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AMCS USER GUIDE

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AMCS

Aerospace Medical Certification Subsystem

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SPII means the first and last name, home address and telephone number of an individual, in combination with any of the following related to the individual: Social Security Number (this is SPII on its own); Driver's License/State Issued Identification Number; Taxpayer Identification Number; Financial Information; Security Code; Access Code; Password; Personal Identification Number; Medical Information protected under the Health Insurance and Portability Accountability Act; Biometrics; and Investigations, including a report or database which contains sensitive information which can link an individual to any item above.

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User name:

Password:

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1 INTRODUCTION

The Aerospace Medical Certification Subsystem (AMCS) is an integrated and standard system designed to vastly improve and simplify the processing of applicant medical clearance/certification information. One of the primary goals of the AMCS is to allow all AMEs to enter the Form 8500-8 application information directly into the system via the Internet. AMEs will be assigned an AMCS username and password by the FAA. AMEs will access the AMCS Internet application by connecting to the AMCS Login Page at <https://amcs.faa.gov>.

This document discusses the system requirements for accessing the AMCS Internet application and provides the instructions necessary to walk the user through the data entry and submission process.

2 AME SYSTEM REQUIREMENTS

The AME is responsible for establishing and maintaining the Internet access for their office. This includes signing up with an Internet Service Provider (ISP). While the FAA cannot endorse any particular ISP, it is recommended that the AME sign-up with one that will be able to provide Internet access at the required speeds with as few service interruptions or connection difficulties as possible.

If an applicant requires an ECG in order to be medically certified, AMEs will be required to attach a copy of the applicant's ECG in pdf format to the exam in AMCS. AMCS will deny submission and subsequent transmission of the exam if the ECG is required and is not attached.

3 ACCESS AMCS APPLICATION

AMEs may access the AMCS application by going directly to the [AMCS Login Page](#) or by going to the FAA website <http://www.faa.gov> and selecting the following hyperlinks.

From the FAA's home page, click on the *Licenses & Certificates* tab at the top of the page. From the Licenses & Certificates page, click on the *Medical Certification* link located on the left side of the screen. From the Medical Certification page, click on the *Aerospace Medical Certification Subsystem (AMCS) Online Support* link located below the Aviation Medical Examiners subject title. This will take you to the [AMCS Online Support](#) page.

The Aerospace Medical Certification Subsystem (AMCS) Online Support page provides important notices about policy changes and update information concerning use of the application or enhancements made to the application. The online support page also provides an AMCS Login hyperlink and hyperlinks relating to general information, support and updates.

Clicking on the [AMCS Login](#) hyperlink will take you to the AMCS Login Page.

3.1 Pop-Up Blockers and Cookies

Pop-Up Blockers must be disabled and Cookies must be enabled in order for the AMCS Internet application to function properly.

3.2 Internet Connection Issues

In the event that you lose Internet connectivity prior to transmitting, the information that was previously saved will be stored in the database. Any data that had not been saved must be re-entered. For example, if you entered data on page 1 of the Form 8500-8 Data Entry Screens and saved, then began entering data on page 2 when the Internet connection was terminated, all of the information on page 1 will remain in the database. Therefore, upon logging back into the system, you should search for the airman again and select the pending application for that airman. All of the saved data will be present and you should proceed to the page of the Form 8500-8 Data Entry Screens that you were on when the Internet connection was lost and continue the data entry process.

NOTE

This web site is best viewed using a screen resolution of 1024 x 768. If your monitor or video display adapter cannot handle this resolution, you will still be able to view all of the pages. You will have to utilize the vertical scroll bar on the right-hand side of the window in order to view the information that is on the bottom of the screens.

3.3 Technical Support

For technical support questions please contact the AMCS Help Desk at (405) 954-3238.

4 Log in to AMCS

For users who want to access AMCS, perform the following steps at the AMCS Login Screen:

1. Navigate to [AMCS Login](#)
2. The AMCS Login screen will display
3. Type in your *User Name* and *Password*
4. Click the **Login** button
5. You will be taken to either the Message Page or to the Pending Exams Screen or to the Import Application Screen if there are no pending exams

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Login

User name:

Password:

[Are you looking for MedXPress?](#)

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Figure 1 – AMCS Login Screen

For users that want to access MedXpress but inadvertently landed on the the AMCS Login screen, an informational message and link to the FAA MedXPress Login Screen are displayed. If the user wants to login to MedXPress application, **“Are you looking for MedXPress?”** link is provided to redirect the user to MedXPress Login Screen.

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4.1 Session Timeout

AMCS times out after 20 minutes of inactivity. If a user allows AMCS to sit idle for 20 minutes or more, the session will time out and the user will be directed back to the Message Page.

On the screens of AMCS where there is significant data entry required, the user will receive a Session Timeout Warning message after 15 minutes of inactivity. If the user does not click on the **Continue** button on the session timeout warning message within five minutes of receiving the message, the session will time out. Once the session times out, any update or refresh action will send the user back to the AMCS/CLA Login screen.

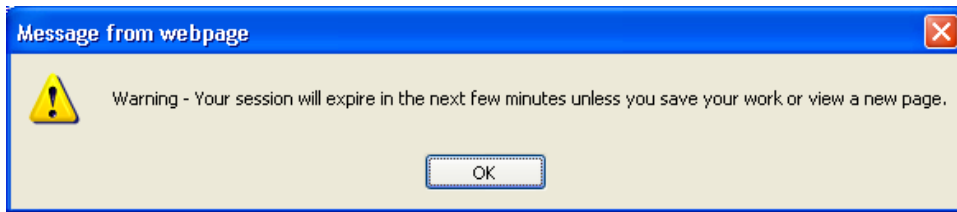


Figure 2 – Session Timeout Message

4.2 Change Password

AMCS passwords will expire every 90 days. If your password has expired you will be taken directly to the Change Password screen after your login attempt. To change your password click on the **Change Password** button on the Login screen.

The Login window will expand to include New Password and Confirm New Password text boxes.

Login

User name:

Password:

New Password:

Confirm:

Password Requirements:

- Passwords must contain between 12 and 24 characters
- No character may be repeated in sequence
- Passwords must include four types of characters:
 - English upper case letter (A-Z)
 - English lower case letter (a-z)
 - Number (0-9)
 - Allowable special characters ! # \$ %
- Passwords cannot be repeated for 24 cycles

Figure 3 – Change Password Screen

Enter a new password of your choice. Passwords must be 12-24 characters in length and must use the four following different character types:

- Uppercase alphabetic characters (A-Z)

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- Lowercase alphabetic characters (a-z)
- Numeric characters (0-9)
- Allowable special characters ! # \$ %

Password characters may not be repeated more than once:

- Valid: Password123\$
- Not Valid: Password123\$

The system will maintain the last 24 passwords and not allow you to use any password that you have used in the past 24 changes.

IMPORTANT

Login accounts will be locked out for twenty minutes after three failed attempts to login to AMCS.

4.3 Notice of Account Suspension

An AME whose status is inactive will no longer be able to log on to AMCS. An inactive AME, or a member of that AME's staff attempting to log on to AMCS, will be presented with a "Notice of Account Suspension" screen and should contact their FAA Regional Office representative for the appropriate instructions on how to proceed.

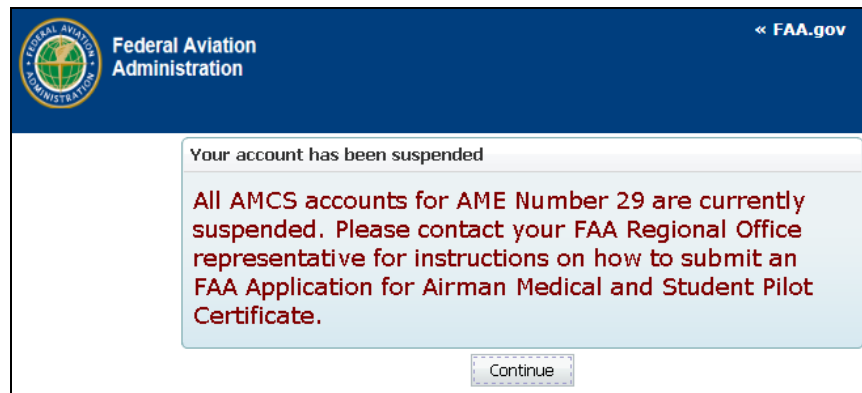


Figure 4 – Notice of Account Suspension

4.4 Account Not Validated Access Denied

Each AME is required to validate the AMCS accounts for their staff every 90 days. If your AME has not validated staff within the last 90 days or has not authorized access to AMCS for your account, the link to AMCS will appear disabled with a yellow triangle beside it. Hover over the triangle to see the message explaining that access to AMCS is being denied until your account is validated. You will need to contact your AME and ask for account validation.

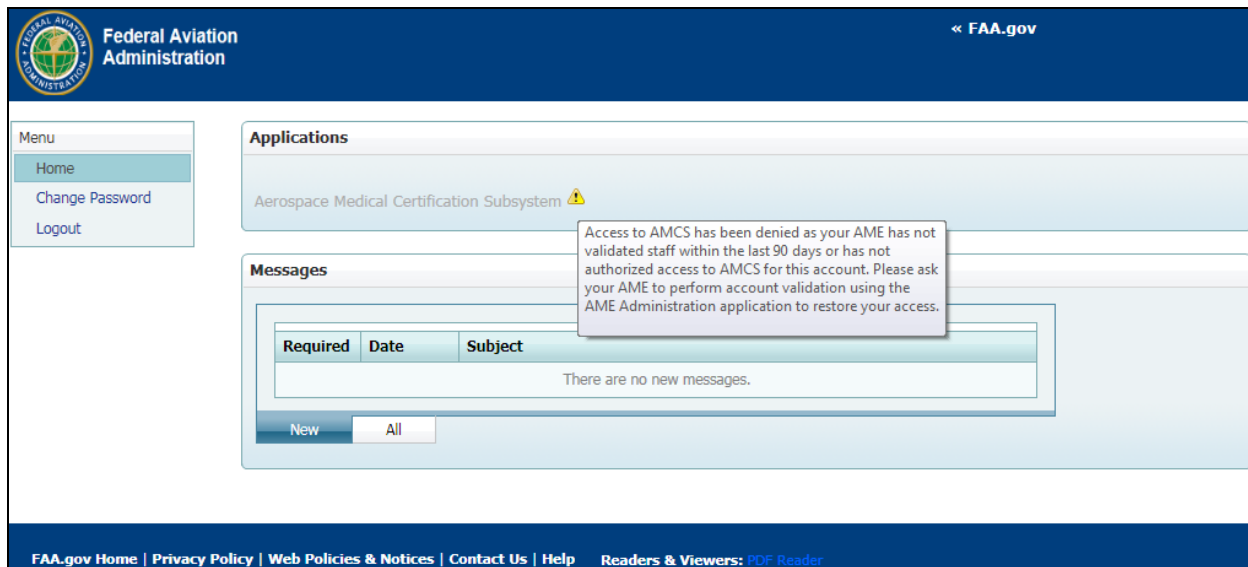


Figure 5 - Account Not Validated - Access Denied

4.5 Message Page

Upon login to the AMCS, users will be presented with the Message Page if the user has more than one application available to them or if there are new messages. If there are no new messages and the user only has access to the AMCS application, the user will be presented with the Pending Exams Screen, or the Import Application screen if there are no pending exams, upon login.

If there are new messages they will display in the Messages box. All messages that are currently active can be viewed by clicking on the **All** tab in the Messages section. Click on the Aerospace Medical Certification Subsystem link and you will be taken to AMCS.

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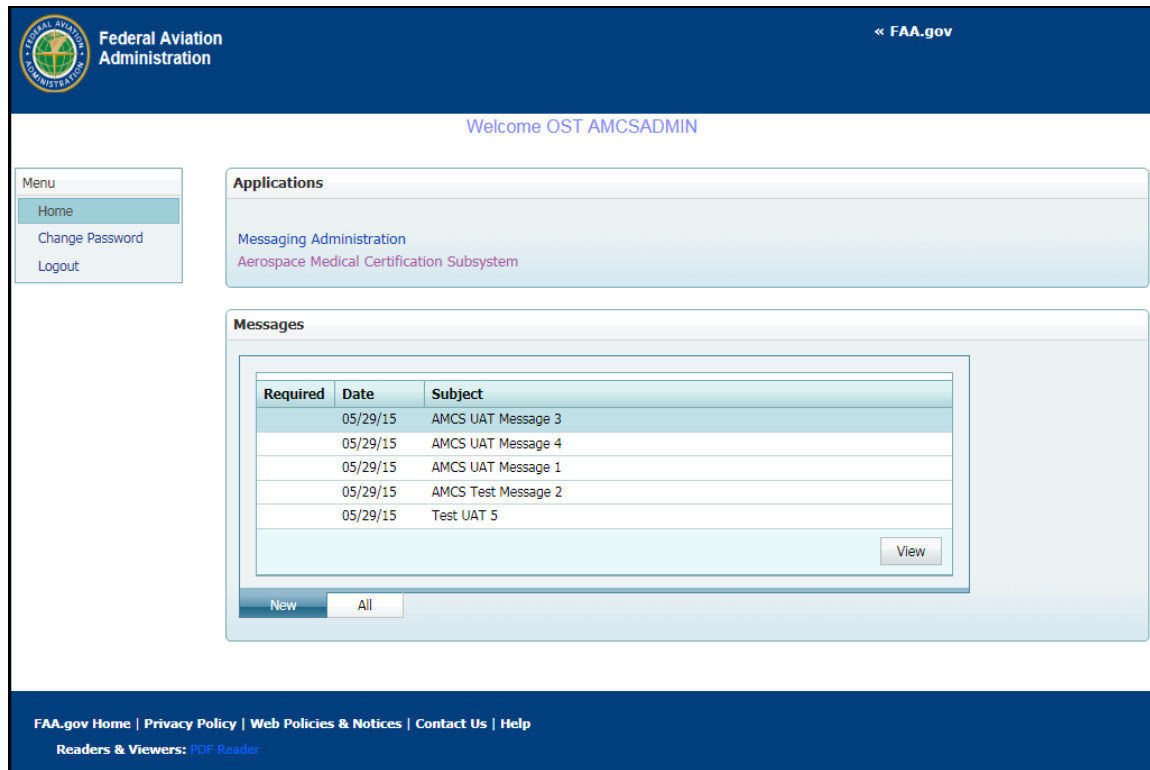


Figure 6 – AMCS Message Page

LINKS

Change Password - Takes you to the Change Password screen.

Logout - Logs you out and takes you back to the AMCS Login screen.

Application(s) Link – A link to each application you have access to will be provided in the Applications section.

New - Displays all unconfirmed messages.

All - Displays all messages that are currently active.

View - Displays the selected message.

If a message requires confirmation, a message will display at the top of the screen, the application links will be disabled and a check mark will display under the "Required" header in the messages section of the screen. Users will not be allowed access to any application until they confirm they have read the message.

