

Dear Participant ,

You have been identified as needing to physically qualify for a Polar deployment in the upcoming season. We wanted to give some hints on how to PQ and to point out major changes in the program.

- 1) Please schedule your appointments early: You should try to get your packet within 8 weeks of receipt to avoid the logjam that occurs every August, September.
- 2) All non-grantee personnel must use Labcorp for blood tests unless your insurance is paying the cost (University, VA, private, Etc.) If you are far from a Labcorp facility, please contact UTMB at [polmedpq@utmb.edu](mailto:polmedpq@utmb.edu) to receive a kit that you can take to your nearest lab/provider to have your blood drawn and then sent to Labcorp.  
\*\*(Arctic participants please check with your HR team).
- 3) Create/Sign in to <https://www.labcorp.com/results> and get your lab results before seeing your doctor. They can address any abnormal results in the office visit so you can avoid a repeat visit that is not reimbursable. This will save time and money.
- 4) Do not request tests unless we order them on your packet. PQ is simpler this year and several tests have been dropped. If you request a test because it was ordered in the past, it will not be reimbursed. Your doctor may suggest other procedures/tests or dental cleanings during the exam. These costs are typically not covered by the program.
- 5) **SEND A COMPLETE PACKET ( Only Once please)**-You are responsible for sending in your packet and should wait until it is complete. The only exceptions are Labcorp results and dental X-rays. Please don't ask your providers to send in your exam/results. Every time new results come in, the chart must be re-evaluated which will add weeks to review time.
- 6) After you submit a (mailed or faxed) chart, we will send an email acknowledging receipt, generally within 2 business days. During peak season it will take us up to 7 days to evaluate it and either send a PQ notice or request more information. Due to US government regulations, we are not able to accept scanned or emailed forms.
- 7) Please don't use software/phone solutions to try to fax your chart. They just don't work well and result in a delay, as we may need to request that you send them again. If you do not have access to a physical fax machine, please use the mail.
- 8) Don't hide medical conditions. Non-disclosure means an automatic NPQ. We work hard and can generally waive most medical conditions if we know about them. Please be honest and thorough so we can ensure your health and help you through the process.
- 9) You must get your flu vaccine for the **upcoming** Antarctic season of your deployment. If you are deploying between April through August 31st, you must get your vaccination in CHC/PA. If you deploy between September 1<sup>st</sup> and December 31st, you can get your vaccine in the US or CHC/PA. Please try to get it at least two weeks prior to deployment when able. If you deploy Between January 1<sup>st</sup> and March 31<sup>st</sup>, you must receive the vaccine in the US.

We hope these hints are helpful. We have a small team here that is dedicated to helping you through the PQ process. Charts received in May through Early July are usually PQ'd in 10 days or less. Charts received mid-July through October can take 4-6 weeks to process.

You may find this video helpful: [PQ and You: A Guide to Onboarding for New Candidates](#)

Sincerely,

The PQ team.