



## It's Time to Schedule a New DOT Physical! Here's What You Need to Know Before Obtaining or Renewing Your Medical Examiner's Certificate:

This handout is intended to explain what a Department of Transportation (DOT) physical is, how it relates to the Medical Examiner's Certificate (MEC), and who may issue an MEC. There are also details about how Contract Services can assist you with locating a Medical Examiner and determine if the cost of obtaining or renewing your MEC can be covered, as well as instructions for how to submit your MEC to Contract Services.

### 1. What is a DOT physical?

A DOT physical is a health examination mandated by the [Federal Motor Carrier Safety Administration](#) (FMCSA) for Commercial Motor Vehicle (CMV) drivers. Unlike other types of physicals, a DOT physical helps determine if a driver is physically, mentally, and emotionally fit to operate a CMV. Only qualified Medical Examiners can perform DOT physicals. When the Medical Examiner determines that the driver is fit to operate a CMV, they will issue a Medical Examiner's Certificate (MEC) as proof.

### 2. Where can you find a qualified Medical Examiner to perform your DOT physical?

[The National Registry of Certified Medical Examiners](#) ("National Registry") lists medical professionals who are trained on FMCSA physical qualifications and standards and certified to perform DOT physicals. Before your appointment, you should confirm that your Medical Examiner is on the National Registry. If you obtain an MEC that is issued by a Medical Examiner who is not on the National Registry, the document will not be acceptable to update your record with the State Driver Licensing Agency (such as the California Department of Motor Vehicles (CA DMV)), your employer, or Contract Services, and you will have to obtain a new MEC from a certified Medical Examiner.

### 3. Why does your Medical Examiner need to be on the National Registry?

As of May 21, 2014, new regulations went into effect requiring that medical professionals who perform DOT physicals must be trained on FMCSA physical qualifications and standards, then certified and registered by the FMCSA. To issue a DOT MEC, a medical professional must be a Doctor of Medicine, Doctor of Osteopathy, Doctor of Chiropractic, Physician Assistant, Advanced Practice Nurse, or any other medical professional authorized by the particular state's laws to perform physical examinations. In addition, the medical professional must pass an examination by the FMCSA to become certified. Once certified and registered, a Medical Examiner must be recertified every ten years and must complete periodic refresher training every five years.

### 4. Can Contract Services help locate a Medical Examiner to obtain or renew your MEC?

The choice of which Medical Examiner to see for your DOT physical is always up to you. To quickly search for an available facility (i.e., Medical Examiner's office) in your area, you can use the Concentra [facility locator link](#). If you would like additional assistance finding a Medical Examiner, the Contract Services Substance Testing Program (STP) can provide you with a list of approved facilities. Please contact us at 818.565.0550 ext. 1140 or [testing@csatf.org](mailto:testing@csatf.org).

Additionally, you may qualify for Contract Services to either cover the cost of your DOT physical up front, or reimburse out-of-pocket costs if you pay for your DOT physical directly – see the next section for more information.



## 5. Can Contract Services help cover the cost to obtain or renew your MEC?

**Once per year**, Contract Services may be able to cover the cost of obtaining or renewing your MEC, if you meet the applicable requirements. This may occur by either (1) having STP send paperwork to an approved facility on your behalf before your DOT physical (to avoid out-of-pocket costs), or (2) submitting a reimbursement request form to the Roster department after paying for your DOT physical directly.

### To Avoid Out-of-Pocket Costs

Some Medical Examiners' offices can bill Contract Services directly for the cost of your DOT physical, instead of charging you out-of-pocket at the time of your exam. Note that, if you would like to avoid out-of-pocket costs, you **cannot** proceed to the facility without first requesting the necessary paperwork from Contract Services. That is because, if you meet the requirements, STP must send the paperwork directly to the facility **before** your DOT physical occurs, otherwise you may be charged out-of-pocket instead.

If you want to confirm that you meet the necessary requirements for this direct-billing authorization, or need help finding a facility that accepts Contract Services' direct-billing authorization, please contact STP at 818.565.0550 ext. 1140 or [testing@csatf.org](mailto:testing@csatf.org). Whether you already know which facility you plan to go to or need help locating one, note that we always recommend contacting the facility directly first to confirm if an appointment is required and/or schedule your DOT physical; STP cannot make the appointment for you. Most of the facilities that accept the direct-billing authorization are Concentra clinics, and you can use the Concentra [facility locator link](#) to find locations in your area.

