

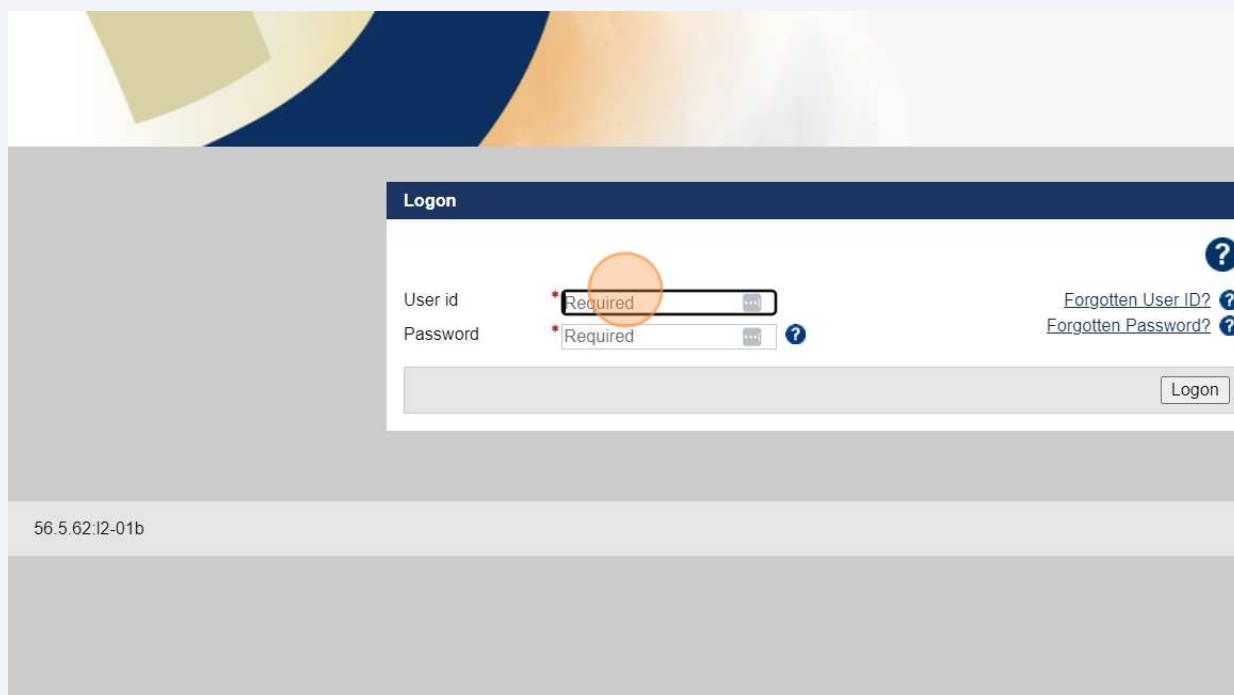
How to Submit an eMedical Case for Status Adjuster Applicants with a TB Classification

This guide provides step-by-step instructions on how to submit an eMedical case for status adjuster applicants with a TB classification. It includes tips and alerts, as well as information on entering client details, creating a case, adding personal and contact information, completing the medical exam, recording TB screening results, and uploading necessary attachments. Following this guide will help ensure a smooth and efficient submission process.



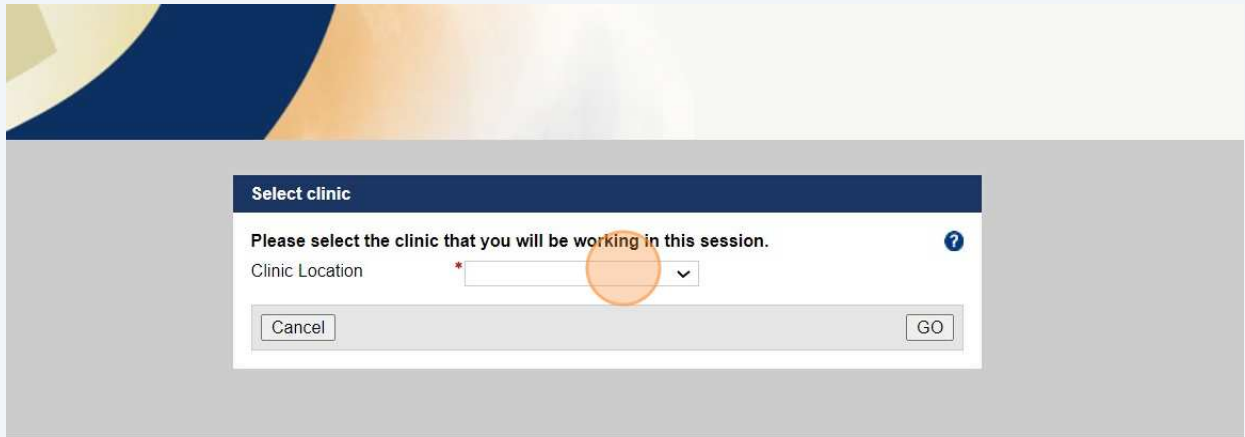
Alert! Mistakes happen. If you make a clerical error please reach out to qapcivilsurgeons@cdc.gov.