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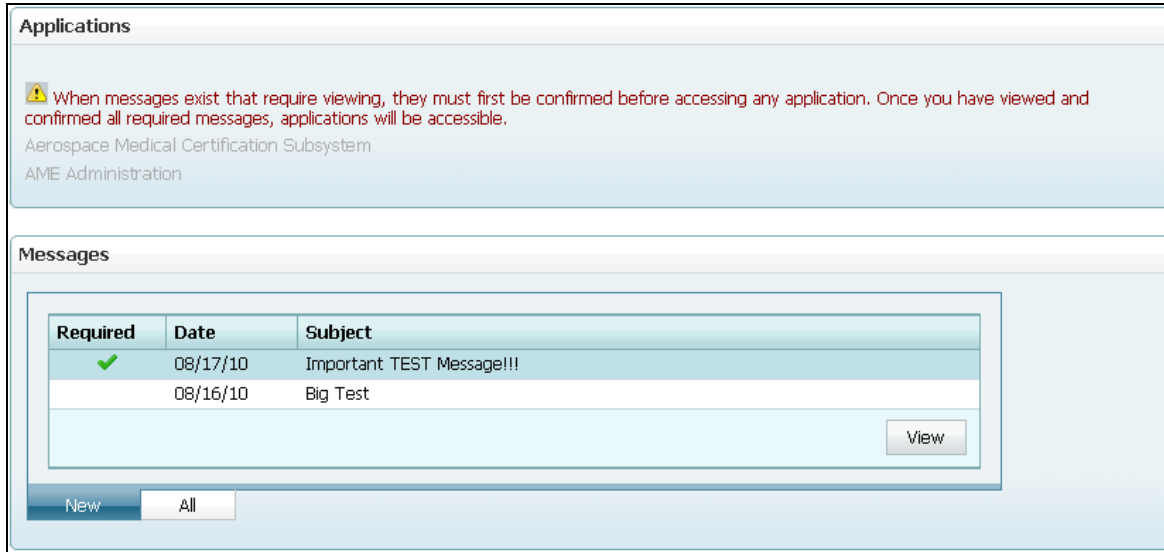


Figure 7 – Message Confirmation

Clicking on the **View** button will display the message along with a check box and **Confirm** button. A **Print** button has also been provided so that the message may be printed. If a message requires confirmation, check the box and click on the **Confirm** button. Once confirmation is made you will be returned to the Message Page. The warning message will be gone and the application links will be enabled.

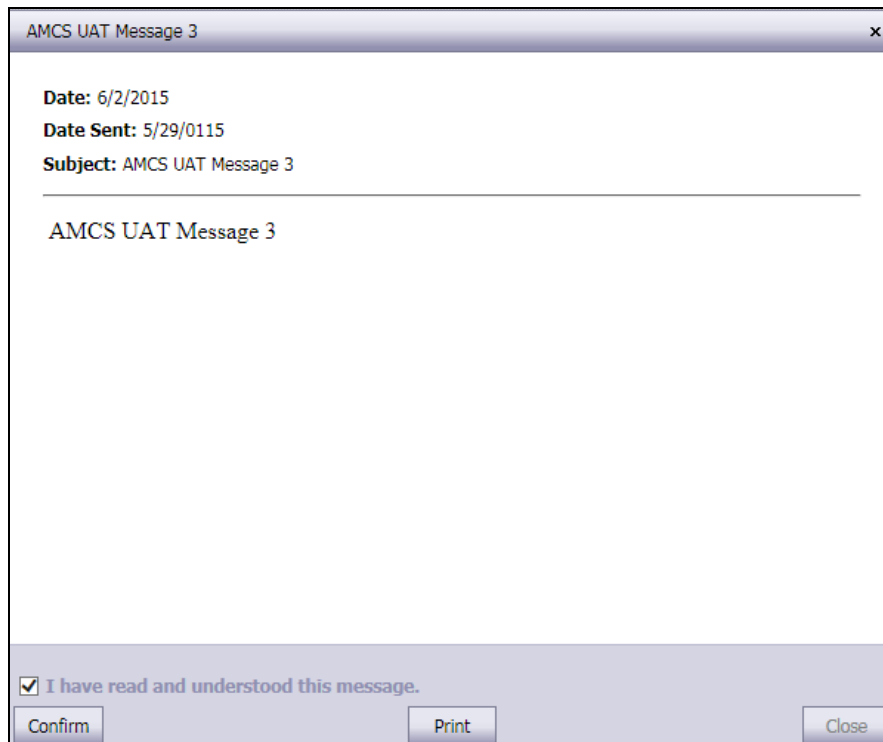


Figure 8 – Message View

5 PENDING EXAMS SCREEN

The Pending Exams Screen displays the exams performed by the AME's office that are in pending status. Exams can be sorted by Last Name, First Name, Middle Name, SSN, or Exam Date by clicking on the appropriate column header.

Welcome, Dr. Manhattan
AMCS Home | Log Out

Search Applicants | **Pending Exams** | Import Application | Help

Pending Exams:

Showing: 1 - 11 | Display: All

	Last Name	First Name	Middle Name	SSN	Exam Date	Actions
OPEN	Jordan	Hal		*****1444		
OPEN	JORDAN	HAL		*****7513		

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Figure 9 – Pending Exams Screen

5.1 Functions

5.1.1 Search Applicants Tab

Select this tab to go to the Search Applicants Screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant's record or to review the applicant's previous exams.

5.1.2 Import Application Tab

Select this tab to go to the Import Application Screen, where you can search for exam application information entered by an applicant via the FAA's MedXPress system.

5.1.3 Open Link

Clicking on the **Open** link will take you to the first page of the 8500-8 Data Entry Screens for the corresponding exam.

5.1.4 Attach ECG Icon (New ECGs Only)

Clicking on this icon will launch an ECG Import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

You may only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. Only the last ECG attached will be saved and transmitted with the exam.

You will receive a warning at the top of the window if an ECG has already been attached.

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An ECG was uploaded for this exam on 5/19/2015, uploading a new ECG will replace this ECG.

Document: No file chosen

Category: ECG

Document Date:

Comments:
(Max allowed is 255 characters)

Figure 10 – ECG Import Window

To attach an ECG from the ECG Import window, click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button. The uploaded file must be less than 3 MB or a message is displayed indicating the file exceeds the size limit.

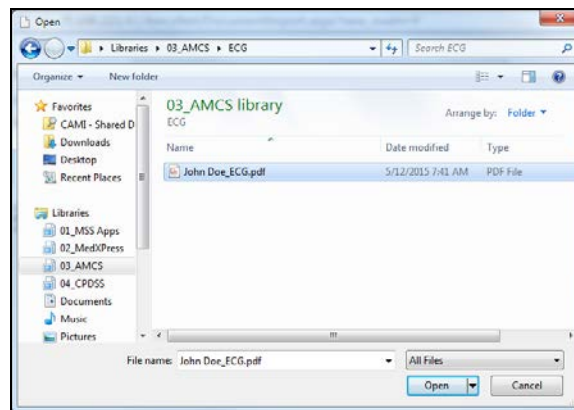


Figure 11 – Select and Attach ECG PDF

The document selected will display in the document field. Enter the date the ECG was performed in the Document Date field. Add any necessary comments, and click on the **OK** button.

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Document: John Doe_ECG.pdf

Category: ECG

Document Date: 5/19/2015

Comments:
(Max allowed is 255 characters)

ECG performed for a right atrial enlargement and a left atrial enlargement and aright ventricular conduct on delay.

Figure 12 – Add ECG Date and Comments

You will receive a message that the ECG has been successfully uploaded.

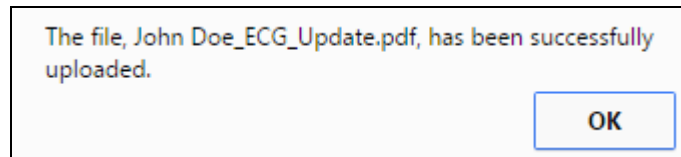


Figure 13 – ECG File Upload Success Message

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5.1.5 Exam HX Icon

Clicking on  for an exam will display a Pre-Exam Report for the exam. This icon will only display for exams submitted via the FAA's MedXPress system.

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Hal R. Jordan
1 Oa Drive
Coast City, CA, USA

DOB **Height** **Weight** **Hair** **Eyes** **Sex**
2/20/1970 70 225 BLOND BLUE Male

Most Recent Exam Status
Exam Date: 09/09/2014 Class Issued: Class 3, Special Issuance, ...

Limitations (Most Recent Exam)
(2) Must wear corrective lenses.
(76) Not valid for any class after

Previously denied, suspended or revoked
Yes 09/30/2012

Medications (Most Recent Exam)
Medication Disqualifying
LOSARTAN Yes
OMEPRAZOLE Yes
LOVASTATIN Yes

Previous Medical History (Items 18a-x)
The following medical history items have been marked as Yes on one or more previous exams:
(18G) Heart or vascular trouble
(18H) High or low blood pressure
(18U) Admission to hospital
(18X) Other illness, disability, or surgery
(18H) High or low blood pressure
(18U) Admission to hospital
(18X) Other illness, disability, or surgery

Statement of Demonstrated Ability (SODA)
None

Physical Findings (Items 25-48)
The following items have been marked as Abnormal on one or more previous exams:
(44) Identifying body marks, scars, tattoos (Size and location)
(44) Identifying body marks, scars, tattoos (Size and location)

Hearing Values (Most Recent Exam)
Conversational voice: Pass
Speech Discrimination: N/A

Audiometer:

Right Ear					Left Ear				
500	1000	2000	3000	4000	500	1000	2000	3000	4000

Vision Values (Most Recent Exam)

Distant Vision		Near Vision		Inter Vision-32 Inches	
Right 20/	Corr. To 20/15	Right 20/	Corr. To 20/25	Right 20/	Corr. To 20/
Left 20/	Corr. To 20/25	Left 20/	Corr. To 20/30	Left 20/	Corr. To 20/
Both 20/	Corr. To 20/15	Both 20/	Corr. To 20/25	Both 20/	Corr. To 20/

Most Recent ECG
Date 09/16/2014
None

Most Recent Pathology

Code	Description
39.64	
427.81	Sinoatrial node dysfunction
592.9	Unspecified urinary calculus

INTERNAL

Address Change from Most Recent Exam?
Yes

Current ECG Required?
No

Figure 14 – Pre-Exam Report

AMCS User Guide

5.1.6 Delete Icon

- ✘ - Click on the **Delete** icon for an exam to launch the Delete Pending Screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS.

IMPORTANT

This icon is not enabled for exams imported from MedXPress or if the certificate is printed.

Delete exam for applicant:

Please select a reason for deleting this pending exam from the list below.


Delete Reason:

- Incomplete exam. The FAA Original Copy will be mailed.
- Exam started under the wrong AME.
- Started entering exam information under the wrong airman.
- Duplicate record started. Exam already in the system.
- Other

Delete Cancel

Figure 15 – ECG File Upload Success Message

5.1.7 Print Icon

-  - Click on **Print** icon to display the exam in PDF format for viewing and printing.

5.1.8 Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

5.1.9 AMCS Home

Click the **AMCS Home** link to go to the Message Page.

5.1.10 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

6 SEARCH APPLICANTS SCREEN

From this screen you can search for applicants in the FAA database in order to add an FAA ATC exam, search previous exams, or print interim certificates. If the applicant is a first time applicant, you can create a new applicant record.

The Search Applicants Screen allows you to perform a search by entering an Applicant ID, SSN, PI Number, Last Name and Date of Birth. You may only search by one method at a time. If the field fails basic validation, a message is displayed next to the field indicating the issue.

6.1 Performing a Search

Performing a search will determine if the applicant currently exists in the system and will display the applicant's exam information. You must perform a Last Name and Date of Birth search before a new applicant can be created.

Search Applicants

Enter the required criteria along with any other information you may choose and click **Search**.
Note: Only one search method available at a time.
Note: 'Create Applicant' button only available after a Last Name/DOB search.

Applicant ID:

SSN: (#s only)

PI Number:

Last Name: First Name: Middle Name: DOB: (mm/dd/yyyy)

Figure 16 – Search Applicants Screen

6.1.1 No Matching Records – Create an Applicant

If your search does not return any records for any existing applicants, you should verify the search criteria were entered properly. If the information was entered incorrectly, re-enter the search criteria. If, upon reviewing the information, you determine it was entered correctly, you should click on the **Create Applicant** button to add an exam for a new applicant.

Found Applicant(s):

No applicant found.

Figure 17 – No Match Applicants Found in Search – Create Applicant

AMCS User Guide

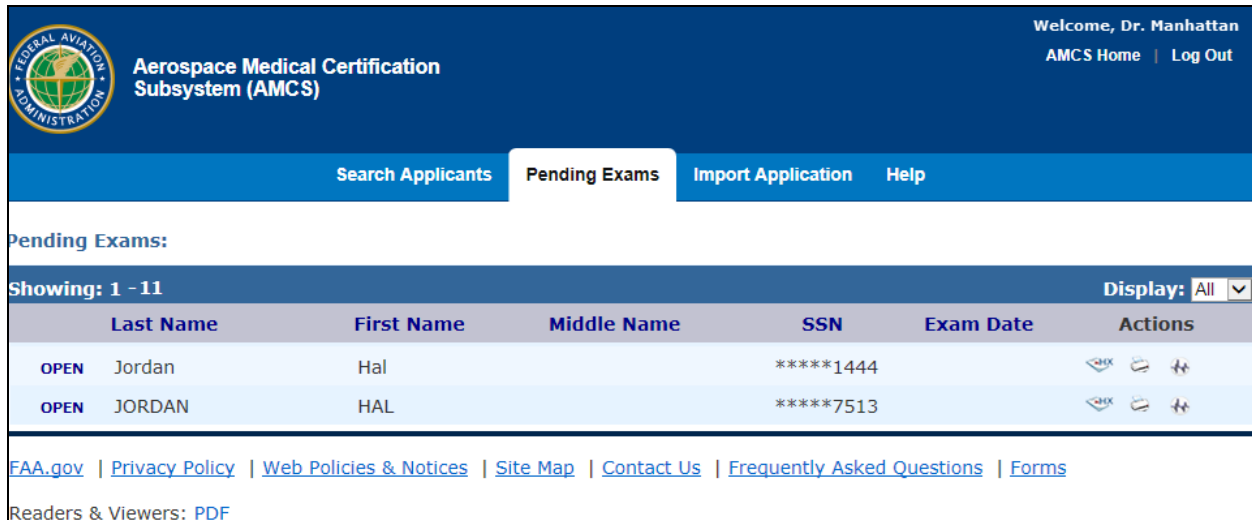
The Certificate/Form Number Entry Screen will display where the certificate number must be entered before you will be allowed to continue to the first page of the 8500-8 Data Entry screens so that the exam information may be entered. Click the **Add Exam** button to add the exam or **Cancel** to return to the Search Applicants Screen.



Figure 18 – Certificate Form No. Entry Screen

6.1.2 Found Applicants – Add Exam

To add an exam, click the Select link for an applicant found as the result of a search and click on the **Add Exam** button. You will proceed to the Certificate/Form Number Entry Screen where you must enter the certificate number.



	Last Name	First Name	Middle Name	SSN	Exam Date	Actions
OPEN	Jordan	Hal		*****1444		
OPEN	JORDAN	HAL		*****7513		

Figure 19 – Applicant Found (Add Exam)

Click the **Add Exam** button when done to continue to Page 1 of the 8500-8 Data Entry screens so that the exam information may be entered.

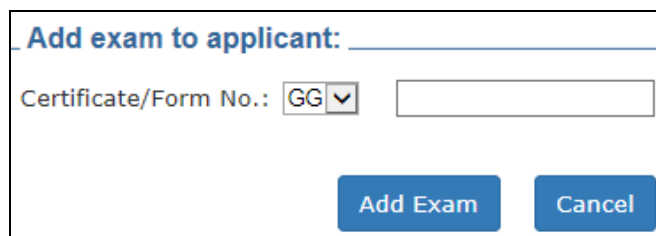


Figure 20 – Certificate Form No. Entry Screen

AMCS User Guide

6.1.3 Found Exams

If an applicant is returned after a search, click on the Select link for the applicant to view any associated exams. If exams are found, they will be displayed.

