

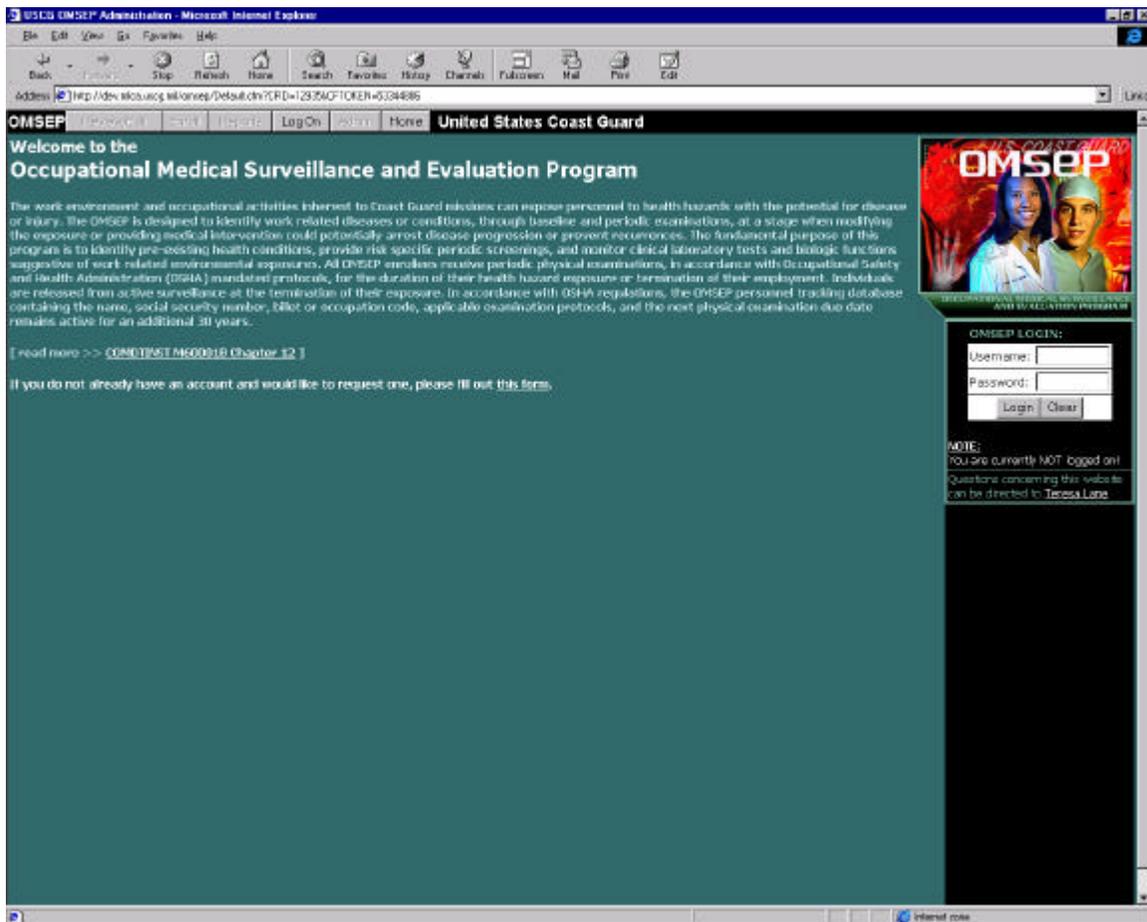
The accredited sponsor of this activity is the Indian Health Service Clinical Support Center

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Disclosure: LT Carter does not have any financial arrangements or affiliations with any corporate organizations, which might constitute a conflict of interest with regard to this continuing education activity.

