

Chapter 23

REPORTS, FORMS, AND RECORDS

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Section I. COMMAND REPORTING REQUIREMENTS

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23-1. General

(1) Medical Department personnel are required to prepare and submit certain special and periodic reports as specified in article 23-2. Reference to official instructions for the preparation and submission of each of these reports will be found in the tabulation. Additional reports may be required of representatives of the Medical Department by U.S. Navy Regulations or other competent authority.

(2) For purposes of identification and control, each report required by COMNAVMEDCOM has been assigned a report symbol from the Department of the Navy Standard Subject Identification Codes, SECNAVINST 5210.11 series.

(3) No report will be considered as an official continuing reporting requirement of COMNAVMEDCOM unless it bears a report symbol. The report symbol where practicable will be placed on all reports (letter and form) sent to COMNAVMEDCOM. In addition, all correspondence referring to an official reporting requirement of COMNAVMEDCOM should cite the title and symbol of the report.

(4) Subarticle 23-50(5) contains data on availability and stock levels of reporting forms.

(5) The original copy only of each report will be sent to COMNAVMEDCOM unless otherwise indicated. Where practicable, signatures, as required, should appear on the reports, obviating the need for letters of transmittal.

23-2. Tabulation of Command Reporting Requirements

Symbol	Title	Format	Frequency	Requiring directive	NMC RCS Sponsor	Preparing activities
1050-1	Annual Leave and Temporary Additional Duty for Commanders and Commanding Officers.	Message	S	NMCINST 1050.1 series.	09	NMC command activities.
1306-1	Sixty-Day Medical Hold Report.	. . .do	S	BUPERSINST 1306.72 series.	31	Hospitals & med. clinics.
1306-2	Medical Holding Company Transmittal Record.	Letter.	M	. . .do	31	Do.
1500-1	Report of Integral parts of training	Letter.	A	NMCINST 1500.7 series.	54	NMC command activities.
3900-3	Compilation in Study Using Human Subjects.	Message or speed-letter.	S	BUMEDINST 3900.6 series.	02D	NMC command activities conducting research on human subjects.
4000-1	Request for Potency Extension of Dated Material.	Letter.	S	BUMEDINST 6710.62 series.	42	NMC command activities.
4010-4	Recovery and Utilization of Precious Metals.	Format.	Q	NMCINST 4010.1 series.	42	Do.
4100-2	Annual Energy Assessment Report.	. . .do	A	NMCINST 4100.1 series.	43	Do.
4500-1	Report of Excess Personal Property.	SF 120.	S	NMCINST 4500.1 series.	42	Ships & stations having medical dept. personnel.
4550-1	Semiannual Master Investment Equipment Inventory.	Letter.	SA	BUMEDINST 4235.5 series.	42	NMC command activities.
4550-3	Investment Equipment Acquisition Status Report.	. . .do	M	. . .do	421	Do.
4730-2	Assignment of Medical/Dental Inspectors to INSURV	. . .do	S	NMCINST 4730.1 series.	22	Do.
4812-1	Logistic Support and Mobilization Plan (LSMP).	. . .do	A	NMCINST S4812.1 series.	41	NMC command activities.
5353-4	Activity Profile Report.	NAVMED 5353/1 . . .	Q	NMCINST 5353.1 series.	342	Hospitals and regions.
5355-6	Report of Excused Positive Urinalysis.	Letter.	S	NMCINST 5355.1 series.	34	NMC command activities.

5360-1	Report of Burial in Navy Cemeteries or Plots.	Letter.	S	NMCINST 5360.1 series.	33	Activities responsible for maintenance of naval plots and cemeteries.
5360-3	Report of Dispositions and Expenditures-Remains of Dead.	Message	S	.do	33	Activities having care of the dead contracts.
5360-4	Unidentified or Group Remains.	Message	S	.do	33	Activities responsible for recovery operations and identification processing of remains.
5360-5	Subsequent Recovery of Partial Remains.	Message	S	.do	33	Do.
5360-6	Search, Recovery, and Identification Operations Progress.	Message	S	.do	33	Do.
5360-10	Interment Allowance Review Data.	Letter.	A	NMCINST 5360.1 series.	33	Medical officers receiving requests for payment of funeral/interment allowances.
5360-11	Decedent Affairs Death Report.	Message	S	NMCINST 5360.1 series.	33	Ships and stations as required by instruction.
5360-13	Disaster Involving Other Service Dead.	Message	S	.do	33	Do.
5360-14	Escort of Deceased Naval Personnel.	Letter.	S	.do	33	Activities providing transportation for remains or the escort's organization.
6000-3	Clinical Investigation Study Proposal and Budget Estimate.	Message	S	NMCINST 6000.4 series.	54	NMC command activities that wish to conduct clinical investigations.
6000-6	Clinical Investigation-Resources Summary Estimate.	Message	A	.do	54	Hospitals with regional clinical investigation centers.
6000-10	JCAH Survey Recommendations Implementation Status Report	NAVMED 6000/1	S	BUMEDINST 6000.2 series.	35	Hospitals and clinics undergoing JCAH survey.

See footnote at end of table.

