

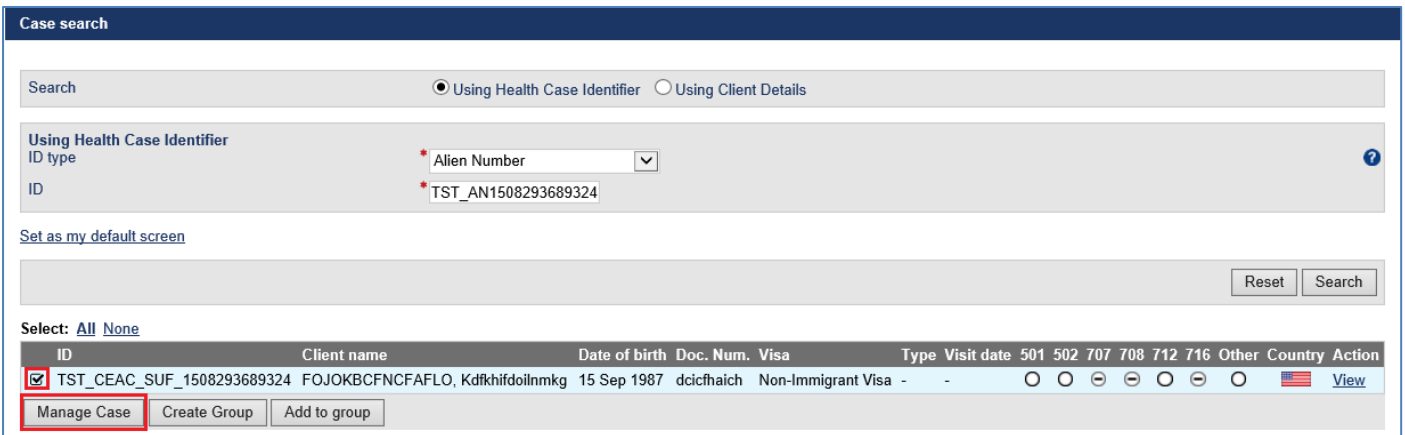
eMedical Tip Sheet: Completing the Pre exam

This tip sheet will assist panel clinics to complete the Pre exam before recording the U.S. Visa health examinations for applicants who are required to undergo the immigration health examination.

Search and manage a health case

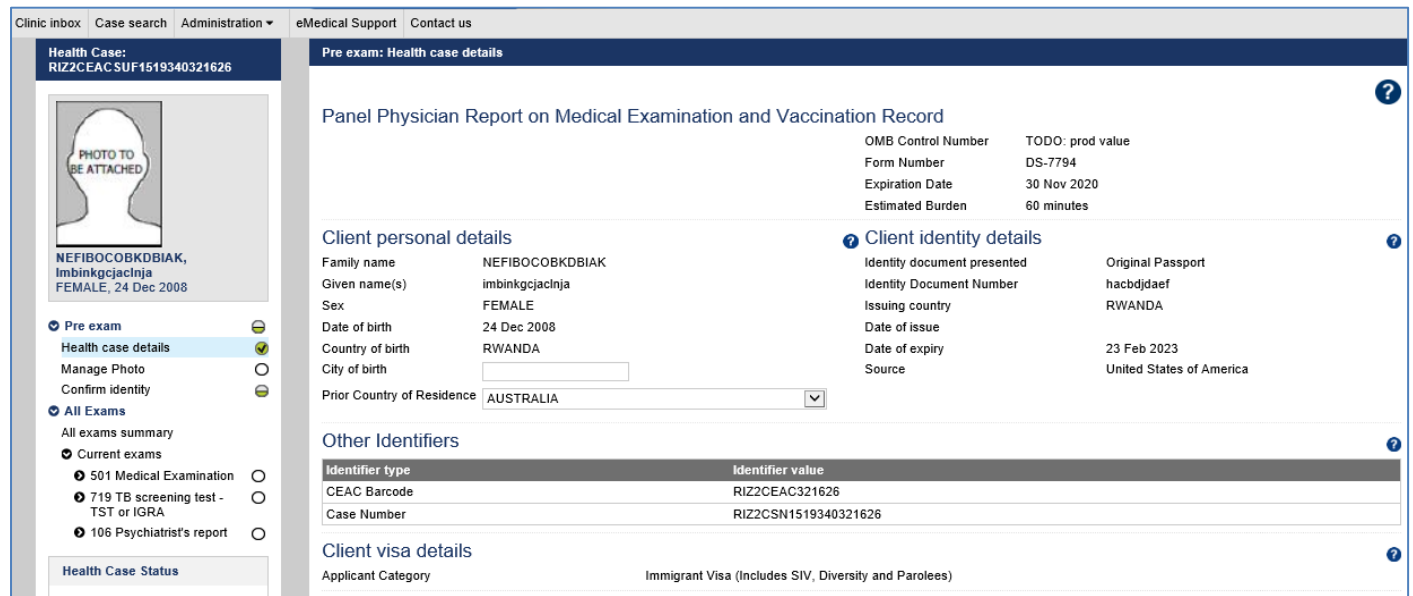
Step 1. Search the health case using the **Case search** screen