UNITED STATES COAST GUARD
OCCUPATIONAL MEDICAL SURVEILLANCE PROGRAM (OMSEP)
INTRANET TRAINING GUIDE



APRIL 2001

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INTRODUCTION

The work environment and occupational activities inherent to Coast Guard missions can expose personnel to health hazards with the potential for disease or injury. The Occupational Medical Surveillance and Evaluation Program (OMSEP) is designed to identify work related diseases or conditions, through baseline and periodic examinations, at a stage when modifying the exposure or providing medical intervention could potentially arrest disease progression or prevent recurrences. The fundamental purpose of this program is to identify pre-existing health conditions, provide risk specific periodic screenings, and monitor clinical laboratory tests and biologic functions suggestive of work related environmental exposures. All OMSEP enrollees receive periodic physical examinations, in accordance with Occupational Safety and Health Administration (OSHA) mandated protocols, for the duration of their health hazard exposure and at the termination of their employment. Individuals are released from active surveillance at the termination of their exposure. Chapter 12 of the Medical Manual contains more information on the OMSEP.

The Coast Guard developed an intranet accessible database for use by Coast Guard personnel to track members enrolled in the OMSEP. In accordance with OSHA regulations, the OMSEP personnel tracking database contains the name, social security number, applicable examination protocols, and the next physical examination due date. Medical records must be stored for an additional 30 years beyond termination of employment. Actual medical and laboratory results are maintained in the member's medical record and are not a part of the OMSEP database.

Each unit Commanding Officer/Officer in Charge that has members that meet the criteria for enrollment in OMSEP should designate one individual from their command as the Unit OMSEP Coordinator. This training guide is to be used as an aid for all users of the OMSEP database. Any questions concerning OMSEP or the OMSEP database should be addressed through the respective District Safety and Environmental Health Officer.

CHAPTER 1: INITIATING AN OMSEP DATABASE ACCOUNT

The OMSEP database is located on the Coast Guard intranet at:
<http://cgweb.lant.uscg.mil/Kdiv/omsep/>

All new users of the OMSEP database must first request an account before access to the database is obtained. To obtain an OMSEP database account, follow the instructions listed below.

The OMSEP database will accept one individual per OPFAC as that unit's OMSEP coordinator. The Unit OMSEP Coordinator is responsible for maintaining the unit's OMSEP roster through this online database. Other responsibilities of the unit OMSEP coordinator are listed in Chapter 12 of the Medical Manual. Copies of the Medical Manual, Chapter 12 may be downloaded from:
<http://cgweb.lant.uscg.mil/KDiv/kseHomePage.htm>.

To establish an OMSEP database account, simply click on the “[this form](#)” prompt on the bottom of the OMSEP login screen. The following screen will appear:

The screenshot shows a web browser window with the following elements:

- Browser title: OMSEP Administration - Microsoft Internet Explorer
- Address bar: http://dsv.klob.uscg.mil/omsep/default.asp?CFID=123354CFF0E2E=533448069RequestAccount=go
- Page header: OMSEP United States Coast Guard
- Main content: Welcome to the Occupational Medical Surveillance and Evaluation Program
- Form: New Account Information
 - First name: [text box]
 - Last name: [text box]
 - Title/Rank: [text box]
 - Email: [text box]
 - Phone: [text box]
 - Access Level: Level 1: Medical, Level 2: Unit Coordinator, Level 3: SBHO, Level 4: HQ/MLE
 - DETACR: [dropdown menu]
 - OPFAC: [text box]
 - Username: [text box]
 - Password: [text box]
 - Confirm Password: [text box]
 - Buttons: Add, Clear
- OMSEP LOGIN:
 - Username: [text box]
 - Password: [text box]
 - Buttons: Login, Clear
- NOTE: You are currently NOT logged on. Questions concerning this website can be directed to: Tamara Lane

In the appropriate fields, enter the First name, Last name, Title/Rank, Email address, Phone number, unit OPFAC, Username, and Password information for the individual that

is requesting an OMSEP database account. Enter the username and password that is used to login to a Coast Guard Standard Workstation III terminal. Your profile can be updated at any time after your account has been activated.