Found Applicant(s):							
Showing: 1 - 1 of 1							
	Last Name	First Name	Middle Name	Birth Date	Applicant ID	PI Number	SSN
SELECT	Jordan	Hal		02/20/1970	2001957662		*****4967

Found Exam(s) for Selected Applicant: Add Exam






Showing: 1 - 1 of 1					
Exam Date	MID	Class Issued	City	State	Actions
06/08/2015	200006909059	Class 1, Clear	Coast City	CA	  

Figure 21 – Exams Found for Applicant

The Actions buttons will vary based on the exam and the user logged in. Potential action buttons include: Print  , Attach ECG  , and Print Interim Certificate  .

The Print will produce a PDF of a transmitted exam summary. The icon is only available for an exam if that particular exam was performed by the AME logged in or by someone in that AMES' office.

The Attach ECG link should be used to attach a repeat ECG if requested by the FAA. The attach ECG link is only available to users associated with the AME who performed the exam.

If the exam is in Pending status (it was started but not completed), the **Open** link is available. Clicking on the **Open** link displays the Form 8500-8 Data Entry Screens for the exam with all information previously entered and saved displayed in the appropriate fields.

NOTE

The **Open** link for a pending record is only available to the users associated with the AME who performed the exam.

If the exam is not in Pending status, the exam was completed and a summary of the Form 8500-8 is accessible by clicking on the **Interim Cert** icon.

6.2 Functions

6.2.1 Pending Exams Tab

Select this tab to go to the Pending Exams Screen which displays exams performed by the AME's office that have not yet been submitted to the FAA.

6.2.2 Import Application Tab

Select this tab to go to Import Application screen, where you can search for an application entered by an applicant via the FAA's MedXPress system

6.2.3 Search by Applicant ID

Select the Applicant ID radio button and enter the appropriate number.

AMCS User Guide

6.2.4 Search by SSN

Select the SSN radio button and enter the appropriate number.

6.2.5 Search by PI Number

Select the PI Number radio button and enter the appropriate number.


6.2.6 Search by Last Name/DOB

Select the Last Name radio button and enter, at a minimum, the applicant's Last Name and Date of Birth.

6.2.7 Search Button

Click  to start the search for applicant based on the criteria selected.

6.2.8 Clear Button

Click  to reset all search fields to blank.

6.2.9 Create Applicant Button

If you are entering a brand new applicatn, click  to go to the Certificate/Form Number Entry Screen.

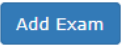
IMPORTANT

You must perform a Last Name and DOB search in order for this button to become available.


6.2.10 Select Link

Click the **Select** link for an applicant under the Found Applicants section to display all of the exams for that applicant under the Found Exams for Selected Applicant section at the bottom of the screen.

6.2.11 Add Exam Button

Click  under located under the Found Applicants section to create a new exam for the selected applicant. You will be redirected to the Certificate/Form Number Entry Screen to begin the process.

6.2.12 Interim Cert Icon

Clicking on the **Interim Cert**  icon will launch the SI/AASI Medical Certificate screen where an AME Assisted Special Issuance (AASI) medical certificate can be issued and printed.

6.2.12.1 SI/AASI Medical Certificate

This screen is launched when you click on the **Interim Cert** icon on the bottom half of the Search Applicants Screen and allows for the issuance of an AME Assisted Special Issuance medical certificate when the conditions listed at the bottom of the screen have been met.

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Federal Aviation Administration | **AMCS** Aerospace Medical Certification System
SI/AASI Medical Certificate

Personal Information

Name, First: DROOPY | Middle: | Last: DAWG | Suffix: |
Street Address: 2121 SW 21st |
City: Oklahoma City | State: OK | Zip Code: 73165 |
Country: USA |

Date of Birth: 7/15/1970 | Sex: Male |
Hair Color: BROWN | Eye Color: BLACK | Height: 72 | Weight: 180 |

Certificate Information

Form Number: G69845263 | Exam Date: 7/15/2014 | Class: THIRD |

Limitations

Not valid for any class after date: 7/31/2015 |

Confirmation

By checking this box, you are certifying that:
- The applicant presented his/her SI/AASI letter of authorization.
- The applicant's letter is current.
- The applicant presented all required forms/reports as defined in the SI/AASI letter of authorization.
- The applicant's medical condition identified by the SI/AASI letter of authorization has not adversely changed.

I understand and agree that the above conditions have been met.

Preview Certificate


Figure 22 – SI/AASI Medical Certificate Screen

The *Not Valid for any Class after Date* field is the only updateable field. The date entered cannot exceed the last day of the month of the current exam's expiration date and cannot be greater than 24 months from the last day of the current month. Once the appropriate date has been entered, check the confirmation box at the bottom of the screen to indicate the conditions for SI/AASI have been met. Click on the **Preview Certificate** button.

6.2.12.2 SI/AASI Medical Certificate Preview

Clicking on the **Preview Certificate** button on the SI/AASI Medical Certificate screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.

AMCS User Guide



**Federal Aviation
Administration**

AMCS Aerospace Medical Certification System

Medical Certificate - Preview

Current ^

- o SI/AASI Cert.

Exams ^

- o Pending
- o Search
- o Import

AMCS ^

- o Help
- o Logout

Certificate Sample

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

MEDICAL CERTIFICATE THIRD CLASS

This certifies that (Full name and address):
DROOPY DAWG
2121 SW 21st
Oklahoma City OK 73165 USA

Date of Birth	Height	Weight	Hair	Eyes	Sex
07/15/1970	72	180	BROWN	BLACK	M

has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations

Not valid for any class after 7/31/2015.

Date of Examination 07/15/2014	Examiner's Designation No. 00034
Examiner	
Signature	
Typed Name COURTNEY D. SCOTT JR, DO	
AIRMAN'S SIGNATURE	
Applicant ID: 2001914764	Control No.: 200006509635

FAA Form 8500-9 (9-08) Supersedes Previous Editions NSN: 0052-00-670-7002

Figure 23 – SI/AASI Medical Certificate Preview Screen

AMCS User Guide

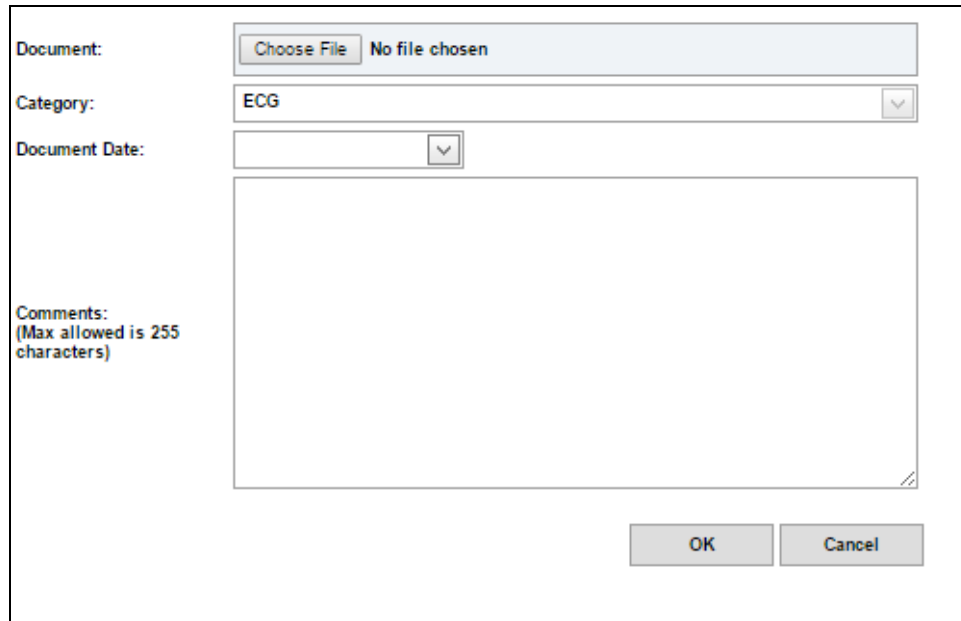
6.2.13 Attach ECG Icon (Repeat ECGs Only)

Clicking on this button will launch an ECG import window, where a repeat ECG for an applicant can be uploaded/attached to the applicant's latest transmitted exam and ultimately to the applicant's folder in the FAA system.

IMPORTANT

Attach ECG link is only available if the latest transmitted exam was performed by the AME logged in or by someone in that AMEs' office.

You may only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. Only the last ECG attached will be saved and transmitted with the exam.



The screenshot shows a dialog box titled "ECG Import". It contains the following elements:

- Document:** A text field with a "Choose File" button and the text "No file chosen".
- Category:** A dropdown menu currently set to "ECG".
- Document Date:** A dropdown menu.
- Comments:** A large text area with the label "Comments: (Max allowed is 255 characters)".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 24 – ECG Import

To attach a repeat ECG click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button. The uploaded file must be less than 3 MB or a message is displayed indicating the file exceeds the size limit.

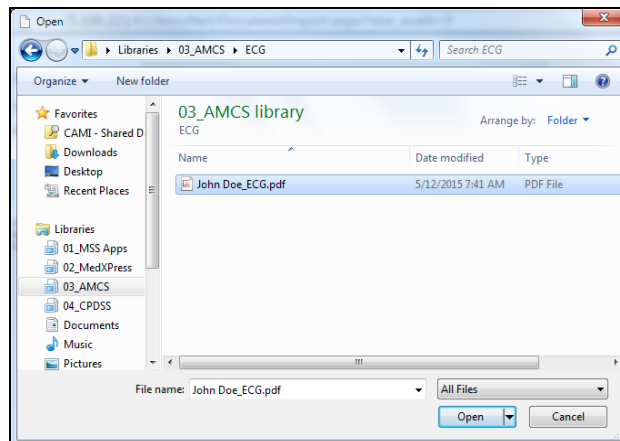
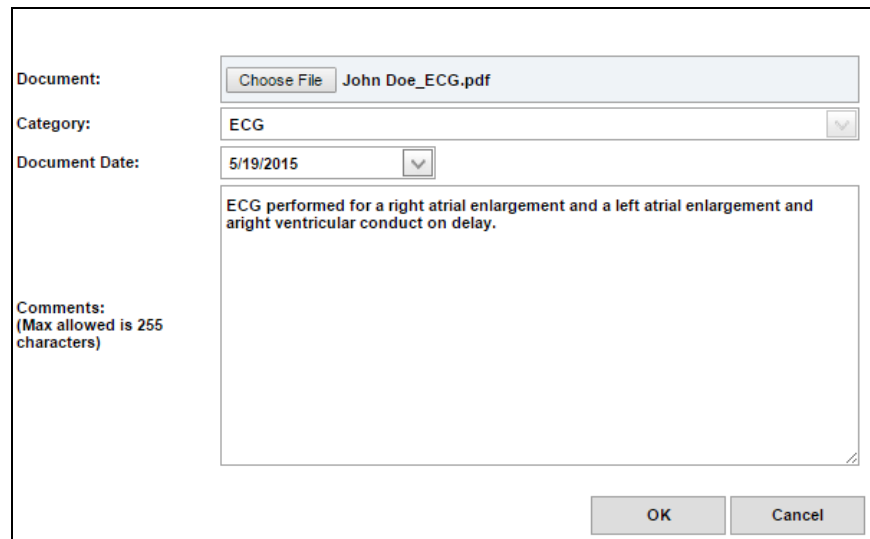


Figure 25 – Attach ECG PDF

AMCS User Guide

The document selected will display in the document field. Enter the date the ECG was performed in the Document Date field, add any necessary comments, and click on the **OK** button.



The screenshot shows a form with the following fields and content:

- Document:** A text box containing "John Doe_ECG.pdf" with a "Choose File" button to its left.
- Category:** A dropdown menu with "ECG" selected.
- Document Date:** A date picker showing "5/19/2015".
- Comments:** A large text area containing the text "ECG performed for a right atrial enlargement and a left atrial enlargement and aright ventricular conduct on delay." Below the text area, it says "Comments: (Max allowed is 255 characters)".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 26 – ECG Date and Comments

You will receive a message that the ECG has been successfully uploaded:

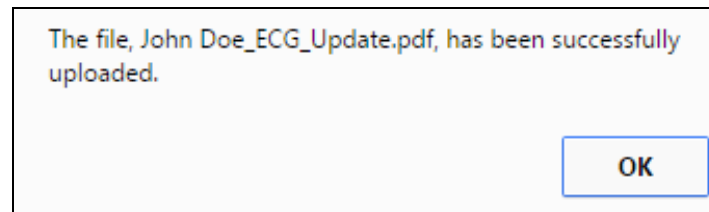


Figure 27 – ECG File Upload Success Message

6.2.14 Help Tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

6.2.15 AMCS Home

Click the **AMCS Home** link to go to the Home screen which contains AMCS broadcast messages.


6.2.16 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

7 IMPORT APPLICATION SCREEN

This screen allows an AME to search for an application entered by an applicant via the FAA's MedXPress system.

- The applicant will provide the confirmation number to enter into the Confirmation Number field.
- The application matching the confirmation number will display below the **Search** button.
- If there are applicants in the FAA system that are potential matches they will be listed along with the new applicant option.
- If there are no current applicants found that match the confirmation number you will receive a message stating so.


Aerospace Medical Certification Subsystem (AMCS)
Welcome, Dr. Manhattan
AMCS Home | Log Out

[Search Applicants](#) |
 [Pending Exams](#) |
 [Import Application](#) |
 [Help](#)

Import Application

To search for an application that was entered through MedXPress, type the applicant's confirmation number and click **Search**.

Confirmation Number:

Application from FAA MedXPress:

Showing: 1 - 1 of 1

MedXPress ID	Last Name	First Name	Middle Name	Birth Date	SSN
1016801	BANNER	ROBERT	Bruce	12/18/1969	*****7807

An applicant was found in the system that matches either SSN or Applicant ID on the application that you are importing. If this applicant is not correct, please call AMCS Support at 405-954-3238.

Showing: 1 - 1 of 1

Applicant ID	Last Name	First Name	Middle Name	Birth Date	SSN
<input type="button" value="Import"/> 1996296692	BANNER	ROBERT	Bruce	12/18/1969	*****7807

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Figure 28 – Import Application Screen

If an application from FAA MedXPress is found that matches the confirmation number, it is shown in the section titled 'Application from FAA MedXPress.'

AMCS will search the FAA system for the correct applicant record. Potential matches will be displayed at the bottom of the screen. If the correct applicant record is found, click the

AMCS User Guide

Import button to import MedXPress application into AMCS. This associates the new application with the appropriate person in the FAA system.

If the applicant listed is not the correct one, please contact AMCS Support at (405) 954-3238.

If the MedXPress application is for a new applicant, click the **Import as New Applicant** button.

IMPORTANT

Only employee designated AMEs will have access to FAA ATC exams entered via MedXPress. Unauthorized AMEs will receive a message indicating that they are not authorized to conduct the exam.

The screenshot shows a web interface titled "Import Application". Below the title, there is a text box with the instruction: "To search for an application that was entered through MedXPress, type the applicant's confirmation number and click **Search**." Below this, there is a label "Confirmation Number:" followed by a text input field containing the value "81760005". To the right of the input field are two buttons: "Search" and "Clear". At the bottom of the screen, a message reads: "You are not authorized to conduct this exam."

Figure 29 – Import Screen - Unauthorized AME Message

7.1.1 Import an Exam

Enter the confirmation number provided by the applicant and click on the **Search** button.

Select the appropriate match and click on the **Import** button, or click the **Import as New Applicant**.

A Successful Import Application Screen is displayed if the application is successfully imported from FAA MedXPress.

Four buttons are displayed indicating actions that can be performed.

The screenshot shows a web interface titled "Import Applicant (Confirmation Number:77751584)". Below the title, there is a message: "The exam has been successfully imported from FAA MedXPress and can now be processed in AMCS". Below this message, there are four buttons, each with a description:

- Display Summary Report** - select here to display the imported application in PDF format for viewing or printing.
- Open Data Entry Screen** - select here to view the imported application and complete the form.
- FAA Examination History** - select here to view the Pre-exam Report.
- Import Another Application** - select here to import another application.