23-2. Tabulation of Command Reporting Requirements--Continued

Symbol	Title	Format	Frequency	Requiring directive	Sponsor	Preparing activities
6010-23	Annual Regional Quality Assurance Assessment Summary.	MHCINST 6320.7 Appendix D.	A	MHCINST 6320.7 series.	35	Geographic naval medical commands.
6220-3	Disease Alert Report.	Message, speedletter, or letter.	S	MHCINST 6220.2 series.	24	Ships and stations having medical personnel.
X 6260-1	Report of Occupational Health Services.	NAVMED 6260/1 . . .	A	BUMEDINST 6260.7 series.	24	Medical activities providing care to civilian employees.
✓ 6300-1	Medical Services and Outpatient Morbidity Report.	NAVMED 6300/1 . . .	M	BUMEDINST 6300.2 series.	01C	Ships and stations having medical personnel.
6300-2	Inpatient Admission/Disposition Record.	NAVMED 6300/5 . . .	D	BUMEDINST 6300.3 series.	01C	Ships and stations providing inpatient care.
6320-7	Health Care Staffing Report.	NAVMED 6320/7 . . .	Q	BUMEDINST 6320.16 series.	01C	Hospitals and medical clinics.
6320-19	Medical Capabilities Report.	Format.	SA	MHCINST 6320.4 series.	33	Hospitals.
6320-29	Credentials Action Report Quarterly Review/Situational Advisor.	NAVMED 6320/28. . .	S	MHCINST 6320.8 series.	35	All naval activities with medical personnel.
6320-34	Message Report--Medical Capabilities.	Message	S/A	MHCINST 6320.4 series.	33	Hospitals.
6320-40	Inpatient Occurrence Screening Report.	Letter.	S/A	MHCNOTE 6320 series.	35	Hospitals.
6320-42	DEERS Project Officer Report	Message	S	MHCINST 6320.3A series.	33	All Medical commands w/DEERS capability.
6320-46	Sameday Surgical Procedure Report.	Letter.	S	MHCINST 6320.21 series.	311	Hospitals/med/den clinics.
6410-3	Aerospace Physiology Training Report.	NAVMED 6410/3 . . .	Q	NAVMED art. 14-16.	23	Aviation activities utilizing aerospace physiology training devices for training purposes.

6440-1	HMART Readiness Report.	Letter.	Q	MHCINST 6440.2 series.	41	NMC command activities sponsoring HMART units and supply blocks.
6440-1A	HMART Monthly Progress Report.	. . .do	M	. . .do	41	All commands supporting HMART units.
6440-2	Assumption of Alert Status Report.	Message	S	. . .do	41	Do.
6440-3	Post Deployment Critique.	Letter.	S	. . .do	41	Do.
6440-6	Unit Augmentation Readiness Report.	Format.	Q	MHCINST 6440.3 series.	41	COMUS GEOCOMS
6470-1	Personnel Exposure to Ionizing Radiation.	NAMED 6470/1 . . .	A/S	NAMED P-5055, Radiation Health Protection Manual.	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and not having data processing equipment.
6470-2	Personnel Exceeding Radiation Exposure Limits.	NAMED 6470/1 and/or message.	S	. . .do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation.
6470-3	Personnel Exposure to Ionizing Radiation (EDP).	Punch cards	A/S	. . .do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and having data processing equipment.
X 6470-10	Ionizing Radiation Equipment Survey.	NAMED 6470/5 thru 6470/9.	S	MHCINST 6470.6 series.	2122	Ships & stations having ionizing radiation devices.
6530-4	Blood Bank Operations Report.	NAMED 6530/1 . . .	Q	NAMED arts. 14-10 and 14-11 and MHCINST 6530.2 series.	413	Activities having blood banks.
6600-6	DIRS Treatment Report.	NAMED 6600/8 . . .	M	MHCINST 6600.1 series.	63	Ships and Stations having personnel.
6700-5	Medical/Dental Local Purchases.	NAMED 6700/2 or NAMED 6700/5	M	BUMEDINST 6700.20 series.	42	NMC activities procuring medical/dental material locally.

See footnote at end of table.

23-2. Tabulation of Command Reporting Requirements-Continued

Symbol	Title	Format	Frequency	Requiring directive	Sponsor	Preparing activities
6700-6	Medical Casualty Evacuation Material Excesses/Deficiencies.	Letter	Q	NMCINST 6700.5 series.	42	Activities utilizing the medical air evacuation system.
6700-16	Reporting and Processing Medical Materiel Complaints.	DD 1899	S	BUMEDINST 6710.63 series.	42	Ships and stations having medical/dental materiel onhand.
6700-21	Report of Assembly of a Diagnostic X-ray System.	FD 2579	S	BUMEDINST 6700.36 series.	42	Ships and stations having diagnostic X-ray systems.
6700-23	Test and Evaluation Summary Format	Letter	S	NMCINST 6700.1 series.	42	NMC activities.
6700-24	Report of Audiometric Equipment Calibration.	Letter	A	BUMED 6700.36 series.	42	Ships & stations having audiometric equipment.
6710-2	Investigational Drug Status Record.	Letter or message .	S	NMCINST 6710.4 series.	00/ NIDRB	Activities having medical/dental personnel.
6710-4	Issues of Controlled Drug Substances.	ADP print out . . .	M	BUMEDINST 6710.58 series.	42	AFS and AS type ships.
6710-10	Investigations Drug Status Record.	NAVMED 6710/9 . . .	S	NMCINST 6710.4 series.	00/ NIDRB	All activities having medical personnel.
6710-11	Marcotic and Controlled Drug Account Record.	NAVMED 6710/1 . . .	W	00/ NIDRB	All activities with medical personnel.
6710-18	Request for Emergency Use of Investigational Drug, Devices, Biologics.	NAVMED 6710/8 . . .	S	NMCINST 6710.4 series.	00/ NIDRB	Stations having Medical Department personnel.
6750-1	Dental Service Report-Equipment and Facilities Supplement.	NAVMED 6750/4 . . .	A	NMCINST 6750.1 series.	06	Ships and stations having dental equipment/facilities.
7302-2	Professional Update Training Funds Obligated.	Message	M	BUMEDINST 4651.1 series.	54	NMC command activities.
7330-11	Analysis of Funded Reimbursables	Letter	M	NAVMED P-5020.	13	Do.