Access Levels

There are four different access levels available for users of the OMSEP database; Medical, Unit Coordinator, SEHO, and HQ/MLC. Each member that has established an OMSEP database account will only have one access level assigned. Select the appropriate access level and click on the **ADD** button to submit the account for approval. The permissions of the four access levels are described below:

Level 1: Medical

- View Archives
- View Reports for enrolled members within their AOR
- Review OMSEP records for enrolled members within their AOR
- Update Profile

Level 2: Unit OMSEP Coordinators – (including Clinic Administrators)

- Review existing member(s) at their unit
- Transfer a member to a new unit
- Request a new member enrollment (approval given by SEHO/Medical Officer)
- Request a member disenrollment (approval given by SEHO/Medical Officer)
- View Reports for enrolled members at their unit
- View Archives
- Update Profile

Level 3: Safety and Environmental Health Officers

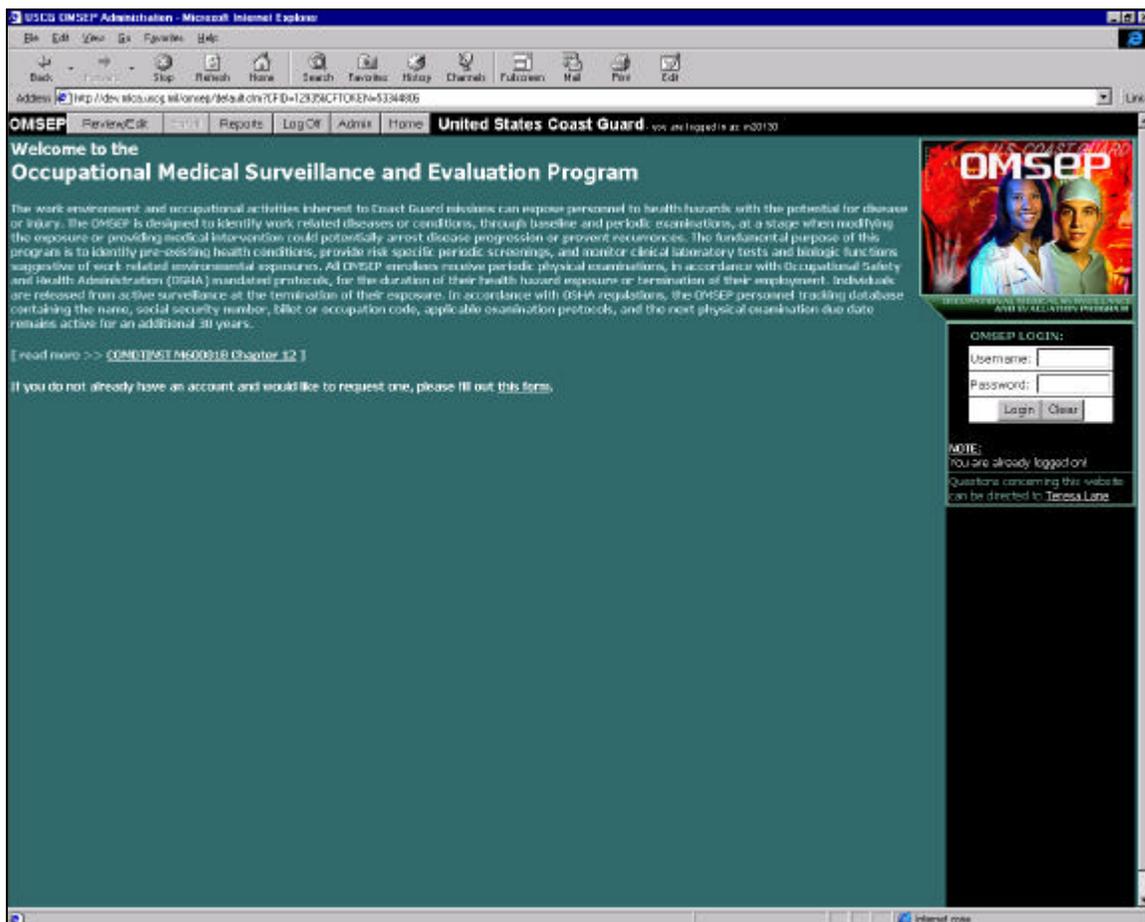
- Transfer a member to a new unit
- Approve member enrollments
- Disapprove/disenroll members
- View Reports and Archives for enrolled members within their AOR
- Approve/disapprove account requests
- Update Profile