Figure 30 – Successful Application Import Screen

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Clicking on the **Display Summary Report** button will create a PDF version of the imported application for viewing or printing.

Clicking on the **Open Data Entry Screen** button will take you to first page of the Form 8500-8 Data Entry Screens for the associated applicant so the remainder of the applicant's exam information can be entered.

Clicking on the **FAA Examination History** button will create a pre-exam report for the applicant.

Clicking on the **Import Another Application** button will return you to the Import Application Search screen so that you may import another application.

7.2 Functions

7.2.1 Search Applicants Tab

Select this tab to go to the Search Applicants Screen.

7.2.2 Pending Exams Tab

Select this tab to go to the Pending Exams screen.

7.2.3 Confirmation Number Field

Enter the confirmation number provided by the applicant.

7.2.4 Search Button

A blue rectangular button with the word "Search" in white text.

- Starts the search for applicant based on the criteria selected.

7.2.5 Clear Button

A blue rectangular button with the word "Clear" in white text.

- Clears the search fields.

7.2.6 Import Button

A blue rectangular button with the word "IMPORT" in white text.

- Imports the FAA MedXPress application into AMCS and associates that application with an existing applicant's record

7.2.7 Import as New Applicant

A blue rectangular button with the text "Import As New Applicant" in white text.

- Imports the FAA MedXPress application into the AMCS while creating a brand new applicant record.

7.2.8 Help Tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

7.2.9 AMCS Home

Click the **AMCS Home** link to go to the AMCS Home screen which contains AMCS broadcast messages.

7.2.10 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

8 FORM 8500-8 DATA ENTRY SCREENS

The Form 8500-8 Data Entry screens are presented on five separate pages. Each field displays a blue “?”, red “X” or a green “Ok” beside it. The “?” indicates that the information has not yet been validated. The “Ok” indicates that the information has been validated and that information entered is acceptable. The “X” indicates that a required field was left blank or that an error was found with the information entered into a field during validation. Holding your mouse over the “X” will display text describing what is required or what the validation on that field consists of. Clicking on the “Ok” or the “X” will take you to the text in the Guide for Aviation Medical Examiners that explains the type of information that belongs in that particular field.

The screenshot shows a web-based data entry interface for Form 8500-8. At the top, there are five tabs: Page 1, Page 2 (selected), AME Actions, Comments, and Page 3. Below the tabs is a box containing the following text:

MedXPress Imported application
Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc.
Application For: Airman Medical Cert. Class of Medical Cert.:3rd
Name: Hal R. Jordan
SSN: *****1444

Below this box are four buttons: Attach ECG, Print Certificate, Display Summary, and Check for Errors. The main form area contains several fields:

- Ok ExamType:** A dropdown menu with the selected value "Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc."
- Ok AME Serial Number:** A text input field containing "00034".
- 1. Ok Application For:** Radio buttons for "Airman Medical Cert." (selected) and "Airman Medical & Student Pilot Cert."
- 2. Ok Class of Medical Cert.:** Radio buttons for "1st", "2nd", and "3rd" (selected).
- 3. Ok Last Name:** Text input field containing "Hal".
- Ok First Name:** Text input field containing "R."
- Ok Middle Name:** Text input field containing "Jordan".
- Ok Suffix:** A dropdown menu.

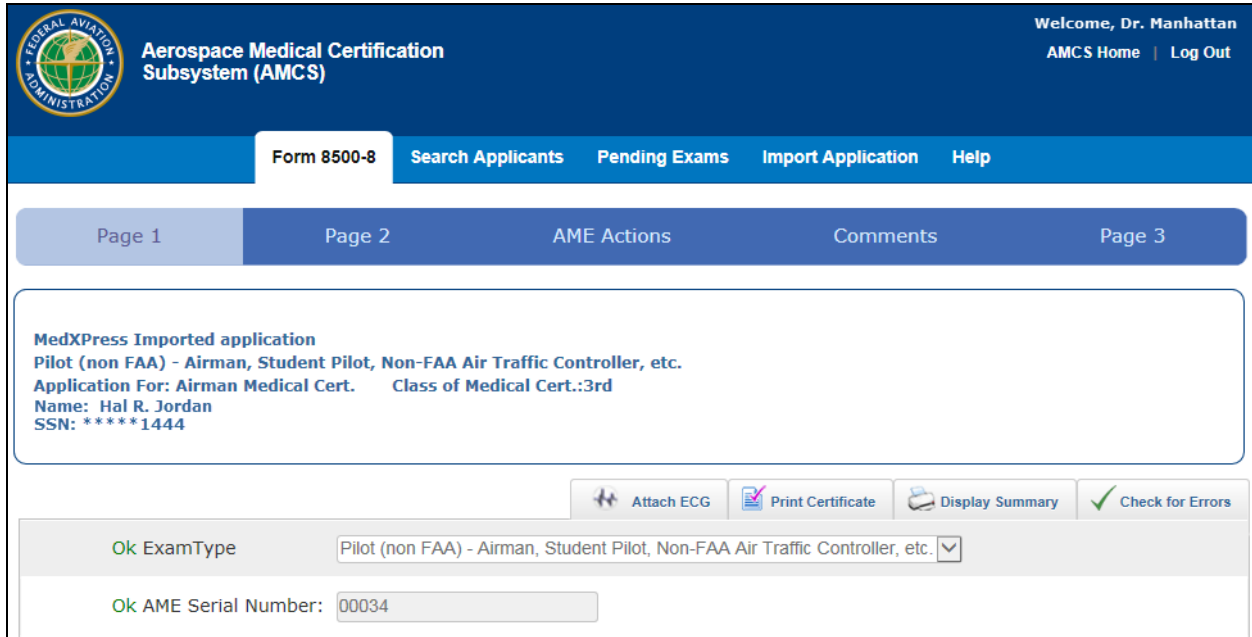
Figure 31 – Form 8500-8 Data Entry Screen (Sample)

9 Form 8500-8 Data Entry Screen Page 1

Page 1 of the Form 8500-8 Data Entry screens was designed to resemble the front page of the paper FAA Form 8500-8.

9.1 Form 8500-8 Data Entry Fields

Instructions for the individual data entry fields on Page 1 of the data entry screens follow.



Federal Aviation Administration
Aerospace Medical Certification Subsystem (AMCS)

Welcome, Dr. Manhattan
AMCS Home | Log Out

Form 8500-8 Search Applicants Pending Exams Import Application Help

Page 1 Page 2 AME Actions Comments Page 3

MedXPress Imported application
Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc.
Application For: Airman Medical Cert. Class of Medical Cert.:3rd
Name: Hal R. Jordan
SSN: *****1444

Attach ECG Print Certificate Display Summary Check for Errors

Ok ExamType Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc. ▼

Ok AME Serial Number: 00034

Figure 32 – Form 8500-8, Page 1

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9.1.1 Page 1 (Items 1 - 16)

Page 1 of the Form 8500-8 Data Entry Screen contains Items 1-20 of the 8500-8 form.

For Page 1, there are several differences depending on how the application originated (imported from MedXPress or created in AMCS) and what type of exam (pilot, FAA ATC, etc.).

- Exam Type selections are disabled for imported exams
- Items 1, 2, and 17b are disabled for FAA ATC Exams
- The **AME Action** menu item navigation and **Certificate** icon are not visible for ATC Exams
- Attach current ECG to current exam

MedXPress Imported application
FAA Pilot - Aviation Safety Inspector, Aerospace Engineer, Test Pilot
Application For: Airman Medical Cert. Class of Medical Cert.: 1st
Name: HAL JORDAN
SSN:

Attach ECG Print Certificate Display Summary Check for Errors

Ok ExamType: FAA Pilot - Aviation Safety Inspector, Aerospace Engineer, Test Pilot

Ok AME Serial Number: 34

1. Ok Application For: Airman Medical Cert. Airman Medical & Student Pilot Cert.

2. Ok Class of Medical Cert.: 1st 2nd 3rd

3. Ok Last Name: JORDAN Ok First Name: HAL
Ok Middle Name: Ok Suffix:

4. Ok SSN: 555-87-5309 International/Declined to Submit (An SSN will be generated by the system)

5. Ok Address: 10a Sector 0
Ok City: Coast City Ok State: CA
Ok Country: USA Ok Zip Code: 20814
Ok Telephone Number: 555-876-5309

6. Ok Date of Birth: 02/20/1970 Ok Citizenship: USA

7. Ok Hair Color: BROWN

8. Ok Eye Color: BROWN

9. Ok Sex: Male Female

10. Ok Type of Airman Certificate(s) You Hold:
 None ATC Specialist Flight Instructor Recreational
 Airline Transport Flight Engineer Private Other Ok Test Pilot
 Commercial Flight Navigator Student

11. Ok Occupation:

12. Ok Employer:

13. Ok Has Your FAA Airman Medical Certificate Ever Been Denied, Suspended, or Revoked? Yes No
Ok If yes, give date:

14. Ok Total Pilot Time To Date: 99999.99 (Civilian Only)

15. Ok Total Pilot Time Past 6 months: 4400 (Civilian Only)

16. Ok Date of Last FAA Medical Application: Ok No Prior Application

Figure 33 – Form 8500-8, Page 1: Items 1 through 16

Exam Type

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(IMPORTED EXAMS) – Exam type selected in MedXPress will display. Selection cannot be updated. Validation is based on the type of exam selected.

(EXAMS CREATED IN AMCS) - For exams created in AMCS, select the type of exam to be performed for the applicant from the drop down list provided. Validation is based on the type of exam selected.

IMPORTANT

Drop down selections for FAA ATC are available only to AMEs designated to perform FAA Employee exams.

AME Serial Number

The serial number of the AME performing the exam is automatically populated and cannot be edited.

1. Application For (Enabled for Pilot Applicants Only)

Either the *Airman Medical Cert* or *Airman Medical & Student Pilot Cert* radio button should be selected to indicate the type of certificate being applied for. **(Required)**

2. Class of Medical Certificate (Enabled for Pilot Applicants Only)

Either the *1st*, *2nd* or *3rd* radio button should be selected to indicate the class of certificate being applied for. **(Required)**

3. Last Name

The applicant's last name should display here. **(Required)**

First Name

The applicant's first name should display here. **(Required)**

Middle Name

The applicant's middle name should display here when applicable.

Suffix

The appropriate suffix from the drop down list should display if applicable.

4. SSN

The applicant's Social Security Number, or pseudo SSN if they would prefer not to provide their SSN, should display here. **(Required)**

NOTE

If entering the exam information and the applicant does not have a pseudo SSN and does not wish to provide their SSN, leave the SSN blank and click on the check box next to *International/Declined to Submit*. When this option is selected, AMCS will assign a pseudo SSN to the applicant.

5. Address

The applicant's mailing address should display here. If entering the applicant's street address, DO NOT use any punctuation (e.g., Rolling Ave. should be entered Rolling Ave). **(Required)**

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Telephone Number

The applicant's telephone number should display here.

City

The applicant's city should display here. If entering the name of the city the applicant lives in be sure that no numbers or punctuation are used if the applicant lives in the United States (e.g., St. Louis should be entered St Louis). If the applicant lives in a foreign country the city name may contain numbers, but no punctuation. **(Required)**

State

The applicant's state should display here. If entering the exam, select the applicant's state from the drop down list provided, or leave blank if international. **(Required for USA Addresses)**

Country

The applicant's country should display here. If entering the exam, select the applicant's country of residence from the drop down list provided, or select Other (Unknown). When selecting the applicant's State and Country, either a state or foreign country must be selected, but not both. **(Required)**

Zip Code

The applicant's zip code should display here. **(Required for USA Addresses)**

6. Date of Birth

The applicant's date of birth should display, here in the (MM/DD/YYYY) format. If applying for an Airman Medical & Student Pilot Certificate, the applicant's birthday must be at least 15 years 11 months prior to today's date. The date entered must also be a valid date, no later than today's date, and no earlier than the 20th or 21st century. **(Required)**

7. Hair Color

The appropriate hair color from the drop down list should display here. **(Required)**

8. Eye Color

The appropriate eye color from the drop down list should display here. **(Required)**

9. Sex

Either the *Male* or *Female* radio button should be selected. **(Required)**

Citizenship

The country the applicant is currently a citizen of should display here. **(Required)**

10. Type of Airman Certificate(s) You Hold

All that apply should be checked. If None is checked, no other boxes should be checked. If 'Other' is checked, something should be entered into the text box to the right of the 'Other' option. **(Required)**

11. Occupation

The applicant's occupation should display here.

12. Employer

The name of the applicant's employer should display here.

AMCS User Guide

13. Has Your FAA Airman Medical Certificate Ever Been Denied, Suspended or Revoked

Either the *Yes* or *No* radio button should be selected. If *yes* is selected, the date of the denial, suspension or revocation should be entered. The date entered must be a valid date, no later than today's date, and no earlier than the 20th or 21st century. ***(Required for Pilot Applicants Only)***

14. Total Pilot Time (Civilian Only) To Date

The number of pilot hours (in whole numbers) to date should display here.

15. Total Pilot Time (Civilian Only) Past 6 Months

The number of pilot hours (in whole numbers) during the past 6 months should display here. The number of hours listed in 15 should not exceed the number of hours listed in 14.

16. Date of Last FAA Medical Application

If the applicant had previous exams, this field should populate with the date of the latest exam. If this is the applicant's first application, the **No Prior Application** check box should be checked. ***(If "No Prior Application" is NOT checked, the Date of Last FAA Medical Application is Required)***

NOTE

If 13 is "No" and 16 is blank, the **No Prior Application** box must be checked.

If 13 is "Yes", date must be entered into **Date of Last FAA Medical Application** field.

AMCS User Guide

9.1.2 Item 17a – Current Medication

Either the *Yes* or *No* radio button should be selected for the answer to question 17a (Do You Currently Use Any Medication (Prescription or Nonprescription)). If *Yes* is selected, the necessary medication information should be entered. **(Required)**

17a. Ok Do You Currently Use Any Medication (Prescription or Nonprescription)? Yes No

For each medication prescribed, enter medication information and click the Add button. Medication Name is required, all other fields are optional.

Medication Name:

Applicant Spelling if Incorrect: Previously Reported: Yes No

Dosage: Dosage Unit: Frequency:

Add

Medication	Dosage Amount	Dosage Unit	Frequency	Previously Reported		
TYL				N	Edit	Delete
NONE	NEVER TAKE IT			N	Edit	Delete
LEVO	LEVO			N	Edit	Delete
LEV				N	Edit	Delete
ALCOHOL				N	Edit	Delete

DIWS medication content is validated against licensed drug information supplied by the F.A. Davis Co. (FAD) in the 'Davis's Drug Guide'. Click [here](#) to view the FAD copyright notice and Disclaimer of Warranty.

Figure 34 – Form 8500-8, Page 1, 17a

IMPORTANT

Yes selection requires an AME comment.

If an application has been imported via the FAA MedXPress and an incorrect entry exists, the following instruction will display:

This application contains one or more medication names that could not be validated. Please click the Edit button next to the corresponding item(s) to enter the correct medication.

1. Enter the name of the medication prescribed.

AMCS User Guide

17a. Yes No Do You Currently Use Any Medication (Prescription or Nonprescription)?

For each medication prescribed, enter medication information and click the Add button. Medication Name is required, all other fields are optional.

Medication Name:

Applicant Spelling if Incorrect: Previously Reported: Yes No

Dosage: Dosage Unit: Frequency:

Add

DIWS medication content is validated against licensed drug information supplied by the F.A. Davis Co. (FAD) in the 'Davis's Drug Guide'. Click [here](#) to view the FAD copyright notice and Disclaimer of Warranty.

