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US Department of State
Office of Medical Services, Medical Records
Phone: 703-875-5411, FAX: 703-875-4850

e-Mail transmittal instructions

To: Medical Records Department
for Medical Clearances Section

e-mail: MedMR@state.gov

Attention:

From:

Date:

**Your
Name
Here**

Total Pages:
(Including this page)

Your Phone Number:

Your e-mail address:

Checklist:

- ☐ Print the patient's name at the top of each page being submitted.
- ☐ Employee/parent signs and dates page 2, physician signs and dates page 4.
- ☐ See page 4 for required lab tests; please read carefully for Pre-Assignment, Non-Foreign Service Personnel on the modified *DS-6561* form which lists fewer required test items.
- ☐ Keep original documents in the patient's medical record for future reference.
- ☐ Do not Mail, Do Not FedEx, and Do Not Pouch items to Medical Records. *(Which can cause significant delays in the clearance process.)*
- ☐ **NOTE: If possible please scan medical documents into a PDF format and send to Medical Records as an e-mail attachment.** This is the preferred method to send information to Medical Records. Send to: MedMR@state.gov
- ☐ If you are not able to scan, please use this page as a FAX cover sheet. Send to 703-875-4850

If you are sending a DS-1843, DS-1622, DS-6561, or DS-3057, you will receive a confirmation e-mail from Medical Records. If you have questions about your clearance process – please send a message to: MedClearances@state.gov.

If you are submitting additional medical reports related to a medical clearance please place to the attention of the Nurse Consultant requesting the information.

Medical Confidentiality Notice: Documents accompanying this facsimile transmittal contain medically confidential information, belonging to the sender that is legally protected. This information is intended only for use of the individual or entity named above.

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