

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 10C

Subject: Contracts for Employee Physicals

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for employee physical contracts between the authorized medical vendor and the North Carolina Department of Labor.
- B. **Procedures.**
1. Each bureau will compile a list of employees designated to have employee physicals.
 2. The contracts will include wording that specifies the service being provided and will include specific language approved by the NCDOL Legal Affairs Division (LAD) and any deviation from this language must be approved by LAD. The administrative assistant for east and west compliance, consultative services and the ASH bureau chief will determine the approximate cost for the service to be provided through the contract and the amount not to be exceeded.
 3. The administrative assistant of each bureau will submit two (2) original copies of the contract, a copy of the cover letter for the medical provider and a complete list of employees who will receive physicals to the director's office administrative officer II for review.
 4. The administrative officer II will review the information and submit it to the director/assistant director for approval and signature.
 5. The administrative officer II will forward the contracts to the designated medical vendors for approval and signatures.
 6. When the administrative assistants receive completed contracts from the medical vendor, a copy of each completed contract will be forwarded to the director's office and the administrative officer II for records retention.
- C. **Expiration.** APN 10B is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
Tammy Higgins
Administrative Officer II

Signed on Original
Allen McNeely
Director

8/27/2013
Date of Signature