

Communicable Disease Protocol for Transfer of Care To the U. S. Naval Hospital Okinawa and the 18th Medical Group Okinawa, Japan

I. Communicable Disease Protocol

A. This protocol was developed in an effort to create a more streamlined process, ensure continuity of patient care, maintain public health policies and preparedness, and foster the rapport with host-nation public health agencies. Although Severe Acute Respiratory Syndrome (SARS) is specifically mentioned, this protocol is universal and applicable to all relevant infectious/communicable disease processes. It ensures that individuals who may be a public health threat receive timely medical care, are appropriately managed and their accountability is maintained. To facilitate the transfer of care, a communication tool has been created to minimize language barriers. In addition, if this protocol was to be adopted by the USFJ:

1. Any patient can be referred by any airport quarantine station to the Okinawa military treatment facility (MTF) system to ensure appropriate follow up and accountability.
2. Any MTF can individualize Enclosure (2) with their contact information so that airport quarantine stations can ensure medical care and follow up for all other USFJ beneficiaries besides those residing in Okinawa.

B. DoD directive 6200.3 describes policy for communicable disease, quarantine, and restriction of movement in the setting of public health emergency or communicable disease epidemics on military installations. Per DoD directive 6200.3, quarantinable communicable diseases include: Cholera, Diphtheria, Plague, SARS, Smallpox, Tuberculosis (infectious), Viral Hemorrhagic Fevers and Yellow Fever. The DoD directive can be located at:

http://www.dtic.mil/whs/directives/corres/pdf/d62003_051203/d62003p.pdf

C. Enclosure (1) diagrammatically presents the information outlined below in a more easily appreciated format. Enclosure (2) is a tool to be utilized by the Okinawa Prefectural Government (OPG)/Human Quarantine Office (HQO) staff at Naha International Airport to facilitate transfer of care between the Japanese and military treatment facilities. Enclosure (3) is a worksheet to be utilized by the USNH Okinawa Officer of the Day (OOD) staff to reinforce adherence to the proper protocol, to assist in the conveyance of information to Epidemiology or the duty Preventive Medicine Technician (PMT), and to simplify entry of information into the OOD electronic log. Enclosures (2) and (3) are designed to be similar in format to minimize potential language barriers and to streamline the transfer of patient contact information to USNH staff.

II. Outpatient Follow up *(Please refer to the Green box, Enclosure 1)*

A. If an individual is symptomatic, subsequently examined by the Okinawa Prefectural Government (OPG)/Human Quarantine Office (HQO) staff at Naha International Airport and there is concern for SARS or other potentially contagious illness, 1) they will be referred to their

PCM for evaluation within 72 hours; 2) given the card, “Precautions for International Travelers”; and 3) given SARS home isolation precautions (if applicable).

1. The “Precautions for International Travelers” card (enclosure (4)) facilitates possible communication barriers experienced at the Naha International airport and aims to allay the individual’s fears. This card serves to inform the individual that there may be a concern for a potentially contagious disease and that their contact information will be requested by the OPG/HQO staff and forwarded to the Preventive Medicine Department at USNH Okinawa. The precaution card can be located on-line at:
www.med.navy.mil/SITES/NHOKI/PATIENTS/COMMUNITYHEALTH/POPHEALTH/Pages/SARS.aspx
2. SARS isolation instructions for patients (if applicable) can be located at:
<http://www.cdc.gov/ncidod/sars/factsheet.htm>
3. If SARS or other communicable disease is suspected (vice confirmed), the individual will need to be isolated for 72 hours per CDC protocol. Per this CDC protocol, patients must present to their PCM for re-evaluation within 72 hours. (All potentially exposed asymptomatic individuals should monitor their health for the subsequent 10 days.) This CDC protocol can be located at:
<http://www.cdc.gov/ncidod/sars/exposuremanagement.htm>

B. The OPG/HQO staff at Naha International Airport must contact the USNH Directorate of Community Health office within 24 hours with the list of individuals for outpatient follow up.

