



## **DOD MEDICAL EXAMINATION REVIEW BOARD (DODMERB)**

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USAF ACADEMY, COLORADO 80840-2200



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The DoDMERB processes can be intimidating and confusing for anyone, especially those unfamiliar with the military and its standards. Hopefully this will help you help your applicants.

### **SCHEDULING EXAMS**

-Within 3 business days of DoDMERB receiving an applicant's name, their information is sent to Concorde. Concorde will mail instructions to the applicant. If they don't want to wait for the letter, they can go to Concorde's website and find both the medical and optometric providers assigned to their zip code. Attached is a sample of what Concorde sends.

-Concorde refers to this website as DoDMETS. The URL is: [www.dodmets.com](http://www.dodmets.com).

-Neither us nor Concorde schedule appointments for applicants, they must do that themselves by contacting the providers assigned. This allows them to schedule the appointments at their convenience.

-Concorde will send the initial scheduling letter and then send 2 additional "chase" letters, one every 15 days, if the applicant doesn't schedule their appointment AND log the appointment dates on the Concorde website.

-If the applicant does not schedule AND log the appointment dates into Concorde after 60 days, the exam authorization will be cancelled and the applicant will need to call Concorde at (215) 587-9600 to get the exam reauthorized.

-95% of all exams are done thru Concorde.

### **OVERSEAS EXAMS**

-Exams may be accomplished at a Military Treatment Facility (MTF) if the applicant lives overseas or has access to an MTF. Our exam is different from the typical exam they routinely do, so the applicant is responsible for ensuring the exam is done on the correct forms and is complete.

-Applicants who live overseas will be notified via email with instructions and forms for obtaining the exam. The exam may be accomplished at an MTF, the American Embassy/Consulate (providing they have qualified providers and/or equipment), or by a local, English speaking medical/optometric doctor. DoDMERB will not translate medical documentation. All exams and medical records must be translated into English for DoDMERB

evaluation. If the exam is done by a local doctor, the applicant is responsible for all expenses and will not be financially reimbursed.

## **PROCESSING EXAMS**

-Once the medical and optometric exams are received and QC'ed (evaluated for Quality Control) by Concorde, they are sent via overnight mail to DoDMERB.

-The exams are then scanned and sent to one of our 10 Medical Standards Reviewers for processing. Our Reviewers come from all branches of the service, Army, Air Force, Navy, Coast Guard, and Civil Service.

-The Reviewer applies the standards in DoDI 6130.03 to determine if the applicant meets medical standards. Please note that your service may have height/weight, vision, hearing, or other requirements that are service specific and not listed in DoDI 6130.03.

-If an applicant has a medical condition that may not meet the medical standards, the exam is forwarded to one of our medical/optometric doctors for review. ONLY a DoDMERB doctor can disqualify an applicant.

-Average processing time for an exam is 3 – 7 days.

-Once we've received an applicant's exam, they can follow its status on our website: <https://dodmerb.tricare.osd.mil>. NOTE: This is a different website from the one used to schedule their exams. Applicants can only create an account on this website after we've received their exam.

## **REMEDIAL (ADDITIONAL MEDICAL INFORMATION-AMI)**

-This consists of medical evaluations (e.g. – Orthopedic consult), tests (e.g. – echocardiogram), and/or information (DoDMERB questionnaires, medical records, applicants statements, etc)

-Remedials (AMI) may be requested by DoDMERB and/or Waiver Authorities to assist in rendering final determinations.

-98% of the requested remedials can be accomplished thru Concorde with no financial charge to the applicant. The applicant must pay for any transportation, lodging, and records copying charges.

-The applicants are sometimes directed to accomplish remedials at an MTF. DoDMERB tries to limit that restriction in most cases, but it is sometimes necessary.

-When not directed to obtain a remedial through an MTF, DoDMERB will not assist the applicant in scheduling an appointment. This is their choice and is not the preferred method. Additionally, an applicant may choose to obtain an appointment from a civilian not associated with Concorde or specifically authorized by Concorde. When this option is selected, all associated costs are borne by the applicant.

## **WAIVER PROCESS**

-Once DoDMERB has determined that an applicant does not meet medical standards, our role changes to that of a repository. We request additional medical evaluations, tests, and/or applicant information for your Waiver Authority. When received, we “repost” it to our secure waiver authority website for review.

-Do not refer applicants to DoDMERB for waiver status updates. It’s frustrating for the applicants and our staff to refer them back to your office to inquire if a waiver has even been requested and/or to the Waiver Authority for an update on their status.

-All rebuttals are processed thru your Waiver Authority if a waiver is denied. Do not refer applicant to DoDMERB.

## **GENERAL INFORMATION**

-Our phone number is (719) 333-3562

-Our fax number is (719) 333-3578. Only use for faxes less than 15 pages, if more than 15 pages mail information.

-Our address is: DoDMERB  
8034 Edgerton Dr, Suite 132  
USAF Academy CO 80840

-Our email address is: [usaf.dodmerb.helpdesk@mail.mil](mailto:usaf.dodmerb.helpdesk@mail.mil)