Step 2. Select the check box next to the health case and select the **Manage Case** button



The screenshot shows the 'Case search' interface. At the top, there are radio buttons for 'Using Health Case Identifier' (selected) and 'Using Client Details'. Below this, the 'Using Health Case Identifier' section shows 'ID type' set to 'Alien Number' and 'ID' set to 'TST_AN1508293689324'. There are 'Reset' and 'Search' buttons. Below the search area, there is a table with columns: ID, Client name, Date of birth, Doc. Num., Visa, Type, Visit date, 501, 502, 707, 708, 712, 716, Other, Country, and Action. The first row is selected, with a red box around the 'Manage Case' button in the 'Action' column. Below the table are buttons for 'Manage Case', 'Create Group', and 'Add to group'.

The **Pre exam: Health case details** screen will display.



The screenshot shows the 'Pre exam: Health case details' screen. On the left, there is a sidebar with a navigation menu including 'Pre exam', 'Health case details', 'Manage Photo', 'Confirm Identity', 'All Exams', 'Current exams', and 'Health Case Status'. The main content area is titled 'Panel Physician Report on Medical Examination and Vaccination Record'. It includes fields for 'OMB Control Number', 'Form Number', 'Expiration Date', and 'Estimated Burden'. Below this, there are sections for 'Client personal details' and 'Client identity details'. The 'Client personal details' section includes fields for 'Family name', 'Given name(s)', 'Sex', 'Date of birth', 'Country of birth', 'City of birth', and 'Prior Country of Residence'. The 'Client identity details' section includes fields for 'Identity document presented', 'Identity Document Number', 'Issuing country', 'Date of issue', 'Date of expiry', and 'Source'. At the bottom, there is a table for 'Other Identifiers' with columns for 'Identifier type' and 'Identifier value'. The 'Client visa details' section includes a field for 'Applicant Category'.

Note: After a health case has been searched and managed for the first time, it is allocated to your clinic inbox. It can be accessed and managed here.

Inbox

Pre-exam (1) In progress (3) Awaiting grading (0) Returned (0) Show all (4)

Filter by <None> Apply filter

Set as my default screen

ID	Client name	Date of birth	Document Number	Visa	Type	Visit date	501	502	707	709	712	716	Other	Summary
TST_CEAC_SUF_15 07502592588	DJDLNDBEMDJJAIG, B cfbfmndgdin	21 Aug 2007	fafdhjfc	Immigrant Visa (Includes SIV, Diversity and Parolees)	-	19 Oct 2017	○	○	⊖	⊖	○	⊖	⊖	View

Page 1

Manage Case

Note: You can also search and manage a health case once it is in your inbox by restricting the search to your clinic's existing cases and enter a limited data for example family name, in the **Using Client Details** of the **Case search** screen.

Search Using Health Case Identifier **Using Client Details**

Using Client Details

Restrict Search to my Clinic's cases

Identity document number

Family name

Given name(s)

Date of birth

Client personal details

The U.S. Department of State (DOS) system sends these details when a health case is created in eMedical.

Step 1. Enter **City of birth** (if available)

Step 2. Select a country from the **Prior Country of residence** drop down list (if known)

Client declaration

Before recording the medical information in eMedical, the applicant must give their consent and **sign** a declaration that they understand how the DOS will use their information.

Note: If you click on the Client declaration box before printing the client declaration form, the system will give you an error message.

A. Printing the Client declaration

Step 1. Click the **'View client declaration'** hyperlink in **Pre exam: Health case details** screen

Other Identifiers

Identifier type	Identifier value
CEAC Barcode	RIZ2CEAC321626
Case Number	RIZ2CSN1519340321626

Client visa details

Applicant Category: Immigrant Visa (Includes SIV, Diversity and Parolees)

Client declaration

* I declare that Imbinkgcjaclnja NEFIBOCOBKDBIAK (or their parent/guardian) has read and understands the information provided by the U.S. Department of State regarding eMedical and has agreed to his/her medical information being submitted electronically to the Department, with this consent to be recorded by this clinic in eMedical.
Changing the value or selection of this component will cause all of your changes to be saved immediately.

Name of parent/guardian: * sdfs

Relationship to the client: * Mother (incl. in-law)

[View client declaration](#)

The **Client declaration** pdf document will display.

