



DEPARTMENT OF THE NAVY  
NAVAL HEALTH CLINIC  
PSC BOX 8023  
CHERRY POINT, NORTH CAROLINA 28533-0023

NAVHEALTHCLNCPINST 6150.4C  
090A00  
11 Jul 2012

NAVAL HEALTH CLINIC CHERRY POINT INSTRUCTION 6150.4C

From: Commanding Officer

Subj: CLOSED MEDICAL RECORDS SYSTEM

Ref: (a) DoDINST 6040.43, Custody and Control of  
Outpatient Medical Records  
(b) NC State Law G.S. 90-21.5  
(c) DoDINST 6025.18-R, DoD Health Information Privacy  
Regulation

1. Purpose. To establish guidelines and procedures for maintaining a closed medical record system at Naval Health Clinic Cherry Point (NHCCP) per reference (a).

2. Discussion. The original outpatient military medical treatment record is the property of the U.S. Government. The closed medical records system is implemented to support appropriate health care delivery, securely maintain documentation, and ensure continuity of care. It is imperative the medical records are maintained by the military treatment facility which has primary responsibility over the care of the patient. Therefore, the medical records of patients enrolled at NHCCP will be maintained in the Outpatient Records Vault of the Patient Administration Department (PAD).

3. Cancellation. NAVHEALTHCLNCPINST 6150.4B

4. Action

a. PAD responsibilities:

(1) A copy of the medical record may be released only to an adult (age 18 or older) person whose name is written on the medical record, unless there is a signed and witnessed authorization identifying an adult family member or other adult third party as an authorized person to pick up the record on their behalf per reference (b).

11 Jul 2012

(2) At a minimum, the person requesting copies of their protected health information will submit an Authorization for Disclosure of Medical or Dental Information, DD Form 2870. The authorization must contain:

- (a) Name of person identified on the medical record.
- (b) Statement allowing representative to transport the medical record.
- (c) Name of person(s) authorized to transport the record.
- (d) Expiration date of authorization.
- (e) Signature of person whose name is on the medical record or legal guardian and date signed.

(3) Medical Records staff must:

- (a) Obtain proof of identification (photo ID) from the person authorized to receive copies of, or transport, the medical record.
- (b) Keep a copy of the request on file in PAD.
- (c) Document the date of the signed authorization in the release of information log.
- (d) Retain the original authorization containing all the above information and signatures for a period no less than six years per reference (c).

(4) The Composite Health Care System (CHCS) Medical Record Tracking (MRT) shall be used to monitor and track the availability and movement of outpatient records.

(5) Daily operations: Active Duty

(a) Clinics will generate an appointment roster, referred to as the "pull list", one day prior to date of scheduled appointments. Using the pull list, medical records will be removed from the shelf and set aside pending delivery to requesting clinic.

(b) Medical records will be charged out to the

11 Jul 2012

requesting clinic utilizing CHCS and delivered NLT 0730.

(c) Medical records will be returned to PAD within two business days following appointment completion.

(6) Referrals:

(a) The Medical Records Clerk will copy pertinent medical information requested from the consulted physician's office and fax or mail the information to requesting physician.

(b) Upon receipt of appointment date and a consulted physician's name, active duty patients will report to the Outpatient Records window and fill out a request for medical information to be faxed to the consulted physician. Consulted physician may call or fax a request for medical information if the active duty patients did not complete the request process.

(c) Active duty service members may receive a copy of their medical record when departing on extended periods of Temporary Additional Duty (TAD) e.g. deployment, service schools, mobilization, or operational platform augmentation. With Permanent Change of Station (PCS), the member shall present a stamped original copy of PCS orders to the Outpatient Records clerk to obtain a copy of their medical record. Reference (c) provides information on the contents of and practices for using Deployment Health Records (DHR). DHR should be relied upon to the maximum extent practical in lieu of transporting the original medical record during TAD periods and PCS.

(7) The Patient Administration Officer may grant active duty personnel other exceptions to the no hand carrying rule on a case-by-case basis.

(8) In order to properly transfer custody of the record, medical records staff must:

(a) Charge the record out in CHCS and document in the comment field the name of the MTF/unit assuming "primary responsibility" for maintaining the record.

(b) Upon receipt of original stamped PCS orders, place medical records in an appropriately sized and sealed envelope. The following statement shall appear on the outside of the envelope on top of the outside seal of the envelope:

11 Jul 2012

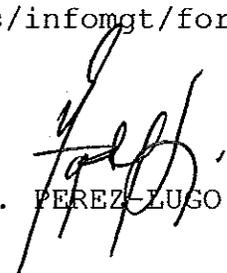
This package contains sensitive medical documentation and its contents are considered protected health information under the Health Insurance Portability and Accountability Act of 1996. Violation of this act is punishable by law. If found, DO NOT OPEN this envelope and please return the sealed envelope to: Naval Health Clinic Cherry Point, Outpatient Records, PSC Box 8023, Cherry Point NC 28533-0023. (252) 466-0248.

(9) A minor's parent or legal guardian may pick up copies of the child's record without authorization from the minor unless there is legal documentation in the record prohibiting them from obtaining the record or the record contains information as outlined in reference (b). Legally emancipated minors are afforded the same privacy rights as an adult and a signed authorization from the emancipated minor must be obtained in order to release the record to the parent or guardian.

b. The Patient Administration and Public Affairs Officer shall establish an ongoing marketing plan to educate beneficiaries and staff of the requirements behind the careful control and custody of medical records.

5. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of November 2007.

6. Form. Form number DD2870 can be found at <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>

  
E. PEREZ-LUGO

Distribution:  
List A