

COUNTY OF VENTURA	2005 ADMINISTRATIVE POLICY MANUAL		HUMAN RESOURCES CHAPTER VIII (B) Attendance and Leave
Originating Agency: CEO-HR	Last Issued	Revised	<u>Policy No. Chapter VIII (B) - 7</u>
Policy: CEO	N/A	2012	MEDICAL MAINTENANCE EXAMINATION ADMINISTRATIVE POLICY
Procedure: HR	N/A	2012	
Forms (if any): N/A	N/A	N/A	
Policy Change Requires:	<input type="checkbox"/> CEO Consultation with Board of Supervisors <input checked="" type="checkbox"/> CEO Approval		
Procedure/Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval		

POLICY

All management, confidential clerical and other unrepresented employees and Criminal Justice Attorneys' Association of Ventura County (CJAAVC) employees are eligible to participate in a medical examination program. Eligible employees shall be reimbursed for incurred expenses in excess of those covered by the employee's medical plan, not to exceed the amount in the current Management Resolution (Article 6 Sec 603) or CJAAVC Memorandum of Agreement (Article 7 Sec 703).

PROCEDURE

- A. Medical maintenance examination, basic physical and medically necessary laboratory tests may be provided by Employee Health Services or the employee's personal physician. Examinations must be of a diagnostic nature in order to be reimbursed. Examinations that are covered include:

- Diagnostic imaging
- Cancer testing
- Cardiovascular and pulmonary testing
- Allergy testing
- Laboratory testing

Costs of additional tests and/or treatment recommended or required as a result of symptoms identified during these examinations shall be the responsibility of the employee. These additional costs may be covered under the employee's medical plan.

- B. Employees are eligible and will only be reimbursed for an examination according to the schedule below:

Under 40 years of age	Once every 36 months
40-44 years of age	Once every 24 months
45 years and older	Once every 12 months

In order to be reimbursed, eligible employees must submit a General Claim form to the Wellness Office. The claimant should write "Medical Maintenance Exam" under "Itemize Demand in Detail" and include receipts showing the specific diagnostic exam, date of service, cost, and health care provider. If the claim is approved as meeting the diagnostic requirement, the Wellness Program shall remove any confidential information from the claim and return the redacted claim form to the employee. The employee must submit the redacted form to his/her fiscal department for authorization of payment.