



**CONTRACT
SERVICES**

How To Obtain Your Medical Certification

Motion Picture & Television Industry | Administration • Training

2710 Winona Avenue, Burbank, CA 91504 | T 818.565.0550 | F 818.565.0535 | www.csatf.org

It's time to schedule a DOT physical! Here's what you need to know before obtaining or renewing your medical certification:

This handout explains what a U.S. Department of Transportation (DOT) physical is, who may perform a DOT physical, and how it relates to your medical certification. 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 medical certification can be covered by Contract Services, as well as instructions for how to submit your proof of medical certification 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 completes the DOT physical, they will electronically transmit examination results to the applicable State Driver Licensing Agency (SDLA) that issued your license (such as the California Department of Motor Vehicles). Within 1 business day of receiving the information, the SDLA will post the status (Certified or Not Certified) to your driver record, otherwise known as a Motor Vehicle Record (MVR). (Note that in some states, including California, the MVR may be referred to as a *"Driver's Record."*)

Beginning June 23, 2025, Medical Examiners will no longer issue a Medical Examiner's Certificate (MEC) to drivers who hold a commercial driver's license (CDL). Instead, motor carriers and Contract Services will need to verify your medical certification status through an MVR.

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. You cannot obtain medical certification from a Medical Examiner who is not on the National Registry. If you go to a Medical Examiner who is not on the National Registry, any documentation provided will not be acceptable to update your record with the SDLA, your employer, or Contract Services, and you will have to undergo a new DOT physical with a certified Medical Examiner.

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

As of May 21, 2014, 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 be listed on the National Registry, 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?

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., a 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.

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 medical certification?

Once per year, Contract Services may be able to cover the cost of your DOT physical if you meet the applicable requirements. This may occur by either (1) direct billing authorization (to avoid out-of-pocket costs), or (2) submitting a request for reimbursement after you have paid for your DOT physical directly.

Direct-Billing Authorization (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. 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. To confirm that you meet the necessary requirements for direct-billing authorization, or if you 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.

- For direct billing, you need to first request the necessary paperwork from Contract Services before your DOT physical occurs.
- After identifying a medical facility, contact them directly to confirm if an appointment is required and/or to schedule your DOT physical. STP cannot make the appointment for you.
- 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 with your:
 - First and last name (as they appear on your driver's license)
 - Industry Link (IL) number or Last 4 digits of your Social Security Number
 - DOT physical information (facility, Medical Examiner's name, and exam date) or
 - Call 818.565.0550 ext. 1140
 - 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.

- If you arrive at the facility but are told they do not have the direct-billing authorization you previously requested from STP, then 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 of Out-of-Pocket 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 request reimbursement of the fees you incurred. Contract Services will reimburse the Medical Certification (DOT physical/medical examination) fee up to \$105 and no more than once per year.

To be eligible for reimbursement of Medical Certification-related fees, you must meet the following criteria:

- You must be active on the Industry Experience Roster for Local 399. *(To verify your status, visit the Industry Hub (thehub.org) and log into your Portal.)*
- Medical examinations must be completed by a certified medical examiner listed on the National Registry of Certified Medical Examiners (NRCME).
- You must submit your request no later than ninety (90) days from the fee payment.

Visit the "[Reimbursement for Local #399](#)" page of the Contract Services website to find the reimbursement form. You can email your completed reimbursement request form to the Roster department at 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 proof of medical certification to Contract Services?

Beginning June 23, 2025, your medical certification status will be reported on your Motor Vehicle Record (MVR). (Note that in some states, including California, the MVR may be referred to as a "Driver's Record.") You will need to submit a copy of your MVR to Contract Services to verify your medical certification status (MECs will no longer be accepted). Contract Services only requires certain portions of your MVR that confirm your Medical Certification status specifically:

- Your name
- Your driver's license number, type, and issuing state
- Your current medical certification information including certification status, the expiration date and the Medical Examiner's Registry Number

The best way to submit your MVR is to go to the Industry Hub (thehub.org) and login to your Portal account, where you can view your Classification, submit copies of your required documents, 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 MVR, you can still submit it to the Roster department via:

- Email to roster399@csatf.org
- Fax to 818.565.0535 (Call 818.565.0550 ext. 1114 to confirm that your MVR 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 or MEC?

If you receive the Medical Examiner's Report or the MEC, please do not submit those documents. They are not acceptable to confirm your medical certification status.

Instead, please submit the portions of the Motor Vehicle Record (MVR) that show the following information:

- Your name
- Your driver's license number, type, and issuing state
- Your current medical certification information including certification status, the expiration date and the Medical Examiner's Registry Number

8. How can you confirm whether your MVR was received by Contract Services?

Go to the Industry Hub (thehub.org) and login to your Portal account to view your Classification. There, you can confirm the status of your medical certification and keep track of deadlines and other requirements.

9. Who else needs a copy of your MVR?

Your employer(s) may also request a copy of your current MVR for your Driver Qualification file.

10. Still have questions?

We're happy to help!

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