

Maintain Health Services Records

Maintain Health Services Records

- Open records
- Verify records
- Identify deficiencies
- Correct deficiencies
- Perform record disposition
- Submit required reports

Learning Objectives

Please Read Your
Terminal Learning Objectives
And
Enabling Learning Objectives

LAST DIGIT OF SSN (BLACK TAPE) PATIENT'S FAMILY MEMBER PREFIX CODE SPONSOR'S SSN PREPRINTED DIGIT

0 1 2 3 4 5 7 8 9 2 0 - 1 2 3 - 4 5 - 6 6 6 6

DENTAL CLASSIFICATION TAPE

PATIENT'S FULL NAME

TYPE OF DENTAL APPOINTMENT REQUIRED

ANNUAL VERIFICATION

LAST DIGIT OF SSN (BLACK TAPE)

RECORD CATEGORY

SPONSOR'S SERVICE

RECORD CATEGORY TAPE (DARK BLUE)

TREATMENT RECORD

MEDICAL		DENTAL	
<input type="checkbox"/> OUTPATIENT (IMMEDIATE REPLY)		<input checked="" type="checkbox"/>	
<input type="checkbox"/> OUTPATIENT (ALL OTHERS)			
<input type="checkbox"/> INPATIENT (ALL CATEGORIES)			

OTHER CATEGORIES (WRITE IN)

SPONSOR'S SERVICE

☒ NAVY ☐ ARMY

☐ MARINE CORPS ☐ AIR FORCE

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ALERT

SENSITIVITIES ☐

ALLERGIES ☒

ALERT FOR ALLERGIES

NAME: SMITH STEVEN ALFRED

NAME	LAST	FIRST	MIDDLE
SMITH	STEVEN	ALFRED	

OPER PERIOD O.S. ENDO

PROB P.D. O.D.

1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000

The Outpatient Record

- Navy and Marine Corps personnel and DoD eligible beneficiaries utilize the ***U.S. Navy Medical Outpatient and Dental Treatment Record (NAVMED 6150/21-30)*** as the official record jacket for the chronological documentation of medical and dental evaluations, care, treatments and occupational health.
- The medical and dental history stored in these color coded jackets assists medical department personnel to provide care.

The Outpatient Record

- The health record has significant medico-legal value to the patient, the healthcare provider, the Medical Treatment Facility (MTF) and Dental Treatment Facility (DTF) and the U.S. Government
- Accurate and complete record entries and proper record maintenance are of the utmost importance.

Primary Records

- The four major categories of primary medical records are:
 - Health records (HRECs)
 - Outpatient records (ORECs)
 - Dental records (DRECs)
 - Inpatient records (IRECs)

Primary Records

- Health Records (HRECs)
 - The HREC is a file of continuous care given to *active duty members* and documents all outpatient care provided during a member's career
- Outpatient records (ORECs)
 - The OREC is a file of continuous care that documents ambulatory treatment received by a *person other than an active duty person*, i.e. retiree and family members.

Primary Medical Records

- Dental records (DRECs)
 - are part of HRECs (active duty) and ORECs (retirees and family members)
 - It contains all documents of dental care provided during a member's career
- Inpatient records (IRECs)
 - The IREC is a medical file that documents care provided to a patient assigned to a designated inpatient bed at an MTF or ship

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Secondary Medical Records

- Primary healthcare providers of active duty personnel must be aware of their personnel's medical status at all times.
- Thus, temporary and ancillary records will not be opened or maintained for active duty personnel.
- The exceptions to this policy are records for obstetrics/gynecology (OB/GYN), family advocacy, psychology and psychiatry clinical records.

Secondary Medical Records

- Secondary medical records include:
 - Convenience records
 - Temporary records
 - Temporary Dental Records
 - Ancillary records

Secondary Medical Records

- Convenience records A convenience record contains excerpts from a patient's primary record and is kept within the MTF by a treating clinic, service, department, or individual provider for increased access to the information
- Temporary records A temporary record is an original medical record established and retained in a specialty clinic, service, or department in addition to the patient's primary medical record.

Secondary Medical Records

- Temporary Dental Records Temporary records are required to ensure the timely availability of information that documents a current course of treatment for a patient being seen in the DTF.
- Ancillary records Ancillary records consist of original healthcare documentation withheld from a patient's primary HREC or OREC

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Opening of Active Duty Records

- The HREC is opened by the activity executing the original enlistment contract in the Navy or Marine Corps.
- A new NAVMED 6150/21-30, *U. S. Navy Medical Outpatient and Dental Treatment Record*, will be prepared when a record is opened or when the existing jacket has been damaged or is deteriorating to the point of illegibility. The old jacket will be destroyed following replacement

Opening of Active Duty Records

- A felt-tip or permanent black-ink pen will be used to record all identifying data, except in the "Pencil Entries" block on the upper left of the outer front cover of these medical records
- Each health record jacket has the second to the last digit of the social security number (SSN) preprinted on it. The preprinted digit also matches the last digit of the form number (e.g., the preprinted digit on NAVMED 6150/26 is 6)

Opening of Active Duty Records

- The color of the treatment record jacket corresponds to the preprinted digit.
- In preparing a treatment record jacket, select a pre-numbered NAVMED 6150/21-30 jacket by matching the second to the last number of the member's SSN.