- 1 Login to eMedical. Enter your credentials.



The screenshot shows the eMedical login interface. At the top, there is a header with the text "Logon" and a question mark icon. Below the header, there are two input fields: "User id" and "Password". Both fields have a red asterisk and the word "Required" next to them. The "User id" field has an orange circle around it. To the right of the input fields, there are two links: "Forgotten User ID?" and "Forgotten Password?", each with a question mark icon. At the bottom right of the form, there is a "Logon" button. The background of the page is a light gray color. In the bottom left corner, there is a small text string "56.5.62:12-01b".

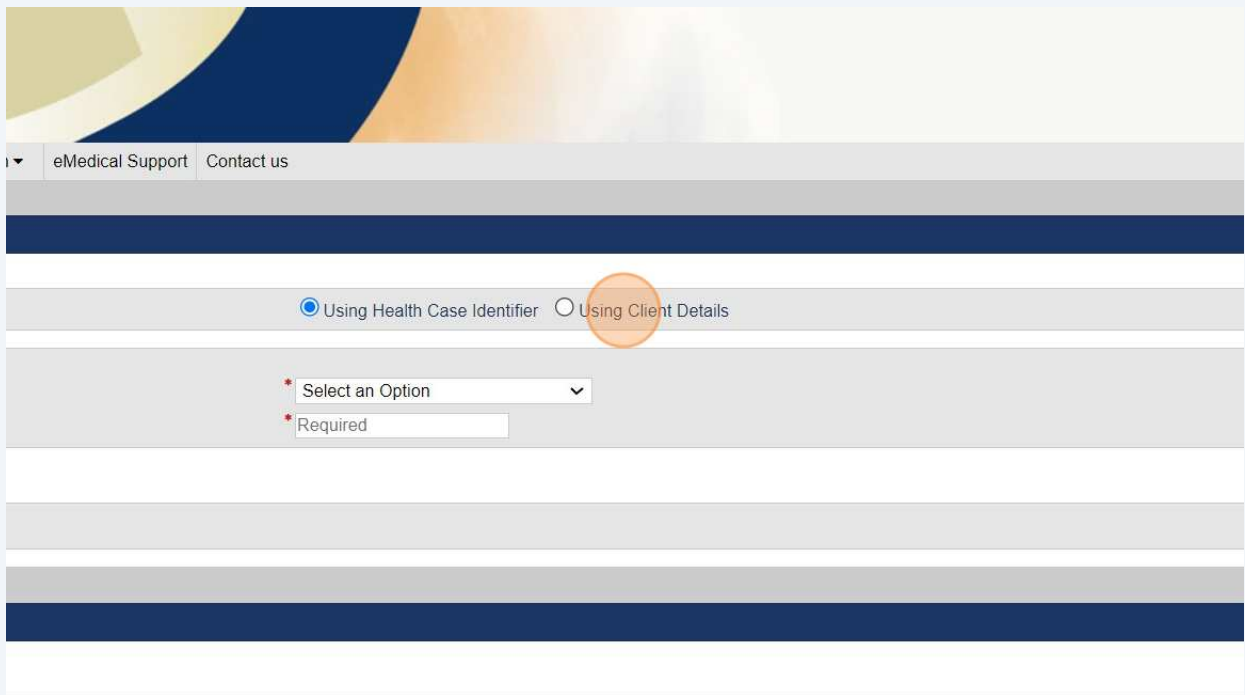
2 Select your clinic from the dropdown & click **"GO"**



The screenshot shows a modal dialog box titled "Select clinic". Inside the dialog, there is a heading "Please select the clinic that you will be working in this session." followed by a label "Clinic Location" and a dropdown menu. An orange circle highlights the dropdown arrow. At the bottom of the dialog are two buttons: "Cancel" on the left and "GO" on the right.

You will only see this screen if you have staff operating in multiple clinics. Please proceed to step 3 if this screen does not appear.

