

Requesting a case review by AOPA's Medical Certification Team?

Help Us Help You!

First, ORGANIZE DOCUMENTS:

1. Send all documents/files **at the same time**. *NOTE: completion of your review will be delayed each time you send more documents.*
2. Include **only** what our staff asks you to send. This could include:
 - ☐ your FAA letter of authorization, Special Issuance, or request for additional information
 - ☐ hospital admission history and physical report
 - ☐ discharge summary
 - ☐ surgery/procedure reports
 - ☐ pathology reports
 - ☐ diagnostic test results
 - ☐ clinical progress notes
 - ☐ consultation notes from your treating physician(s)
 - ☐ **current** test results (completed within the preceding 90 days)
3. Put pages in order by document date: oldest first, most recent last.
4. Add your name and date of birth or PI# to every page.
5. Make sure your name and AOPA member number are in your email or cover letter.

QUESTIONS? Ask before you send:

AOPA Pilot Information Center
Medical Certification Team
Phone: 800-872-2672, option 3
Email: medicalassist@aopa.org
Chat: www.aopa.org

Then, SUBMIT DOCUMENTS:

By email: casereview@aopa.org
➤ PDFs less than 50 MB in size.
Or fax: 240-712-5051

Or mail: Send COPIES. Secure with rubber band or binder clip.

AOPA Medical Certification Services
421 Aviation Way
Frederick, MD 21701

THE REVIEW PROCESS:

- You'll receive an email when your case is added to our review system.
- Reviews are usually completed within 15 working days (Mon-Fri).
- A medical certification specialist will contact you when the review is completed.
- We DON'T send records for you to the FAA.

Thank you for being an AOPA pilot and for allowing us to support you.