Level 4: Headquarters/Maintenance and Logistics Commands

- Review existing members and ALL CG members in the database
- View Reports
- Update Profile

In the Detached Area of Responsibility (DETAOR) field, select the location from the drop down menu that corresponds to your unit location. This request form for an OMSEP database account is sent electronically to the MLC Safety and Environmental Health Officer (SEHO) attached to the selected District. Notification of your OMSEP database account will be sent electronically to the email address listed in your request form.

CHAPTER 2: MEDICAL PERSONNEL



Level 1 access to the OMSEP database is designed to assist clinic personnel in the completion of their OMSEP responsibilities. Medical personnel with this level of access will be able to review OMSEP records for enrolled members that are being seen at their clinic. This includes enrolled members that are assigned to the clinic. Other options with this level of access include viewing OMSEP reports and the OMSEP archives. Each of these functions will be described in this chapter.

LOGIN

Medical personnel may access the OMSEP database from this login screen after an OMSEP database account has been established (see Chapter 1). Enter in the approved Username and Password in the appropriate blocks and either press **ENTER** on the keyboard or click on the **LOGIN** button. To solve any problems associated with the login process, click on the **SITE ADMINISTRATOR** prompt and describe the problem via email.

If you have successfully entered the OMSEP database, you will see a message above the OMSEP logo in the upper right hand corner of the screen that says “You are logged in as:” and your username. You will also see the message “You are already logged on!” below the white OMSEP login box.

Medical personnel have the following options:



Each of these options is described in detail in the following sections.

REVIEW/EDIT

To review or edit an OMSEP record, click on the **REVIEW/EDIT** button to get the following screen:

A screenshot of a web application interface titled 'Review Member:'. Below the title is a blue banner with white text: 'To view the information pertaining to an actively enrolled member, search by SSN, last name, OPFAC, or DETAOR below.' Below the banner is the heading 'Search By:'. There are three radio button options: 'OPFAC' (selected), 'SSN', and 'Last name'. The 'OPFAC' option has a dropdown menu showing '20130'. The 'SSN' and 'Last name' options have empty text input fields. At the bottom left is a grey button labeled 'Submit Query'.

Medical personnel may review or edit information pertaining to enrolled members from this screen. Medical personnel may search for specific enrolled members by SSN, Last Name, or by OPFAC. Medical personnel can review or edit only information pertaining to enrolled members that are seen at their clinic.

Select the appropriate search criteria and click on the **SUBMIT QUERY** button. A list of all members that meet the search criteria will appear. Click on the name of the individual whose OMSEP record you want to retrieve. The selected member's OMSEP record will appear allowing you to make any necessary changes. A sample OMSEP record is provided below:

Sample OMSEP record

Occupational Medical Surveillance and Evaluation Program					
OPFAC:	20130	Unit:	CG AIRSTA, ELIZABETH CITY		
Last Name:	Doe	First Name:	John	Middle Initial:	R
SSN (last 4):	4444	Physical Date	Hearing Test Date	First assignment or exposure date	Transfer/discharge or last exposure date
OMSEP Status:	Active				
Physical Period:	365				
Enrollment Basis:	Qualitative				
Last Physical Type					
<input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Acute Exposure <input type="checkbox"/> Periodic <input type="checkbox"/> Exit-Separation					
Basis For Physical Examination					
<input type="checkbox"/> Asbestos <input type="checkbox"/> Noise <input type="checkbox"/> Unspecified <input type="checkbox"/> End of Employment <input type="checkbox"/> Chromium Compounds <input type="checkbox"/> Pesticides <input checked="" type="checkbox"/> Benzene <input type="checkbox"/> Lead <input type="checkbox"/> Fire Fighters <input type="checkbox"/> End of Exposure <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Respiratory Sensitizers <input type="checkbox"/> Civilian <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Solvents <input type="checkbox"/> Sentinel Event <input type="checkbox"/> General					
MSO Specific Activities					
<input type="checkbox"/> MSO Marine Investigator <input type="checkbox"/> MSO Vessel Inspector <input type="checkbox"/> MSO Port Safety <input type="checkbox"/> MSO Pollution Investigator <input type="checkbox"/> MSO Resident Inspector					
<input type="checkbox"/> Other Exposure Type (Please describe exposure in comments)					
Comments:	<input type="text"/>				
Disenrollment Comments:	<input type="text"/>				
Administrative Use Only:					
Member ID: 15081	Update	Previous History	Back		

