

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon**

PERSONNEL LETTER (PL): 339-4

DATE: May 7, 2009

SUBJECT: Voluntary Medical Examinations (Live-Line Crew)

PURPOSE

This Personnel Letter describes the procedures for providing voluntary medical examinations for employees assigned to Live-Line (Bare-handing) crew. Only those employees officially assigned (as documented on a SF-50) to a Live Line crew are eligible.

RELEASE OF INFORMATION

Medical information related to the examinations will not be released to BPA, unless an employee files a work-related claim with OWCP, or signs a release of information.

RESPONSIBILITIES

Medical Program Manager:

- Review and update the medical protocol (Addendum A) on an annual basis and as necessary, in accordance with the procedures in Personnel Letter No. 339-2, ensuring compliance with current medical standards and regulations.
- Verify credentials of the Board Certified Occupational Health Physicians (Provider) selected by employees to ensure medical examinations are conducted by appropriate specialists.
- Review and authorize reimbursement for medical examination costs.

Employee:

- If an annual exam is desired by the employee, select a Board Certified Occupational Health Physician to conduct their evaluation.
- Provide the examining physician with a copy of the BPA Live-Line Crew Voluntary Evaluation protocol.
- Provide the physician's invoice, along with the Explanation of Benefits (EOB) from any health insurance carrier, if any, to the Medical Program Manager for reimbursement processing.

Examining Physician:

- Review the BPA protocol (Addendum A) for authorized services.
- Perform the examination using these protocols.
- Provide the employee with a detailed invoice for reimbursement.
- Invoice the employee's insurance for the authorized examination services and for any services beyond those listed in the *Live-Line Crew Voluntary Evaluation* protocol.
- For medical conditions uncovered during the evaluation, provide referrals to the employee's private health provider or an appropriate specialist.

PROCEDURE

Step 1 Employee:

- Selects a Board Certified Occupational Medicine Physician to conduct the BPA *Live-Line Voluntary Evaluation*. This information may be found at: http://www.abprevmed.org/directory_search.cfm¹
- Calls the selected physician to ensure there are appointments available.
- Prior to setting up the appointment, the employee contacts the BPA Medical Program Manager

Step 2 Medical Program Manager:

- Verifies the selected physician's credentials and issues the employee a payment authorization letter with an attached copy of the *Live-Line Voluntary Crew Evaluation* protocol.

Step 3 Employee:

- Attends and submits to the physical examination.
- Provides their private health insurance carrier information to the Provider.
- After the health insurance carrier, if any, has provided an Explanation of Benefits (EOB) determination, the employee will forward the physician's invoice, along with the EOB from the health insurance carrier, to the BPA Medical Program Manager, using the Claim for Reimbursement for Expenditures on Official Business, (BPA F 2230.06e). If the employee is not covered by any health insurance carrier (either through the employee's own policy or any spouse's policy), the employee must state so in writing when submitting the physician's invoice.

¹ American Board of Preventive Medicine Web Site

Step 4 Medical Program Manager:

- Verifies that the medical services provided are only those identified in the Live-Line Voluntary Evaluation protocol and approves reimbursement for those services provided, taking into account any expenses paid by any health insurance carrier, if any.
- The BPA Medical Program Manager forwards this information to Finance for processing.

Step 5 Finance:

- Processes reimbursement, charging expenses to the employee's organization.

REFERENCES

- 5 CFR, Part 339, Subpart C, Medical Examinations
- Personnel Letter No. 339-2

Roy B. Fox
Chief Human Capital Officer

Addendum A: Protocol Live-Line Voluntary Evaluation

Addendum A: Protocol Live-Line Voluntary Evaluation

Type of Examination

Voluntary Lineman Evaluation (Live-Line Crew)

Purpose of Examination

In accordance with an agreement with the IBEW for BPA to provided general health evaluations for Linemen assigned to the Live-Line Crew, BPA will reimburse for any unreimbursed expenses for the services listed below on an annual basis.

Employees to be Examined

Employees that are assigned to Live-Line Work.

Frequency of Examination

Annually, at the discretion of the employee.

Medical Examination Protocol

The examining board certified occupational medicine physician will perform:

A general medical history to include a review of systems, past medical history, medications, and allergies. Included in the medical history questionnaire should be questions regarding the use of a pacemaker or IAED.

Occupational history to include prior employment, potential exposures to environmental hazards identified by NIOSH as well as potential exposures outside the workplace as in hobbies.

A general physical exam with vital signs, examination of the HEENT: neck, chest, heart, abdomen, extremities, skin, lymph nodes and a neurological exam.

Lab Work:

- A. Automated blood count
- B. Basic metabolic panel

Disposition of Results of the Examination

This evaluation is voluntary for Linemen assigned to the Live-Line crew. No medical information may be released to BPA without a specific signed authorization from the employee or in the event that an employee has filed an OWCP claim.

This protocol has been reviewed and approved by the following individuals:

BPA Medical Officer

Date

Medical Program Manager

Date