Figure 35 – Add Medication Form

- If an exact match for the medication cannot be found in the database an error message will display and a drop down list of possible matches will be provided.

If the drug name entered is a valid drug name that should be added to the database, check the *Add Medication to Database* checkbox and click the **Add** button. Click the **Clear** button to refresh the screen.

- Select the correct medication name.
- If the applicant misspelled the medication on the form, the spelling the applicant used should be entered into the *Applicant Spelling if Incorrect* box.
- Type in the Dosage Amount and select the Dosage Unit and Frequency from the drop down lists provided.
- If the medication has been previously reported, check the check box below the Previously Reported column.
- Click the **Add** button. The medication and its associated dosage information will display below the appropriate column headings.

17a. Yes No Do You Currently Use Any Medication (Prescription or Nonprescription)?

For each medication prescribed, enter medication information and click the Add button. Medication Name is required, all other fields are optional.

Medication Name:

Applicant Spelling if Incorrect: Previously Reported: Yes No

Dosage: Dosage Unit: Frequency:

Add

Medication	Dosage Amount	Dosage Unit	Frequency	Previously Reported		
TYLENOL	10	mg	Daily	N	Edit	Delete

DIWS medication content is validated against licensed drug information supplied by the F.A. Davis Co. (FAD) in the 'Davis's Drug Guide'. Click [here](#) to view the FAD copyright notice and Disclaimer of Warranty.

Figure 36 – Add Currently Used Medication

AMCS User Guide

8. Repeat this procedure for each medication listed.
9. The medication and its information will populate in the comments box for block 60 so that AME can comment on the medication(s).
10. Click on the *Edit* link to update the associated medication.
11. Click on the *Delete* link to delete the associated medication from the exam.

17.b. Do You Ever Use Near Vision Contact Lens(es) While Flying (Enabled for Pilot Applicants Only)

Either the *Yes* or *No* radio button should be selected. **(Required)**

IMPORTANT

Yes selection requires AME Comment.

9.1.3 Item 18 - Medical History

In answer to the question 'Have You Ever In Your Life Been Diagnosed With, Had, Or Do You Presently Have Any of The Following,' select either the *Yes* or *No* radio button for each of the items a - y. should be selected. **(Required)**

AMCS User Guide

18. Medical History - HAVE YOU EVER IN YOUR LIFE BEEN DIAGNOSED WITH, HAD, OR DO YOU PRESENTLY HAVE ANY OF THE FOLLOWING? Answer "yes" or "no" for every condition listed below (if "yes", click Add Comment to add or edit a comment). [Set All Blank Items in 18a - 18y to No](#)

18a. Yes No [Ok](#) Frequent or severe headaches

18b. Yes No [Ok](#) Dizziness or fainting spell

18c. Yes No [Ok](#) Unconsciousness for any reason

18d. Yes No [Ok](#) Eye or vision trouble except glasses

18e. Yes No [Ok](#) Hay fever or allergy

18f. Yes No [Ok](#) Asthma or lung disease

18g. Yes No [Ok](#) Heart or vascular trouble

18h. Yes No [Ok](#) High or low blood pressure

18i. Yes No [Ok](#) Stomach, liver, or intestinal trouble

18j. Yes No [Ok](#) Kidney stone or blood in urine

18k. Yes No [Ok](#) Diabetes

18l. Yes No [Ok](#) Neurological disorders: epilepsy, seizures, stroke, paralysis, etc.

18m. Yes No [Ok](#) Mental disorders of any sort: depression, anxiety, etc.

18n. Yes No [Ok](#) Substance dependence or failed a drug test ever; or substance abuse or use of illegal substance in the last 2 years.

18o. Yes No [Ok](#) Alcohol dependence or abuse

18p. Yes No [Ok](#) Suicide attempt

18q. Yes No [Ok](#) Motion sickness requiring medication

18r. Yes No [Ok](#) Military medical discharge

18s. Yes No [Ok](#) Medical rejection by military service

18t. Yes No [Ok](#) Rejection for life or health insurance

18u. Yes No [Ok](#) Admission to hospital

18x. Yes No [Ok](#) Other illness, disability, or surgery

18y. Yes No [Ok](#) Medical disability benefits

Arrest, Conviction, and/or Administrative Action History

18v. Yes No [Ok](#) History of (1) any conviction(s) involving driving while intoxicated by, while impaired by, or while under the influence of alcohol or a drug; or (2) history of any conviction(s) or administrative action(s) involving an offense(s) which resulted in the denial, suspension, cancellation, or revocation of driving privileges or which resulted in attendance at an educational or a rehabilitation program.

18w. Yes No [Ok](#) History of nontraffic conviction(s) (misdemeanors or felonies).

[See Comments Page to View and Update Airman Comments for Items 18a-y.](#)

Figure 37 – Form 8500-8, Page 1: Item 18 (Medical History)

IMPORTANT

All items marked "yes" require an AME comment.

If entering the exam and all of the items on the 8500-8 application are checked as "No" you can click on the [Set All Blank Items in 18a - 18y to No](#) button. Each item's No radio button will be selected.

Clicking on the [Set All No Items in 18a - 18y to Blank](#) button will clear the "No" selections.

Conviction and/or Administrative Action History

Either the Yes or No radio button for items v. and w. should be selected. If entering the exam and this field was left blank, the airman should be contacted.

Applicant Explanations

AMCS User Guide

Applicant explanations entered for medical history items where the Yes radio button was selected display on the left side of the Comment screen in the column "Applicant Explanation or Item Description". Additional explanation entered by the applicant displays in the box at the bottom titled *General Explanations by Airman Pertaining to Medical History*.

If entering the exam, click on the Comments menu item and enter the applicant's comments in the Applicant Explanation areas of the screen.

9.1.4 Items 19 And 20 (Health Professional Visits and Declaration Statement)

19. Yes No Have you visited any health professionals within the last 3 years?:

Date of Visit (MM/YYYY): Physician: Street:

City: State: Zip Code: Country:

Reason: Type Professional:

Date	Physician	Address	Type Professional	Reason	
3/2015	Brown	1 Themyscira Island Washington, DC 20871, 1	Allergist	Allergies	Edit Delete
2/2014	Dr. Wallace Ryne	1980 E. State Hwy 114W Southlake, TX 76092, 1	Ophthalmologist	LASIK Surgery	Edit Delete

20. Yes No Applicant's National Driver Register and Certifying Declarations: I hereby authorize the National Driver Register (NDR), through a designated State Department of Motor Vehicles, to furnish to the FAA information pertaining to my driving record. This consent constitutes authorization for a single access to the information contained in the NDR to verify information provided in this application. Upon my request, the FAA shall make the information received from the NDR, if any, available for my review and written comment. Authority: 23 U.S. Code 401, Note.

NOTE: ALL persons using this form must sign it. NDR consent, however, does not apply unless this form is used as an application for Medical Certificate or Medical Certificate and Student Pilot Certificate.

I hereby certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered part of the basis for issuance of any FAA certificate to me. I have also read and understand the [Privacy Act statement that accompanies this form](#).

Yes No — CANNOT BE UPDATED FOR IMPORTED EXAMS

Figure 38 – Form 8500-8, Page 1: Items 19 and 20 (Health Professional Visits and NDR Consent)

19. 'Have You Visited any Health Professionals within Last 3 Years?'

Either the Yes or No radio button should be selected. At a minimum, the date of the visit in (MM/YYYY) format and the reason for seeing a physician should be entered into the appropriate fields, if 'Yes' is selected. The date entered must be a valid date, no later than today's date, and no earlier than the 20th or 21st century. **(Required)**

IMPORTANT
Yes selection requires AME Comment.

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If entering the exam, enter the information provided by the applicant into the appropriate fields. Click on the **Add** button and the information you entered will appear under the appropriate headings underneath the **Add** button and the fields will clear.

The Edit and Delete links that correspond with each visit allow you to update the visit information or completely delete the visit from the record.

Clicking on the Edit link will display that visit's information in the boxes provided and **Update** and **Clear** buttons will replace the **Add** button. Update as necessary and click the **Update** button. The fields will clear; the **Add** button returns and the information will again appear under the appropriate headings. You may cancel the editing process by clicking the **Clear** button.

20. Applicant's National Driver Register and Certifying Declarations

(IMPORTED EXAMS) – The "Yes" radio button will be selected and a date entered. These fields cannot be updated for imported exams.

(EXAMS CREATED IN AMCS) - If entering the exam, select either the *Yes* or *No* radio button. If the applicant signed the form, select *Yes* and enter the date the form was signed in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today's date, and no earlier than the 20th or 21st century. **(Required)**

IMPORTANT

All applicants must sign the form. A certificate must not be issued without the airman's signature in Item 20.

To proceed to Page 2 of the Form 8500-8 Data Entry Screens click on the **Next Page** button at the bottom of the screen

-OR-

Click on the Page 2 Menu Item at the top of the screen. Information entered on Page 1 will be saved and you will be taken to Page 2 of the Form 8500-8 Data Entry Screens.

9.2 Functions

9.2.1 Search Applicants Tab

Selecting this tab takes you to the Search Applicants screen.

9.2.2 Pending Exams Tab

Selecting this tab takes you to the Pending Exams Screen.

9.2.3 Import Application Tab

Select this tab to go to Import Application screen.

9.2.4 Page 1 Menu Item

This menu item, displayed in light blue, indicates that you are on Page 1 of the Data Entry Screens. The information displayed on this screen is provided by the applicant and imported or entered by the AME.

9.2.5 Page 2 Menu Item

Selecting this menu item will save any newly entered or updated information and take you to Page 2 of the data entry screens

9.2.6 AME Actions Menu Item (PILOTS ONLY)

Selecting this menu item takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

IMPORTANT

This button will not display for ATC exams.

9.2.7 Comments Menu Item

Selecting this menu item takes you to the Comments Screen where you can enter comments for:

- Items 17a, 17b (pilots only), 18a – 18y, and 19 where the applicant has selected Yes
- Abnormal Physical Findings (Items 25 – 48)
- Out of Range/Abnormal Results for Items 49, 50, 51a, 51b, 52 – 57, and 59)

IMPORTANT

A section for comments when an AME makes modifications to information on Page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

9.2.8 Page 3 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 3 of the Data Entry Screens

9.2.9 Check for Errors Button

Clicking on this button will save any newly entered or updated information, validate that information and display a list of errors, if applicable.

9.2.10 Display Summary Button

Clicking on the **Display Summary Report** button will create a PDF version of the imported application for viewing or printing.

9.2.11 Attach Current ECG to New Exam

Clicking on the **Attach ECG** button will launch an ECG import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

You may only attach one ECG to the exam. If you attach the wrong ECG, you may upload a new one. Only the last ECG attached will be saved and transmitted with the exam.

You will receive a warning at the top of the window if an ECG has already been attached.

AMCS User Guide

An ECG was uploaded for this exam on 5/19/2015, uploading a new ECG will replace this ECG.

Document: No file chosen

Category: ECG

Document Date:

Comments:
(Max allowed is 255 characters)

Figure 39 – Attach Current ECG to New Exam

To attach an ECG from the ECG Import window, click on the **Choose File** button and search your computer's folders for the appropriate ECG PDF document. Select the document and click on the **Open** button.

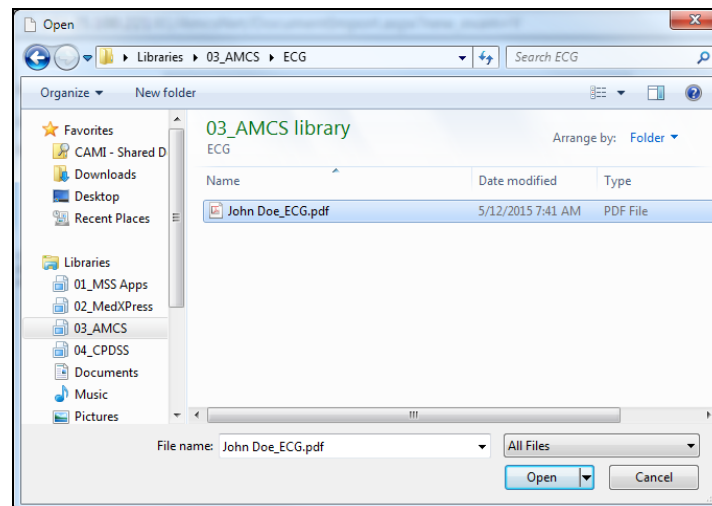


Figure 40 – Attach ECG PDF

The document selected will display in the document field. Enter the date the ECG was performed in the Document Date box, add any necessary comments, and click on the **OK** button.

The screenshot shows a dialog box with the following fields and content:

- Document:** A text field containing "John Doe_ECG.pdf" with a "Choose File" button to its left.
- Category:** A dropdown menu with "ECG" selected.
- Document Date:** A dropdown menu with "5/19/2015" selected.
- Comments:** A large text area containing the text: "ECG performed for a right atrial enlargement and a left atrial enlargement and a right ventricular conduct on delay." Below the text area, it says "(Max allowed is 255 characters)".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 41 – ECG Date and Comments

You will receive a message that the ECG has been successfully uploaded:

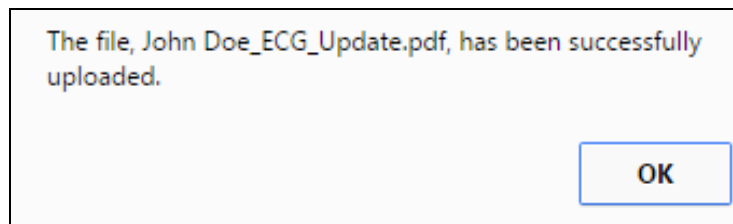


Figure 42 – ECG File Upload Success Message

9.2.12 Print Certificate Button (Pilots Only)

Clicking this button will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information. When a certificate is reprinted a warning message will display indicating that a previous version of the certificate has been printed and should be destroyed.

IMPORTANT

Once a certificate has been printed the maximum number of times, the button will no longer appear.

IMPORTANT

This button will not display for ATC exams.

AMCS User Guide

9.2.12.1 Medical Certificate Quick Print (Pilots Only)

This screen is launched when the **Print Certificate** button is selected.

The screenshot shows the AMCS Medical Certificate Quick Print form. The form is titled "Medical Certificate - Quick Print" and is part of the "AMCS Aerospace Medical Certification System". It contains three main sections: "Personal Information", "Certificate Information", and "Limitations".

Personal Information:

- Name, First: FREDERICK
- Middle: FLLOYD
- Last: FLINTSTONE
- Suffix: dropdown menu
- Street Address: 2324 ROCK STREET
- City: OKLAHOMA CITY
- State: OK
- Zip Code: 73165
- Country: USA
- Date of Birth: 4/20/1969
- Sex: Male
- Hair Color: BLACK
- Eye Color: BLACK
- Height: 68
- Weight: 220

Certificate Information:

- Type: Medical Certificate
- Class: FIRST
- Form Number: GX1151035
- Exam Date: 8/11/2014

Limitations:

- None
- Must have available glasses for near vision.
- Must wear corrective lenses.
- Must wear corrective lenses for near and distant vision.
- Must wear lenses for distant, have glasses for near vision.
- Third-Class Letter of Evidence
- Must wear prismatic correction.
- Must use hearing amplification.

Please do not enter a date in this field unless the airman has a special issuance.
Not valid for any class after date: dropdown menu

Preview Certificate button

Figure 43 – Medical Certificate Quick Print

Some fields will automatically populate with the applicable information from Page 1. Information entered such as Weight, Height, Form Number, Exam Date, Limitations, etc. will be saved into the applicable fields of the 8500-8 Data Entry Screens.

The Form Number field will automatically populate with a GX-***** computer generated number. (If the exam is for a combination FAA ATC/pilot, the GG-***** number from the paper 8500-8 form should be entered.) The Form Number will print on student certificates.