All information in the OMSEP database is recorded on this form.

Updating a Member's OMSEP Record

To update a member's OMSEP record, select the individual from the Review/Edit page. Simply enter the new information in the appropriate field on the OMSEP form and click on **UPDATE**. To view past OMSEP records for an individual, click on the **PREVIOUS HISTORY** button.

To update the Last Physical Type, click on one of these four boxes: Baseline, Acute Exposure, Periodic, or Exit-Separation. To update the Basis for Physical Examination field, click on the appropriate box(es) in the field.

To update the Physical Date and/or Hearing Test Date, enter the appropriate date in the respective box (MM/DD/YY). It is important to keep each member's OMSEP record current with updated physical and hearing exam dates. This information is used to track a member's enrollment status and to schedule the next physical.

The default Physical Period is 365 days. Only change the Physical Period if directed to do so by a doctor as a result of findings from an OMSEP physical.

The default Enrollment Basis is Qualitative. Only change this to Quantitative if directed to do so by the SEHO as a result of findings from industrial hygiene sampling.

Each time new information is added or old information is changed on the member's OMSEP form, a "snapshot" of the OMSEP form, prior to the change, will be taken and filed in the OMSEP Archives. This process of continually updating physical and/or hearing exam dates and enrollment criteria will create an electronic history of the member's OMSEP enrollment.

No medical data is entered into the OMSEP database. All results from the physical exams are kept in the member's medical record. Do not enter laboratory results or any other specific medical information in the Comment block on the individual OMSEP records. Use the Comment block to communicate with the SEHO or document other pertinent information.

REPORTS

The Reports section allows users to query the OMSEP database to see when physicals and hearing tests are due. Click on the **REPORTS** button to access this function. The following screen will appear:

OMSEP | Review/Edit | Enroll | Reports | Log Off | Admin | Home | United States Coast Guard - you are logged in as: m20130

OMSEP Reporting:

Please select from the following reports:

Search By: Members Enrolled by Clinic
 Members Enrolled by Criteria

- Asbestos
- Noise
- Unspecified
- End of Employment
- Chromium Compounds
- Pesticides
- Benzene
- Lead
- Criteria:** Fire Fighters
- End of Exposure
- Hazardous Waste
- Respiratory Sensitizers
- Civilian
- Tuberculosis
- Solvents
- Sentinel Event
- General Type

Physicals Due (by Clinic)
by Qtr: 1 2 3 4

Hearing Tests Due (by Clinic)
by Qtr: 1 2 3 4

Submit

Select one of the six options on this screen by clicking on the appropriate circle and then clicking **SUBMIT**.

Members Enrolled by Clinic: selecting this option will provide a listing of all enrolled members that are being seen by this clinic. This search option does not take the date of the last physical or next physical due into consideration. This listing will show members with overdue physicals and members with physicals due at anytime in the future.

Members Enrolled by Criteria: selecting this option will provide a listing of all enrolled members that are being seen by this clinic, based on the chosen OMSEP enrollment criteria.