3 Click **"Using Client Details"**



The screenshot shows a web form with a navigation bar at the top containing "eMedical Support" and "Contact us". Below the navigation bar, there are two radio button options: "Using Health Case Identifier" (which is selected) and "Using Client Details" (which is highlighted with an orange circle). Below these options is a dropdown menu with the text "Select an Option" and a downward arrow. Underneath the dropdown is a text input field with a red asterisk and the word "Required" next to it.

4

Enter all applicant details (**ID #, Family Name, Given Name, Date of Birth, Applicant Category**).

nic inbox | Case search | Administration | eMedical Support | Contact us

Case search

Search Using Health Case Identifier Using Client Details

Using Client Details

Restrict Search to my Clinic's cases

Identity document number * Required

Family name * Required

Given name(s)

Date of birth

Applicant category * Select an Option

[Set as my default screen](#)

Network news



Tip! The **Identity Document Number** can be a passport number, driver's license, or other forms of identification. An alien number or USCIS account number is not required.

5

Ensure all data is correct and **"Status Adjuster"** is selected for Applicant Category.

Administration | eMedical Support | Contact Us

Using Health Case Identifier Using Client Details

Restrict Search to my Clinic's cases

333344455

TestStatusAdjusterFirst

TestStatusAdjusterLast

01 Jan 1988

Status Adjuster

MEDICAL UPDATE WITHOUT AN OUTAGE:

Updated to eMedical as per the schedule below:

1 November 2023 from 0500 hours to 0800 hours (Australian Eastern Daylight Time)

During this outage, however, during this time, some users may experience system slowness and may need to login again to continue with their work. Therefore, please regularly save your work during this

6

Click **"Search"**

Using Health Case Identifier Using Client Details

Restrict Search to my Clinic's cases

Reset Search

(Australian Eastern Daylight Time)

During this period, some users may experience system slowness and may need to login again to continue with their work. Therefore, please regularly save your work during this period.



Alert! eMedical will search the system for the applicant before displaying the "create case" button. An error message is expected.

7 Click "Create case"

The screenshot shows the eMedical Case search interface. At the top right, the user is logged in as Ms Eryn PULLIAM-CANNON, ARMS TX, with options for English, Français, and US English. The navigation menu includes Clinic inbox, Case search, Administration, eMedical Support, and Contact us. The main content area is titled "Case search" and features a red error banner that reads: "An error has occurred. Your search returned no results. Change your search parameters and try again." Below the error message, there are search options: "Using Health Case Identifier" (unselected) and "Using Client Details" (selected). The "Using Client Details" section contains several input fields: "Restrict Search to my Clinic's cases" (checkbox), "Identify document number" (text field with value 333344455), "Family name" (text field with value TestStatusAdjusterFirst), "Given name(s)" (text field with value TestStatusAdjusterLast), "Date of birth" (calendar field with value 01 Jan 1988), and "Applicant category" (dropdown menu with value Status Adjuster). A "Set as my default screen" link is located below these fields. At the bottom right of the search area, the "Create case" button is highlighted with an orange circle, along with "Reset" and "Search" buttons. Below the search area is a "Network news" section with a notification titled "NOTIFICATION - EMEDICAL UPDATE WITHOUT AN OUTAGE".

The above error message is expected, click "Create Case" to move forward.

8 Enter the Applicant's personal details, Identity document details, and Other identifiers, if applicable.

The screenshot shows the eMedical "Create case" form. The user is logged in as Ms Eryn PULLIAM-CANNON, ARMS TX. The navigation menu is the same as in the previous screenshot. The form is divided into three main sections: "Applicant personal details", "Identity document details", and "Other identifiers". The "Applicant personal details" section includes fields for Family name (TestStatusAdjusterFirst), Given name(s) (TestStatusAdjusterLast), Sex (dropdown menu with "Select an Option"), Date of birth (calendar field with 01 Jan 1988), Country of Birth (dropdown menu with "Select an Option"), City of Birth (text field), Prior Country of Residence (dropdown menu with "Select an Option"), and Country of Nationality (dropdown menu with "Select an Option"). The "Identity document details" section includes fields for Identity document presented (dropdown menu with "Select an Option"), Number/ID (text field with 333344455), Issuing country (dropdown menu with "Select an Option"), Date of issue (calendar field with mm/dd/yyyy), and Date of expiry (calendar field with mm/dd/yyyy). The "Other identifiers" section includes fields for Band ID number, US Online Account Number, and Other identifier. The "Applicant category" section shows "Applicant category" as "Status Adjuster". The "Create case" button is highlighted with an orange circle.