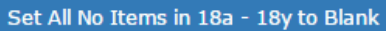
Once all required information is entered, click on the **Preview Certificate** button.

9.2.13 Set All Blank Items in A thru Y to No Button

Set All Blank Items in 18a - 18y to No

This button sets all blank radio button selections for the Medical History, Item 18, selections a thru y, to *No*

9.2.14 Set All No Items in A thru Y to Blank Button



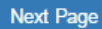
This button sets all *No* radio button selections for the Medical History, Item 18, selections a thru y, to *Blank*. *Yes* selections will remain selected.

9.2.15 Save Button



Selecting this button will save any newly entered or updated information.

9.2.16 Next Page Button



Selecting this button will save any newly entered or updated information and takes you to page 2 of the data entry screens.

9.2.17 Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

9.2.18 AMCS Home

Click the **AMCS Home** link to go to the AMCS Home screen.

9.2.19 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

AMCS User Guide

9.2.20 Medical Certificate Preview (Pilots Only)

Clicking on the **Preview Certificate** button on the Medical Certificate Quick Print screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.

The certificate may be printed up to twenty times as long as the exam remains in a Pending status. When a certificate is reprinted a warning message will display indicating that a previous version of the certificate has been printed and should be destroyed.

The screenshot displays a web interface for previewing a medical certificate. On the left is a navigation menu with sections: Current (Page 1, Page 2, Comments, Page 3, Quick Cert), Exams (Pending, Search, Import), and AMCS (Help, Logout). The main area shows a 'Certificate Sample' with the following content:

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

MEDICAL CERTIFICATE FIRST CLASS

This certifies that (Full name and address):
FREDERICK FLLOYD FLINTSTONE
2324 ROCK STREET
OKLAHOMA CITY OK 73165 USA

Date of Birth	Height	Weight	Hair	Eyes	Sex
04/20/1969	68	220	BLACK	BLACK	M

has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations: None

Date of Examination	08/11/2014	Examiner's Designation No.	00034
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Examiner

Signature
Typed Name COURTNEY D. SCOTT JR, DO

AIRMAN'S SIGNATURE

Applicant ID: 2001907676	Control No.: 200006441044
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FAA Form 8500-9 (9-08) Supersedes Previous Editions NSN: 0052-00-670-7002

Print Certificate

Figure 44 – Medical Certificate Preview Screen

9.2.20.1 Certificate Eligibility Warning (Pilots Only)

Each exam is validated against the applicant's exam history in the DIWS. If the applicant has had a previous exam denial or a prior exam submitted within the past 90 days you will be presented with this warning page and will not be allowed to print a certificate.

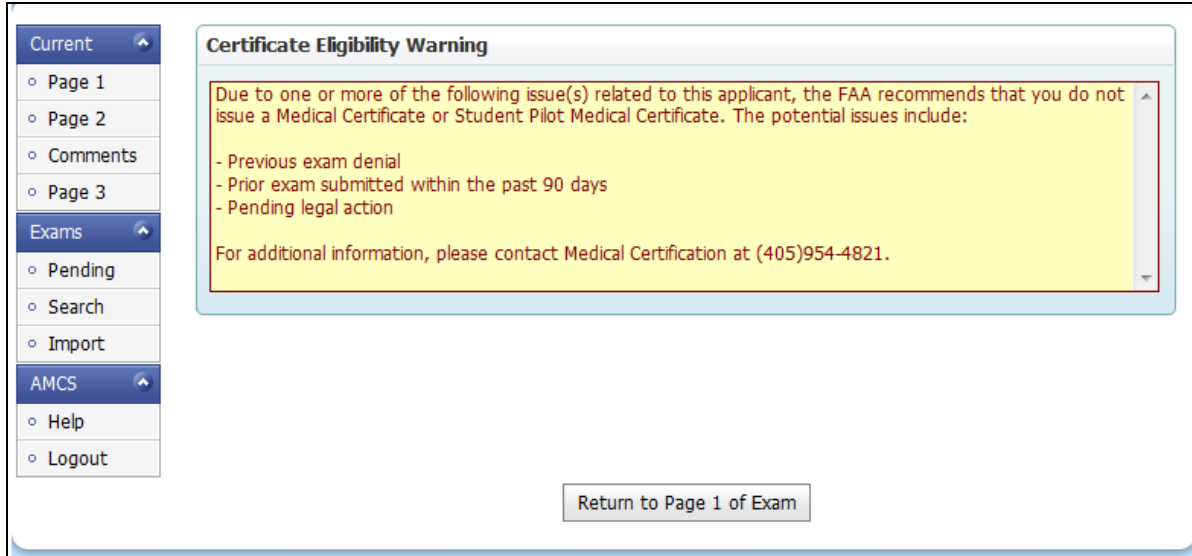


Figure 45 – Certificate Eligibility Warning Screen

10 Form 8500-8 Data Entry Screen Page 2

Page 2 of the Form 8500-8 Data Entry Screens was designed to resemble the back page of the paper FAA Form 8500-8.

10.1 Form 8500-8 Data Entry Fields

Instructions for the individual data entry fields on Page 2 of the data entry screens follow.

The screenshot displays the AMCS user interface for Form 8500-8. At the top left is the FAA logo and the text 'Aerospace Medical Certification Subsystem (AMCS)'. At the top right, it says 'Welcome, Dr. Manhattan' with links for 'AMCS Home' and 'Log Out'. A navigation bar contains 'Form 8500-8' (highlighted), 'Search Applicants', 'Pending Exams', 'Import Application', and 'Help'. Below this is another set of tabs: 'Page 1', 'Page 2' (highlighted), 'AME Actions', 'Comments', and 'Page 3'. The main content area shows a 'MedXPress Imported application' for 'Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc.' with details: 'Application For: Airman Medical Cert. Class of Medical Cert.:3rd', 'Name: Hal R. Jordan', and 'SSN: *****1444'. At the bottom right are four buttons: 'Attach ECG', 'Print Certificate', 'Display Summary', and 'Check for Errors'.

Figure 46 – Form 8500-8, Page 2

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10.1.1 Items 21 Thru 48

21. Ok Height (in.):

22. Ok Weight (lbs.): BMI:

21. Ok Statement of Demonstrated Ability (SODA): Yes No

24. Ok SODA #:

Ok Defect Noted:

Physical Findings:

[Set All Blank Items in 25-48 to Normal](#)

25. Normal Abnormal Ok Head, face, neck, scalp

26. Normal Abnormal Ok Nose

27. Normal Abnormal Ok Sinuses

28. Normal Abnormal Ok Mouth and throat

29. Normal Abnormal Ok Ears, general (Internal and external canals; Hearing under item 49)

30. Normal Abnormal Ok Ear Drums (perforation)

31. Normal Abnormal Ok Eyes, general (Vision under items 50 to 54)

32. Normal Abnormal Ok Ophthalmoscopic

33. Normal Abnormal Ok Pupils (Equality and reaction)

34. Normal Abnormal Ok Ocular motility (Associated parallel movement, nystagmus)

35. Normal Abnormal Ok Lungs and chest (Not including breast examination)

36. Normal Abnormal Ok Heart (Precordial activity, rhythm, sounds, and murmurs)

37. Normal Abnormal Ok Vascular system (Pulse, amplitude and character; arms, legs, others)

38. Normal Abnormal Ok Abdomen and viscera (Including hernia)

39. Normal Abnormal Ok Anus (Not including digital examination)

40. Normal Abnormal Ok Skin

41. Normal Abnormal Ok G-U system (Not including pelvic examination)

42. Normal Abnormal Ok Upper and lower extremities (Strength and range of motion)

43. Normal Abnormal Ok Spine, other musculoskeletal

44. Normal Abnormal Ok Identifying body marks, scars, tattoos (Size and location)

45. Normal Abnormal Ok Lymphatics

46. Normal Abnormal Ok Neurologic (Tendon reflexes, equilibrium, senses, cranial nerves, coordination, etc.)

47. Normal Abnormal Ok Psychiatric (Appearance, behavior, mood, communication, and memory)

48. Normal Abnormal Ok General systemic

See Comments Page to View and Update AME Comments for Items 25-48.

Figure 47 – Form 8500-8, Page 2: Items 21 through 48 (Exam Findings)

21. Height (in.)

Enter the applicant's height in inches. A valid height between 36 and 90 inches only will be accepted. **(Required)**

22. Weight (lbs.)

Enter the applicant's weight in pounds. A valid weight between 50 and 450 pounds only will be accepted. **(Required)**

BMI

AMCS User Guide

The applicant's BMI is automatically calculated based on the height and weight information entered.

23. Statement of Demonstrated Ability (SODA)

Select either the Yes or No radio button. If Yes is selected, you must enter the SODA number. **(Required)**

24. SODA #

Enter the SODA Serial number. **(Required if 'Yes' is selected.)**

Defect Noted

Enter defects noted. **(Required if 'Yes' is selected and SODA number entered)**

25 thru 48. Physical Findings

Select either the *Normal* or *Abnormal* radio button for each of the items 25 thru 48. **(Required)**

IMPORTANT

All items marked "abnormal" require an AME Comment.

If all of the items are Normal you can click on the **Set All Blank Items in 25-48 to Normal** button. Each item's *Normal* radio button will be selected.

Clicking on the **Set All Normal Items in 25-48 to Blank** button will clear the 'Normal' selections.

Comments on Physical Findings

Comments that must be entered for physical findings, items 25 thru 48, where the *Abnormal* radio button was selected shall be entered into the top section of the Comments screen

Click on the Comments menu item and enter comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the "Disq" box beside the item number.

10.1.2 Items 49 Thru 58

49.	Ok Hearing	Ok Conversational Voice Test at 6 Feet: <input checked="" type="radio"/> Pass <input type="radio"/> Fail									
	X Speech Discrimination:	<input type="text"/>									
	Audiometer (Threshold in decibels)										
	Ok Right 500:	<input type="text"/>	Ok Right 1000:	<input type="text"/>	Ok Right 2000:	<input type="text"/>	Ok Right 3000:	<input type="text"/>	Ok Right 4000:	<input type="text"/>	
	Ok Left 500:	<input type="text"/>	Ok Left 1000:	<input type="text"/>	Ok Left 2000:	<input type="text"/>	Ok Left 3000:	<input type="text"/>	Ok Left 4000:	<input type="text"/>	
50.	Distant Vision										
	Ok Right 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Left 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Both 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
51a.	Near Vision										
	Ok Right 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Left 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Both 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
51b.	Intermediate Vision										
	Ok Right 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Left 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
	Ok Both 20/	<input type="text"/>	Ok Corrected to 20/	<input type="text"/>							
52.	Ok Color Vision:	<input checked="" type="radio"/> Pass <input type="radio"/> Fail									
53.	Ok Field of Vision:	<input checked="" type="radio"/> Normal <input type="radio"/> Abnormal									
54.	Heterophoria 20' (in prism diopters)										
	Ok Esophoria:	<input type="text"/>	Ok Exophoria:	<input type="text"/>	Ok R. Hyperphoria:	<input type="text"/>	Ok L. Hyperphoria:	<input type="text"/>			
55.	Blood Pressure	Ok Systolic:	<input type="text"/>	X Diastolic:	<input type="text"/>						
56.	Pulse:	Ok <input type="text"/>									
57.	Ok Urine Test (if abnormal, give results):	<input checked="" type="radio"/> Normal <input type="radio"/> Abnormal		Ok Albumin:	<input type="text"/>	Ok Sugar:					
58.	? ECG Date:	<input type="text"/>	(Date will get filled in when an ECG is uploaded)								
59.	Ok Other Tests Given:	<input type="text"/>									

Figure 48 – Form 8500-8, Page 2: Items 49 through 58

49. HEARING

Pilot applicant must pass at least one test (Conversational, Speech Discrimination or Audiometer). ATC applicant must meet Audiometer standards. **(Required)**

IMPORTANT
AME comments are required for failure to pass.

Conversational Voice at 6 Feet

Select either the *Pass* or *Fail* radio button.

AMCS User Guide

Speech Discrimination

Enter the speech discrimination result in the box provided.

Audiometer (Threshold in Decibels)

Enter the Audiometer results in the appropriate boxes.

50. Distant Vision

Enter the distance vision results in the appropriate boxes. *(Required)*

IMPORTANT

AME comments are required for out of range distant vision results.

51a. Near Vision

Enter the near vision (at 16 inches) results in the appropriate boxes. *(Required)*

IMPORTANT

AME comments are required for out of range near vision results.

51b. Intermediate Vision

Enter the intermediate vision (at 32 inches) results in the appropriate boxes. *(Required for 1st and 2nd class applicants age 50 and older)*

IMPORTANT

AME comments are required for out of range intermediate vision results.

52. Color Vision

Select either the *Pass* or *Fail* radio button. *(Required)*

IMPORTANT

AME comments are required if applicant fails color vision test.

53. Field of Vision

Select either the *Normal* or *Abnormal* radio button. *(Required)*

IMPORTANT

AME comments are required if field of vision results are abnormal.

54. Heterophoria 20' (In Prism Diopters)

Enter the Heterophoria test results in the boxes provided. *(Required)*

IMPORTANT

AME comments are required for test results that exceed the specified standards.

55. Blood Pressure

AMCS User Guide

Enter the Systolic and Diastolic blood pressure readings in the boxes provided. **(Required)**

IMPORTANT

AME comments are required if blood pressure readings are above specified limits.

56. Pulse

Enter the pulse reading in the box provided. **(Required)**

IMPORTANT

AME comments are required if field needs to be left blank for some reason.

57. Urine Test (If Abnormal, Give Results)

Select either the *Normal* or *Abnormal* radio button. If Abnormal is selected, you must enter the Albumin and Sugar results in the boxes provided. You may also enter Albumin and Sugar results for normal urinalysis if desired.

IMPORTANT

AME comments are required if results are abnormal.

58. ECG Date

Displays a red "X" when applicant requires a current ECG with the new exam. The date field is not updateable. The date will auto-fill with the date assigned during the upload of the applicant's ECG.

IMPORTANT

AMCS will not allow transmission of the exam without an ECG attached if the applicant requires an ECG.

10.1.3 Items 59 And 60

59. Ok Other Tests Given:

60. Comments on History and Findings (See Comments Page to View and Update Comments.)

Ok Significant Medical History: Yes No Ok Abnormal Physical Findings: Yes No

Figure 49 – Form 8500-8, Page 2: Items 59 and 60 (Other Tests Given and Comments)

59. Other Tests Given

Enter any additional medical information in the box provided. Additional medical information may be furnished through additional history taking, further clinical examination procedures and supplemental laboratory procedures.

AMCS User Guide

IMPORTANT

AME comments are required when additional information is obtained.

60. Comments on History and Findings

Comments that must be entered for the Yes answers in Items 17a, 17b (pilots only), 18 a-y; and for out of range or abnormal results for items 49, 50, 51.a., 51.b., 52 thru 57, and 59, shall be entered in the bottom section of the Comments screen.

Click on the Comments menu item and enter comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the box beside the item number.

Significant Medical History

Select the Yes or No radio button. **(Required)**

Abnormal Physical Findings

Select the Yes or No radio button. **(Required)**

10.1.4 Item 62

62. Has Been Issued:

- Medical Certificate
- Medical and Student Pilot Certificate
- No Certificate Issued - Deferred for Further Evaluation
- Has Been Denied - Letter of Denial Issued (Copy Attached)

62. Has Been Issued:

- FAA ATCS Clearance Issued on FAA Form 3900-7
- FAA ATCS Clearance Deferred on FAA Form 3900-7

62. Has Been Issued:

- FAA ATCS Clearance Deferred to FAA

Figure 50 – Form 8500-8, Page 2: Item 62 (Certificate Issue Status)

62. Has Been Issued

Item 62 will display in one of the four manners depicted above depending on the Exam Type selected. Select the appropriate radio button to indicate the certificate or clearance that was issued or to indicate whether or not the exam was deferred or denied. **(Required)**

IMPORTANT

The applicant must meet the minimum age requirement (16 years) in order for a Medical and Student Pilot Certificate to be issued.

