



Periodic Health Update (PHU) 2023

Instructions for Public Health Service Officers: Updated December 1, 2022

You are required to complete and submit a PHU in your 2022 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 2021 may be exempt until 2023. Medical Affairs Branch (MAB) will contact those individuals directly with the due dates of their first PHU.

The 2023 PHU requirements are the same as the 2022 PHU with the following exceptions:

1. **Virtual PHUs** will no longer be accepted. Medical Affairs Branch (MAB) recognizes that there may be rare circumstances when you cannot get an in-person physical. In those rare situations, you must contact MAB (PHSMACCHQ@hhs.gov) and provide documentation from your clinic. Waiting until the last four weeks of your birth month period to begin the appointment scheduling process will not be considered a justification for a virtual PHU.
2. A **physical examination** done earlier than two (2) months before your birth month will not be accepted. For example, if your birth month is August and you turn in a PHU with a physical examination date before June 1, that PHU will not be considered current and will not be accepted.
3. In addition to the other required physical examination components (blood pressure and pulse), all PHU submissions must contain a current height and weight and “taping,” if your BMI exceeds 27.5 kg/m². If needed, “taping” must be documented on a properly completed PHS-7044-1 and be included in your PHU submission. The height and weight requirement applies to **all** officers including officers given permission to get virtual PHUs and officers who have active pregnancy waivers for whom taping is not required.
4. Officers with active pregnancy waivers and elevated Body Mass Index (BMI) will be allowed to upload their PHUs without entering taping measurements.
5. The 2023 Periodic Health Update Submission Checklist will include a check box so that the MAB PHU clinical screeners can better identify PHUs from officers with active pregnancy waivers.
6. PHUs are intended to document your current health status. MAB expects to see in the PHU submission, your **latest laboratory studies** or other tests documenting the status your chronic conditions that are being actively treated.

- o **Examples** include

Elevated Cholesterol	Submission of a lipid panel
Hypothyroidism	Thyroid Function Tests
Chronic Anemia	Complete Blood Count
HIV	Viral levels and CD4 counts
Diabetes	Hemoglobin A1C level
Chronic Hepatitis	Viral levels and Liver Function Tests

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.

7. Due to the change in the Active-Duty Dental Plan, dental examinations documented on DD-2813 will be accepted up to one year prior to your birth month.

Important reminders:

1. In addition to the other required physical examination components (blood pressure and pulse), all PHU submissions must contain a current height and weight and “taping,” if your BMI exceeds 27.5 kg/m². If needed, “taping” must be documented on a properly completed PHS-7044-1, “Verified Weight Form” and be included in your PHU submission. Your PHS-7044-1 cannot be verified by another PHS officer unless that individual is also your official healthcare provider. The height and weight requirement applies to **all** officers including officers given permission to get virtual PHUs and officers who have active pregnancy waivers for whom taping is not required.
2. Many of you are submitting the PHS-7083, “Behavioral Health Survey,” which when reviewed after uploading, appear not to have captured your responses. You must first download the form to your computer before you complete it, then print it out for your provider’s signature. Unless this is done, your responses will not appear on the submitted form.
3. There are no required tests other than your pulse, blood pressure, height, and weight. Routine formal eye or hearing tests are not required. The extent of your physical examination and additional clinical testing (laboratory tests) should be customized to your health needs for screening or documentation of stability/control of your ongoing health issues (see above).
4. The most common reasons for rejection of a PHU submission:
 - a. Scanning errors or illegible scans (review the file before uploading to ensure it is readable)
 - b. Missing PHU required components
 - c. PHU components are not submitted in a single PDF file
 - d. Forms are not dated
 - e. Required forms are not signed by the provider (An officer signature alone on the DD-2807-1 will be rejected)
 - f. Minimum requirements for the physical exam (Height, Weight, Blood Pressure, and Pulse) are not documented on the DD-2808
 - g. A PHS 7044-1 is not submitted with the PHU when an officer’s BMI is documented on the DD-2808 to be over 27.5 kg/m².

The 2023 PHU has seven required components (plus Verified Weight form, if needed):

1. **Medical History:** Self-reported update of medical history since the officer’s last PHU, given to your medical provider for review, verification, and signature ([form DD-2807-1](#))
2. **Physical Examination:** In-person examination based on your health history, as determined by your provider. Minimal requirements are your pulse rate, blood pressure, weight, and height ([form DD-2808](#)) [download prior to opening].

If the your Body Mass Index (BMI) is greater than 27.5 kg/m², body measurements (“taping”) to determine percent body fat must be performed by your provider (or your provider’s designee) and recorded on the “Verified Weight Form.”([form PHS-7044-1](#)). Again, your PHS-7044-1 cannot be verified by another PHS officer unless that individual is also your official healthcare provider.
3. **Behavioral Health Survey:** Self-reported and given to your provider for review and signature. The form must be downloaded before completion to ensure that responses are saved. The behavioral health survey will facilitate a discussion with your provider about your mental well-being. ([form PHS-7083](#))
4. **Dental Examination:** Done within the twelve (12) months prior to your PHU submission ([form DD-2813](#)) [download prior to opening]
5. **Additional Tests:** Screening tests as recommended by the United States Preventive Services Task Force (USPSTF) (e.g., cervical, breast and colorectal cancer screening). These screening tests

should be done on the schedule recommended by the USPSTF. Testing documenting that your ongoing medical conditions are stable and under control. Any other testing recommended by your provider based on your age, medical, family, and deployment history, and your occupational and environmental exposures and risks.

6. **Disclosure Statement** ([form](#)): signed by you.
7. **2023 PHU Submission Checklist** ([form](#)): completed and signed by you to attest to what components of the PHU are being submitted.

You should provide all necessary forms and a copy of the [PHU Instructions for Providers](#) and [PHU Instructions for Completing DD-2807-1, 2808, 2813](#) to your medical providers at the time of your appointment. You should also take a copy of the dental form, DD-2813, to your dentist.

All forms and provider instructions are included in a single PDF file, "[PHU Appointment Documents](#)," which can be found on the CCMIS website under Forms/Medical.

Some of you run into problems with your private providers regarding the **timing of your annual PHU**. The **12 month "rule"** between annual examinations does not apply to active-duty personnel particularly if the examination is a service readiness requirement. A letter from MAB to your provider explaining this exception to TRICARE policy is available in the [PHU Appointment Documents](#) file.

HOW TO SUBMIT THE PHU:

You must scan all documents and test results into a SINGLE PDF file and submit it using the medical section of eDOC-U with the document name, "Periodic Health Update." Please avoid the use of the "Portfolio" option when merging your documents in Adobe.

Do not delay the submission of your PHU because you are waiting for the results of clinical tests ordered by your provider. Submit the required PHU forms in a single PDF file using the eDOC-U document name, "Periodic Health Update" and when the tests results are available upload them in a single PDF using the document name, "Medical Records."

Your PHU should be screened for completeness within two to three working days after your submission. Check your readiness dashboard 4-5 days after your upload to see if the date of your last PHU is updated. If it is not, check your emails and junk mail folders for an automated email stating that your PHU was rejected and why. The rejection emails are sent to the email addresses that you have listed on your RDB self-service page. Be certain those email addresses are current. If after following these steps, you still have questions about the status of your PHU submission, contact PHSMACCHO@hhs.gov.