

## Detailed Clinical Progress Note Guidelines (Updated 2/17/2023)

The FAA requires a **current, detailed Clinical Progress Note** to determine your eligibility for a FAA Medical Certificate. If you ask your physician's office for a copy of your progress note, they may direct you to your patient portal to print out "notes" or an "After Visit Summary (AVS)." Patient Portal notes or an AVS that **do not meet the criteria listed below** for a detailed Clinical Progress Note are **NOT** sufficient for FAA purposes. Submitting incorrect or incomplete information will delay your medical certification review. To help avoid this, please review the information provided below.

You may wish to share this with your treating physician so they are aware the information is reviewed by FAA medical personnel including physicians with expertise in aerospace medicine and a variety of specialties/subspecialties (such as ENT, ophthalmology, surgery, neurology, neuropsychology, family medicine, internal medicine, and cardiology).

WHEN YOU SEE:	IT MEANS THIS TO FAA Aerospace Medicine:												
<b>CURRENT</b>	<p>To be "current," in MOST CASES, the detailed Clinical Progress Note should be from an evaluation in which you saw your <b>treating physician</b> no more than 90 days ago.</p> <p>(*FAA ATCS clearance exams correlate with birth month, so the treating physician evaluation should be within 90 days of the birth month.)</p>												
<b>DETAILED</b>  In some instances, the specialty of the physician will be specified (ex. cardiologist or neurologist, etc.)	<p>This information is standard in most clinical progress notes. [e.g., <u>Medicare standards</u>] It must include the following items:</p> <ul style="list-style-type: none"> <li>• A summary of the history of the condition;</li> <li>• Current medications, dosages, and side effects (if any);</li> <li>• Clinical exam findings;</li> <li>• Results of any testing performed;</li> <li>• Diagnosis;</li> <li>• Assessment and Plan;</li> <li>• <b>Prognosis [this item may not be on a standard progress note, make sure your physician adds this information];</b> and</li> <li>• Follow-up</li> </ul> <p>Please note: A letter stating, "Mr. Smith is ok to fly" (or any other simple note) is NOT a current detailed Clinical Progress Note and is NOT acceptable.</p>												
<b>CLINICAL</b>	Describes findings from an <b>actual clinical encounter</b> (usually in office).												
<b>PROGRESS NOTE</b>	<p>This is part of the <b>actual medical record</b> that details events of your office or hospital visit.</p> <p>Physicians and other providers understand this term. It may be called a SOAP note or patient note. It has specific components (see "Detailed" above).</p> <p>A patient "after visit summary" or "patient summary" are NOT sufficient for FAA purposes. Here is how to tell the difference between patient portal notes or AVS vs a <b>current, detailed Clinical Progress Note</b>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">✗ Patient Portal or After Visit Summary (AVS)</th> <th style="text-align: left;">✓ Current, Detailed Clinical Progress Note</th> </tr> </thead> <tbody> <tr> <td>Ready immediately after the visit.</td> <td>May take some time (days) for the physician to review and sign.</td> </tr> <tr> <td>Accessible on your patient portal.</td> <td>May be accessible in your patient portal, however, this depends on your physicians Electronic Medical Record (EMR) system.</td> </tr> <tr> <td>Title = "After Visit Summary"</td> <td>Title = "Progress Notes" or "View notes"</td> </tr> <tr> <td> <b>Page Contents:</b> <ul style="list-style-type: none"> <li>• Blood pressure, weight, pulse;</li> <li>• Instructions ("pick up medications, return in 6 months," etc.);</li> <li>• Reason for visit, list of medications given, or tests ordered; and</li> <li>• Medication allergies, immunization history, etc.</li> </ul> </td> <td> <b>Page Contents:</b> <ul style="list-style-type: none"> <li>• Blood pressure, weight, pulse;</li> <li>• Instructions ("pick up medications, return in 6 months," etc.);</li> <li>• Reason for visit, list of medications given, or tests ordered;</li> <li>• Medication allergies, immunization history, etc.;</li> </ul> <b>PLUS:</b> <ul style="list-style-type: none"> <li>• Review of body systems;</li> <li>• Physical exam findings (Ex. constitutional, cardiovascular, skin, etc.);</li> <li>• List of all current medication(s) and dosages;</li> <li>• Assessment and Plan (prognosis); and</li> <li>• ICD-10 codes</li> </ul> </td> </tr> <tr> <td>You do not need to sign a release to obtain.</td> <td>You may have to sign a release with your physician's office to get a copy (printed or released to you in your EMR).</td> </tr> </tbody> </table>	✗ Patient Portal or After Visit Summary (AVS)	✓ Current, Detailed Clinical Progress Note	Ready immediately after the visit.	May take some time (days) for the physician to review and sign.	Accessible on your patient portal.	May be accessible in your patient portal, however, this depends on your physicians Electronic Medical Record (EMR) system.	Title = "After Visit Summary"	Title = "Progress Notes" or "View notes"	<b>Page Contents:</b> <ul style="list-style-type: none"> <li>• Blood pressure, weight, pulse;</li> <li>• Instructions ("pick up medications, return in 6 months," etc.);</li> <li>• Reason for visit, list of medications given, or tests ordered; and</li> <li>• Medication allergies, immunization history, etc.</li> </ul>	<b>Page Contents:</b> <ul style="list-style-type: none"> <li>• Blood pressure, weight, pulse;</li> <li>• Instructions ("pick up medications, return in 6 months," etc.);</li> <li>• Reason for visit, list of medications given, or tests ordered;</li> <li>• Medication allergies, immunization history, etc.;</li> </ul> <b>PLUS:</b> <ul style="list-style-type: none"> <li>• Review of body systems;</li> <li>• Physical exam findings (Ex. constitutional, cardiovascular, skin, etc.);</li> <li>• List of all current medication(s) and dosages;</li> <li>• Assessment and Plan (prognosis); and</li> <li>• ICD-10 codes</li> </ul>	You do not need to sign a release to obtain.	You may have to sign a release with your physician's office to get a copy (printed or released to you in your EMR).
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<b>"IT MUST SPECIFICALLY INCLUDE"</b>	If this language is in your letter, it is to highlight <b>SPECIFIC items</b> (that may or may not be part of a standard current detailed Clinical Progress Note). <b>Please ensure your physician addresses these specific items important for medical certification or clearance.</b>												