



## UTMB Instructions for Completing Medical/Dental Forms

This information is provided in UTMB email to Participants

### STEP 1 – Complete/Sign ALL forms in the PQ Packet.

PRINT THESE INSTRUCTIONS!

Download the attached PQ Packet to your computer.

Open the downloaded PQ packet from your download folder. <http://get.adobe.com/reader/>

(If you have a MAC and are having trouble opening the attachments, please click here)

Fill out the all the mandatory fields (~15 min) in the packet. Red boxes indicate required fields.

You can save the PDF packet, but **you CANNOT email it to UTMB** (see STEP 5).

After you validate the forms in the Packet, **PRINT THE ENTIRE PACKET and SIGN!**

**(SIGN PAGES 5 & 13; INITIAL PAGES 12 & 13)**

Incomplete packets will be returned to you and it will delay your deployment!

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### STEP 2 – Schedule/Visit your Lab Collection

Arctic/Antarctic Participants:

Take this packet with the “Dear Lab Collection” page to your Physician appointment in STEP 3.

Have your Physician administer the required lab tests and give your results to you so you can include them in your packet.

Arctic and Antarctic Participants, you will need to include your lab results from your physician in this packet.

Payment of the lab collection is the responsibility of the Participant and you can check with your management on any reimbursements.

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### STEP 3 – Schedule/Visit your Physician

Schedule an appointment with your medical provider.

Take this entire packet (with forms populated) into your physician appointment.

If you have your own lab collection kit from UTMB, please send it in immediately to LabCorp (STEP 2.1).

Participants are responsible for payment of this examination. You will need to contact your sponsoring organization for reimbursement.

**COLLECT ALL RESULTS FROM THE PHYSICIAN!** Return results with final the packet (STEP 5).

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### STEP 4 – Schedule/Visit your Dentist

You can schedule/visit your dentist any time after STEP 1 is complete.

Schedule an appointment with your dentist with this packet populated.

Dentists should provide digital X-rays on a disk or film for Participants to include in the final packet.

**(FAXED X-RAYS WILL NOT BE ACCEPTED)**

Participants are responsible for payment of this examination. Then you can may seek reimbursement from your organization!

**COLLECT ALL RESULTS FROM THE DENTIST!** Return results with final the packet (STEP 5).



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### STEP 5 – Package ALL forms/results and return to UTMB.

Make a printed copy of your packet for your personal records.

**You cannot send this packet to UTMB as an email attachment because of federal security regulations. Packets and forms sent via email will be deleted without being read!**

Fedex/UPS/Express Mail this packet with any additional forms and x-rays received by your physician and dentist. Keep the tracking number for your records. Send the entire packet to UTMB at:

UTMB Health Center for Polar Medical Operations  
Levin Hall, 5th Floor, Suite 5.527, Route 1004  
301 University Blvd.  
Galveston, TX 77555-1004

Alternatively, you can fax the complete packet to [\(409\) 772-3600](tel:(409)772-3600), but X-rays cannot be faxed and must be physically mailed or emailed to [polmedpq@utmb.edu](mailto:polmedpq@utmb.edu) with your USAP# and Name. For verification that your packet was received by UTMB, print out the fax confirmation page that shows your entire packet was completely transmitted.