7510-1	Internal Review Status Report.	Letter.	SA	MHCINST 7510.1 series.	09IR	All echelon 3 commands under COMNAVMEEDOM.
7510-2	External Audit Visit.	. . .do.	S	. . .do.	09IR	Do.
7510-4	Implementation Status Reporting.	OPNAV 5040/1.	S	. . .do.	09IR	Do.
10110-2	Food Service Performance Analysis.	NAVED 10110/2.	M	BUMEDINST 10110.2 series.	312	Hospital and medical clinics.
12595-1	Documentation of Recruitment and Retention Problems.	Format.	S	MHCINST 12595.1 series.	52	Ships & stations having medical personnel.
12595-2	Civilian Physician's Comparability Allowance Program.	Letter.	A	. . .do.	52	Do.
12713-2	EEO Counselor's Report of Background Information.	. . .do.	S	MHCINST 12713.1 series.	0001	MHC command activities.
12713-3	Report of Class Action Discrimination Complaint.	. . .do.	S	. . .do.	0001	Do.
12713-4	Certified Course Managers and Trainees.	. . .do.	S	MHCINST 12713.2 series.	0001	Do.

1 Frequency: "D" Daily, "W" Weekly, "M" Monthly, "Q" Quarterly, "SA" Semiannually, "A" Annually, "S" Situational, "A/S" Annual/Situational.

6440-1 .	MMART Readiness Report.	Letter.	Q	MMCMINST 6440.2 series.	41	MPC command activities sponsoring MMART units and supply blocks.
6440-1A.	MMART Monthly Progress Report.	. . .do	M	. . .do	41	All commands supporting MMART units.
6440-2 .	Assumption of Alert Status Report.	Message	S	. . .do	41	Do.
6440-3 .	Post Deployment Critique.	Letter.	S	. . .do	41	Do.
6470-1 .	Personnel Exposure to Ionizing Radiation.	NAVMED 6470/1	A/S	NAVMED P-5055, Radiation Health Protection Manual	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and not having data processing equipment.
6470-2 .	Personnel Exceeding Radiation Exposure Limits.	NAVMED 6470/1 and/or message.	S	. . .do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation.
6470-3 .	Personnel Exposure to Ionizing Radiation (EDP).	Punch cards	A/S	. . .do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and having data processing equipment.
6470-4 .	Report of Actions of the Radiation Safety Committee.	Letter.	SA	MMCMINST 6470.7 series.	2122	Ships & stations having Medical Department personnel.

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See footnote at end of table.

23-2. Tabulation of Command Reporting Requirements-Continued

Symbol	Title	Format	Frequency ¹	Requiring directive	Sponsor	MMC RCS	Preparing activities
6470-10.	Ionizing Radiation Equipment Survey.	NAVME 6470/5 thru 6470/9.	S	MMCIINST 6470.6 series.	2122	Ships & stations having ionizing radiation devices.	
6470-11.	Microwave Overexposure Incident.	Message	S	BUMEDINST 6470.13 series	2123	Ships and stations having microwave producing devices.	
6470-13.	Suspected Laser Overexposure Incident.	Letter.	S	MMCIINST 6470.2 series.	21	Ships and stations having personnel exposed to laser radiation.	
6470-15.	Med/Den X-Ray Equipment Report.	NAVME 6470/4	S	MMCIINST 6470.6 series.	2122	Ships and stations having medical personnel.	
6530-4 .	Blood Bank Operations Report.	NAVME 6530/1	Q	NAVME arts. 14-10 and 14-11 and BUMEDINST's 6530.1 & 6530.13 series.	413	Activities having blood banks.	
6600-4 .	Dental Information Retrieval System Treatment Report.	NAVME 6600/9A. . . .	D	MMCIINST 6600.1 series.	32	Ships and stations having dental personnel.	
6600-5 .	Dental Information Retrieval (DIRS) Personnel Onboard Report.	NAVME 6600/10. . . .	M	32	All stations having dental personnel.	
6600-6 .	DIRS Treatment Report.	NAVME 6600/8	M	32	Do.	
6630-1 .	Report of Reimbursements For Dependents Dental Prostheses.	Letter.	Q	MMCIINST 6630.1 series.	32	Do.	
6700-5 .	Medical/Dental Local Purchases.	NAVME 6700/2 or NAVME 6700/5.	M	BUMEDINST 6700.20 series	42	MMC activities procuring medical/dental material locally.	