AMCS User Guide

IMPORTANT

Selecting Item #6 on the AME Actions page will update the selection to "No Certificate Issued – Deferred for Further Evaluation"

Certificate Eligibility Warning (Pilots Only)

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial or a prior exam submitted within the past 90 days a Certificate Eligibility Warning will appear above Item 62 recommending that you not issue a certificate.

62. **Ok** Has Been Issued:

- Medical Certificate
- Medical and Student Pilot Certificate
- No Certificate Issued - Deferred for Further Evaluation
- Has Been Denied - Letter of Denial Issued (Copy Attached)

63. Disqualifying Defects:
Please note any disqualifying defects by checking the appropriate "Disq." box(es) on the Comments Page:

64. Medical Examiner's Declaration - I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this medical examination report. This report with any attachment embodies my findings completely and correctly.

Ok Medical Exam Date:

Ok AME Declaration: Yes No

[Previous Page](#) [Save](#) [Next Page](#)

Certificate Eligibility Warning

You will be unable to print a Medical Certificate for this exam due to the following issues potentially related to this applicant:

- Previous exam denial
- Prior exam submitted within the past 90 days

For additional information, please contact Medical Certification at (405) 954-4821 or AMCS Support at (405) 954-3238.

Figure 51 - Form 8500-8, Page 2: Certificate Eligibility Warning

10.1.5 Items 63 And 64

63. Please note any Disqualifying Defects by checking the "Disq." Box on the comments page:
Disqualifying Defects:

64. Medical Examiner's Declaration - I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this medical examination report. This report with any attachment embodies my findings completely and correctly.

X Medical Exam Date: X AME Declaration: Yes No

Previous Page Save Next Page

Figure 52 – Form 8500-8, Page 2: Items 63 and 64 (Disqualifying Defects and AME Declaration)

63. Disqualifying Defects

Items that an AME checks as disqualifying in the applicable areas of the Comments screen will be listed by item number (e.g., 18v, 44, 53).

64. Medical Examiner's Declaration – I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this medical examination report. This report with any attachment embodies my findings completely and correctly.

Medical Exam Date

Enter the date of the examination in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today's date and no earlier than 10/01/1999. **(Required)**

AME Declaration

Select the *Yes* or *No* radio button. *Yes* indicates that the AME has read the declaration and has signed the 8500-8 application. **(Required)**

Clicking on the **Next Page** button at the bottom right of the screen will take you to the Comments screen. Enter any necessary comments and click on the **Next Page** button at the bottom right of the Comments Screen to proceed to Page 3 of the Form 8500-8 Data Entry Screens.

-OR-

Click on the Page 3 menu item. Information entered on Page 2 will be saved and you will be taken to Page 3 of the Form 8500-8 Data Entry Screens.

10.2 Functions

10.2.1 Search Applicants Tab

Selecting this takes you to the Search Applicants Screen.

10.2.2 Pending Exams Tab

Selecting this tab takes you to the Pending Exams Screen.

10.2.3 Import Application Tab

Selecting this tab takes you to the Import Application screen.

AMCS User Guide

10.2.4 Page 1 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 1 of the Data Entry Screens.

10.2.5 Page 2 Menu Item

This menu item, displayed in light blue, indicates you are on Page 2 of the Data Entry Screens.

10.2.6 AME Actions Menu Item (PILOTS ONLY)

This menu item takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

IMPORTANT

This button will not display for ATC exams.

10.2.7 Comments Menu Item

This menu item takes you to the Comments page where you can enter AME comments.

IMPORTANT

A section for comments when an AME makes modifications to information on Page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

10.2.8 Page 3 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 3 of the Data Entry Screens.

10.2.9 Check for Errors Button

Clicking this button will save any newly entered or updated information, validate that information and display a list of errors if applicable.

10.2.10 Display Summary Button

Clicking on the **Display Summary Report** button will create a PDF version of the imported application for viewing or printing.

10.2.11 Attach ECG Button

Clicking on this button will launch a Document import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

10.2.12 Print Certificate Button (Pilots Only)

Selecting this button will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information. When a certificate is reprinted a warning message will display indicating that a previous version of the certificate has been printed and should be destroyed.

IMPORTANT

Once a certificate has been printed the maximum number of times, the button will no longer appear.

IMPORTANT

This button will not display for ATC exams.

10.2.13 Set All Blank Items in 25 - 48 to Normal Button

Set All Blank Items in 25-48 to Normal

Sets all of the blank radio button selections for the Physical Exam Items 25 -48 to *Normal*

10.2.14 Set All Normal Items in 25 - 48 to Blank Button

Set All Normal Items in 25-48 to Blank

Sets all of *Normal* radio button selections for the Physical Exam Items 25 – 48 to *Blank*; *Abnormal* selections will remain selected

10.2.15 Save Button

Save

Selecting this button will save any newly entered or updated information.

10.2.16 Previous Page Button

Previous Page

Selecting this button will save any newly entered or updated information and take you back to Page 1 of the Data Entry Screens.

10.2.17 Next Page Button

Next Page

Selecting this button saves any newly entered or updated information and takes you to the AME Actions page.

10.2.18 Help Tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

10.2.19 AMCS Home

Click the **AMCS Home** link to AMCS Home screen.

10.2.20 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.

11 AME Actions Screen

The AME Actions screen was designed to provide the AME with a list of selections to choose from when making an Obstructive Sleep Apnea Assessment for an applicant.

Form 8500-8 Search Applicants Pending Exams Import Application Help

Page 1 Page 2 **AME Actions** Comments Page 3

MedXPress Imported application
FAA Pilot - Aviation Safety Inspector, Aerospace Engineer, Test Pilot
Application For: Class of Medical Cert.:1st
Name: HAL JORDAN
SSN: *****7513

Attach ECG Print Certificate Display Summary Check for Errors

Obstructive Sleep Apnea Assessment ([AME Guide Reference](#))

You must select the choice below that applies to this airman

Applicant Previously Assessed

- 1. Has OSA diagnosis and is on Special Issuance. Reports to follow.
- 2. Has OSA diagnosis and is currently being treated OR has had previous OSA assessment. NOT on Special Issuance. Reports to follow.

Applicant Not at Risk

- 3. Determined to NOT be at risk for OSA at this examination.

Applicant at Risk/Severity to be Assessed

- 4. Discuss OSA risk with airman and provide educational materials.
- 5. At risk for OSA. AASM sleep apnea assessment required. Reports to follow.

Applicant Risk/Severity high

- 6. Deferred. Immediate safety risk. AASM sleep apnea assessment required. Reports to follow.

Previous Page Save Next Page

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Readers & Viewers: PDF

Figure 53 – AME Actions

A selection is required for all Pilot exams. The AME will not be able to submit the exam if a selection has not been made.

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If the sixth choice is selected (Deferred under Applicant Risk/Severity High section) from the AME Actions Screen, the selection on Form 8500-8 Page 2, Exam Item #62 will automatically be updated to "No Certificate Issued – Deferred for Further Evaluation". The AME will receive a confirmation message indicating that Item 62 will be updated.

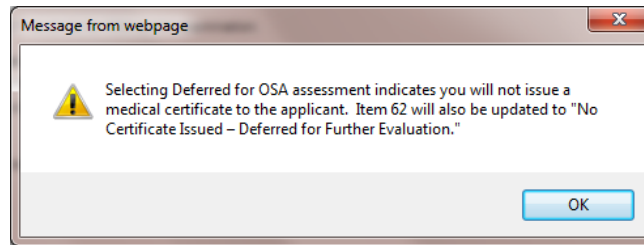


Figure 54 - No Certificate Issued - Deferred Message

IMPORTANT

This page will not display for ATC exams.


12 Comments Screen

The Comments Screen was designed to provide a central location in which to enter explanations and comments pertaining to an applicant's medical history, comments related to any abnormal physical findings and comments for other out of range or abnormal results.

12.1 Comments on Physical Findings

AME comments that must be entered for physical findings, items 25 thru 48, where the *Abnormal* radio button was selected shall be entered into the top section of the Comments screen.

AMCS User Guide



**Aerospace Medical Certification
Subsystem (AMCS)**

Welcome, Dr. Manhattan
[AMCS Home](#) | [Log Out](#)

Form 8500-8 [Search Applicants](#) [Pending Exams](#) [Import Application](#) [Help](#)

Page 1 Page 2 **AME Actions** Comments Page 3

MedXPress Imported application
FAA Pilot - Aviation Safety Inspector, Aerospace Engineer, Test Pilot
Application For: Class of Medical Cert.:1st
Name: HAL JORDAN
SSN: *****7513

[Attach ECG](#) [Print Certificate](#) [Display Summary](#) [Check for Errors](#)

X Comments on Physical Findings (Items 25-48):
AMEs, please provide comments for any abnormal physical findings. Also, check all items to be included in Disqualifying Defects (Item 63).

Item	AME Comment	Disq
38	Abdomen and viscera (Including hernia)	<input type="checkbox"/>

Ok General Notes Pertaining to Physical Findings:

Figure 55 – Comments on Physical Findings

12.2 Modifications to Page 1 of Imported Exams

This section is for comments when an AME makes modifications to information on Page 1 of an application imported via the FAA MedXPress. An AME must enter a comment for each modification and check the “Check here to certify” check box before the exam can be submitted.

X The following changes have been made to Page 1 of the application and require AME comment

Item	Modifications	AME Comment
2.	Class of Medical Cert. changed from 2 to 1	Updated based on patient need
4A.	Applicant modified the SSN, AMCS has retained the original SSN	
5A.	Address changed from 40034 Rd 415 to 40034 Route 415	Address correction
180.	18o changed from N to Y	Updated medical history

X In checking the certification box immediately below, I certify that all modifications to the portion of this application completed by the applicant that are noted in this section were made by me in consultation with the applicant and with the applicant's full approval and authorization.

Check here to certify.

Figure 56 – Imported Exam Changes Explanation

Changes made by the system to information on Page 1 are also displayed here with “System Change” automatically entered into the comments. If a change made by the system is the only change made to Page 1 information, the “Check here to certify” checkbox is automatically checked.

12.3 Applicant Explanations

Applicant explanations that must be entered for medical history items where the Yes radio button was selected shall be entered into the bottom section of the Comments screen where applicable.

AMCS User Guide

12.4 Comments on History and Findings

AME comments that must be entered for the Yes answers in Items 17a, 17b (pilots only), 18 a - y; and for out of range or abnormal results for items 49, 50, 51.a., 51.b., 52 thru 57, and 59, shall be entered in the bottom section of the Comments screen.

X Comments on Medical History and Abnormal Findings:
Please enter applicant and AME comments for all "YES" answers in the Medical History section. Also, please enter AME comments for all abnormal findings of the examination. Check all items to be included in 63. Disqualifying Defects.

Item	Applicant Explanation or Item Description	AME Comment (Item 60)	Disq
180.	Alcohol dependence or abuse <input type="text" value="Attended Alcoholics Anonymous for one year"/>	<input type="text" value="Patient no longer drinks alcohol"/>	<input type="checkbox"/>
18V.	History of (1) any conviction(s) involving driving while intoxicated by, while impaired by, or while under the influence of alcohol or a drug; or (2) history of any conviction(s) or administrative action(s) involving an offense(s) which resulted in the denial, suspension, cancellation, or revocation of driving privileges or which resulted in attendance at an educational or a rehabilitation program. <input type="text" value="Previously reported"/>	<input type="text" value="Already exists in patient file"/>	<input type="checkbox"/>
19.	Have you visited any health professionals within the last 3 years <input type="text" value="Yes"/>	<input type="text" value="Doctor visits verified"/>	<input type="checkbox"/>

Ok General Explanations by Airman Pertaining to Medical History:

Ok Additional AME Comments:

Figure 57 – Comments on History and Findings

AMCS User Guide

13 Form 8500-8 Data Entry Screen Page 3

Page 3 of the Form 8500-8 Data Entry Screens was designed to present itself as *Certificate Issued* or *No Certificate Issued*, as applicable, and is where the AME will submit the exam to the FAA.

Form 8500-8 Search Applicants Pending Exams Import Application Help

Page 1 Page 2 AME Actions Comments Page 3

AMCS NEW APPLICATION
Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc.
Application For: Airman Medical Cert. Class of Medical Cert.:3rd
Name: Hal R. Jordan
SSN: *****1444

Attach ECG Print Certificate Display Summary Check for Errors

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

Ok Certificate/Form No.: GG 1274987

MEDICAL CERTIFICATE THIRD CLASS

This certifies that (Full name and address):
Hal R. Jordan
1 Oa Drive
Coast City, CA, USA

Date of Birth	Height	Weight	Hair	Eyes	Sex
07/15/1951	79	200	BROWN	BLUE	M

has met the medical standards prescribed in Part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations

Code	Description
<input type="checkbox"/> 0	None
<input type="checkbox"/> 1	Must have available glasses for near vision.
<input type="checkbox"/> 2	Must wear corrective lenses.
<input type="checkbox"/> 3	Must wear corrective lenses for near and distant vision.
<input type="checkbox"/> 4	Must wear lenses for distant, have glasses for near vision.
<input type="checkbox"/> 5	Third-Class Letter of Evidence
<input type="checkbox"/> 6	Must wear prismatic correction.
<input type="checkbox"/> 9	Must use hearing amplification.
<input type="checkbox"/> 10	Must wear artificial limb.
<input type="checkbox"/> 11	Oxygen required when flying above 7,999 feet.

Date of Examination: 05/28/2015 Examiner's Designation No.: 00034

Previous Page Save Submit Exam

Figure 58 – Form 8500-8 Screen, Page 3

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13.1 No Certificate Issued

If one of the following selections was made in Field 62 on Page 2 of the Form 8500-8 Data Entry Screens, a screen indicating that no certificate will be issued by the AME will display.

- FAA ATCS Clearance Deferred to FAA
- FAA ATCS Clearance Issued on FAA Form 3900-7
- FAA ATCS Clearance Deferred on FAA Form 3900-7
- FAA ATCS Clearance and Airman Medical Certificate Deferred
- No Certificate Issued – Deferred for Further Evaluation
- Has Been Denied – Letter of Denial Issued (Copy Attached)

The screenshot displays the AMCS Form 8500-8 Data Entry interface. At the top, the FAA logo and 'Aerospace Medical Certification Subsystem (AMCS)' are visible on the left, and 'Welcome, Dr. Manhattan' with 'AMCS Home | Log Out' on the right. A navigation bar includes 'Form 8500-8', 'Search Applicants', 'Pending Exams', 'Import Application', and 'Help'. Below this, a tabbed interface shows 'Page 1', 'Page 2', 'AME Actions', 'Comments', and 'Page 3'. The main content area shows application details: 'MedXPress Imported application', 'FAA Pilot - Aviation Safety Inspector, Aerospace Engineer, Test Pilot', 'Application For: Class of Medical Cert.:1st', 'Name: HAL JORDAN', and 'SSN: *****7513'. Action buttons include 'Attach ECG', 'Print Certificate', 'Display Summary', and 'Check for Errors'. The applicant's affiliation is listed as 'UNITED STATES OF AMERICA, Department of Transportation, Federal Aviation Administration'. A dropdown menu for 'Certificate/Form No.' is present. A prominent red message states: 'No certificate will be issued by the AME.' Below this, fields for 'Date of Examination' and 'Examiner's Designation No.' are visible. At the bottom, there are 'Previous Page', 'Save', and 'Submit Exam' buttons. The footer contains links for 'FAA.gov', 'Privacy Policy', 'Web Policies & Notices', 'Site Map', 'Contact Us', 'Frequently Asked Questions', and 'Forms'.

