

ALARACT 009/2010

DTG: P 150816Z JAN 11

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON
TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON
DC//DASG-HSZ-PPM//DAMO-DASG//

THIS ALARACT MESSAGE IS BEING SENT ON BEHALF OF THE SURGEON
GENERAL//

SUBJECT: BEHAVIORAL HEALTH/COMBAT OPERATIONAL STRESS
REACTIONS RECORD DISPOSITION GUIDANCE

REF/A/AR 40-66/MEDICAL RECORD ADMINISTRATION AND HEALTH
CARE DOCUMENTATION/RAR 04JAN10//

1. (U) SITUATION. CENTCOM THEATER IS SATURATED WITH
BEHAVIORAL HEALTH (BH) PAPER DOCUMENTATION. PROVIDERS ARE
NOT CONSISTENTLY ENTERING BH DOCUMENTATION INTO THE THEATER
ELECTRONIC HEALTH RECORD (EHR) (AHLTA-T) AS REQUIRED. AS A
RESULT SOLDIERS RETURNING FROM DEPLOYMENT ARE EXPERIENCING
DELAYS WITH CONTINUED HEALTH CARE AND/OR FILING MEDICAL
CLAIMS TO THE DEPARTMENT OF VETERANS AFFAIRS. DOCUMENTED BH
CARE WILL NOT BE MAINTAINED IN PAPER. IF THE EHR IS
UNAVAILABLE DURING THE VISIT, TREATMENT WILL BE DOCUMENTED
IN THE EHR AT THE EARLIEST AVAILABILITY.

2. (U) MISSION. ARMY THEATER MILITARY TREATMENT FACILITIES
AND COMBAT OPERATIONAL STRESS CONTROL (COSC) ELEMENTS
IDENTIFY, SORT AND MAIL ACCUMULATED LOOSE PAPER BH
DOCUMENTATION TO THE PATIENT ADMINISTRATION SYSTEMS AND
BIostatistics ACTIVITY (PASBA) NLT THAN 28 FEB 11. THIS
DOES NOT INCLUDE DETAINEE OR LOCAL NATIONAL BH
DOCUMENTATION. THE SENIOR MEDICAL AUTHORITY WILL CONTINUE
TO ENFORCE UTILIZATION OF EHR SYSTEMS.

3. (U) EXECUTION.

3.A. (U) CONCEPT OF OPERATION. MILITARY TREATMENT
FACILITIES (MTFS) AND COSC TEAMS IN THE CENTCOM AOR PACKAGE
BH DOCUMENTATION AND MAIL TO PASBA. THE THEATER MEDICAL
AUTHORITY WILL IMPLEMENT QUALITY CONTROL MEASURES ENSURING
LOOSE PAPER DOCUMENTS ARE NO LONGER GENERATED.

3.B. (U) TASK TO SUBORDINATE ELEMENTS.

3.B.(1) (U) ALL ARMY THEATER MTFS AND COSC TEAMS.

3.B.(1)(A) (U) IDENTIFY ALL LOOSE PAPER BH DOCUMENTATION

FROM PREVIOUSLY DEPLOYED UNITS THAT REDEPLOYED 30 AUG 10 OR BEFORE AND AWAITS FINAL DISPOSITION (STORAGE).

3.B.(1)(B)(U) GROUP AND SEPARATE DOCUMENTATION BEFORE SHIPMENT. GROUP AND SORT ALL IDENTIFIABLE (INCLUDES FULL NAME AND SOCIAL SECURITY NUMBER) LOOSE PAPER BH DOCUMENTATION USING THE FOLLOWING GROUP SORTING PROCEDURES:

3.B.(1)(B)(1.) (U) USE MANILLA FOLDERS.

3.B.(1)(B)(2.) (U) GROUP BY PATIENT CATEGORY (PATCAT).

EXAMPLES OF PATCAT ARE AD/USAR/ARNG. DO NOT MIX PATCATS WITHIN EACH BOX.

3.B.(1)(B)(3.) (U) GROUP AND SORT EACH LOOSE DOCUMENT USING THE TERMINAL DIGIT FILING SYSTEM.

3.B.(1)(B)(4.) (U) PROVIDE A HARD COPY INVENTORY LIST FOR EACH RECORD ITEM IN THE BOX.

3.B.(1)(C)(U) GROUP AND SORT ALL PARTIALLY IDENTIFIABLE LOOSE BH DOCUMENTATION USING THE FOLLOWING GROUP SORTING PROCEDURES:

3.B.(1)(C)(1.) (U) USE MANILLA FOLDERS.

