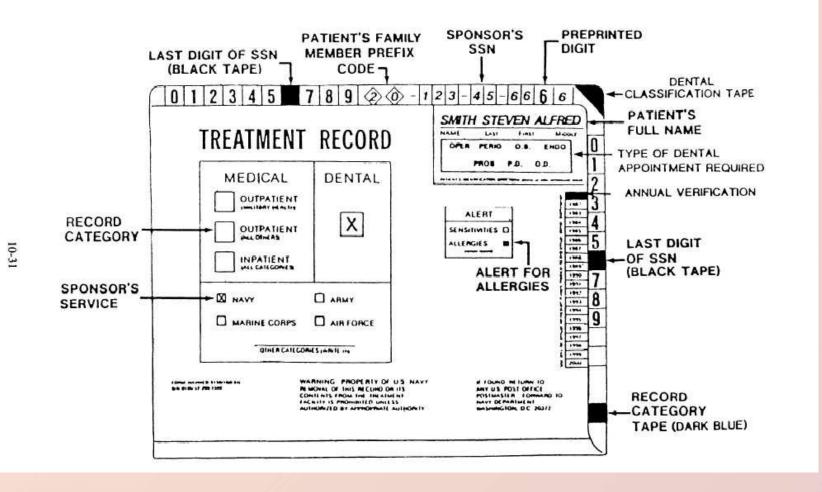
Maintain Health Services Records

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



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

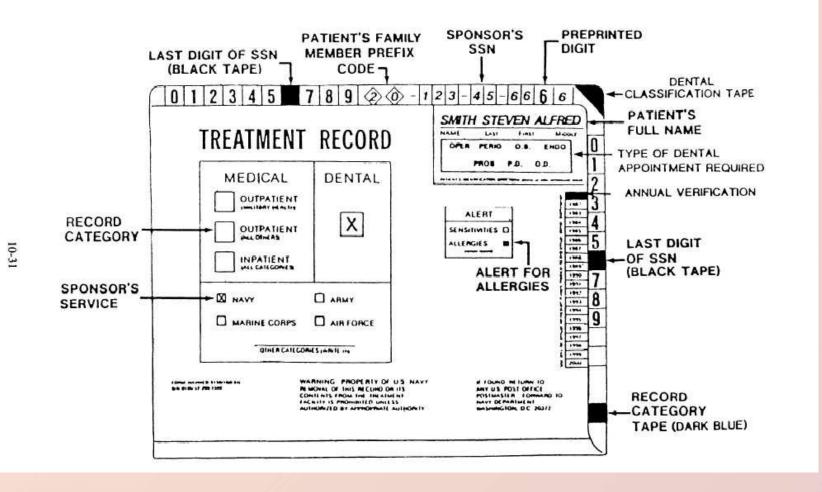
- The four major categories of primary medical records are:
 - Health records (HRECs)
 - Outpatient records (ORECs)
 - <u>Dental records</u> (DRECs)
 - Inpatient records (IRECs)

Primary Records

- <u>Health Records (HRECs)</u>
 - 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

- <u>Dental records</u> (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

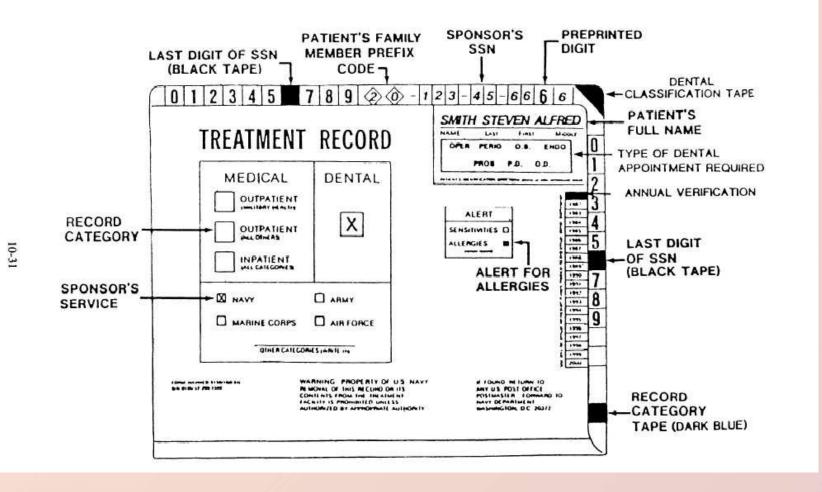


- Primary healthcare providers of active duty personnel must be aware of their personnel's medical status at all times.
- Thus, temporary and ancillary records will not be opened or maintained for active duty personnel.
- The exceptions to this policy are records for obstetrics/gynecology (OB/GYN), family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

- Secondary medical records include:
 - <u>Convenience records</u>
 - Temporary records
 - Temporary Dental Records
 - Ancillary records

- <u>Convenience records</u> 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
- <u>Temporary records</u> 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.

- <u>Temporary Dental Records</u> 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.
- <u>Ancillary records</u> Ancillary records consist of original healthcare documentation withheld from a patient's primary HREC or OREC



- 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

- 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)

- 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.