Client declaration

I understand that I am required to undergo a complete medical examination with an authorized physician in order to assess my eligibility consistent with INA Sections 212(a) and 221(d). I understand that failure to provide required information may cause delay or denial of visa. I understand that my medical examination information (Form DS-7794) will be collected and temporarily stored in the eMedical system hosted, operated and maintained by the Australian Department of Immigration and Border Protection and being transferred to the U.S. Government for the purposes of enabling the U.S. Department of State to determine my medical eligibility.

I understand that all applicants 15 years of age and older are required to undergo a chest radiograph (x-ray) to test for tuberculosis. I understand that if I am pregnant at the time of my initial medical exam I must consent and will be provided with abdominal and pelvic protection with double-layer, wrap-around lead shields. I understand that if I am pregnant I may refuse the chest radiograph. If I refuse the chest radiograph I understand that my visa application will not be processed until I have completed the requirement.

I understand that any willfully false or misleading statement or willful concealment of material fact made by me herein may subject me to permanent exclusion from the United States or may subject me to criminal prosecution and/or deportation.

The information provided on your medical examination report may be accessible to other government agencies having statutory or other lawful authority to use such information, including for law enforcement and immigration law enforcement purposes.

This declaration was made by ama on behalf of monahgkdkgjodeo MDMAOJANMIADMCG

Relationship: Mother (incl. in-law)

09 Nov 2017

Signature: _____

Step 2. Click the **Print** icon on the pdf page or use Ctrl + P command to print the **Client declaration**



Step 3. Ask the applicant to read and sign in the **Signature** field at the end of the **Client declaration**

Step 4. **Scan** the signed **Client declaration** and save it on your computer with an appropriate file name e.g. surname_client declaration.pdf

B. Uploading the signed Client declaration

Step 5. Click the **Add New** button in the Health Case attachment section

Step 6. Select the **Signed eMedical client declaration** option in the **Document type** drop down list

Step 7. Click the **Browse** button, locate and upload the scanned copy of the signed eMedical **client declaration** pdf saved on the computer

Step 8. Enter any relevant additional information (if required) in the **Details** text box

Step 9. Click the **Save** button

Add New Attachment + x

Attachment type: * v

Document type: * v

Browse: *
 🗑

Details ⬆ ⬇ ⬆

The Health Case attachment section displays with the client declaration document uploaded.

Step 10. Select the **Client declaration** checkbox

Note: A parent/guardian must provide the consent for minors under 18 years of age. For minors, the **Name of parent/guardian** and **Relationship to the client** will be mandatory and marked with a red asterisk (*) must be recorded before you can select the **Client declaration** checkbox.

Client declaration ?

* I declare that Monahgkdkgjodeo MDMAOJANMIADMCG (or their parent/guardian) has read and understands the information provided by the U.S. Department of State regarding eMedical and has agreed to his/her medical information being submitted electronically to the Department, with this consent to be recorded by this clinic in eMedical.
Changing the value or selection of this component will cause all of your changes to be saved immediately.

Mr Doctor USA
 09 Nov 2017

Name of parent/guardian *

Relationship to the client *

[View client declaration](#)

Contact Channels

Applicant's contact information will display here supplied by DOS. This includes phone numbers, address (home, intended) and/or email addresses. You may need to reconfirm with the applicant and update this information where necessary.

For **Address (Intended)**, the name of the State will display but it is required to record this information in the **Add/Edit contact channel** by following the steps listed below.

Contact channels ? +

Delete	Contact channel	Contact details	Primary	Comments	Edit
	Phone (Home)	+ 1 (13) 12345678	No	-	
	Address (Home)	2 test st, some line 2, some line 3, some line 4, Paris, Some place here, RWANDA	Yes	-	
	Address (Intended)	1 test st, line 2, line 3, line 4, Beverly Hills, California , 90210, UNITED STATES	No	-	
	E-mail (Business)	matt@matt.com	Yes	-	

Note: If you do not complete this step here then at the time of submitting the health case the panel physician will receive the error message.

⊖ **An error has occurred**

[Address record found with invalid State/Territory/Province. Please correct.](#)

Step 1. Select the icon next to the **Address (Intended)** in the Contact channels

Delete	Contact channel	Contact details	Primary	Comments	Edit
	Phone (Home)	+ 1 (13) 12345678	No	-	
	Address (Home)	2 test st, some line 2, some line 3, some line 4, Paris, Some place here, RWANDA	Yes	-	
	Address (Intended)	1 test st, line 2, line 3, line 4, Beverly Hills, California, 90210, UNITED STATES	No	-	
	E-mail (Business)	matt@matt.com	Yes	-	

The **Add/Edit contact channel** will display.