3.B.(1)(C)(2.) (U) LOOSE BH DOCUMENTATION CONTAINING PARTIAL NAME AND SSN WILL BE GROUPED, SORTED TOGETHER BY THE PRIMARY GROUP OF THE LAST TWO-DIGITS OF THE SSN AND LABELED "PARTIAL NAME AND SSN ONLY".

3.B.(1)(C)(3.) (U) LOOSE BH DOCUMENTATION CONTAINING NAME ONLY WILL BE GROUPED, SORTED AND LABELED "LOOSE DOCUMENTATION NAME ONLY".

3.B.(1)(C)(4.) (U) LOOSE BH DOCUMENTATION CONTAINING PARTIAL SSN ONLY WILL BE GROUPED, SORTED AND LABELED "LOOSE DOCUMENTATION SSN ONLY".

3.B.(1)(C)(5.) (U) UNIDENTIFIABLE DOCUMENTATION WILL BE DESTROYED.

3.B.(1)(C)(6.) (U) PROVIDE AN ELECTRONIC INVENTORY LIST OF ALL RECORDS BY BOX TO THE PASBA POC AT CHUCK.BLAGG@US.ARMY.MIL PRIOR TO SHIPMENT OF BOXES. THE ELECTRONIC INVENTORY WILL CONTAIN BOX NUMBER, FULL NAME, SSN, AMOUNT OF DOCUMENTS.

3.B.(1)(C)(7.) (U) PROVIDE A HARD COPY INVENTORY LIST FOR EACH RECORD ITEM IN THE BOX.

3.B.(1)(C)(8.) (U) PLACE GROUPED MANILA FOLDERS IN SEPARATE SHIPPING BOXES AND INDICATE PATCAT (AD, USAR, ARNG) OF THE DOCUMENTATION ON THE BOX.

3.C. (U) COORDINATING INSTRUCTIONS. DIRLAUTH ALCON.

3.C.(1) (U) SEND BH DOCUMENTATION TO: DIRECTOR PASBA, ATTN: MCHS ISD (BH RECORDS), 1216 STANLEY ROAD STE 25 BLDG 126, FORT SAM HOUSTON, TX 78234-5053.

3.C.(2) (U) USE TRACEABLE OR REGISTERED MAIL ONLY IF USING PARCEL POST OR COMMERCIAL CARRIERS.

3.D. (U) THE THEATER MEDICAL AUTHORITY.

- 3.D.(1) (U) ENFORCE USE OF EHR FOR BH/COSC SERVICES.
- 3.D.(1)(A) (U) COSC TEAMS CONDUCTING CARE IN AREAS OF OPERATION THAT ARE NOT SUPPORTED BY THE EHR WILL NOTIFY THE THEATER MEDICAL AUTHORITY.
- 3.D.(1)(B) (U) THEATER MTFs WILL PROVIDE ACCESS TO THE EHR (AHTLA-T) FOR COSC PERSONNEL TO DOCUMENT BH CARE IF EHR IS NOT ORGANICALLY AVAILABLE.
- 3.D.(1)(C) (U) SUPPORTING PAPER DOCUMENTATION ONCE ENTERED INTO THE EHR WILL BE DESTROYED.
4. (U) SERVICE AND SUPPORT. NOT APPLICABLE.
5. (U) POCS:
- 5.A. (U) OTSG: LTC DEIDRA BRIGGS, MEDICAL RECORDS INFORMATICS OFFICER, COM: 703-681-2832, DSN: 312-761-2832, EMAIL: DEIDRA.BRIGGSANTHONY@US.ARMY.MIL.
- 5.B. (U) OTSG: TERESA FOLEY, HEALTH INFORMATION ADMINISTRATOR, COM: 703-681-3109, DSN: 312-761-3109, EMAIL: TERESA.FOLEY@US.ARMY.MIL.
- 5.C. (U) USARCENT: LTC RHONDA CLARK, CHIEF OF PATIENT ADMINISTRATION OPERATIONS, COM: 404-464-2781, DSN: 312-367-2781, EMAIL: RHONDA.CLARK1@ARCENT.ARMY.MIL.
- 5.D. (U) USARCENT: SFC TERENCE MCCLAIN, NCOIC, PATIENT ADMINISTRATION OPERATIONS, COM: 404-464-4687, DSN: 312-367-4687, EMAIL: TERENCE.MCCLAIN@ARCENT.ARMY.MIL.
- 5.E. (U) HQDA AOC-CAT: SURGEON ACTION OFFICER, COM: 703-693-4821, DSN: 223-4821, EMAIL: OTSG.AOCCAT@CONUS.ARMY.MIL.
6. (U) EXPIRATION DATE: 31 DEC 13.