



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-7300

IN REPLY REFER TO

6320

Ser M3/5/I10UN093001092

18 Nov 10

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: NOTIFICATION OF ACTIVE DUTY HOSPITALIZATION IN NAVY MEDICAL
TREATMENT FACILITIES

Ref: (a) BUMED memo of 23 Apr 2008 (NAVMED Policy 08-012)
(b) 2008 National Defense Authorization Act
(c) Wounded Warrior Regiment ltr 1000 WWR of 9 Apr 08
(d) MILPERSMAN 1301-010
(e) MILPERSMAN 1306-1600
(f) NAVMEDCOMINST 6320.3B

1. This memorandum updates and clarifies guidance for notification requirements of Service members' hospitalization in Navy medical treatment facilities (MTFs). Reference (a) is hereby superseded.
2. Reference (b) mandates the Services notify appropriate Members of Congress when a Service member within their constituency is evacuated from a theater of combat and admitted to an MTF in the United States. Congressional notification will be provided only with the consent of the Service member. Additionally, Congressional notification will be made for Navy Service members assigned to operational commands either in or outside a theater of combat, and admitted to an MTF in the United States.
3. Commanders and Commanding Officers of Navy MTFs in the United States will ensure Service members admitted to their facility from a theater of combat, and Navy Service members admitted from an operational command, will be provided an opportunity to consent to the release of protected health information (PHI) within 24 hours of admission using DD Form 2870, Authorization for Disclosure of Medical or Dental Information. Service members will also be informed of the Health Insurance Portability and Accountability Act (HIPAA) and their right to withdraw any prior consent to release PHI. Unless the Service member specifically declines notification of the next of kin, the member's next of kin will be contacted and informed of the member's admission prior to congressional notification. In the case of a member who is unable to provide consent, information and consent may be provided by the member's next of kin as designated in the Service record.
4. Per reference (c), Congressional notification of Marine Corps Service members and Navy Service members assigned to Marine Corps commands who are evacuated from a theater of combat will be conducted by Marine Corps officials. MTF Commanders and Commanding

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Officers will coordinate with their respective Marine Corps Liaison offices to ensure the appropriate consent and notification process for these Service members has been conducted.

5. MTF Commanders and Commanding Officers will further ensure that following notification of the Service member's next of kin, the completed consent forms and information for Navy members will be telefaxed to the Bureau of Medicine and Surgery's (BUMED's) Office of Legislative Affairs at DSN 762-1705 or (202) 762-1705, or forwarded via encrypted e-mail to one of the following points of contact: Mr. Kelly McConville, Kelly.McConville@med.navy.mil or Mr. Matthew Santos, Matthew.Santos@med.navy.mil. Officials in BUMED's Office of Legislative Affairs will contact the Navy Office of Legislative Affairs whose personnel will contact the appropriate Members of Congress to advise of the Service member's hospitalization.

6. Officials in Patient Administration Departments in Navy MTFs will coordinate with the appropriate Service point of contact to start the notification process and provide completed consent forms for wounded Army, Air Force and Coast Guard Service members admitted to their facility from a theater of combat. Upon receipt of notification by Navy Patient Administration Departments of wounded Navy Service members from a theater of combat hospitalized at other Services' MTFs, notification procedures will commence per the above guidance.

7. Information provided with the consent form will include name and rank of patient, unit assignment and combat theater, inside the Continental United States (CONUS) MTF where hospitalized, medical condition in general terms (i.e., stable, good, fair, serious, critical, conscious, semiconscious, unconscious), and patient's home of record as designated by the Service member on the consent form or, if none is designated, per the Service record. In all cases, provide contact information for the patient care representative at the MTF who may be contacted for additional information.

8. Navy Medicine Regional Commanders will ensure compliance with this policy.

9. Officials at Navy MTFs CONUS and outside the Continental United States will continue to make required notifications of all hospitalized active duty Service members per references (d) through (f).

10. My point of contact is Mr. Floyd Katon at (202) 762-3144/DSN: 762-3144 or e-mail Floyd.Katon@med.navy.mil.


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