

	Department of Public Safety	
	Annual Physicals	
	Position:	DPS Staff (Part-time & Full-time), Part-time Fire Academy Instructors, and Hazmat Team Members
	Subject:	Annual Physical Process
	Effective Date:	July 1, 2015
Revised Date:	April 15, 2025	

Scope

Effective April 1, 2025, annual physicals will need to be performed by our department physician through Mid Atlantic Primary Care in Salisbury, Maryland. Annual physicals will need to be completed in January, February or March each year. Fit-for-duty forms must be received by Human Resources no later than April 1. **For 2025, the deadline is extended to June 30.** Failure to meet this deadline will result in suspension of work, teaching and/or team responses until a current Fit-for-Duty is received.

Scheduling

A list of available dates will be provided to employees. Employees will select their date based on their availability. Billie Jean will schedule the appointments directly with Mid Atlantic Primary Care.

Prior to Your Appointment

- Your appointment will include fasting bloodwork.
- Please complete paperwork packet before appointment arrival.
- Turn in paperwork and cover sheet at the time of your appointment.

Office Location

Mid Atlantic Primary Care
 1322 Belmont Avenue, Suite 201
 Salisbury, MD 21804

Stress Tests (Exercise stress tests will be required for those >40.)

Tidal Health Cardiology
 106 Milford Street
 Salisbury, MD 21801

or

Tidal Health Cardiology
 11107 Cathage Road, Suite 201
 Berlin MD 21811

Chest X-Rays (if required)

Peninsula Imaging
 1655 Woodbrooke Drive, Suite 101
 Salisbury, MD 21804

Time Sheet

You will be given 3 hours for your physical appointment. If you are required to have a stress test, an additional 2 hours will be allotted. Please notify your supervisor after your physical is complete so they may add it to the appropriate time sheet.

Invoicing

The County will be paying for this physical and bloodwork. Please disregard any invoice that you may receive.