

### **Separation and Close-out Exam Process**

1. Company point-of-contact (POC) (normally Human Resources representative) will submit email to HPMC Occupational Medical Services (HPMC) medical scheduling via Outlook address ^OMC Scheduler.
2. HPMC scheduler will verify if worker is enrolled in programs and notify POC.
3. Worker who is not enrolled in programs, enrolled in programs that do not require an exit physical, or who is enrolled in programs but had all medical components of the program within the past 180 days will be scheduled for an appointment to complete the Separation Questionnaire at the discretion of the employing company.
4. Worker who is enrolled in programs that require an exit physical and worker has not completed all medical components of the program within the past 180 days will be scheduled for an "Exit appointment" at the discretion of the employing company.
5. HPMC will notify POC of date and time of requested scheduled exam.
6. Employing company must terminate workers Employee Job Task Analysis (EJTA) upon workers termination from company.