- Once you have made the appointment or determined when and where you will have your DOT physical:
  - Contact STP via either of the methods below to (1) confirm that you meet the requirements for direct-billing authorization (if you have not already done so), and (2) provide the necessary information so STP can send the required paperwork to the facility before your DOT physical occurs:
    - Email [testing@csatf.org](mailto:testing@csatf.org) with your:
      1. First and last name (as they appear on your driver's license)
      2. Industry Link (IL) number or Last 5 digits of your Social Security Number
      3. DOT physical information (facility, Medical Examiner's name, and exam date)
    - Call 818.565.0550 ext. 1140
      1. If leaving a voicemail, include the same information listed above
  - STP will contact you as needed if additional information or clarification is required, or if you do not qualify for direct-billing authorization.
- Please keep in mind:
  - The direct-billing authorization paperwork is only valid for the specific date and facility location selected.
  - **If your appointment date or facility location change**, be sure to notify STP to update the paperwork and resend it. This is especially true when dealing with Concentra clinics and may lead to your being charged out-of-pocket if the paperwork is not updated and resent in advance.



### To Avoid Out-of-Pocket Cost (continued)

- Please keep in mind:
  - If you have previously contacted STP and requested to have the direct-billing authorization paperwork sent to the facility but are told that the facility did not receive it, please contact STP at 818.565.0550 ext. 1140 immediately so we can ensure the paperwork is resent and received correctly before your DOT physical.
    - In some cases, the facility may be able to contact STP on your behalf, however this varies by location.
    - If you do not contact STP, you will likely be charged out-of-pocket.

### Reimbursement for Out-of-Pocket MEC Costs

If you choose to see a Medical Examiner who does not accept Contract Services' direct-billing authorization, or you do not contact STP prior to your DOT physical to request direct-billing authorization, you may still be able to submit for reimbursement for your MEC fees **once** per year. For additional information, you may obtain the *Reimbursement Policy and Request Form* on the "[Reimbursement for Local #399](#)" page of the Contract Services website.

You can email your completed reimbursement request form to the Roster department at [roster399@csatf.org](mailto:roster399@csatf.org) for processing. If you have additional reimbursement-related questions, you can email the Roster department or call 818.565.0550 ext. 1114 to speak with a Roster specialist.

## 6. How should you submit your MEC to Contract Services?

Please be aware that the Medical Examiner typically does **not** send Contract Services your updated MEC. Even if they offer to do so, we still recommend reviewing your Contract Services Portal account or contacting the Roster department directly to confirm that your MEC was received and processed.

The **best** way to submit your MEC is to go to the new Industry Hub ([thehub.org](http://thehub.org)) and login to your Portal account, where you can view your Classification, submit copies of your required documents (such as your MEC), and keep track of deadlines and other requirements. For additional information about the Portal as well as user guides and tutorials, please consult the [Resources](#) page on the Industry Hub or call 818.565.0550 to speak with a Customer Service representative.

If you are unable to access your Portal account to upload your MEC, you can still submit it to the Roster department via:

- Email to [roster399@csatf.org](mailto:roster399@csatf.org)
- Fax to 818.565.0535 (Call 818.565.0550 ext. 1114 to confirm that your MEC was received and is legible)
- In person (consult our current [lobby hours](#))
- Mail to:

Contract Services – Attn: Roster Specialist-#399  
2710 Winona Avenue  
Burbank, CA 91504



## 7. Does Contract Services need a copy of your Medical Examiner's Report?

No, Contract Services only requires a copy of your Medical Examiner's Certificate (MEC), not the full Medical Examiner's Report.

## 8. How can you confirm whether your MEC was received and processed?

There are many ways to confirm that your MEC on file with Contract Services has been processed and is valid:

- Go to the Industry Hub ([thehub.org](http://thehub.org)) and login to your Portal account to view your Classification, confirm the status of your MEC (and other required documents), and keep track of deadlines and other requirements.
- Search for yourself on the Industry Hub (which replaced the Online Roster), <https://www.thehub.org/s/search>, where you can also review the status of your required documents.
- In the CS ACCESS mobile app, login to your account, and go the "Status" section. From there, you can view your Classification, and confirm the status of your MEC, as well as your other requirements. For more information and user guides related to the app, visit the [CS ACCESS Mobile App page](#) on our website.

## 9. Who else needs a copy of your MEC?

Submit a copy to your State Driver Licensing Agency, such as the CA DMV. The CA DMV has also made it possible to submit documents, like the MEC, through their website at: <https://virtual.dmv.ca.gov/>

Your employer(s) may also request a copy of your current MEC.

## 10. Still have questions?

We're happy to help!

- For information about how your MEC relates to your Roster requirements and Roster status, or to learn more about receiving a reimbursement, contact the Roster department at [roster399@csatf.org](mailto:roster399@csatf.org) or 818.565.0550 ext. 1114.
- To find out if you qualify for Contract Services to cover the cost of your MEC (to avoid out-of-pocket expenses), or for assistance with finding a Medical Examiner, contact the Substance Testing Program (STP) at [testing@csatf.org](mailto:testing@csatf.org) or 818.565.0550 ext. 1140.