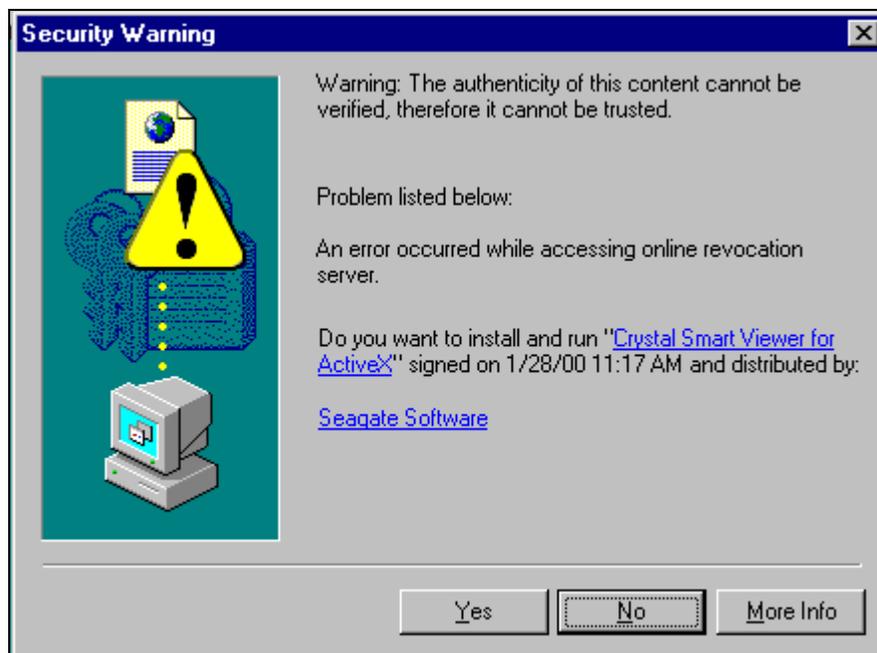
Physicals Due (by Clinic): selecting this option will provide a listing of members that need physicals. This includes overdue physicals and physicals due within 30 days of the current date.

By Qtr: selecting this option will provide a listing of members that have physicals due in the selected quarter, regardless of the year. For example, it will return names of enrolled members with overdue physicals that were due in the third quarter of any year and names of enrolled members with physicals due in the next third quarter.

Hearing Tests Due (by Clinic): selecting this option provides a listing of members that need hearing tests. This includes overdue hearing tests and hearing tests due within 30 days of the current date.

By Qtr: selecting this option will provide a listing of members that hearing tests due in the selected quarter, regardless of the year. For example, it will return names of enrolled members with overdue hearing tests that were due in the third quarter of any year and names of enrolled members with hearing tests due in the next third quarter.

The first time you run a report the following screen may appear:



If this screen appears, click **YES** to install and run “Crystal Smart Viewer for ActiveX”. This is a program that is used by the OMSEP database to provide users with specific OMSEP reports. Once the software is installed, all Report functions should be accessible. If problems are encountered with installing and/or running the Reports function, please return to the OMSEP login screen and send an email to the **SITE ADMINISTRATOR**.

All of the reports have the following layout. Last names are listed in the left-hand frame with the member’s report on the right.

The screenshot displays the OMSEP web application interface. At the top, there is a navigation bar with tabs for 'Review/Edit', 'Enroll', 'Reports', 'Log Off', 'Admin', and 'Home'. The main header identifies the user as 'United States Coast Guard' and shows the user is logged in as 'm20130'. Below the header, there is a toolbar with a search icon, a refresh icon, a zoom level of 100%, and navigation arrows. The main content area is divided into two sections: a left-hand 'Preview' pane and a right-hand report area.

The 'Preview' pane on the left lists the last names of individuals: BASNIGHT, BLANCETT, CARR, CLASPELL, CRICKARD, DELANO, DILLINGER, DIPALO, **Doe**, DUNN, ELLIS, EZZELLE, FARMER, FARTHING, FEREDAY, FITZGERALD, GORDON, GREEN, HALL, HEIGHTER, HUESTON, HUFFMAN, JACOT, JAMIESON, MAESTAS, MCDONALD, MEADS, NAFF, NOBLE, NORDSTROM, and PARTAIN. The name 'Doe' is highlighted.

