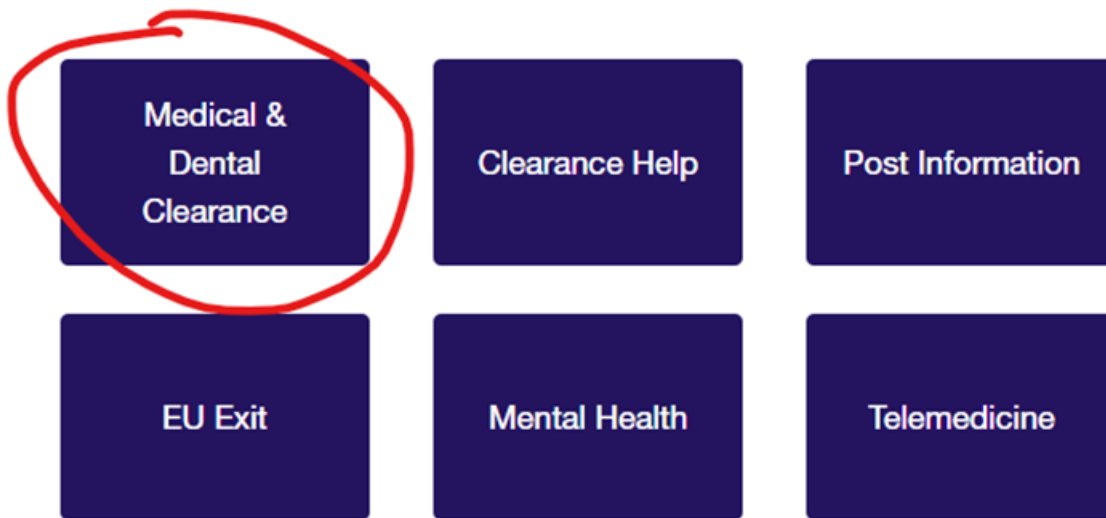


Submitting dental clearance via the One HMG Hub

Prior to deployment, you will need to submit a dental fitness clearance certificate for yourself and any accompanying family members via the One HMG Hub. Without this you may find that Healix will not be able to fully support you during your overseas posting.

You can only upload your dental fitness form once you are medically cleared

1. Click on the Medical and Dental Clearance tile



2. Enter your **Dental clearance Code** into the box. You can find your code on the second page of your 'Pre-posting confirmation of clearance' paperwork.

Medical Clearance

Please enter your Medical Clearance Code to submit a new Medical Clearance.

3. You will then see the below screen. You can upload a dental fitness form for yourself or any dependants under 16 years old. If you have dependants aged 16 or over, then they will need to submit dental clearance via their own One HMG Hub accounts.

Medical Clearance

Dental Clearance

You will have seven days to complete the medical questionnaire for your dental clearance. Once started, you can save the document and return to it during the seven days but after this time it will automatically be deleted and you should start the process again.

Please ensure that your dentist has completed the Dental Assessment Form prior to starting your dental clearance. You can download the Dental Assessment Form [here](#).

Are you submitting a dental clearance for yourself or for your child dependant? You will only have the option to submit a dental clearance for your child dependant if the following applies:

- Their posting has a duration of longer than 6 months
- Your child dependant is above the age of 3 years old
- Your child dependant is/will be at post full time


- ☒ For myself
☐ For my child dependant

[Continue](#)

4. Please answer the questions and upload your dental fitness form. The format of the dental fitness form can be a photo, PDF, Word Document.

Medical Clearance

Dental Clearance

First name:	<input type="text" value="Charlotte"/>
Surname:	<input type="text" value="Test"/>
Date of Birth:	<input type="text" value="10/12/1991"/>
Parent Department:	<input type="text" value="FCO"/> 
Was the Dental Assessment Form completed by a Dentist?*	<input type="button" value="Yes"/> <input type="button" value="No"/>
Date the form was completed*	<input type="text" value="DD/MM/YYYY"/>
Please upload your completed Dental Assessment Form and any other documents you wish to attach to this clearance	<input type="button" value="Browse"/>
Did your Dentist recommend any further treatment or appointments?*	<input type="button" value="Yes"/> <input type="button" value="No"/>

Declaration

Please read the following declaration carefully and confirm your agreement with points 1 to 3 by ticking the box below:

1. I confirm that all of the information given above is true to the best of my knowledge and has been recorded correctly.
2. I understand that failure to declare further treatment for myself or any dependants may mean that all routine dental care whilst on an overseas posting is at my own expense

5. Read and confirm the declaration. Then press submit.

Declaration

Please read the following declaration carefully and confirm your agreement with points 1 to 3 by ticking the box below:

1. I confirm that all of the information given above is true to the best of my knowledge and has been recorded correctly.
2. I understand that failure to declare further treatment for myself or any dependants may mean that all routine dental care whilst on an overseas posting is at my own expense
3. I understand that failure to declare further treatment for myself or any dependants may mean that dental care whilst on an overseas posting is limited to emergency cover, as defined by a Healix Dentist

☒ I confirm that I have read and agree with points 1 to 3 in the Declaration.

If you want to return to complete this clearance later, please click Save. The partially completed form will be saved for no longer than 7 days.

Print

Save

Submit

6. You will then see the confirmation screen. Most people will auto-clear and get an email confirmation in the same day. However, if your dental fitness form needs reviewing by one of the dental team, then you will hear from them within 72 hours.

Dental Clearance

Thank you for completing the Dental Clearance form

You will be sent an email confirming the receipt of your submission. If you have not heard from us within 72 hours, please contact the HealthLine team on +44 (0) 208 481 7800.

Once your clearance has been successfully submitted, your information will be reviewed by the HealthLine medical team for assessment. If further information is required you will be contacted by one of the team.

OK

For any help and advice, One HMG Healthline (HEALIX) can be contacted on +44 (0) 2084817800, or email healthline@healix.com