



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
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Canc frp: Jan 2014  
IN REPLY REFER TO  
BUMEDNOTE 6150  
BUMED-M3  
7 Jan 2013

BUMED NOTICE 6150

From: Chief, Bureau of Medicine and Surgery

Subj: CUSTODY AND CONTROL OF OUTPATIENT MEDICAL RECORDS

Ref: (a) DoD Instruction 6040.43 of June 10, 2004  
(b) SECNAV Manual 5210.1 of Jan 2012  
(c) Manual of the Medical Department (MANMED), Chapter 16

1. Purpose. To clarify and provide examples to reference (a) as it relates to Sailors and Marines hand-carrying their outpatient medical records under certain circumstances to ensure they are provided optimal continuity of care.

2. Scope. This notice applies to all Navy Medicine facilities.

3. Discussion. Reference (a), paragraph 5.1.2.3.1., authorizes medical treatment facility (MTF) commanders to set policy on exceptions to the "no hand-carrying guidance." Examples of exceptions could include circumstances in which the inconvenience to the Service members or break in continuity of care outweighs the record custody concerns.

a. Exception to hand-carrying the paper record is granted for the following:

(1) Service members traveling overseas on permanent change of station orders or returning from overseas on permanent change of station orders, assignment to an operational or shipboard command, or transfer to a remote duty station.

(2) An MTF commander determines that it is in the best interest of patient care to allow for hand-carrying of paper medical records.

(3) Service members performing temporary duty where the full medical record is required.

(4) Service members in Voluntary and Selective Reserves status are permitted to hand carry the paper medical record.

b. With the above exceptions, the Service member may hand-carry his or her paper service treatment record (STR) to the new duty station, after fulfilling the following requirements:

(1) Service members must present orders to the record custodian prior to receiving the STR.

(2) Service member must complete and sign NAVMED 6150/8, Outpatient Record Release Request and Transfer Receipt.

(3) Service member will be instructed to turn in his or her STR upon reporting to the new duty station.

(4) The MTF will complete medical record transfer-out in the Composite Health Care System (CHCS) tracking system.

4. Action. Effective immediately, with the above exceptions Sailors and Marines may hand-carry their STR to ensure they are provided optimal continuity of care.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (b).

6. Form. 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>.

7. Cancellation Contingency. Retain until incorporated into reference (c).



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