

Requirements for physicals: ABN, Chapter, or Refrad

- Letterhead memo from the unit requesting physical exam, to include:
 - Name of SM, rank, full SSN, Grad date (if applicable), type of physical (if Chapter, include specific type). Check training schedule to avoid conflicts of scheduling for physical exams. Schedule 10 days prior to graduation (**processing will not be expedited because of graduation**). Requests must be hand delivered to physical exam POC.
- POC for person scheduling physical: Name, phone number, email address, signature of Company Commander. Airborne memos can be signed by the company's designated staff.
- Verification that medical records are at the TMC. If not, it is the responsibility of the company to find the medical record, or to provide a copy of the MEPS physical (**only if medical record did not arrive at Ft. Lee**). Medical records must be in the possession of the TMC 2 business days prior to date of scheduled physical exam. Without the medical record, cancellation of physical will result.
- Service members will report in PT uniform, to the laboratory at 0600 on the scheduled day of appointment, with ID cards. Those not arriving by 0645 will be considered 'NO SHOW', and will be rescheduled at the next convenient time slot.
- Soldiers need to fast a minimum of 8 hrs prior to having labs drawn. Nothing by mouth (except water) after 2200hrs the night before.
- Contact lens **must be out 24 hrs prior to eye exam**. (remove 2 nights prior to scheduled appointment time to TMC. **BRING GLASSES TO SCHEDULED APPOINTMENT TIME TO TMC.**

- All chapter physicals (except those being discharged due to hardship or pregnancy) will be escorted by cadre at **ALL** times.
Per AR635-200, 1-32(c) detailed information concerning the chapter must be available to the attending medical personnel to ensure thorough understanding of contemplated actions. The information cannot come from the soldier receiving the chapter. Cadre escort will also ensure soldiers compliance with necessary medical screening. Non-compliance with this directive will result in the rescheduling of the physical exam. **NO OTHER EXCEPTIONS!!**
- If the soldier has any issues requiring the provider to exam them from the waist to the ankles, the soldier must wear a pair of shorts, under the PT uniform.
- **Cancellations should be in memo form NLT 2 days prior to exam date. Without cancellation notice no rescheduling of physical will be made.**
Case by case exceptions will be made by physical exam POC, Nurse Manager, or NCOIC.
- Allow 10 business days for pick up of records from Medical Records at the TMC for ABN/RANGER, & REFRAD physicals. Chapter physical turnaround will be handled on a case by case basis. If the physical is ready for pick-up prior to 10 days, and an e-mail address is on the scheduling memo, a message will be sent alerting POC that records are ready for pick-up, from Medical Records - TMC.

PROCESS:

0600-0700	labs
0700-0900	fill out paperwork, screening (ht, wt, vital signs, medical hx)
0900- until complete	vision & hearing tests; get signed off on dental
1245- until complete	report back to TMC for physical exam