Edit address
+
×

Warning

This Contact information is for your clinic's purposes only. If the client has updated their contact information advise them that they must contact a case officer to update their contact information with the relevant department.

Channel type *

Country *

Address *

Suburb/Town *

State/Territory/Province *

Post/Zip code *

Primary contact Yes No

Comments

Step 2. Select the name of the state from the **State/Territory/Province** drop down list after confirming with the applicant

Suburb/Town *

State/Territory/Province *

Post/Zip code *

Step 3. Select the **Save** button

Attaching applicant's facial image

You must capture applicant's facial image using a digital camera. The facial image uploaded in eMedical must be of biometric standard because it helps in maintaining the integrity of the IME process.

Step 1. Select the **Next** button on the Health case details screen or Select the **Manage Photo** button in the navigation pane

The **Pre exam: Manage Photo** screen will display.

Note: For guidelines on how to capture a digital facial image, refer to 'Capturing Facial Images' tip sheet.
Note: A health case cannot be submitted without a photo, however, the system allows you to indicate that a photo cannot be added at the time of examination due to, for example:
Camera Problem – a temporary fault in the camera, such that the photograph will need to be taken at a later date and attached.

System error – where the photo has been taken, but because of a computer system problem it cannot be uploaded right now. It must be attached at a later stage before submitting the health case.

Reason
Provide details

Cannot Attach photo ?

* Select an Option
* Select an Option
Camera Problem
System Error

Back Close Save

Step 2. Select the **Browse** button to locate and upload the photo file saved on your computer

Step 3. Select the **Save** button to confirm correct photo has been uploaded

Pre exam: Manage Photo

PHOTO TO BE ATTACHED

Please take and attach a photo of the client: Browse...

Photo.jpg

Cannot Attach photo ?

Back Close Save Next

The uploaded photo will appear in the **Pre exam: Manage Photo** screen and in the navigation pane.

Health Case: TST_CEAC_SUF_1508293620507

Pre exam: Manage Photo

EBFJFECGOLCFICC,
Eaohkamaciligb
FEMALE, 15 Sep 1987

Pre exam
Health case details
Manage Photo
Confirm identity

Please take and attach a photo of the client: Browse...

Cannot Attach photo ?

Back Close Save Next

Step 4. Follow the steps above if an incorrect photo was attached


If the photo cannot be attached at this time, follow the steps below:

a. Select **Cannot Attach photo** checkbox

The **Reason** and **Provide details** fields display.

Pre exam: Manage Photo

?



Please take and attach a photo of the client:

Reason

Provide details

- Cannot Attach photo ?
- * Select an Option
- * Camera Problem
- * System Error

- b. Select a Reason
- c. Enter an explanation why the photo cannot be attached in the Provide details
- d. Select the **Save** button

Step 5. Select the **Next** button

Confirm identity

Panel physicians, radiologists and/or their staff must confirm the identity of individuals who attend their clinic for an IME and record identity concerns identified.

Step 1. Select the **Next** button in the **Pre exam: Manage Photo** screen or Select the **Confirm Identity** button in the navigation pane

The **Pre exam: Confirm identity** screen will display.

Pre exam: Confirm identity

?

<h4>Client personal details</h4> <table border="0"> <tr><td>Family name</td><td>EBFJFECGOLCFICC</td></tr> <tr><td>Given name(s)</td><td>eaohkamacilgb</td></tr> <tr><td>Sex</td><td>FEMALE</td></tr> <tr><td>Date of birth</td><td>15 Sep 1987</td></tr> <tr><td>Country of birth</td><td>AFGHANISTAN</td></tr> <tr><td>City of birth</td><td></td></tr> <tr><td>Prior Country of Residence</td><td>AUSTRALIA</td></tr> </table>	Family name	EBFJFECGOLCFICC	Given name(s)	eaohkamacilgb	Sex	FEMALE	Date of birth	15 Sep 1987	Country of birth	AFGHANISTAN	City of birth		Prior Country of Residence	AUSTRALIA	<h4>Client identity details</h4> <table border="0"> <tr><td>Identity document presented</td><td>Original Passport</td></tr> <tr><td>Identity Document Number</td><td>iafdbdcecb</td></tr> <tr><td>Issuing country</td><td>AFGHANISTAN</td></tr> <tr><td>Date of issue</td><td></td></tr> <tr><td>Date of expiry</td><td>18 Oct 2022</td></tr> <tr><td>Source</td><td>United States of America</td></tr> </table>	Identity document presented	Original Passport	Identity Document Number	iafdbdcecb	Issuing country	AFGHANISTAN	Date of issue		Date of expiry	18 Oct 2022	Source	United States of America
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Date of issue																											
Date of expiry	18 Oct 2022																										
Source	United States of America																										

Client visa details

Applicant Category	Others (includes follow to join refugee and asylee)
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Record identity

Identity document provided Not selected Yes No

Step 2. Select **Yes** or **No** button for the **Identity document provided**

For a **Yes** selection, the details of the Identity document recorded in the DOS system will display.

