due dates of their first PHU.

The 2024 PHU requirements are the same as the 2023 PHU:

1. Virtual PHUs Not Accepted:

- PHUs must be done in person.
- If you absolutely cannot get an in-person physical due to rare circumstances, contact the Medical Affairs Branch (MAB) at PHSMACCHQ@hhs.gov with documentation from your clinic. Note: Starting the appointment process late is not a valid reason for a virtual PHU.

2. Physical Examination Requirements:

- The PHU must include your blood pressure, pulse, height, and current weight.
- If your Body Mass Index (BMI) exceeds 27.5 kg/m², include body circumference measurements (taping) on the PHS-7044-1 form.

3. Pregnancy Waivers and BMI:

- Officers with active pregnancy waivers and an elevated BMI must submit their PHUs with a PHS-7044-1 but do not require taping measurements.

4. Submission Checklist Update:

- The 2024 PHU Submission Checklist has a checkbox to help MAB screeners identify submissions from officers with active pregnancy waivers and retirement examinations.

5. Chronic Conditions Documentation:

- The PHU should include recent lab studies or tests that show the current status of any chronic conditions you're actively treating. MAB expects these to reflect your current health status.
 - Examples include, but are not limited to:

Elevated Cholesterol	Submission of a lipid panel
Hypothyroidism	Thyroid Function Tests
HIV	Viral levels and CD4 counts
Diabetes	Hemoglobin A1C level

- These tests do NOT need to be done at the time of your PHU. The last test that you had during the previous year is acceptable.

2024 PHU Required Components (plus Verified Weight form, if needed):

1. **Disclosure Statement:** ([form](#)):
 - Signature required
2. **2024 PHU Submission Checklist** ([form](#)):
 - A form to confirm which components of the PHU you are submitting, completed and signed by you
3. **Medical History** ([Form DD-2807-1](#)):
 - Update your medical history/changes since your last PHU
 - **Your provider must review and sign**
4. **Physical Examination** ([form DD-2808](#)):
 - In-person exam tailored to your health history
 - Must include - pulse rate, blood pressure, weight, and height
 - **Your provider must review and sign**
5. ***Verified Weight Form** ([form PHS-7044-1](#)):
 - *Only required if your Body Mass Index (BMI) is over 27.5 kg/m²
 - Body measurements (taping) are required to calculate body fat percentage.
 - Only your healthcare provider or designee can verify this form.
6. **Behavioral Health Survey** ([form PHS-7083](#)):
 - Self-reported survey about your mental well-being
 - **Your provider must review and sign**
7. **Dental Examination** ([form DD-2813](#)):
 - This exam should be completed within 12 months before your PHU submission. You must not submit the same examination from the previous year.
 - **Your provider must review and sign**
8. **Additional Tests:**
 - Follow the screening recommendations from the United States Preventive Services Task Force (USPSTF), like cancer screenings.
 - Include tests showing that any ongoing medical conditions are stable and under control.
 - All additional testing as a result of your PHU examination is not required to be included in this year's PHU. But should be included the following year or uploaded as "Medical Records" as needed.
 - Vision and hearing tests are not required for the PHU.

How to Submit the PHU:

1. Combine all documents into a single PDF file
 - When merging documents in Adobe, do not use the "Portfolio" option.
2. Submit the PDF through the medical section of eDOC-U
 - Document Type: "Periodic Health Update."
3. **Checking Submission Status:**
 - Your PHU will be checked for completeness within 2-3 working days after submission.
 - Check your readiness dashboard 4-5 days after uploading to see if your PHU date is updated.
 - If it's not updated, look for an email in your inbox and junk mail. This email will tell you why your PHU was rejected.
 - The rejection email will be sent to the addresses you have on your RDB self-service page, so verify those email addresses are current.
4. If you've done all the above and still have questions about your PHU, contact PHSMACCHQ@hhs.gov for assistance.

PHU Appointment Tips/Reminders:

1. **Bring All Forms to Appointment:**
 - Complete the demographic and non-provider section of all forms prior to your appointments.
 - Take all forms to your medical provider when you go for your appointment.
 - This includes the [PHU Instructions for Providers](#) and [specific PHU Instructions for Completing DD-2807-1, 2808, and 2813](#).
 - Don't forget to take the dental form, DD-2813, to your dentist.
2. **Where to Find Forms:**
 - All the forms and instructions you need are in one PDF file named "[PHU Appointment Documents](#)." (File may need to be downloaded and opened in a PDF reader if it doesn't display in your browser.)
 - You can find this file on the CCMIS website, under the section Forms>Medical.
3. **Clarification on Annual PHU Timing:**
 - If you're having issues with private providers about when to do your annual PHU, remember that the **12-month rule** for annual exams doesn't apply to active-duty personnel, especially when the exam is needed for service readiness.
 - There's a letter from MAB (Medical Affairs Branch) in the [PHU Appointment Documents](#) file. This letter explains why active-duty personnel are an exception to the usual TRICARE policy and can help clarify things with your provider.

Common Reasons for PHU Rejection:

1. **Missing Required Information:** Check that all necessary parts of the PHU are included
 - Dates
 - Signatures
 - Officer name/SERNO
2. **Scanning Issues:** Make sure your scanned documents are clear before uploading.
3. **Single PDF Format:** Submit all parts of the PHU in one PDF file (not in a portfolio).
4. **Missing Required Physical Exam Data:** Include height, weight, blood pressure, and pulse on the DD-2808 form.
5. **BMI Documentation:** If your BMI is over 27.5 kg/m² on the DD-2808, you must include the PHS 7044-1 form with your PHU.