6700-6 .	Medical Casualty Evacuation Material Excesses/Deficiencies.	Letter.	Q	BUMEDINST 6700.24 series.	42	Activities utilizing the medical air evacuation system.
6700-11.	Supply Workload Summary.	NAVVED 6700/1	M	NAVVED P-5020, Resource Management Handbook.	42	Hospitals.
6700-14.	Ships/Craft Activation.	Letter.	S	BUMEDINST 6700.5 series.	42	Activation activities or supervisors of ship- building.
6700-16.	Reporting and Processing Medical Materiel Complaints.	DD 1899	S	BUMEDINST 6710.63 series.	42	Ships and stations having medical/dental material onhand.
6700-21.	Report of Assembly of a Diagnostic X-ray System.	FD 2579	S	BUMEDINST 6700.36 series.	42	Ships and stations having diagnostic X-ray systems.
6700-24.	Report of Audiometric Equipment Calibration.	Letter.	A	.do.	42	Ships & stations having diagnostic x-ray systems.
6700-25.	X-ray Systems Acceptance Inspection Report.	. . .do	S	.do.	42	Do.
6700-26.	Semiannual Systems Performance Report.	. . .do	SA	.do.	42	Do.
6710-2 .	Investigational Drug Status Record.	Letter or message.	S	MPICINST 6710.4 series.	00/ MIDRB	Activities having medical/ dental personnel.
6710-4 .	Issues of Controlled Drug Substances.	ADP print out	M	BUMEDINST 6710.58 series.	42	AFS and AS type ships.
6710-10.	Investigations Drug Status Record.	NAVVED 6710/9	S	MPICINST 6710.4 series.	00/ MIDRB	All activities having medical personnel.
6710-11.	Narcotic and Controlled Drug Account Record.	NAVVED 6710/1	M	.do.	00/ MIDRB	All activities with medical personnel.

See footnote at end of table.

23-2. Tabulation of Command Reporting Requirements--Continued

Symbol	Title	Format	Frequency	Requiring directive	MNC RCS Sponsor	Preparing activities
6710-18.	Request for Emergency Use of Investigational Drug, Devices, Biologics.	NAVVED 6710/8 . . .	S	MNCINST 6710.4 series.	OO/ MIDR8	Stations having Medical Department personnel.
6750-1.	Dental Service Report--Equipment and Facilities Supplement.	NAVVED 6750/4 . . .	A	MNCINST 6750.1 series.	32	Ships and stations having dental equipment/facilities.
6770-1.	Linen Inventory.	NAVVED 6770/1 . . .	A	MNCINST 6770.1 series.	312	Hospitals and medical clinics.
7302-1.	Hospital Subsistence Report.	NAVVED 7302/7 . . . thru 7302/7H.	M	BUMEDINST 10110.2 series.	33	Do.
7302-2.	Professional Update Training Funds Obligated.	Message	M	BUMEDINST 4651.1 series.	54	MNC command activities.
7510-1.	Internal Review Status Report.	Letter.	SA	MNCINST 7510.1 series.	12	All echelon 3 commands under COMNAVMECCOM.
7510-2.	External Audit Visit.	. . .do	S	. . .do	12	Do.
7510-3.	Internal Audit Visit.	. . .do	S	. . .do	12	Do.
7510-4.	Implementation Status Reporting.	OPNAV 5040/1 . . .	S	. . .do	12	Do.
10110-2.	Food Service Performance Analysis.	NAVVED 10110/2. . .	M	BUMEDINST 10110.2 series	312	Hospital and medical clinics.
12000-1.	Trainees from Accredited Non-Federal Institutions.	Letter.	A	BUMEDINST 12000.5 series	641	MNC command activities.

12595-1.	Documentation of Recruitment and Retention Problems.	Format.	S	MNCINST 12595.1 series.	52	Ships & stations having medical personnel.
12595-2.	Civilian Physician's Comparability Allowance Program.	Letter.	A	.do	52	Do.
12713-2.	EEO Counselor's Report of Background Information.	. . .do	S	MNCINST 12713.1 series.	0001	MNC command activities.
12713-3.	Report of Class Action Discrimination Complaint.	. . .do	S	.do	0001	Do.
12713-4.	Certified Course Managers and Trainees.	. . .do	S	MNCINST 12713.2 series.	0001	Do.
12713-5.	Roster of DONT Attendees for Prevention of Sexual Harassment.	. . .do	SA	.do	0001	Do.

1 Frequency: "D" Daily, "W" Weekly, "M" Monthly, "Q" Quarterly, "SA" Semiannually, "A" Annually, "S" Situational, "A/S" Annual/Situational.

Section II. NAVMED, STANDARD FEDERAL, DEPARTMENT OF DEFENSE, AND OTHER FORMS

	Article
General	23-50
NAVMED 6320/18, Binnacle List	23-51
NAVMED 6320/19, Morning Report of Sick and Injured	23-52
DD Form 877, Request for Medical/Dental Records or Information	23-54
Tabulation of Medical Department Forms	23-60
Tabulation of Standard Federal Forms	23-61
Tabulation of Department of Defense Forms	23-62
Tabulation of Other Prescribed Forms	23-63

23-50. General

(1) COMNAVMEDCOM has promulgated certain forms which are designed to facilitate reporting, recordkeeping, and administrative efficiency throughout the Medical Department. These forms are tabulated in article 23-60.