Client visa details ?

Applicant Category Others (includes follow to join refugee and asylee)

Record identity ?

Identity document provided Not selected Yes No

Issuing country v

Identity document presented ?

Passport number

Date of issue 📅

Date of expiry 📅

Do you have identity concerns? Not selected Yes No ?

If the identity document presented by the applicant is different to what appears in the eMedical, then change the details as outlined below:

- a. Select the **Issuing country** from the drop down list
- b. Select the **Identity document presented** from the drop down list
- c. Enter the **Identity document number**
- d. If available, enter the **Date of issue** and **Date of expiry**

Pre exam: Confirm identity ?

<p>Client personal details</p> <p>Family name EBFJFECGOLCFICC</p> <p>Given name(s) eaohkamacilgb</p> <p>Sex FEMALE</p> <p>Date of birth 15 Sep 1987</p> <p>Country of birth AFGHANISTAN</p> <p>City of birth</p> <p>Prior Country of Residence AUSTRALIA</p>	<p>Client identity details ?</p> <p>Identity document presented Original Passport</p> <p>Identity Document Number iafdbdcecb</p> <p>Issuing country AFGHANISTAN</p> <p>Date of issue</p> <p>Date of expiry 18 Oct 2022</p> <p>Source United States of America</p>
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Client visa details ?

Applicant Category Others (includes follow to join refugee and asylee)

Record identity ?

Identity document provided Not selected Yes No

Issuing country v

Identity document presented ?

Passport number

Date of issue 📅

Date of expiry 📅

Do you have identity concerns? Not selected Yes No ?

Note: For a **No** selection, a **Reason** for not providing an Identity document must be recorded.

Record identity

Identity document provided Not selected Yes No

Reason v

Do you have identity concerns? Not selected Yes No

* Select an Option

* Not required - infant

* Not required - vulnerable child

* Not required - refugee/humanitarian

Step 3. Select **Yes** or **No** for **Do you have identity concerns?**

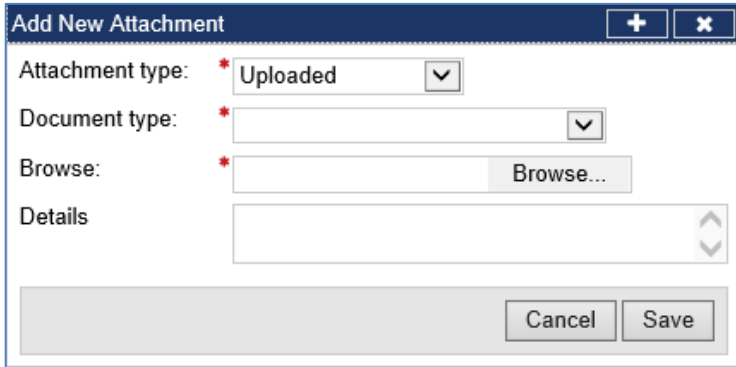
Note: You must indicate that you have concerns about the applicant's identity. An identity concern is an alert for DOS to ensure that the visa processing officer addresses data/identity issues before finalising the visa application. Refer to the 'Managing identity' tip sheet for guidelines on when to raise an identity concern.

Note: You must continue with the examination and submit the health case even if an Identity concern has been recorded.

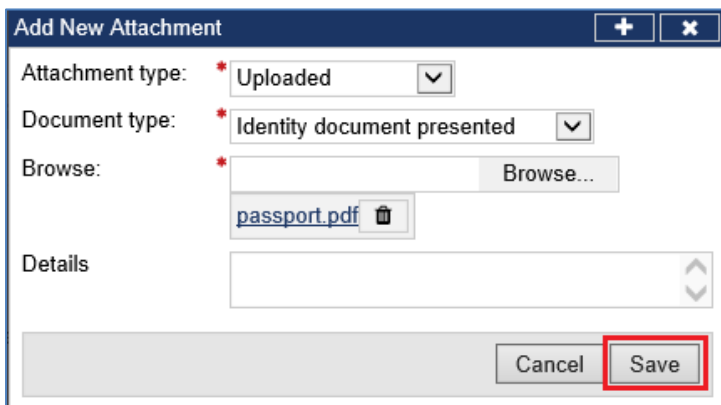
To record an identity concern follow the steps outlined below:

- a. Select the **Yes** button **Do you have identity concerns?**
- b. Enter a reason in the **Provide details** text box
- c. Select the **Add New** button in the Attachments section

The **Add New Attachment** window will display



- d. Select the Attachment type as **Uploaded**
- e. Select the Document type **Identity document presented** from the drop down list
- f. Select the **Browse** button to select and upload the scanned copy of the identity document file saved on the computer
- g. Enter any relevant additional information (if required) in the **Details** text box
- h. Select the **Save** button



The uploaded file will display in the **Attachments** section of the **Pre exam: Confirm identity** screen.