Tip! Only fields marked with an asterisk are required. An alien number or USCIS account number is not required.

9 Click "Create"

Date of issue

Date of expiry

10

Click the **green plus sign** to add applicant's phone /mobile number & home address.

Applicant personal details

Family name: TESTSTATUSADJUSTERFIRST
 Given name(s): TestStatusAdjusterLast
 Sex: MALE
 Date of birth: 01 Jan 1988
 Country of birth: MOZAMBIQUE
 City of birth: TEST
 Prior Country of Residence: DOMINICA
 Country of Nationality: CONGO, DEM REPUBLIC

Applicant identity details

Identity document presented: Original Passport
 Identity Document Number: 333344455
 Issuing country: GEORGIA
 Date of issue:
 Date of expiry:
 Source: Clinic

Applicant visa details

Applicant Category: Status Adjuster

Contact channels

No data

Paperwork Reduction Act statement

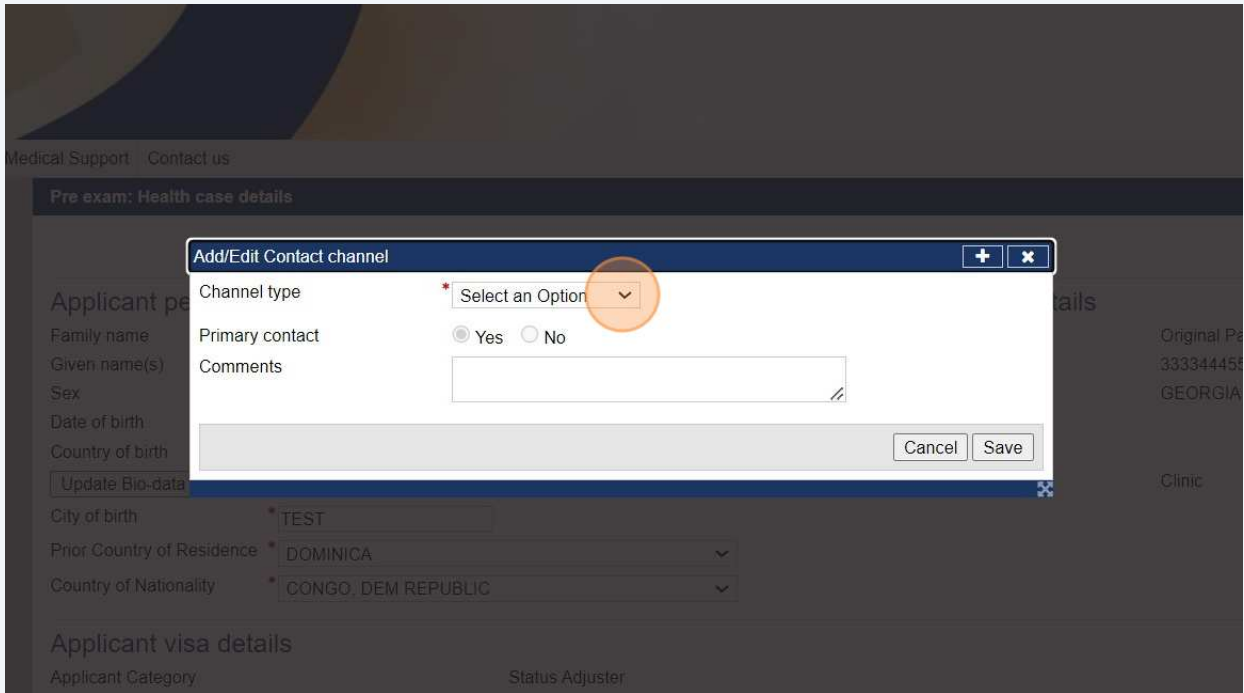
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: PRA_BurdenComments@state.gov