(2) For the purpose of identification and control, all Medical Department forms have been assigned a number. All correspondence referring to a form should cite its correct number and title.

(3) COMNAVMEDCOM also maintains administrative control over the use of certain Standard Federal forms in the Medical Department. These forms are promulgated by the General Services Administration and Interagency Committee on Medical Records to facilitate the exchange of medical information throughout the Federal Government. These forms are tabulated in article 23-61. Department of Defense forms used by the Medical Department are listed in 23-62. Other forms used by the Medical Department and not listed in the preceding articles are listed in 23-63.

(4) The functions of the forms are outlined in the tabulations or in the references cited therein.

(5) Forms available for issue through the Forms and Publications Segment of the Navy Supply System should be ordered when needed from the appropriate forms and publications cognizant "I" supply distribution points in accordance with NAVSUP Publication 2002, Navy Stock List Forms & Publications, Cognizance Symbol I.

(6) Article 23-60 indicates by asterisk those forms which are stocked in the Naval Medical Command. They should be requested directly from COMNAVMEDCOM.

(7) Stations should maintain a 3 months' and ships a 6 months' supply of forms on hand.

23-51. NAVMED 6320/18, Binnacle List

(1) NAVMED 6320/18 shall be used to excuse an individual from duty for a period of 24 hours or less. It shall be prepared by the senior officer/senior representative of the Medical Department and be submitted to the commanding officer by 0930 daily. The list must be approved by the commanding officer and no names may be added without the commanding officer's permission. After the commanding officer has signed the Binnacle List, it shall be returned to the Medical Department. No quarters patient days may be counted for individuals on the Binnacle List.

23-52. NAVMED 6320/19, Morning Report of Sick and Injured

(1) NAVMED 6320/19 shall be used to excuse an individual from duty for a period of more than 24 hours. It shall be prepared by the senior officer/senior representative of the Medical Department and be submitted to the commanding officer by 1000 daily. It shall contain a list of all sick and injured

personnel excused from duty at that point in time. One quarters patient day shall be counted for each day an individual is included on the Morning Report.

(2) When it is considered necessary to excuse individuals from duty after the Morning Report of Sick and Injured has been submitted, their names shall be added to the Binnacle List and the appropriate report shall be submitted to the commanding officer for approval. If the individuals are still unfit for duty when the next Morning Report of Sick and Injured is submitted, their names shall be added thereto as of the date on which the individual's name was first entered on the Binnacle List and the appropriate number of quarters patient days counted.

(3) If individuals, excused from duty on the Binnacle List, are not ready to return to duty after 24 hours, they shall be included on the next Morning Report of Sick and Injured as of the date they were excused from duty on the Binnacle List and the appropriate number of quarters patient days counted.

(4) An "x" shall be placed in the appropriate block to indicate whether the patient is excused from duty due to illness or injury. Suspected malingering shall be reported to the commanding officer.

Note.—There is no article 23-53.

**23-54. DD Form 877, Request for Medical/
Dental Records or Information**

(1) Use.—DD Form 877 shall be used to request medical or dental records, whenever

feasible. However, when ordering Health and Dental Records from the National Personnel Records Center, St. Louis, MO, use DD Form 877; no other form will be accepted. The form should be prepared in triplicate.

(2) Action by Requesting Activity.—Enter date and complete items 1 through 10 (except 8b) and item 19.

(a) Check appropriate box(es) in item 8a, RECORDS REQUESTED, to indicate whether military records, Veterans Administration records, or both are required.

(b) Enter in item 9, REMARKS, any other information deemed appropriate to identify the records. Forward original and one copy of DD 877; retain third copy.

(3) Action by Addressee Upon Receipt of DD 877.—

(a) If the requested records are available check the appropriate box(es) in item 8b, RECORDS FORWARDED, complete items 11 through 14 and forward the requested records to the address in item 19, together with the original of the DD 877.

(b) If the requested records are not on hand but their location is known, forward both copies of the DD Form 877 to the present custodian of the records, using items 11 through 14 to request compliance with the basic request.

(c) If the requested records are not on hand and their present location is not known, complete items 11 through 14, or 15 through 18, as appropriate, and return both copies of the DD 877 to the originating activity indicated in item 19.

23-60. Tabulation of Medical Department Forms

NAVMED	Title	Function	Using Activities
1140/1*	Navy's Active Duty Delay Program for Specialists (Berry Plan, MAODS).	To give required information on status of deferments of doctors in Berry Plan/MAODS program.	MHC and affected activities having medical officers.
1301/1*	Questionnaire for Fully Trained Specialists.	To obtain information on doctors in the Berry Plan/MAODS program for placement purposes.	Do.
1301/2*	Reserve Medical Corps Survey.	To provide a file of persons with medical specialties for assigning Medical Corps personnel.	COMNAVMEDCOM.
1301/3*	Questionnaire for Partially Trained Medical Officers.	...do	MHC and affected activities having medical officers.
1500/2#	Certificate of Instruction (Nursing).	Certificate for presentation to Nurse Corps officers attending MHC sponsored courses of instruction at Medical Department activities.	MHC and affected activities having Nurse Corps officers.
1500/3*	Certificate of Accomplishment.	See BUMEDINST 4950.2 series	MHC command activities.
1510/1*	Certificate of Special Instruction.	Issued to Hospital Corps personnel on completion of a class C medical technical course of instruction.	Medical Department activities conducting class C courses for Hospital Corps personnel.
1510/1A*	Certificate of Special Instruction.	See BUMEDINST 4950.2 series	MHC command activities.