1. USNH Directorate of Community Health office can be contacted during normal business hours at: #643-7806/7807 or after hours via the OOD at: #643-7555/7509. The Public Health Liaison can assist with language barriers during normal business hours or the JNP interns can assist after hours.
2. Necessary information includes: Rank/Rate, Full Name, Last 4 of SSN, home/work phone numbers, sponsor’s name/unit/branch/phone. Please refer to enclosure (2), “OPG/HQO Contact Information for Transfer of Care to USNH/18th Med” for the reporting tool to be utilized by OPG/HQO staff. To minimize language barriers, the patient can fill out the top part of the form containing demographic information, and the OPG/HQO staff can then complete the rest of the form.
3. At a minimum, the OPG/HQO Staff can fax the form to the USNH Information Desk at #643-7591 which remains staffed 24 hours a day.
4. All items to be utilized by the OPG/HQO staff can be located on the USNH SARS webpage under the heading of “For Naha OPG/HQO Staff” at:
www.med.navy.mil/SITES/NHOKI/PATIENTS/COMMUNITYHEALTH/POPHEALTH/Pages/SARS.aspx. Enclosures (1) and (2) are available on-line for easy access by OPG/HQO officials and are specifically located at:

www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS%20diagram2.pdf

C. The DCH or OOD will relay the necessary information to the Epidemiology (EPI) Division (#643-7808) or duty PMT (pg 925).

D. EPI will serve as the primary point of contact for arranging patient notification and tracking. The 18th Medical Group (MDG) Public Health office will be responsible for tracking any individuals that are USAF active duty, family members or Kadena Air Base residents. Upon identification of these designated individuals, EPI will contact 18th MDG Public Health Department at #630-4520 during normal business hours. After hours, they can be contacted via the Public Health Flight Commander at #633-2944 (cell phone #090-7587-9843), the Deputy Flight Commander at #933-2595, or the Flight NCOIC at #633-6019 (cell phone #090-3793-1956).

E. EPI or 18th MDG Public Health staff will call the individual the same/following day to confirm that the individual:

1. Understands information on the disease and its potential symptoms
2. Understands the mandatory isolation precautions
3. Understands the method of transmission and the need for isolation precautions
4. Understands the need to be seen by their PCM within 72 hours
5. Understands any educational materials and the current treatment plan
6. Understands when to seek more urgent care.
7. Understands the need to inform the healthcare team about possible contagious exposure when presenting for care.

F. EPI and 18th MDG Public Health Department will track the individual to confirm that they were re-evaluated by a provider and will determine their final diagnosis and disposition. They will further track, report and investigate any primary and secondary cases as appropriate. Disposition of cases referred to and tracked by 18th MDG Public Health Department, will be provided to EPI for reporting back to the OPG/HQO staff as requested.

III. Immediate Evaluation *(Please refer to the Yellow box, Enclosure 1)*

A. If OPG/HQO officials deem that the individual needs to be evaluated more promptly, the patient should be instructed to report immediately to the USNH Emergency Department for further evaluation and management. Based on the patient's health status, OPG/HQO officials determine whether the STABLE patient can transit to the USNH ER by POV or USNH ambulance.

1. If the patient requires no medical assistance, but does need prompt medical evaluation, the patient can travel by POV to the USNH ER.
2. If the patient is stable but needs medical supervision or intervention, 911 can dispatch an ambulance from the Kinser firehouse to transport the patient with appropriate medical assistance to the USNH ER. A 15-20 minute response time is anticipated.

3. If urgent, all critical and medically unstable patients will be conveyed by Japanese ambulance to the Kenritsu Naha Emergency Department, the nearest Japanese hospital.
4. If the OPG/HQO officials would like to discuss the case to determine the best method of transport, the USNH ER physician can be contacted via the OOD.

