



College of Education

Doña Ana County HEAD START, MSC 3R
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
Phone: 575-647-8733 Fax: 575-647-8734

Memorandum

Date:

To:

From: Amanda I. Gibson Smith, Director

Regarding: Physical Exam

Head Start Performance Standard 45 CFR 1304.52(j)(1) states:

(j) Staff and volunteer health. (1) Grantee and delegate agencies must assure that each staff member has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

The logic behind this federal requirement is an effort to safeguard the health and wellness of the Head Start child as well as the staff of our program. Additionally, this models good health care practices for each other as well as the families we serve.

In order to ensure our program staff are compliant with this standard, we have contracted with NMSU Campus Health Center to provide physical exams to our staff, who don't have health insurance, at no cost to the employee. Head Start will cover the cost of the exam at a reduced rate, as those funds are taken out of the Head Start operations budget and we are required to be cost effective, and prudent stewards of federal resources.

If you have health insurance provided through another member in your family please inquire with your plan administrator and ask if a physical exam or wellness exam is a no cost office visit. In those rare cases where you would incur an office visit charge, you are welcome to schedule your physical exam at NMSU Employee Health Services and Head Start will cover the cost at that reduced rate.

Staff who have insurance provided thru NMSU, according to the NMSU Benefits web site provider benefits for all three insurance providers, a physical (wellness) exam at your own doctor will be a no cost office visit, as it is considered preventative care. All you need to do is take the Dona Ana County Head Start Physical Exam form with you and have your physician complete it.

If you fall into the two above mentioned categories and need to go to NMSU Employee Health Services. Please contact them at 646-1512 to schedule your physical at a time convenient to your schedule. Please contact the Administrative office once you have scheduled your appointment, as we will need to fill out a form for Employee Health Service to bill us for the cost and fax it to them.

As has been past practice for many years, please note that if you choose to go to your own doctor and they charge you a fee, we will not reimburse that charge. We have a process in place to ensure that there is no cost to you the employee and ensure we are cost effective in meeting this standard.

If you have any further questions please contact Amanda Gibson Smith at 647-8733 Ext 111.



DOÑA ANA COUNTY HEAD START

BOX 30001, MSC 3R
LAS CRUCES, NM 88003

STAFF PHYSICAL EXAMINATION FORM

Name _____ Center _____

Date of Today's Physical Exam: _____

Health History:

Has a Health History been completed by the patient? Yes ____ No ____

Vision:

Has a vision exam been completed at your office? Yes ____ No ____

Hearing:

Has a hearing exam been completed at your office? Yes ____ No ____

Physical Exam:

Has a physical exam been completed on this patient? Yes ____ No ____

Performance Standard 1304.52 (j) (1)

When do you recommend that this patient return for another physical exam?

Date of re-examination

Signature of Physician

Date

Stamp of Physician