* Stocked in COMNAVMEDCOM.

Stocked in Health Sciences Education and Training Command, Bethesda, MD.

23-60. Tabulation of Medical Department Forms--Continued

NAVMED	Title	Function	Using Activities
1510/2*	Certificate of Graduation--Basic Corps School.	Issued to personnel on completion of a Basic Hospital Corps School.	Basic Hospital Corps Schools.
1510/3*	Certificate of Instruction--Dental Technician School United States Navy.	Issued to graduates of class A, B, and C dental technician schools upon completion of the prescribed courses of instruction.	Dental activities conducting approved courses of instruction in a class A, B, or C dental technician school.
1510/4*	Certificate of On-The-Job Training.	Issued to Hospital Corps personnel on completion of specialized on-the-job training.	Medical Department activities designated by COMNAVMEDCOM to conduct such training.
1510/6#	Training Evaluation, Supervisor Questionnaire.	To gather feedback on effectiveness of enlisted Medical Department training in formal schools.	Activities with recent graduates from selected HM and DT "C" schools.
1510/7#	Training Evaluation, Graduate Questionnaire.	Do.	Do.
1520/1*	Medical Officer Service Training Agreement.	To notify residents of selection for a residency training appointment.	MPC command activities.
1520/3*	Certificate of Internship	Certificate of completion of dental intern training.	MPC and activities approved for dental intern training.
1520/8*	Certificate of Residency	Certificate of completion of dental residency.	MPC and activities approved for dental residency training.
1520/9*	Certificate of Internship--Clinical Psychology.	Certificate of completion of internship in clinical psychology.	MPC MCR Bethesda only.
1520/10#	Certificate of Graduate Medical Education.	Certificate of Graduate Medical Education received by Navy Medical Corps officers.	MPC provides to activities approved for graduate medical education training.

1520/11#	Graduate Medical Education Application.	Format for completion of application for graduate medical education. (See latest issuance of MNCNOTE 1520 (Medical).)	Ships and stations having Medical Corps personnel.
1520/12#	Certificate of Fellowship Training.	To provide an official document of graduate medical education for graduates of Navy programs.	Naval Health Sciences Education and Training Command.
1520/13#	Certificate of Internship Training.do	Do.
1520/14#	Certificate of Residency Training.do	Do.
1520/15	Certificate of Fellowship.	To acknowledge completion of post-doctoral fellowship at naval dental activities.	
1520/16	Advanced Dental Education Application.	See latest issuance of MNCNOTE 1520 (Dental).	Ships and stations having dental personnel.
1521/1*	Certificate of Fellowship.	Issued to dental officers completing fellowships.	MNC and affected activities having dental officers.
1521/2*	Questionnaire for First Year Graduate Medical Education (GME).	Provides MNC with required information pertaining to graduate medical education.	MNC and activities approved for graduate medical education training.
1521/3*	First Year Graduate Medical Education Application.	Used by medical students to apply for first year Graduate Medical Education.	MNC.
1532/1*	Navy and Marine Corps Selection Test Data Answer Sheets.	See BUMEDINST 1532.1 series	Activities designated in the instruction to administer the aviation selection test and designated Coast Guard activities.
1532/1A*	Academic Qualification Test Scoring Key (AQT Form 1).do	Do.

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 # Stocked in Health Sciences Education and Training Command, Bethesda, MD.

23-60. Tabulation of Medical Department Forms--Continued

NAVPED	Title	Function	Using Activities
1532/18*	Academic Qualification Test Scoring Key (AQT Form 2).	See BUMEDINST 1532.1 series	Activities designated in the instruction to administer the aviation selection test and designated Coast Guard activities.
1532/10*	Mechanical Comprehension-Spatial Apperception Scoring Key (MCT Form 1).do	Do.
1532/10*	Mechanical Comprehension-Spatial Apperception Scoring Key (MCT Form 2).do	Do.
1532/1E*	Mechanical Comprehension-Spatial Apperception Scoring Key (SAT Form 1).do	Do.
1532/1F*	Mechanical Comprehension-Spatial Apperception Scoring Key (SAT Form 2).do	Do.
1532/1G*	Biographical Inventory Scoring Key (BI Form 1 Positive and Negative).do	Do.
1532/1H*	Biographical Inventory Scoring Key (BI Form 2 Positive and Negative).do	Do.
1532/2A*	Academic Qualification Test (AQT Form 1).do	Do.