B. The OPG/HQO official will contact the OOD (#643-7555/7509) to convey information regarding the patient and their situation, utilizing the “OPG/HQO Contact Information for Transfer of Care to USNH/18th Med” tool (enclosure (2)) which is located on-line at:

www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS%20diagram2.pdf

C. OOD will perform the following:

1. Obtain all pertinent information on the patient, for epidemiologic and accountability purposes. Info includes: Rank/Rate, Full Name, Last 4 of SSN, home/work phone numbers, sponsor’s name/unit/branch/phone.
2. Arrange or confirm transportation of patient. Call 911 to have an ambulance dispatched from Kinser if the patient requires medical transportation.
3. Notify ER of impending arrival.
4. Facilitate doctor to doctor report if warranted.
5. Confirm that the patient arrives to the ER for evaluation.
6. If patient doesn’t arrive within 2 hours of departure, locate the individual and have them report to the ER by all means necessary.
7. Relay the necessary information to the Epidemiology Division (#643-7808) or duty PMT (pg 925).
8. Electronically create OOD log entries using the Transfer of Care option.
9. Enclosure (3), “OOD Contact Information for Transfer of Care to USNH/18th Med” worksheet was developed to facilitate this conveyance of information, to minimize the language barrier and to ensure that all steps are properly followed. This worksheet is located at:
www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS%20diagram3.pdf
10. If there are any language issues, contact the Public Health Liaison (#643-7806/7) during normal business hours or the Japanese Intern on call after hours for linguistic assistance. If necessary, the OPG/HQO staff can fax their copy of the OPG/HQO Contact Information Tool (enclosure (2)) to the OOD.

D. ER will assist by:

1. Assist OOD as necessary to arrange for transport/disposition of patient.
2. Upon arrival, place the patient in the negative isolation room and take appropriate respiratory, aerosol and contact precautions.
3. Evaluate patients referred for medical care utilizing the USNH SARS protocol (if applicable) which can be located at:

www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS.clinical.path.pdf

4. Relay all relevant information to the Epidemiology division
5. SARS infection control guidance for ground transportation (if applicable) can be located at:

<http://www.cdc.gov/ncidod/sars/emtguidance.htm>

E. If admitted to USNH:

1. Utilize appropriate respiratory, aerosol and contact precautions and negative isolation rooms as indicated.
2. Contact Infection Control (#643-7511) and Epidemiology (#643-7808) to inform them of the patient's admission diagnosis and location.
3. CDC recommendations for the cleaning and disinfection of the SARS patient environment (if applicable) can be found at:

<http://www.cdc.gov/ncidod/sars/cleaningpatientenviro.htm>

F. EPI will track the individual to confirm that they were evaluated by an ER physician and will determine their diagnosis and disposition. Patient information for any individuals that are USAF active duty, family members or Kadena Air Base residents will be immediately conveyed to the 18th MDG Public Health Department for tracking. During normal business hours they can be reached at #630-4520. After hours, they can be contacted via the Public Health Flight Commander at #633-2944 (cell phone #090-7587-9843), the Deputy Flight Commander at #933-2595, or the Flight NCOIC at #633-6019 (cell phone #090-3793-1956).

G. EPI and 18th MDG Public Health Department will track, report and investigate any primary and secondary cases as appropriate. Disposition of cases referred to and tracked by 18th MDG Public Health Department, will be provided to EPI for report back to the OPG/HQO staff as requested.

IV. Urgent Evaluation *(Please refer to the Red box, Enclosure 1)*

A. If OPG/HQO officials deem that the individual needs to be evaluated more urgently, all critical and medically unstable patients should be transported immediately by Japanese ambulance to Kenritsu Naha Emergency Room, the nearest Japanese hospital.

B. The OPG/HQO official will contact the OOD (#643-7555/7509) to convey information regarding the patient and their situation, utilizing the "OPG/HQO Contact Information for Transfer of Care to USNH/18th Med" tool (enclosure (2)) which is located on-line at:

www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS%20diagram2.pdf

C. OOD will perform the following:

1. Obtain all pertinent information on the patient, for epidemiologic and accountability purposes. Info includes: Rank/Rate, Full Name, Last 4 of SSN, home/work phone numbers, sponsor's name/unit/branch/phone.

2. Relay the necessary information to the Epidemiology Division (#643-7808) or duty PMT (pg 925).
3. Contact Patient Admin to assist with any necessary financial and case management issues.
4. Enclosure (3), "OOD Contact Information for Transfer of Care to USNH/18th Med" worksheet was developed to facilitate this conveyance of information, to minimize the language barrier and to ensure that all steps are properly followed. This worksheet is located at:
www.med.navy.mil/sites/nhoki/Patients/CommunityHealth/PopHealth/Documents/SARS%20diagram3.pdf
5. If there are any language issues, contact the Public Health Liaison (#643-7806/7) during normal business hours or the Japanese Intern on call after hours for linguistic assistance. If necessary, the OPG/HQO staff can fax their copy of the OPG/HQO Contact Information Tool (enclosure (2)) to the OOD.