Opening of Active Duty Records

- Enter the rest of the member's SSN on the top of the inside back cover (Part IV)
- Place a piece of black cellophane tape over the number that corresponds to the last digit of the SSN in each of the two number scales on the inside back cover of the HREC
- Enter the member's family member prefix (FMP) code in the two diamonds preceding the SSN on the top of Part IV.

Opening of Active Duty Records

- Enter the member's full name (last, first, middle initial, in that order) in the upper-right corner
- Indicate no middle name by the abbreviation "NMN"
- The name may be handwritten on the line provided or imprinted on a self-adhesive label and attached to the jacket in the patient identification box

Opening of Active Duty Records

- In the lower center area of the outside front cover; indicate in the alert box whether the member has drug sensitivities or allergies by entering an "X" in the appropriate box. If there are no allergies or sensitivities, leave it blank
- Indicate the appropriate record category by entering an "X" in the appropriate box on the outside front cover, just below the "Pencil Entries" block
- Indicate whether the record will be an Outpatient or Dental Treatment Record, attach ½-inch red cellophane tape to the record category block on the right edge of the inside back cover of the jacket; indicating an active duty record.

Opening of Active Duty Records

- Below the record category area is the patient service and status box. Mark an "X" in the appropriate service block.
- Following the instructions on the front cover, pencil in the appropriate title (i.e., grade or rate, if on active duty; preferred form of address, if retired or civilian), and include the current command if active duty.

Opening of Active Duty Records

- Enter the following information in pencil on the inside front cover:
 - Date of arrival
 - Projected rotation date
 - Home address and telephone number
 - Command UIC and telephone number

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Opening of Active Duty Records

- **Preparing Part II (Front of Center Page) IMPRINT OF DD 2005, PRIVACY ACT STATEMENT**
 - The imprint of DD 2005, Privacy Act Statement form is preprinted and located in front of the center page in the record jacket. It must be signed and dated in black ink by the patient, the parent, or the guardian must sign if the patient is a minor
- **Preparing Part III (Back of Center Page) DISCLOSURE ACCOUNTING RECORD**
 - The Disclosure Accounting Record is preprinted and located on the back of the center page of the record jacket. It is self-explanatory and will be filled out as needed
- **Preparing Part IV (Inside Back Cover)**
 - The Forensic Examination form is preprinted and located on the inside back cover of the record jacket, and should be completed if the record is going to be used for dental care

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Verification of Health and Dental Records

- All records are verified annually by medical and dental personnel having custody of them
- Health records will be reviewed when service members report and detach from their commands, and at the time of any physical examinations

Verification of Health and Dental Records

- Each record will be carefully reviewed and any errors or discrepancies corrected
- Items to be reviewed during any verification include:
 - form placement
 - order of forms (chronological)
 - completeness and accuracy of patient identification data on the record jacket and on each piece of medical documentation.
 - Privacy Act Statement has been signed
 - DD 2766 is updated as necessary
 - operational and occupational requirements updated
 - currency of immunizations and accuracy of allergy documentation are complete

Verification of Health and Dental Records

- Upon completion of an annual medical record verification, the HM will make an entry on the SF 600 for medical records and black-out the corresponding year block on the front leaf of the jacket with a black felt-tip pen
- With this procedure, records that have not been verified during the calendar year can be identified and the annual verification accomplished

Verification of Health and Dental Records

- For dental records, document verification on the EZ603A and as they are verified at the time of the annual exam there is no requirement to blacken the verification year
- The information on the inside of the jacket front cover should be updated in pencil only for both records
- This information will be entered at the time of record check-in (receipt) and will be kept current at all times by erasing previous, outdated entries

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Closing the Health Record

A member's health records may be closed due the following circumstances:

- Death or declared death

- Discharge

- Resignation

- Release from active duty

- Retirement

Closing the Health Record

A member's health records may be closed due the following circumstances:

- Transfer to the Fleet Reserve or release to inactive duty

- Missing or missing in action (MIA; when officially declared as such)

- Desertion (when officially declared as such)

- Disenrollment as an officer candidate or midshipman

Opening of Active Duty Records

Reporting

To inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records; and the sanctions provided for the unlawful removal or destruction of Federal records.

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2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 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2961 2962 2963 2964 2965 2966 2967 2968 2969 2970 2971 2972 2973 2974 2975 2976 2977 2978 2979 2980 2981 2982 2983 2984 2985 2986 2987 2988 2989 2990 2991 2992 2993 2994 2995 2996 2997 2998 2999 3000