Confidentiality statement

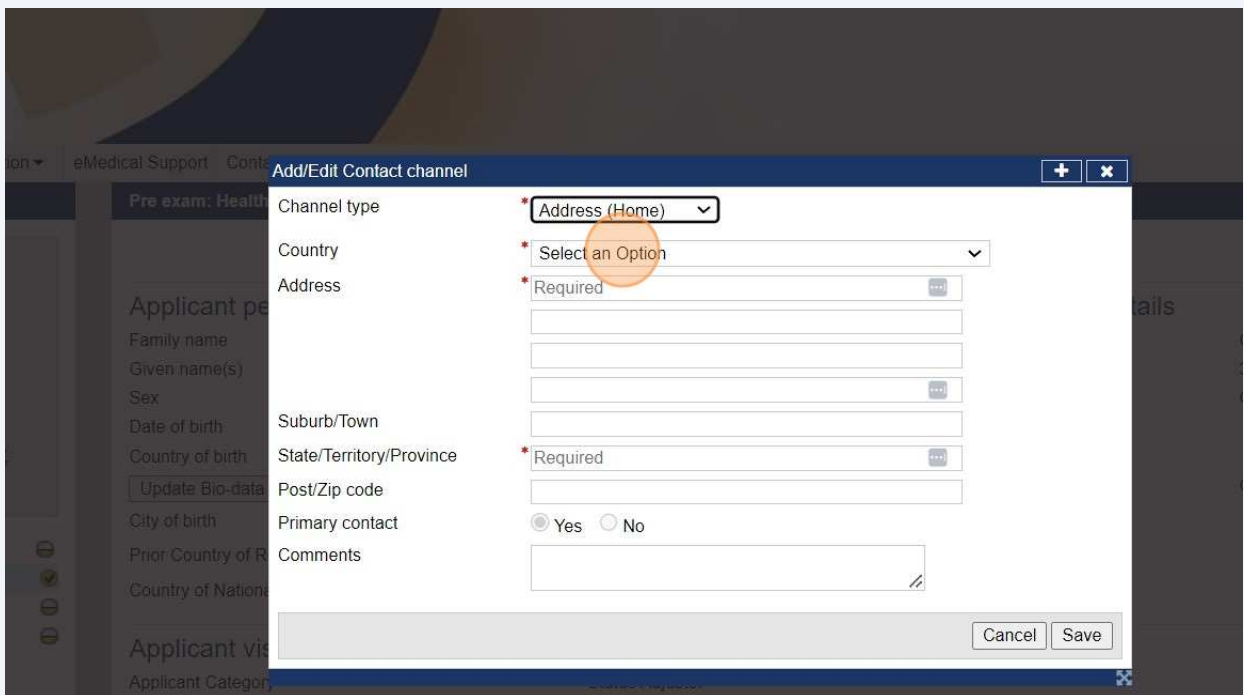
INA Section 222(f) provides that visa issuance and refusal records shall be considered confidential and shall be used only for the formulation, amendment, administration, or enforcement of the immigrant, nationality, and other laws of the United States. The U.S. Department of State uses the information provided on this form primarily to determine an individual's eligibility for a U.S. visa. Certified copies of visa records may be made available to a court which certifies that the information contained in such records is needed in a case pending before the court. The information provided may also be released to federal agencies for law enforcement, counter terrorism and homeland security purposes, to Congress and courts within their sphere of jurisdiction, and to other federal agencies who may need the information to administer or enforce U.S. laws. Although furnishing this information is voluntary, individuals who fail to submit this form or who do not provide all the requested information may be denied a U.S. visa or cause processing delays.

Please note, eMedical is working to update exam names. 513 Parolee Medical Exam is correct and is expected. You can continue with the data entry process