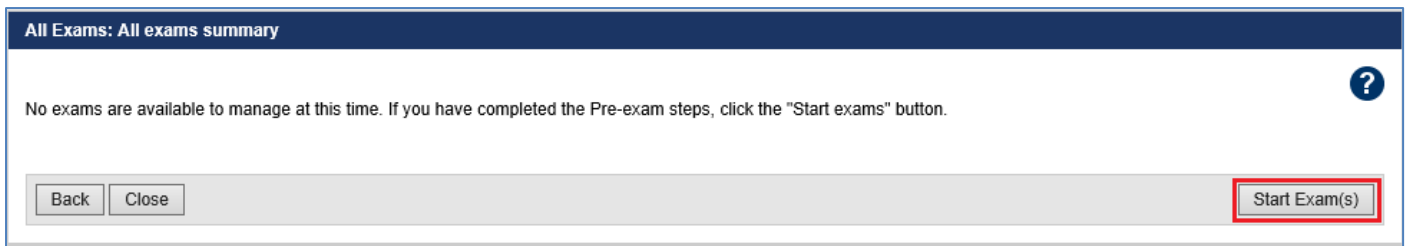
Attachments						
Please attach a scanned copy of the identity document(s) presented by the client						Add New ?
Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
	Identity document presented	-	Uploaded	-	passport.pdf	

Step 4. Select the **Next** button

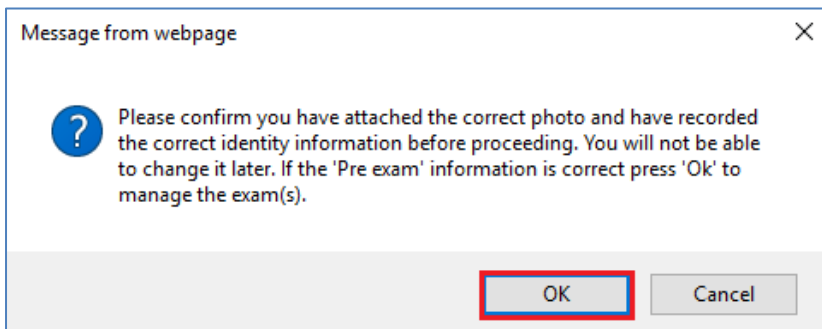
Start Exams

Step 1. Select the **Next** button in the **Pre exam: Confirm identity** screen or the **All exams summary** button in the navigation pane

The **All exams: All exams summary** screen will display.