1532/ZB*	Academic Qualification Test (AQT Form 2).do	Do.
1532/ZC*	Mechanical Comprehension Test (MCT Form 1).do	Do.
1532/ZD*	Mechanical Comprehension Test (MCT Form 2).do	Do.
1532/ZE*	Spatial Apperception Test (SAT Form 1).do	Do.
1532/ZF*	Spatial Apperception Test (SAT Form 2).do	Do.
1532/ZG*	Biographical Inventory (BI Form 1).do	Do.
1532/ZH*	Biographical Inventory (BI Form 2).do	Do.
1610/1.	Off-Duty Remunerative Professional Civilian Employment Request.	See art. 1-22	Activities having Medical Department officers.
4061/1.	Food Sanitation Training Certificate.	Ready identification of food service workers trained in accordance with SECNAV instructions.	Activities having medical personnel.
4100/1.	Annual Energy Assessment. To provide background information on large changes in area or consumption from the previous year.	NMC.
4235/1*	Medical/Dental Investment Equipment Budget Item Justification Worksheet.	To obtain data base and justification required for programming of shipboard medical and dental investment equipment.	All ships.

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*Stocked in COMNAVMEDCOR.

23-60. Tabulation of Medical Department Forms--Continued

NAVMED	Title	Function	Using Activities
4235/2 . . .	OPM Equipment Budget Item Justification Worksheet.	To provide documentation for investment equipment.	NMC command activities.
5040/1*	Briefing Data--Personnel.	Provides COMNAVMEDCOM with personnel data in a standard format in connection with the Command Inspection Program.	NMC command activities.
5040/2*	Briefing Data--Patient Workload	Provides COMNAVMEDCOM with workload data in a standard format in connection with the Command Inspection Program.	Do.
5230/2*	Data Processing Service Request.	To request EAM/EDP services from COMNAVMEDCOM activities with EAM/EDP equipment.	Activities requesting EAM/EDP support from NMC activities.
5353/1 . . .	Activity Profile Report.	See NMCINST 5353.1 series	NMC command activities.
5353/2 . . .	Treatment Effectiveness Assessment	See NMCINST 5353.2 series.	Do.
6000/1*	JCAH Survey Recommendations Implementation Status Report.	See BUMEDINST 6000.2 series	Hospitals and medical clinics surveyed by the JCAH.
6010/1 . . .	Collection Agent Ledger.	See NAVMED P-5020, Resource Management Handbook.	Hospitals and medical clinics.
6010/5 . . .	Staff Locator.	To provide a ready location reference to staff personnel--military and civilian.	Do.
6010/6 . . .	Collection Agents Receipt.	See NAVMED P-5020, Resource Management Handbook.	Do.
6010/7 . . .	Cash Service Journaldo	Do.

6010/9	Patient's Valuables.	See MNCINST 6010.1 series.	Activities providing inpatient care.
6010/9	Baggage Record Card.	For control of baggage in baggage room. See MNCINST 6010.1 series.	Do.
6010/10	Statement of Charges	See NAVMED P-5020, Resource Management Handbook.	Hospitals and medical clinics.
6010/11	Operations Scheduled	Local schedule of operations to be performed.	Do.
6010/12	Medical Appointments-Daily	To schedule outpatient appointments.	Activities providing outpatient care.
6010/14	Incident Reporting Data Sheet	To systematically tabulate incidents by categories per service.	Hospitals and medical clinics.
6010/15	Patient Satisfaction Survey	To gather evaluation information from patients admitted to medical clinics and hospitals.	Do.
6010/16	Patient Satisfaction Survey, Outpatient.	To gather evaluation from patients seen in the outpatient areas.	Do.
6010/20	Annual Regional Quality Assurance Assessment Report.	See MNCINST 6320.7 series.	Do.
6100/1	Medical Board Report Cover Sheet.	See arts. 18-23 thru 18-26 and 18-28 thru 18-32 and BUMEDINST 1910.2 and MNCINST 6100.1 series.	Activities authorized to convene a medical board.
6100/2	Medical Board Statement of Patient.	See arts. 18-22 and 18-26 and BUMEDINST 1910.2 series.	Do.
6100/3	Medical Board Certificate Relative to a PEB Hearing.	See arts. 18-12 and 18-26 and BUMEDINST 1910.2 series.	Do.

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23-60. Tabulation of Medical Department Forms--Continued

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NAVMED	Title	Function	Using Activities
6120/1	Competence for Duty Examination	See BUMEDINST 6120.20 series.	Ships and stations having medical personnel.
6120/2	Officer Physical Examination Questionnaire.	See art. 15-52.	Medical activities providing physical examinations.
6120/3	Annual Certificate of Physical Condition.	See arts. 15-54 and 15-84	Students enrolled in NROTC and MESEP programs.
6150/2	Special Duty Medical Abstract	See arts. 16-58 thru 60	Activities having a medical officer.
6150/4	Abstract of Service and Medical History.	See arts. 16-55 thru 57	Ships and stations having medical personnel.
6150/5	Medical Warning Tag Order	See NMCINST 6150.2 series	Ships and stations having a medical/dental officer.
6150/7	Health Record Receipt, File Charge-out, and Disposition Record.	See arts. 16-4A(1)(c)(6) and 16-18(4).	Ships and stations having medical personnel.
6150/10-19	Treatment Record.	Serves as jacket to house health care treatment records. (See NMCINST 6150.1 series.)	Hospitals and medical clinics.
6150/20	Problem Summary List.	See NMCINST 6150.3 series.	Do.
6224/1	Tuberculosis Contact/Converter Follow-up.	See BUMEDINST 6224.1 series	Ships and stations having medical personnel.

