PROGRAM INFORMATION
Concorde, Inc. has sent you this medical examination packet as a result of your interest in or application to the ROTC program or to one of the US Service Academies. The Department of Defense Medical Exam Review Board (DODMERB) has contracted Concorde, Inc. to provide physical examinations nationwide in areas specified by DODMERB. Concorde has set up a network of civilian doctors to perform medical and optical examinations in accordance with DODMERB’s specifications. The examinations are sent to Concorde for minor transcription and are reviewed for completeness before being sent to DODMERB. Your acceptance of this examination packet means that you will be responsible for taking your ROTC or US Service Academy examinations. These are free and in no way obligate you to join the program. They are simply a way for DODMERB to determine if you would be physically eligible should your interest continue.

Please be advised that these examinations are essential for the processing of your application and it is imperative that you be prompt for all appointment times. You may contact Concorde at (215) 587-9600 for the answers to questions regarding general administration problems or clarification of the enclosed forms, instructions or procedures.

SCHEDULING APPOINTMENTS
Schedule your appointments with the designated examiners within five days of the receipt of this packet. You should complete all examinations within six weeks. Contact the examiners listed on the Appointment Notification Card to schedule these appointments. You should identify yourself as an ROTC, US Service Academy, or USUHS applicant when calling to schedule the appointments. Please schedule your medical appointment last. If all the exams are scheduled on the same day, you may take them in any order. Allow ample time for the examinations and travel. Physicals take at least one hour; eye exams should take 30 minutes or less.

Bring the medical forms provided in your packet with you to the medical examination. The forms for the optical examination will be provided at the examiner’s office. All of the doctors will mail the completed forms to Concorde, Inc.

Appointments must be scheduled directly with the examiners identified on the middle portion of your Appointment Notification Card. If you need to cancel or reschedule any of your appointments, you must give the doctors at least 24 hours notice of the change. You will no longer be allowed to use Concorde’s medical providers if you miss your scheduled appointments and have not given proper notice.

APPOINTMENT CARD NOTIFICATION
As soon as you have scheduled your appointments, mail the lower portion of the appointment card back to Concorde (Make corrections to the name, address, or the SSN if any of the information is incorrect). Keep the top two thirds of the card to serve as a reminder of your scheduled appointment date(s), times, and the examiner’s locations. If you wish to withdraw from consideration for an ROTC scholarship application, sign your name in the designated space on the card and promptly mail it to Concorde.

HOW TO COMPLETE THE REPORT OF MEDICAL EXAMINATION (DD FORM 2351)
Complete items 1-10 only. Use blue or black ink. If you move during the completion of your exams, contact Concorde with your change of address. It is important that Concorde is able to contact you regarding problems or errors with your exams. The remainder of DD Form 2351 will be completed by the medical examiner.
HOW TO COMPLETE THE REPORT OF MEDICAL HISTORY (DD FORM 2492)

Complete this form prior to arrival at the doctor’s office.

An important part of the DODMERB medical exam concerns your past medical history. Applicants must complete items 1-84 on DD Form 2492 in blue or black ink including a remark for all “Yes” responses in items 7-82. Remarks should be at the same level of completeness as the examples on the enclosed “How To Complete Your Medical History.” Print all information plainly and sign in the space provided. DODMERB will not process your application without the required signatures.

PLEASE NOTE THE FOLLOWING ON CORRECTIVE CONTACT LENSES:

If you wear soft contact lenses, you must remove them at least three days prior to the date of your optical examination. All other types of contact lenses must be removed 21 days before the examination date. Bring any type of contact lenses or corrective glasses you use with you to the examination.

Failure to remove contact lenses for the proper amount of time may result in a repeat optical examination at your own expense.

PREPARATION FOR EXAM

Physicals can be performed even if you have a minor illness such as a cold or during a female’s menstrual cycle. Discontinue all non-essential medications for at least 24 hours prior to the exam unless you are otherwise instructed by your physician. All candidates are required to provide a small urine specimen for a routine urinalysis. Prepare for this by consuming water just prior to arriving for your appointment. Failure to submit the urine specimen may result in having testing done at your own expense. Avoid strenuous exercise for at least 48 hours before the exam. Strenuous exercise may affect the result of your urine test. Avoid all stimulants such as coffee, tea, or cola for at least 24 hours prior to the exam. A visual rectal examination is a mandatory DODMERB physical requirement for both men and women.

SPECIAL CONSIDERATIONS FOR WOMEN

Females may have the required visual pelvic examination performed by their own physician. Should you decide to do so, the cost of this exam will be at your own expense. Examinations performed by your personal physician should be completed before the DODMERB physical so that the results can be brought to the assigned medical examiner at your appointment. If you have had a visual pelvic exam within the last 11 months, you may supply the results of this test to the medical examiner and avoid having to repeat this examination.