

***Inova Occupational Health & Loudoun County Fire-Rescue
Volunteer Medical Interim Process***

When a Loudoun County scheduled medical examination can't be completed by Inova until additional medical information and/or follow-up medical testing results are provided to Inova by the volunteer's health care provider-

Inova:

- Will instruct the volunteer on what is needed, why and when.
- Will give the volunteer the *Medical Clearance Follow up Letter* for his/her health care provider, including Inova's mailing address, secure fax number, description of requested information and why request is being made.
- Send Loudoun County an *Interim Report- Medical Examination Report* to the Volunteer's Designated Department Contact *which* will include the requested information due date.
- If Inova does not receive the requested information by the due date, Inova will send a *Final Medical Examination Report-Physician's Written Opinion* to the Volunteer's Designated Department Contact which may indicate that the Volunteer is not cleared to perform his/her duties.
- If Inova is contacted by the Volunteer or his/her health care provider with a due date extension request, Inova will consider this and if granted, send the Volunteer's Designated Department Contact an updated *Interim Report- Medical Examination Report* reflecting the new due date.

Volunteer:

- It is the volunteer's responsibility to comply w/Inova's information request by promptly providing Inova's instructions and forms to their health care provider; explaining to their health care provider the importance of the due date and the possible impact on the Volunteer's duty status if this information is not received by Inova by the due date.
- If the volunteer's health care provider requests an extension on the due date, it will be the volunteer's responsibility to contact Inova to express this request.