



DEPARTMENT OF THE NAVY  
NAVAL HEALTH CLINIC  
250 WOOD ROAD  
ANNAPOLIS MARYLAND 21402-5050

NHCANNAINST 6150.1H  
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NAVAL HEALTH CLINIC ANNAPOLIS INSTRUCTION 6150.1H

From: Commanding Officer

Subj: MEDICAL RECORDS

Ref: (a) Manual of the Medical Department (MANMED), Chapter 16  
(b) Comprehensive Accreditation Manual for Ambulatory  
Care, Current Edition  
(c) DODINST 6040.43  
(d) Chief, BUMED letter of 21 JAN 1999, Filing of  
Computer Generated Laboratory and Radiology Studies  
(e) BUMED Notice 6150 7 Jan 2013, Custody and Control of  
Outpatient Medical Records  
(f) SECNAV M-5210.1

1. Purpose. To establish policies and procedures, and outline responsibilities for the management of medical and dental records at Naval Health Clinic Annapolis (NHCA) and its Branch Health Clinics (BHC).

2. Cancellation. NHCANNAINST 6150.1G.

3. Policy. Medical and dental records are the property of the United States Government and will be maintained by the Medical Treatment Facility (MTF) which has primary cognizance over the care of the patient per reference (a).

4. Scope. The policies and procedures set forth herein apply to NHCA and its BHCs.

5. Action. References (a) through (e) provide guidance for medical records administration; which includes standards for preparation, maintenance, retention, and disposal of medical records. NHCA and its BHC staff members will adhere to this guidance, and specific guidance outlined below.

6. Responsibilities

a. The Commanding Officer (CO) is "Custodian of the Medical Records" for NHCA and its BHCs per reference (a).

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b. Head, Patient Administration Department (PAD) will:

(1) Ensure all medical records received at NHCA or the BHCs are maintained in a secure system.

(2) Establish policies and procedures for maintaining custody and maintenance of medical records.

(3) Conduct annual surveys of medical records in accordance with reference (a).

(4) Prepare reports related to outpatient medical records as directed by higher authority.

c. Health Care Providers (HCP) will:

(1) Ensure accurate and complete medical record documentation of all services rendered to patients, while complying with all applicable medical records guidelines.

(2) Ensure proper identification information is entered on all forms.

(3) Return medical records to the Medical Records Department promptly.

(4) Stamp and date all hard copy test results and Ambulatory Procedure Visit (APV) records not stored in an electronic database and forward them to the Medical Records Department, in accordance with reference (a).

d. Executive Committee of the Medical Staff (ECOMS) will:

(1) Monitor and assess the quality of medical care documentation in the medical record, as well as procedures developed for their establishment, maintenance, and disposition.

(2) Recommend measures to assess, and procedures to correct, deficiencies in medical records and document follow-up efforts in ECOMS meetings minutes.

e. Directors/Department Heads (DIR/DH) will ensure all HCPs, clinics, and administrative personnel are familiar with and comply with the contents and intent of this instruction.

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7. Custody of Medical Records. Medical records are the property of the U.S. Government and must be maintained by the MTF that has primary cognizance over the care of the patient.

a. Hand carrying of medical records by patients is prohibited, except as outlined in paragraph 7.b. below. For scheduled appointments, MTF staff member will pull medical records and charge them to the appropriate clinic prior to the scheduled appointment. Clinic staff will pick up medical records from PAD or request that they be delivered to the clinic by an MTF staff member.

(1) Active Duty (AD) personnel with orders to forward deploy will deliver a copy of the Temporary Additional Duty (TAD) orders to PAD who will provide a condensed version of the AD personnel's medical record containing information necessary for the duration of TAD.

(2) AD personnel who are in a Permanent Change of Station (PCS) status will deliver a copy of their transfer orders to PAD who will provide a condensed version of the AD personnel's medical record containing copies of immunizations, DD2276, and a copy of the latest physical examination. PAD will ensure AD personnel complete and sign NAVMED 6150/8 Outpatient Record Release Request and Transfer Receipt.

(3) In instances where the duty station is far removed from any MTF or medical care will be obtained from a non-MTF provider, or when the patient requests a personal copy of their medical record, a hard copy of the Outpatient Medical Record may be requested for continuity of care. However, the request needs to be submitted 5 working days prior to picking up a copy of the Outpatient Medical Record.

b. Exceptions to the no hand-carrying rule are authorized when:

(1) AD personnel are traveling to or from overseas assignments on PCS orders, traveling to an operational or shipboard command, or transferring to a remote duty station.

(2) The MTF commander determines that it is in the best interest of patient care to allow hand-carrying the full medical record.

(3) AD personnel are performing temporary duty where the full medical record is required.

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(4) AD personnel are in Voluntary and Selective Reserves status.

c. With the above exceptions, AD personnel may hand-carry their paper Service Treatment Record (STR) to their new duty station after the following requirements are fulfilled:

(1) AD personnel present their orders to PAD Medical Records Section prior to receiving his or her paper STR.

(2) AD personnel complete and sign NAVMED 6150/8 Outpatient Record Release Request and Transfer Receipt.

(3) MTF staff member completes medical record transfer-out in the Composite Health Care System (CHCS) tracking system.

d. Under no circumstances will medical records be removed from the MTF by staff members for any reason other than official purposes.

e. Staff members are prohibited from delivering Outpatient Medical Records to the patient's control at the end of a clinic visit, unless an exception listed in paragraph 7.b. applies.

f. Departments will make every effort to ensure that medical records are returned to PAD Medical Records Section prior to the end of each day or at least within 48 hours.

8. Electronic Records. Per reference (d), daily printing and filing of outpatient CHCS test results is no longer required due to accessibility of CHCS and Armed Forces Health Longitudinal Technology Application (AHLTA).

9. Records. Records created as a result of this instruction, regardless of media and format, will be managed in accordance with reference (f).

10. Forms. NAVMED 6150/8 (10-74), Outpatient Record Release Request and Transfer Receipt is available for download from Naval Forms on Line at:  
<https://navalforms.documentservices.dla.mil>.



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