Guidelines and Recommendations for the Administration of Medical Exemptions

1 - It is recommended that all States/Charters create a Medical Exemption Committee consisting of three (3) to seven (7) members with one serving as the Committee Chairman. These individuals dont necessarily have to be the State/Charter Officers, though the Chairman probably should be, and all Committee members should be current NHPA card-holders.

2 - The Committee Chairman should be the official contact person, will send and receive all of the official correspondence, and will maintain and provide all of the official records for each applicant. For Committee correspondence, it is helpful if all Committee members have e-mail capability and that the Committee Chairman has the use of a scanner.

3 - The applicant must contact the Chairman directly when requesting the Medical Exemption Form, which can be thought of as an application. These forms should not be made available via Charter websites, should not be published in Newsletters, and should not be sent to the applicant in an e-form. The applicant should receive this printed form only by US mail. The idea here is that these forms should not be readily available and that the person who thinks they may qualify for an exemption should call and talk directly with the Committee Chairman when making this request. Those in charge, who receive these forms from the NHPA, can make photo-copies of them, as needed.

4 - Upon receiving the Medical Exemption form, the applicant should complete Sections I and IV and then return it to the Committee Chairman.

5 - Upon receiving the completed Medical Exemption application form, the ME Committee should attempt to complete the remaining steps of the process and provide the applicant with an answer of acceptance or denial within a period of thirty (30) days. This process may require additional time for the responses of all individuals involved, however, especially if Committee correspondences require a lot of US mailings.

6 - *Here are the recommended steps,* once the Committee Chairman has received the completed application form:

a. This application form is either "scanned" and e-mailed or photocopied and sent by US mail, to each of the Committee members, for their review. Note: The use of a scanner, if available, makes this process much easier/faster.

b. After reviewing the application, each Committee member will vote, independently to the Chairman, on whether to accept or deny the application (based on the information), or may "defer" this vote until the second form has been sent to the attending doctor for a *medical* opinion/recommendation. Unless it is a special/obvious case, it is recommended that voting be "deferred" until after the doctor's form has been sent and received back by the Chairman, and you may want to make this your standard policy. It is recommended that in MOST cases, it is best to have a medical opinion/recommendation on file, in case of later questions/complaints from others about the granting of this Medical Exemption. …__ _ . .. __._. _ c. More on the doctor's form... This should *never* be presented to the doctor by the applicant as there's way too much pressure here for the doctor to sign the form. Rather, this form should always be sent directly to the doctor (via US mail) by the Committee Chairman, after the application form and doctor's *release* has been received. This doctor's form includes the same basic questions as the application form, plus three very important questions/responses from the doctor that should be looked at very closely in making your final voting decisions. It is recommended that this final decision be based very heavily upon what the doctor indicates, though this is not a requirement. Also, most Charters have had 100% cooperation from all doctors for the return of this form. If a doctor should not cooperate, however, the next option is to require that the applicant request his/her medical records (the doctor must supply this information to his patient, according to law) and then the applicant will send the pertinent information to the Committee Chairman. This information would then have to be distributed to the Committee members for review, before the final voting. It seems logical that most doctors would rather complete the form than photocopy and send all of the records to the patient/applicant.

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