The right-hand report area displays the following information:

- Unit:** CG AIRSTA, ELIZABETH CITY
- OPFAC:** 20130
- Last Name:** Doe
- First Name:** John
- SSN:** 4444

Below this, there is a table for 'Last Physical Type' with columns for 'Date Physical Due', 'Date of Last Physical', 'Date of Last Hearing Test', 'Date of first exposure or assignment', and 'Date of transfer / discharge or last exposure'. The 'Date Physical Due' is 4/1/01, and the 'Date of Last Physical' is 4/1/00.

There are several checkboxes for physical types:

- Baseline
- Acute Exposure
- Periodic
- Exit- Separation

 The 'Enrollment Basis' is set to 'Qualitative'.

The 'Basis for Medical Examination' section includes checkboxes for:

- Asbest
- Benzen
- Civilian
- General
- Noise
- Lead
- Tuberculosis
- Pesticides
- Unspecified
- Fire Fighters
- Solvents
- RespiratorySensitizers
- End of Employment
- End of Exposure
- Sentinel Event
- Chromium Compounds
- Hazardous Waste

The 'MSO Specific Activities' section includes checkboxes for:

- MSO Marine Investigator (General)
- MSO Vessel Inspector
- MSO Port Safety (General)
- MSO Pollution Investigator
- MSO Resident Inspector

At the bottom, there is a checkbox for 'Other Exposure Type: (Please describe exposure in co)' and a 'Comments:' field.

A list of individuals that meet the search criteria will appear under the Preview tab on the left side of the screen. To view a specific member's OMSEP record, click on the member's name and the record will appear on the right. You can also navigate through the records by using the arrow buttons at the top of the report. See 5., 6., 9., and 10. below.

Members who share the same last name will only appear once in the name list. Clicking on the name will bring the first member's record up. To view the next member with the same last name you must use the right arrow key (9.).

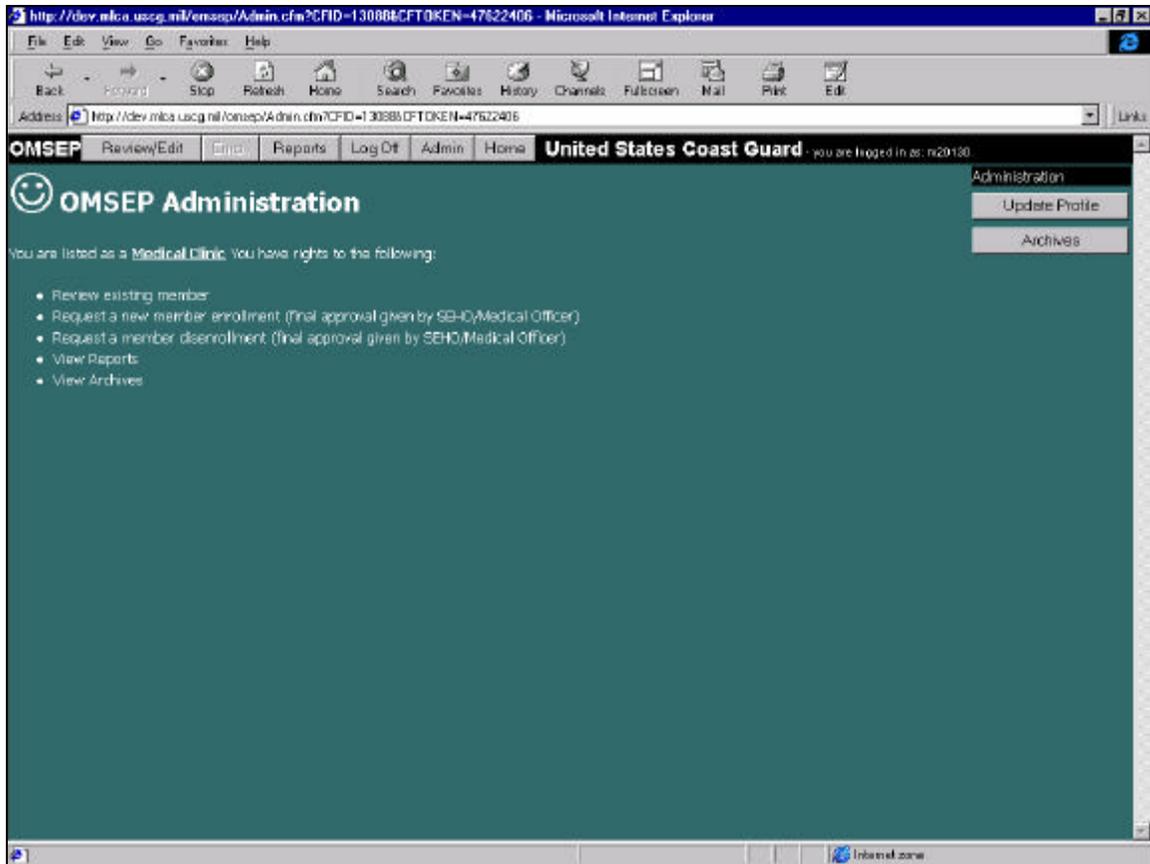
On the reports window you will find tools that will help you navigate through Crystal Reports.