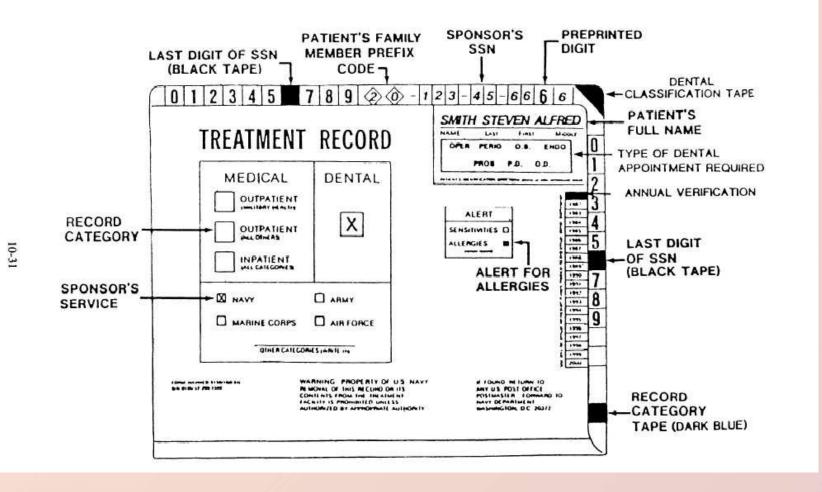
- Enter the rest of the member's SSN on the top of the inside back cover (Part IV)
- Place a piece of black cellophane tape over the number that corresponds to the last digit of the SSN in each of the two number scales on the inside back cover of the HREC
- Enter the member's family member prefix (FMP)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

- 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

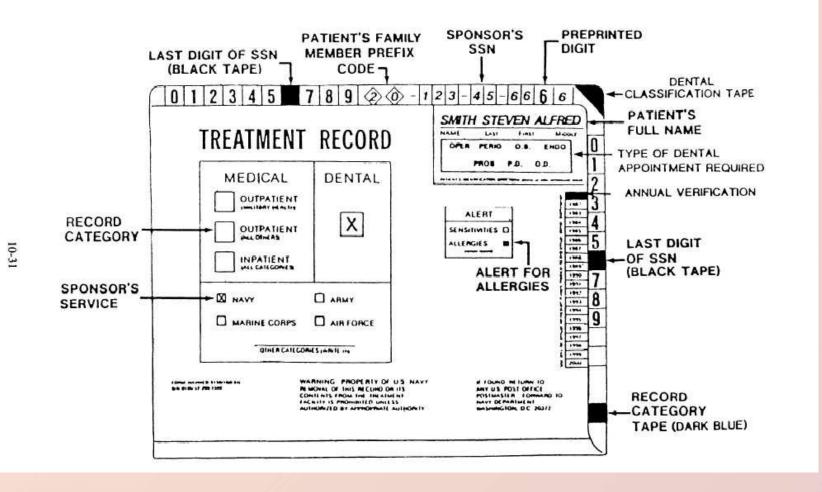
- In the lower center area of the outside front cover; indicate in the <u>alert box</u> whether the member has drug sensitivities or allergies by entering an "X" in the appropriate box. If there are no allergies or sensitivities, leave it blank
- Indicate the appropriate record category by entering an "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.

- Below the record category area is the <u>patient service and status box</u>. 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.

- 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



- 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
- <u>Preparing Part IV</u> (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



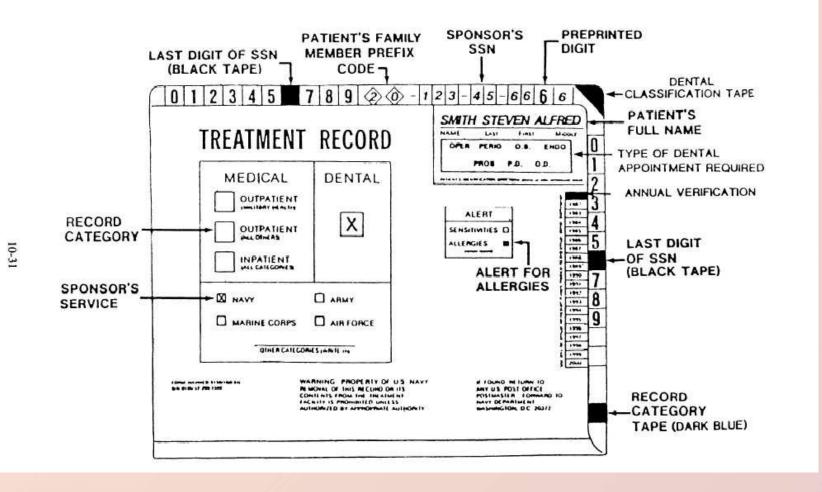
 All records are verified annually by medical and dental personnel having custody of them

 Health records will be reviewed when service members report and detach from their commands, and at the time of any physical examinations

- 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

- 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

- 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



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

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.