11 Click the "Channel type" drop down

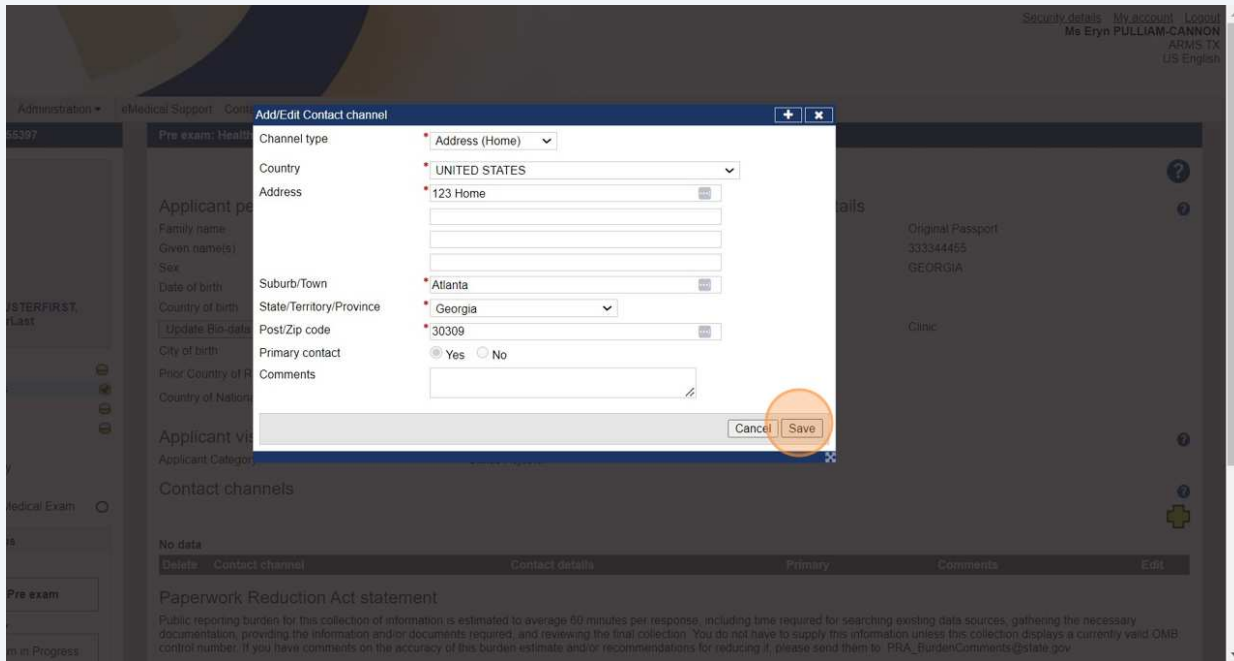


12 Select "Address (Home)"

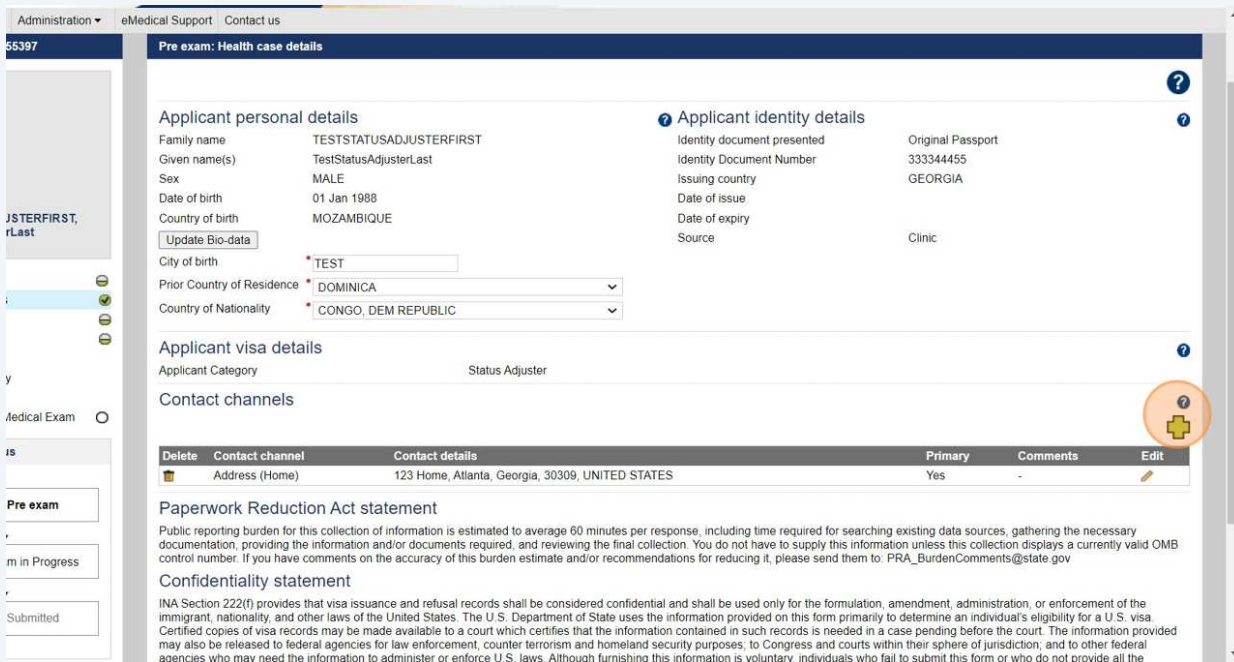


13 Enter all **Address (Home)** details.

Click **"Save"**



14 Click the **green plus sign** to add **Phone(Home)** or **Phone(Mobile)** number.



15 Select **Phone(Home) or Phone(Mobile)** in "Channel type".

Enter all details.