1. Printer. Clicking on this will open a standard print window. You can choose the printer, print range and number of copies to print.
2. Lightning bolt. This will refresh the report with the most current data.
3. Tree. This collapses or expands the list of member's last names in the left-hand pane.
4. Zoom. This allows you to size the report on the screen. Click on the down arrow for a list of sizes.
5. Clicking on this arrow will position the report to page one.
6. Left arrow. This goes to the previous page.
7. Page number of the page displayed.
8. Total number of pages. Total number of pages for the entire report. A plus sign beside the number indicates that there are more pages than the number listed.
9. Right arrow. This goes to the next page.
10. Clicking on this arrow will position the report to the last page.
11. Binoculars. This allows you to search all pages for specific information.

ADMIN

The **ADMIN** button provides the following two options: **UPDATE PROFILE** and **ARCHIVES**. Each of these functions is described below.



Update Profile

To update your personal information in the OMSEP database, click on the **UPDATE PROFILE** button. This function is limited to information on the individual currently logged on to the OMSEP database. You may change your name, rank, email address, phone number, user name, and password. Click the **UPDATE** button to save changes.

NOTE: This **UPDATE PROFILE** function is used mainly to update your password, **NOT** to replace yourself with a new point of contact at the clinic. If any changes are made to your personal information, immediately notify your SEHO via email.

Archives

To view past OMSEP records for individuals that are assigned or were previously assigned to your unit, click on the **ARCHIVES** button. The following screen will appear:

Review Member Archives:

To view member archives, search by SSN, last name, OPFAC, or DETAOR below.

Search By:

<input checked="" type="radio"/> OPFAC	<input type="text" value="00000-CATCH ALL UNIT"/>
<input type="radio"/> DETAOR	<input type="text" value="00"/>
<input type="radio"/> SSN	<input type="text"/>
<input type="radio"/> Last name	<input type="text"/>
<input type="button" value="Submit Query"/>	

Medical personnel may view archived information from this screen. Medical personnel may search for specific members by OPFAC, DETAOR, SSN, or by Last Name. To execute the query, select the desired search criteria and click **SUBMIT QUERY**. A list of all members that meet the search criteria will appear. Click on the name of the individual whose OMSEP record you want to review. To return to the previous screen, click on the **BACK** button or click on one of the options available on the OMSEP toolbar:



LOG OFF

Click on the **LOG OFF** button to exit the OMSEP database.

HOME

Click on the **HOME** button to return to the OMSEP Login page.