D. EPI will track the individual to determine their diagnosis and disposition in conjunction with Case Management as appropriate. Patient information for any individuals that are USAF active duty, family members or Kadena Air Base residents will be immediately conveyed to the 18th MDG Public Health Department for tracking. During normal business hours they can be reached at #630-4520. After hours, they can be contacted via the Public Health Flight Commander at #633-2944 (cell phone #090-7587-9843), the Deputy Flight Commander at #933-2595, or the Flight NCOIC at #633-6019 (cell phone #090-3793-1956).

E. EPI and 18th MDG Public Health Department will track, report and investigate any primary and secondary cases as appropriate. Disposition of cases referred to and tracked by 18th MDG Public Health Department, will be provided to EPI for report back to the OPG/HQO staff as requested.

Communicable Disease Protocol For Transfer of Care to USNH Okinawa/18th Medical



Outpatient Follow-up

- 1) HQO gives the USNH card, isolation precautions and instructs the patient to follow up with their PCM within 72 hrs.
- 2) HQO contacts the Directorate of Community Health (DCH) within 24 hours (#643-7806/7) or the OOD after hours (#643-7555/7509).
- 3) DCH/OOD relays information to the Epidemiology (EPI) Office (#643-7808) or the duty PMT after hours (pg 925).
- 4) EPI contacts the patient to ensure that they understand the isolation instructions, the need for a PCM appt. and the treatment plan.
- 5) EPI contacts 18th Med and will convey information for all USAF AD, family members and KAB residents.
- 6) EPI/18th Med will follow up with the PCM to determine disposition.
- 7) EPI/18th Med will track, report and investigate cases as appropriate.

Immediate Evaluation

- 1) HQO instructs the stable patient to report immediately to USNH ER by POV/USNH ambulance.
- 2) HQO contacts OOD (#643-7555/7509)-- if language barriers, contact Public Health Liaison (#643-7806/7) or JNP Intern after hours for assistance.
- 3) OOD performs the following:
 - *obtain pertinent info
 - *arrange transportation of patient (if needed, call 911 for Kinser's ambulance).
 - *notify ER of impending arrival, facilitating doctor to doctor report if warranted.
 - *confirm that patient arrives to ER, tracking the patient if they do not arrive within 2 hours.
 - *relay information to EPI (#643-7808) or the duty PMT after hours (pg 925).
- 4) ER will evaluate the patient with respiratory precautions, using the USNH SARS algorithm, and will relay disposition to EPI.
- 5) EPI/18th Med will track, report and investigate cases as appropriate.

Emergent Care

- 1) HQO instructs the unstable patient to be transported to Kenritsu Naha ER via Japanese ambulance.
- 2) HQO contacts OOD (#643-7555/7509)-- if language barriers, contact Public Health Liaison (#643-7806/7) or JNP Intern after hours for assistance.
- 3) OOD performs the following:
 - *obtain pertinent info
 - *contact EPI (#643-7808) or the duty PMT after hours (pg 925)
 - *patient admin to assist with any necessary financial and case mgmt issues
- 4) EPI and/or Case Management will follow as appropriate until disposition.
- 5) EPI/18th Med will track, report and investigate cases as appropriate

OPG/HQO Contact Information for Transfer of Care to USNH/18th Med

1) PATIENT INFORMATION (To be completed by patient) 1)は個々に記入させてください。

Date: _____ Time: _____ Naha POC: _____ Naha Phone: _____
Rate/Rank: _____ Full Name: _____ Last 4 of SSN: _____ Age: _____
Sponsor's Rank/Name: _____ Unit: _____ Branch: USMC USN USAF USA
Home Phone #: _____ Work Phone #: _____ FM RET DOD Other: _____