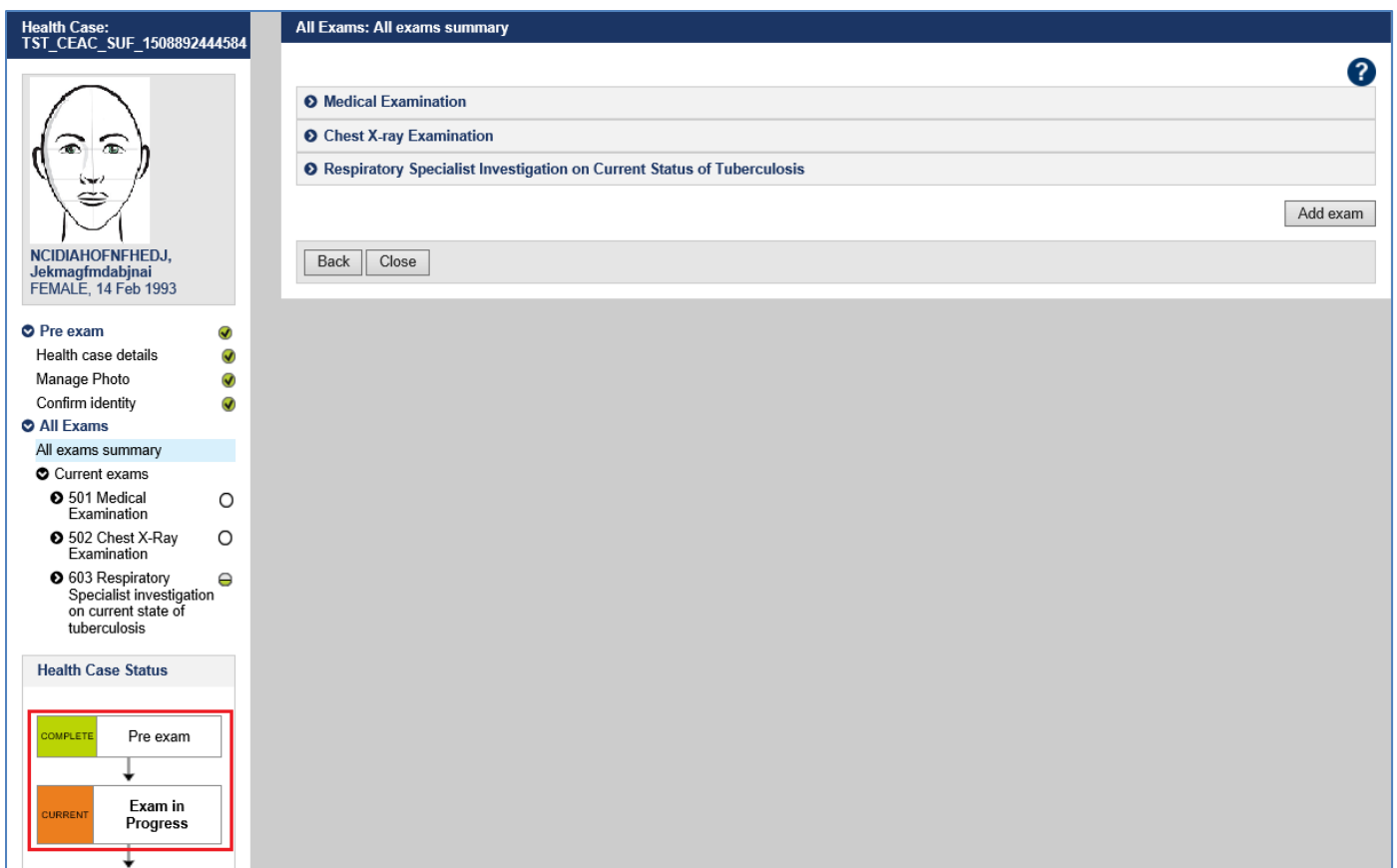


Step 2. Select **Start Exam(s)** button



Step 3. Select **OK** button

The **All exams: All exams summary** screen redisplay and lists the exam(s) required for the applicant to undertake.



You can now proceed to record the exam(s) by Selecting the View button against the exam(s) in the **All Exams: All exams summary** screen or from the navigation pane.

Health case attachment

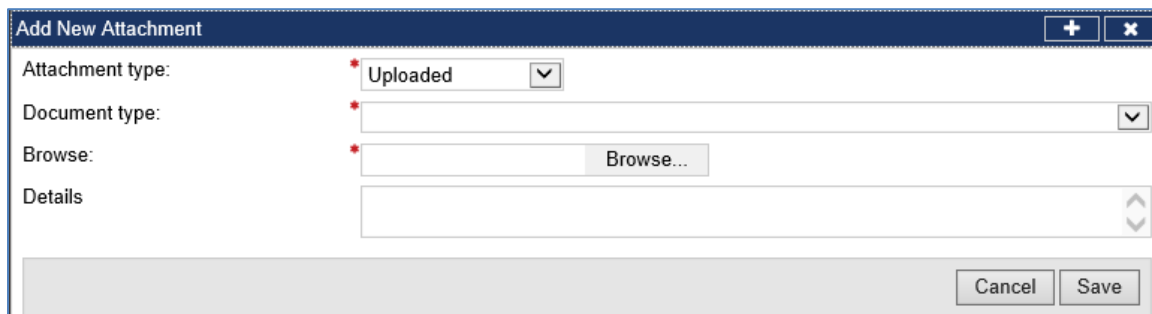
You may use the **Health Case attachment** section of the **Health case details** screen to add a range of health case attachments. Most attachments should be uploaded to the individual exam(s). For example, a Syphilis test report should preferably be uploaded under the 712 Syphilis test. However, this functionality is available if you wish to attach

additional information during the initial examination. For example you may wish to attach reports that may relate to an identified/known condition (e.g. hypertension or diabetes), such as recent GP/specialist reports, hospital discharge summaries that the applicant may have provided during the initial examination.

To add an Attachment:

Step 1. Select the **Add New** button

The **Add New Attachment** window displays the **Attachment type** as **Uploaded**.