Figure 59 – No Certificate Issued

AMCS User Guide

13.2 Certificate Issued

If one of the following selections was made in Field 62 on Page 2 of the Form 8500-8 Data Entry Screens, the Medical Certificate screen will display allowing you to update the certificate information, if necessary.

- FAA ATCS Clearance and Airman Medical Certificate Issued
- Medical Certificate
- Medical and Student Pilot Certificate

The screenshot displays the 'Certificate Issued' screen for Form 8500-8. The top navigation bar includes 'Form 8500-8', 'Search Applicants', 'Pending Exams', 'Import Application', and 'Help'. Below this, a secondary bar shows 'Page 1', 'Page 2', 'AME Actions', 'Comments', and 'Page 3'. The main content area is titled 'AMCS NEW APPLICATION' and provides details for a Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc. The application is for an Airman Medical Certificate, Class of Medical Cert.:3rd. The applicant's name is Hal R. Jordan and his SSN is ****1444. Action buttons include 'Attach ECG', 'Print Certificate', 'Display Summary', and 'Check for Errors'. The screen identifies the user as 'UNITED STATES OF AMERICA Department of Transportation Federal Aviation Administration' and shows the certificate number 'GG' followed by '1274987'. The medical certificate class is 'THIRD CLASS'. The applicant's address is 'Hal R. Jordan, 1 Oa Drive, Coast City, CA, USA'. A table lists personal information: Date of Birth (07/15/1951), Height (79), Weight (200), Hair (BROWN), Eyes (BLUE), and Sex (M). A statement confirms the applicant meets the medical standards of Part 67. A 'Limitations' section lists 11 categories with checkboxes, all currently unchecked. At the bottom, the 'Date of Examination' is 05/28/2015 and the 'Examiner's Designation No.' is 00034. Navigation buttons 'Previous Page', 'Save', and 'Submit Exam' are located at the bottom right.

Form 8500-8 Search Applicants Pending Exams Import Application Help

Page 1 Page 2 AME Actions Comments Page 3

AMCS NEW APPLICATION
Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc.
Application For: Airman Medical Cert. Class of Medical Cert.:3rd
Name: Hal R. Jordan
SSN: ****1444

Attach ECG Print Certificate Display Summary Check for Errors

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

Ok Certificate/Form No.: GG 1274987

MEDICAL CERTIFICATE THIRD CLASS

This certifies that (Full name and address):
Hal R. Jordan
1 Oa Drive
Coast City, CA, USA

Date of Birth	Height	Weight	Hair	Eyes	Sex
07/15/1951	79	200	BROWN	BLUE	M

has met the medical standards prescribed in Part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations

Code	Description
<input type="checkbox"/> 0	None
<input type="checkbox"/> 1	Must have available glasses for near vision.
<input type="checkbox"/> 2	Must wear corrective lenses.
<input type="checkbox"/> 3	Must wear corrective lenses for near and distant vision.
<input type="checkbox"/> 4	Must wear lenses for distant, have glasses for near vision.
<input type="checkbox"/> 5	Third-Class Letter of Evidence
<input type="checkbox"/> 6	Must wear prismatic correction.
<input type="checkbox"/> 9	Must use hearing amplification.
<input type="checkbox"/> 10	Must wear artificial limb.
<input type="checkbox"/> 11	Oxygen required when flying above 7,999 feet.

Date of Examination: 05/28/2015 Examiner's Designation No.: 00034

Previous Page Save Submit Exam

Figure 60 - Certificate Issued Screen

IMPORTANT

If a certificate has already been printed using the **Print Certificate** button, no changes should be made to the certificate information at this point. If the data being submitted does not match the data that was printed on the certificate, the exam will not submit and a Certificate Data Mismatch Verification screen will launch.

Medical Certificate Class

Select the appropriate class granted from the drop down list provided.

Limitations

Select the limitation(s) that apply.

Certificate/Form Number

This field will automatically populate with a GX-***** computer generated number if the application was imported via the FAA's MedXPress system and the digits will be read-only. (If you are performing an FAA ATC/pilot combination exam, the GG-***** number from the paper 8500-8 form should be entered.)

13.2.1.1 Certificate Data Mismatch Verification

This screen launches if information printed on the certificate issued pre-submission has changed or if you have selected deferred or denied in block 62 and you are now trying to submit the exam. AMCS will not allow you submit the exam without a comment in the box provided, or a correction of the changed data. If possible, please return to the exam and print a corrected certificate or correct the data that has changed before submitting.

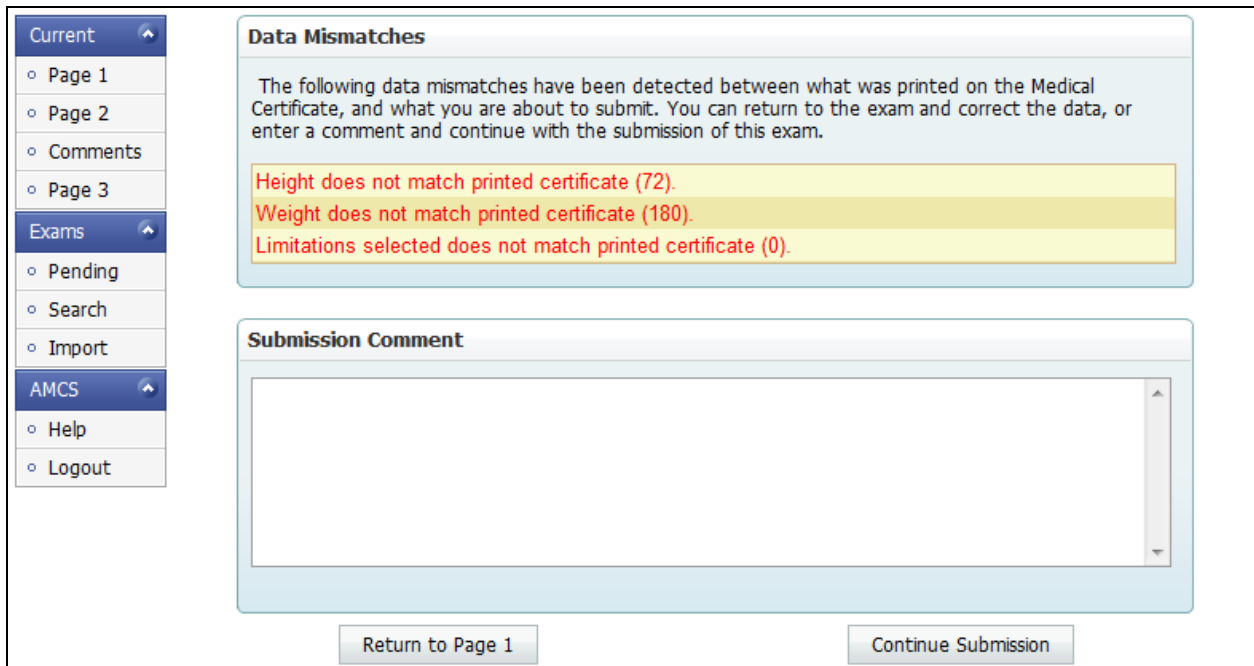


Figure 61 – Certificate Data Mismatch Verification

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13.2.1.2 Certificate Issued With Certificate Eligibility Warning

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial or a prior exam submitted within the past 90 days a Certificate Eligibility Warning will appear at the bottom of Page 3's Certificate Issued screen. If the AME decides to ignore the warning and submit, a screen will launch requiring an explanation for the submission. If you see a Certificate Eligibility Warning, please contact the FAA for instructions. You will be unable to print a certificate.

The screenshot displays the AMCS interface for a new application. At the top, there are navigation tabs for Page 1, Page 2, AME Actions, Comments, and Page 3. The main content area includes the following sections:

- AMCS NEW APPLICATION:** Pilot (non FAA) - Airman, Student Pilot, Non-FAA Air Traffic Controller, etc. Name: HAL JORDAN, SSN: *****4967.
- Actions:** Attach ECG, Print Certificate, Display Summary, Check for Errors.
- UNITED STATES OF AMERICA:** Department of Transportation, Federal Aviation Administration. Certificate/Form No.: GG 6156489.
- MEDICAL CERTIFICATE:** CLASS FIRST.
- Applicant Information:** This certifies that (Full name and address): HAL JORDAN, Oa Sector 0, Coast City, CA 20814.
- Medical Data:** Date of Birth: 02/20/1970, Height: 80, Weight: 150, Hair: BROWN, Eyes: BROWN, Sex: M.
- Medical Standards:** has met the medical standards prescribed in Part 67, Federal Aviation Regulations, for this class of Medical Certificate.
- Limitations:** A list of potential limitations with checkboxes. The 'None' option (code 0) is selected.
- Exam Details:** Date of Examination: 06/19/2015, Examiner's Designation No.: 20506.
- Navigation:** Previous Page, Save, Submit Exam buttons.
- Certificate Eligibility Warning:** A red banner at the bottom stating: "You will be unable to print a Medical Certificate for this exam due to the following issues potentially related to this applicant: - Previous exam denial, - Prior exam submitted within the past 90 days. For additional information, please contact Medical Certification at (405) 954-4821 or AMCS Support at (405) 954-3238."

Figure 62 – Certificate Issued With Certificate Eligibility Warning

Explanation for Submission

If the decision has been made to ignore the warnings and issue a certificate, the Explanation for Submission screen will launch requiring the AME to enter an explanation for the issuance before AMCS will allow submission of the exam.

The screenshot shows a web application interface. On the left is a dark blue sidebar with a white menu. The menu has three main sections: 'Current' (with a dropdown arrow), 'Exams' (with a dropdown arrow), and 'AMCS' (with a dropdown arrow). Under 'Current' are 'Page 1', 'Page 2', 'Comments', and 'Page 3'. Under 'Exams' are 'Pending', 'Search', and 'Import'. Under 'AMCS' are 'Help' and 'Logout'. The main content area is white with a dark blue header bar containing the title 'Submission Explanation'. Below the title is a message: 'You have elected to ignore the warnings about not issuing a certificate for this exam, please enter an explanation for this issuance in the box provided below.' Below the message is a large, empty text input box with a vertical scrollbar on the right. At the bottom of the main content area are two buttons: 'Return' and 'Submit'.

Figure 63 – Explanation for Submission

13.2.1.3 Exam Submission Confirmation

Once all of the necessary data has been entered, click on the **Submit Exam** button on the bottom of Page 3 of the Form 8500-8 Data Entry Screens.

If the data does NOT pass the final validation stage, error messages will display at the top of the page. Clicking on the error will take you to the appropriate page of the Form 8500-8 Data Entry Screens so you can correct the error.

If all of the data passes the final validation stage, a Confirmation screen will appear displaying a message indicating that the exam was submitted successfully along with the Exam Date, Applicant ID number, MID number, applicant's DOB and SSN as well as the applicant's name and address.

AMCS User Guide

The screenshot displays the AMCS user interface. At the top left is the Federal Aviation Administration logo. The header text reads "Aerospace Medical Certification Subsystem (AMCS)". On the top right, it says "Welcome, Dr. Manhattan" with links for "AMCS Home" and "Log Out". A navigation bar below the header contains "Form 8500-8" (highlighted), "Search Applicants", "Pending Exams", "Import Application", and "Help". The main content area shows a green message: "The exam was submitted successfully." Below this, exam details are listed: Exam Date: 6/11/2015, Applicant ID: 12353231343, MID: 200004885132, DOB: 02/20/1970, and SSN: 555-57-5309. The applicant's name and address are also shown: HAL JORDAN, 1 Oa Sector 0, Coast City, CA, USA, 20814. At the bottom of the content area are two buttons: "Display Summary Report" and "Preview Certificate". The footer contains links for "FAA.gov", "Privacy Policy", "Web Policies & Notices", "Site Map", "Contact Us", "Frequently Asked Questions", and "Forms". Below the footer, it says "Readers & Viewers: PDF".

Figure 64 – Exam Submission Confirmation

The MID number uniquely identifies this examination within the FAA database. The Applicant ID uniquely identifies the individual. These numbers should be included on all correspondence associated with this application as it will allow the FAA to quickly locate an airman's record.

Clicking the [Display Summary Report](#) button presents a summary of the completed Form 8500-8.

Clicking the [Preview Certificate](#) button launches the Medical Certificate Preview page where the medical certificate can be reviewed and then printed. This button will not be available if you have already printed the maximum number of times, you deferred or denied certification, or you have entered an FAA ATC exam.

AMCS User Guide

Medical Certificate Preview

Clicking on the **Preview Certificate** button on the bottom of the Confirmation screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.

Current ^

- Confirmation

Exams ^

- Pending
- Search
- Import

AMCS ^

- Help
- Logout

Certificate Sample

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

MEDICAL CERTIFICATE FIRST CLASS

This certifies that (Full name and address):
FRANKIE BUBBAX MCGINNYPIG JR.
4815 Palm Tree Road
Midwest City OK 73110 USA

Date of Birth	Height	Weight	Hair	Eyes	Sex
04/20/1963	72	180	BROWN	GREEN	F

has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations
None

Date of Examination: 08/12/2014 Examiner's Designation No.: 00034

Examiner
Signature
Typed Name: COURTNEY D. SCOTT JR, DO

AIRMAN'S SIGNATURE

Applicant ID: 1999318696 Control No.: 200006509667

FAA Form 8500-9 (9-08) Supersedes Previous Edition NSN: 0052-00-670-7002

Print Certificate

Figure 65 – Medical Certificate Preview

13.3 Functions

13.3.1 Search Tab

Selecting this tab takes you to the Search Applicants screen.

13.3.2 Pending Exams Tab

Selecting this tab takes you to the Pending Exams screen.

13.3.3 Import Application Tab

Selecting this tab takes you to the Import Application screen.

13.3.4 Page 1 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 1 of the Data Entry Screens.

13.3.5 Page 2 Menu Item

Selecting this menu item will save any newly entered or updated information and takes you to Page 2 of the Data Entry Screens

13.3.6 AME Actions Menu Item (PILOTS ONLY)

This menu item takes you to the AME Actions page where the appropriate selection for the Obstructive Sleep Apnea Assessment can be made. A selection is required for all Pilot exams.

IMPORTANT

This button will not display for ATC exams.

13.3.7 Comments Menu Item

This menu item takes you to the Comments page where you can enter AME comments.

IMPORTANT

A section for comments when an AME makes modifications to information on Page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

13.3.8 Page 3 Menu Item

This menu item, displayed in light blue, indicates you are on Page 3 of the Data Entry Screens.

13.3.9 Check for Errors Button

Clicking this button will save any newly entered or updated information, validate that information and display a list of errors if applicable.

13.3.10 Attach ECG Button

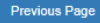
Clicking on this button will launch a Document import window, where the applicant's current ECG can be uploaded (attached to the current exam) and eventually transmitted to the FAA with the exam.

13.3.11 Save Button



Selecting this button will save any newly entered or updated information.

13.3.12 Previous Page Button



- Selecting this button will save any newly entered or updated information and take you back to the Comments page.

13.3.13 Submit Exam Button



- Selecting this button will perform a final validation of the exam information, which will launch either a window depicting the fields that contain an error or a window displaying a message that the exam submitted successfully along with a **Preview Certificate** button if you are issuing a certificate.

13.3.14 Help tab

Click on the Help tab, available from any screen, to view information about a specific screen's functionality.

13.3.15 AMCS Home

Click the **AMCS Home** link to go to the AMCS Home screen.

13.3.16 Log Out Link

Click the **Log Out** link to exit AMCS and return to the AMCS Login Screen.