2) SYMPTOMS 症状: (circle all that apply) 該当する事項に丸する。

Fever 熱	Headache 頭痛	Malaise 不快感	Cough 咳	Shortness of Breath 呼吸困難	Hemoptysis 喀血	Hypoxia 低酸素症
Vomiting 嘔吐	Diarrhea 下痢	Jaundice 黄疸	Abdominal Pain 腹痛	Abnormal Bleeding 異常な出血	Other: _____	

3) STATUS 状態: (circle one) 該当する事項に丸する。

72hr follow up with PCM
PCMによる72時間フォローアップ

Stable/Immediate Transport to USNH ER
安定・海軍病院のERに直ちに搬送

Unstable/Urgent referral to Japanese ER
不安定・民間病院のERへ救急搬送

3a) If Immediate Transportation to USNH ER via: Personal Car or USNH Ambulance? (circle one)
万が一、海軍病院のERに直ちに搬送の場合: 自家用車 或いは 海軍病院の救急車 (該当する事項に丸する。)

3b) If Urgent Transportation to Japanese ER, which hospital: Naha Kenritsu or Other? _____
万が一、民間病院のERへ救急搬送の場合: 那覇県立 或いは 他の民間病院_____

4) Contact US Naval Hospital: 海軍病院の連絡先: オペレーター (098)892-5111の後下記の各内線を#ダイヤルしてください。

• Director for Community Health 公衆衛生部: (#643-7806/7807) Monday through Friday 月～金 0730 - 1600

• USNH Information Desk 総合案内: (#643-7555/7509) after hours 通常診療時間外

If you require linguistic assistance after hours ask for the JNP intern on call

通常診療時間外に海軍病院へ日本語にて連絡希望の場合は総合案内に電話後当直日本人インターンを呼び出して欲しいと伝えてください。

• USNH Information Desk Fax 総合案内のファックス番号: (#643-7591)

OOD Contact Information for Transfer of Care to USNH/18th Med

1) PATIENT INFORMATION

Date: _____ Time: _____ Naha POC: _____ Naha Phone: _____
Rate/Rank: _____ Full Name: _____ Last 4 of SSN: _____ Age: _____
Sponsor's Rank/Name: _____ Unit: _____ Branch: USMC USN USAF USA
Home Phone #: _____ Work Phone #: _____ FM RET DOD Other: _____

2) SYMPTOMS: *(circle all that apply)*

Fever Headache Malaise Cough Shortness of Breath Hemoptysis Hypoxia
Vomiting Diarrhea Jaundice Abdominal Pain Abnormal Bleeding Other: _____

3) STATUS: *(circle one)*

72hr follow up with PCM Stable/Immediate Transport to USNH ER Unstable/Urgent referral to Japanese ER

3a) If Immediate Transportation to USNH ER via: POV or USNH (Kinser) Ambulance? *(circle one)*

Dispatch Kinser Ambulance via 911: *(date/time)*

Inform ER of impending arrival: *(facilitate MD-MD report if needed) (MO/date/time)*

Confirm Arrival via Ambulance: *(POC/date/time)*

Confirm Arrival via POV: *(POC/date/time)*

If patient does not arrive by POV within 2 hrs, describe actions taken: *(POC/date/time)*

3b) If Urgent Transportation to Japanese ER, which hospital: Naha Kenritsu or Other? _____

4) Contact EPIDEMIOLOGY (643-7808) or DUTY PMT (pg 925) after hours:

5) Make Transfer of Care log entry: *(date/time)*

Contact the DCH Public Health Liaison (#643-7806/7807) or the JNP Intern on call after hours, if you require linguistic assistance.

PRECAUTIONS FOR INTERNATIONAL TRAVELERS :

You have just been evaluated by a medical professional from the Human Quarantine Office at the Naha International Airport. They are concerned that you may have been exposed to a potentially communicable disease (e.g. SARS). They will request your contact information and will submit this information to the U.S. Naval Hospital Okinawa at Camp Lester. A member from either the USNH Preventive Medicine Department or the 18th Medical Group will be contacting you shortly. During this interval, please limit your contacts with other individuals. Call #643-7808 during normal business hours if you have any questions or have not been contacted within 24 hours.

**US NAVAL HOSPITAL OKINAWA
18TH MEDICAL GROUP**

USNH Form #xxxx.x