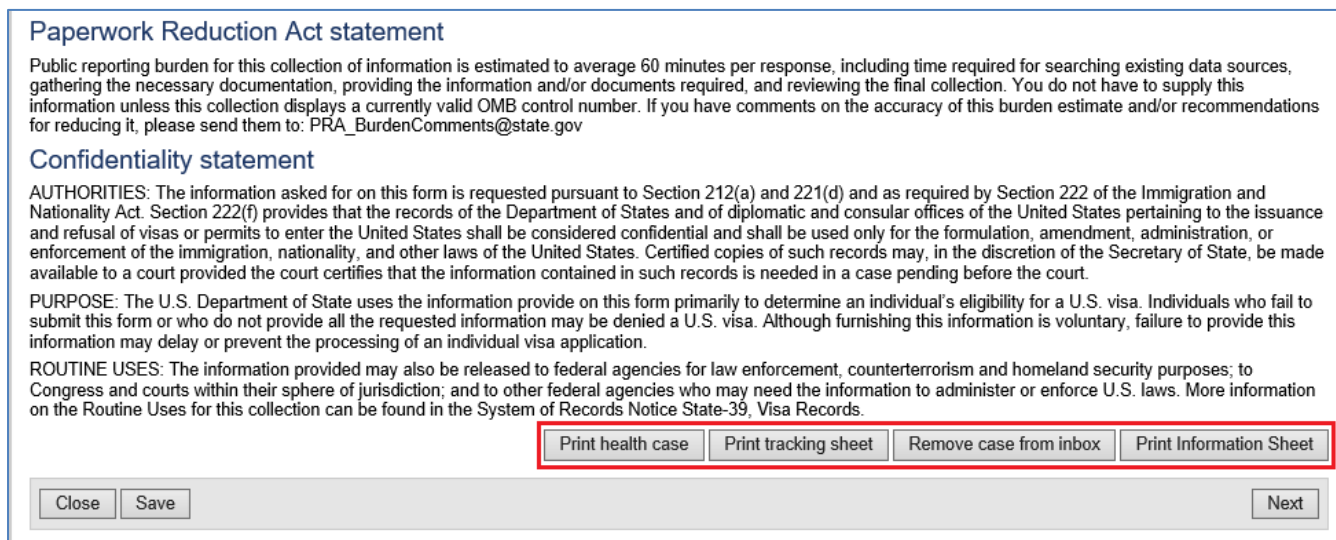
Step 2. Select an attachment from the **Document type** drop down list

Step 3. Select the **Browse** button to locate and choose the attachment file that you want to upload

Step 4. Select the **Save** button

Print outputs

On every **Health case detail** screen there are printing buttons.



Print health case

You can use the **Print health case** button to print a summary of the health case with all the results recorded as a PDF

Print tracking sheet

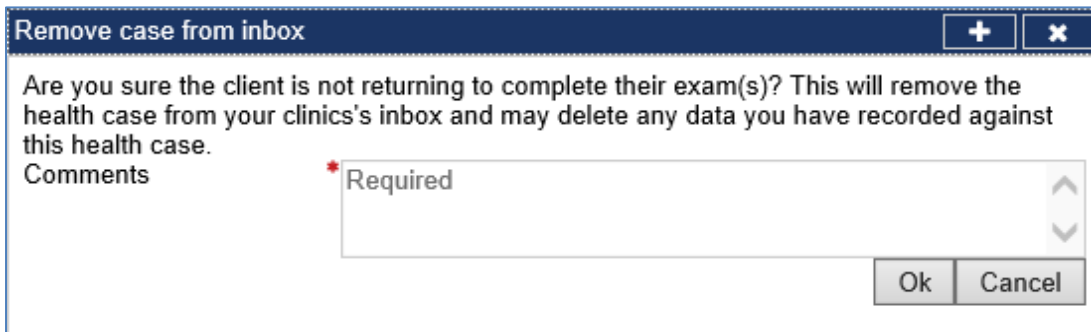
You can use the **Print tracking sheet** button to print a tracking sheet as PDF. This contains basic information about the applicant, their photo and the examination(s) that they need to undertake. A bar code also appears on this tracking sheet. If you work at a large clinic, you would find this document useful in managing the flow of applicants in your business premises. One can easily search for an applicant with the bar code (e.g. if you are at a combined clinic and the applicant will be undertaking various medical examinations and tests at your clinic).

Remove case from inbox

Use the **Remove case from inbox** button after you have confirmed that the applicant does not intend to proceed with their IME at your clinic.

Step 1. Select the **Remove case from inbox** button

The **Remove case from inbox** window displays.



Remove case from inbox

Are you sure the client is not returning to complete their exam(s)? This will remove the health case from your clinics's inbox and may delete any data you have recorded against this health case.

Comments * Required

Ok Cancel

Step 2. Enter an appropriate reason for removing this case in the **Comments** text box

Step 3. Select the **Ok** button

The health case will be removed from your clinic's inbox.

Note: The **Remove case from inbox** option is available only when the health case is in the Pre exam stage. Refer to '**Removing health case from inbox**' tip sheet for instructions.