Click **"Save"**

16 Click **"Next"** on the profile screen.

17 View system default answers.

Click **"Next"**

Administration | eMedical Support | Contact us

55397 | Pre exam: Manage Photo

PHOTO CANNOT BE ATTACHED

Please take and attach a photo of the applicant:

Choose Files | No file chosen

Cannot Attach photo ?

* Attach photo override ▾

* A digital image of the applicant is not available.

Back | Close | Save

Next

i Tip! Adding a photo is optional. To save time, keep system defaults as is.

18 Verify an "Identity document provided" is provided by the applicant

Click "Next"

Health Case: P002855397

PHOTO CANNOT BE ATTACHED

TESTSTATUSADJUSTERFIRST, TestStatusAdjusterLast
MALE, 01 Jan 1988

Pre exam

Health case details

Manage Photo

Confirm identity

All Exams

All exams summary

Current exams

513 Parolee Medical Exam

Health Case Status

CURRENT Pre exam

NEXT Exam in Progress

DELETE Submitted

Pre exam: Confirm identity

Applicant personal details

Family name TESTSTATUSADJUSTERFIRST

Given name(s) TestStatusAdjusterLast

Sex MALE

Date of birth 01 Jan 1988

Country of birth MOZAMBIQUE

Update Bio-data

City of birth TEST

Prior Country of Residence DOMINICA

Country of Nationality CONGO, DEM REPUBLIC

Applicant identity details

Identity document presented Original Passport

Identity Document Number 333344455

Issuing country GEORGIA

Date of issue

Date of expiry

Source Clinic

Applicant visa details

Applicant Category Status Adjuster

Record identity

Identity document provided Not selected Yes No

Back Close Save Next

19 Verify all identity information.

Verify there are no identity concerns.

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88

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ary
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Medical Exam

atus

Pre exam

Exam in Progress

Submitted

Applicant personal details

Family name TESTSTATUSADJUSTERFIRST

Given name(s) TestStatusAdjusterLast

Sex MALE

Date of birth 01 Jan 1988

Country of birth MOZAMBIQUE

Update Bio-data

City of birth TEST

Prior Country of Residence DOMINICA

Country of Nationality CONGO, DEM REPUBLIC

Applicant identity details

Identity document presented Original Passport

Identity Document Number 333344455

Issuing country GEORGIA

Date of issue

Date of expiry

Source Clinic

Applicant visa details

Applicant Category Status Adjuster

Record identity

Identity document provided Not selected Yes No

Issuing country GEORGIA

Identity document presented Original Passport

Passport number 333344455

Date of issue mm/dd/yyyy

Date of expiry mm/dd/yyyy

Do you have identity concerns? Not selected Yes No

Attachments

Add New

No data	Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
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Back Close Save Next



Tip! You can click "**Update Bio-data**" to update applicant details. Update applicant details before beginning examination data entry.

20 Click "Next"

Status Adjuster ?

Not selected Yes No ?

* GEORGIA ?

* Original Passport ?

* 333344455

mm/dd/yyyy ?

mm/dd/yyyy ?

* Not selected Yes No ?

Add New ?

Details	Attachment type	Sending method	File name	Edit

Next

21 Click "Start Exam(s)"

Security details My account Logout
Ms Eryn PULLIAM-CANNON
ARMS TX
US English

If you have completed the Pre-exam steps, click the "Start exams" button.

Start Exam(s)

22 Click "Parolee Medical Exam" arrow

eMedical

Clinic inbox Case search Administration eMedical Support Contact us

Health Case: P002855397

PHOTO CANNOT BE ATTACHED

TESTSTATUSADJUSTERFIRST,
TestStatusAdjusterLast
MALE, 01 Jan 1988

- Pre exam ✓
- Health case details ✓
- Manage Photo ✓
- Confirm identity ✓
- All Exams ✓
- All exams summary

All Exams: All exams summary

Parolee Medical exam

Back Close

23 Expand Parolee Medical Exam.

Click "**View exam**"

The screenshot shows the eMedical system interface. At the top right, there are links for 'Security details', 'My account', and 'Logout', along with user information: 'Ms Eryn PULLIAM-CANNON', 'ARMS TX', and 'US English'. The main header includes 'Administration', 'eMedical Support', and 'Contact us'. The page title is 'All Exams: All exams summary'. A sidebar on the left shows a user profile for 'JSTERFIRST, rLast' and a 'Medical Exam' section with a radio button. The main content area displays details for a 'Parolee Medical exam' with the following information:

Exam code	513
Exam description	Record the results of the medical examination of the Parolee and any TB investigation performed.
Exam added by	DoS
Reason requested	Required under policy
Exam date	
Exam status	Required

At the bottom of the details box, there are 'Back' and 'Close' buttons. An orange circle highlights the 'View exam' button in the bottom right corner of the details box.



Alert! Medical exam details are not required for data entry. Civil Surgeons can begin at the **TB Screening** section. Not all required Form I-693 fields are in eMedical. Civil Surgeons are only required to enter available fields at the time of data entry.

24

Record **TB Screening, CXR, Sputum Culture Results & TB Classification** sections for the applicant.

The screenshot shows a web form for recording TB screening results. On the left, a navigation pane includes 'CURRENT Exam in Progress', 'NEXT Submitted', and a blue circular icon. The main form area is divided into several sections:

- TB Screening:** Includes 'Mental status (including mood, intelligence, perception, thought processes and behavior during examination)' with radio buttons for 'Not selected', 'Normal', and 'Abnormal'. Below are fields for 'Type of exam conducted' (radio buttons for 'Not selected', 'Interferon Gamma Release Assay (IGRA)', 'IGRA not available'), 'Type of IGRA test' (dropdown), 'Exam date (date drawn/applied)' (calendar), and 'Result' (radio buttons for 'Not selected', 'Negative', 'Indeterminate, Borderline, or Equivocal', 'Positive').
- CXR:** Includes 'Date of x-ray' (calendar) and 'Findings' (radio buttons for 'Not selected', 'Normal', 'Abnormal').
- Sputum Culture Results:** Includes 'Date specimen obtained' (three date pickers), 'Date culture results reported' (three date pickers), and 'Result' (three dropdown menus).
- TB Classification:** Includes checkboxes for 'Tuberculosis disease (1A1)', 'B0 TB, Pulmonary', 'B1 TB, Pulmonary', 'B1 TB, Extrapulmonary', 'B2 TB, LTBI Evaluation', 'B3 TB, Contact Evaluation', 'Class B Other', and 'No apparent defect, disease or disability'.
- Remarks:** A text area for 'General supporting comments'.

25

Use **Attachments** to upload a completed and signed Form I-693 PDF, interferon-gamma release assay (IGRA) test results, and, when available, the chest x-ray.

Click **"Add New"**

The screenshot shows the 'Attachments' section of the form. It features a table with the following columns: 'Delete', 'Document Type', 'Details', 'Attachment type', 'Sending method', 'File name', and 'Edit'. Above the table, there is a text area for 'Remarks' and a section for 'Attachments' with a button 'Use an existing attachment'. Below the table, there are buttons for 'Back', 'Close', 'Save', and 'Submit Exam'. An orange circle highlights the 'Add New' button with a question mark icon.

Form I-693 file size may exceed eMedical file upload limits. eMedical and CDC are aware of the issue. In the interim, we are requesting Civil Surgeons upload Form I-693 in separate parts until the issue is resolved.

26

Use the **Add New Attachment** window to upload documents

Sputum Culture Results

Date specimen obtained	Date culture results reported	Result
10/02/2023 <input type="checkbox"/>	10/05/2023 <input type="checkbox"/>	Negative
10/03/2023 <input type="checkbox"/>	10/06/2023 <input type="checkbox"/>	Negative
10/04/2023 <input type="checkbox"/>	10/07/2023 <input type="checkbox"/>	Negative

TB Classification

Add New Attachment + x

Attachment type: * Uploaded

Document type: *

Browse: * Choose Files | No file chosen

Details

Also attach to other exam(s)

Remarks

General supporting comments

Please note, eMedical is working to update labels.
Document type: Report of Immigration Medical Examination and Vaccination Record = Form I-693
Document type: Other = Chest X-ray, IGRA results, or any other documents needed

27

Click **"Save"**

Attachment + x

Attachment type: * Uploaded

Document type: * Other

Browse: * Choose Files | No file chosen

TESTRECORD_CXR.pdf

CXR

Also attach to other exam(s) 3997 characters remaining

Details	Attachment type	Sending method	File name	Edit



Tip! Repeat the previous steps to add all required and optional attachments.

28

Verify all attachments are saved.

Click "**Submit Exam**" once complete.

B2 TB, LTBI Evaluation
 B3 TB, Contact Evaluation
 Class B Other
 No apparent defect, disease or disability

Details	Attachment type	Sending method	File name	Edit
KR	Uploaded	-	TESTRECORD_CXR.pdf	

[Add New](#)

[Submit Exam](#)



Tip! Once you click "Submit Exam" you have completed the process.