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6230/3	Informed Consent Form	To advise patients of the benefits and risks of influenza immunizations and to obtain their consent.	Activities providing immunizations during the annual influenza immunization program.
6240/1	Food Service Sanitation Inspection.	See NAVMED P-5010, Manual of Naval Preventive Medicine.	Activities having medical personnel.
6250/1*	Shipboard Pest Control Technology Certificate.	See BUMEDINST 6250.13 series	NAVENPVTMEDU and NAVDISVECT ECOLCONCEM.
6260/1*	Report of Occupational Health Services.	See BUMEDINST 6260.7 series	Medical activities providing care to civilian personnel.
6260/2	Hazardous Noise Warning Decal.	See OPNAVINST 6260.2 series	Ships and stations having hazardous noise environments or devices.
6260/2A	Hazardous Noise Labels.do	Do.
6260/3	Industrial Hygiene Workload Summary.	See NMCINST 6260.1 series	All activities with medical personnel including ships.
6260/4	Industrial Hygiene Services Backlog Summary.do	Do.
6260/5	Periodic Health Evaluation, Navy Asbestos Medical Surveillance Program.	See OPNAVINST 5100.23 series and NMCNOTE 6260 (latest issuance).	Hospitals and medical clinics.
6300/1	Medical Services and Outpatient Morbidity Report.	See BUMEDINST 6300.2 series	Ships and stations providing outpatient care.
6300/5	Inpatient Admission/Disposition Record.	See BUMEDINST 6300.3 and NMCINST 6320.11 series.	Ships and stations providing inpatient care.
6300/6	Inpatient Data Change Record.do	Activities providing inpatient care.

*Stocked in COMNAVMEDCOM.

23-60. Tabulation of Medical Department Forms--Continued

NAVVED	Title	Function	Using Activities
6300/7*	Inpatient Data Correction Record.	See BUMEDINST 6300.3 and NMCINST 6320.11 series.	Activities providing inpatient care.
6300/8*	Inpatient Data Transmittal Record.	.do	Do.
6300/11.	Medical Facility Incident Report.	To provide a standardized form for documenting incidents.	Hospitals and medical clinics.
6300/12.	Abortions and Related Services.	To provide guidance in reporting data on abortions and related services at Navy medical facilities.	Direct care medical facilities.
6320/5.	Serious/Very Serious Condition or Death of Patient on Ward.	To notify activities and next-of-kin of a change in patient's status.	Medical activities providing inpatient care.
6320/7.	Health Care Staffing Report.	See BUMEDINST 6320.16 series.	NMC command medical facilities providing patient care (less hospitals).
6320/8*	Hospital Staffing Report.	.do	Hospitals and medical clinics.
6320/9*	Dependent Eligibility for Medical Care.	Certifies medical care eligibility of dependents who do not have a valid DD 1173 in their possession but have previously been issued one.	Medical and dental activities.
6320/10.	Statement of Civilian Medical/Dental Care.	See NMCINST 6320.1 series.	All activities.

6320/11 .	Newborn Identification.	See BUMEDINST 6320.45 series.	Medical activities providing obstetrical care.
6320/15*	Established Child Abuse/Neglect Report.	See BUMEDINST 6320.57 series.	Hospitals & med. clinics.
6320.15A*	Suspected Child Abuse/Neglect/Sexual Assault and Rape Report.do	Do.
6320/16 .	Recovery Room Record.	To provide a comprehensive record of care and treatment received by patients in the postanesthesia recovery room.	Do.
6320/18 .	Binnacle List	See art. 23-51.	Activities having medical personnel.
6320/19 .	Morning Report of Sick and Injured	See art. 23-52.	Do.
6320/20+.	Birth Certificate	See BUMEDINST 6320.59 series.	Hospitals and medical clinics providing obstetrical care.
6320/21*.	Established Spouse Abuse/Neglect Report.	See BUMEDINST 6320.57 series.	Hospitals and medical clinics.
6320/23 .	Health Benefits Advisor Workload.	To evaluate data to determine which HBAs are performing at maximum level.	Health benefits advisor offices, Naval Medical Department facilities.
6320/28 .	Credentials Action Report	To provide a medium for reporting credentials review information data. (See MPMNOTE 6320 (latest issuance).)	Naval hospitals and medical clinics.

* Stocked in COMNAVMEDCOM.
 + To be printed by using activities using the format provided by BUMEDINST 6320.59 series. Name and seal of using activity to be inserted as indicated.

23-60. Tabulation of Medical Department Forms--Continued

NAVMED	Title	Function	Using Activities
6320/29	Credentials Reappraisal Report (RCS 6320-38).	See WMCINST 6320.8 series.	Naval hospitals and medical clinics.
6410/1.	Grounding Notice (Aeromedical).	See art. 15-78.	Aviation activities having medical personnel.
6410/2.	Clearance Notice (Aeromedical).	See art. 15-77.	Do.
6410/3*	Aerospace Physiology Training Report.	See art. 14-16.	Aviation activities utilizing aerospace physiology training devices for training purposes.
6410/4*	Altitude Chamber Reaction Report.do	Aerospace physiology training activities.
6410/5.	Student Screening Form.do	Do.
6410/6*	Aerospace Physiology Training Agreement.	See art. 14-16.	Do.
6410/7.	Completion of Training Certificate.do	Do.
6410/8.	Aerospace Physiology Training and Low Pressure Chamber Flight Log.do	Aviation activities utilizing aerospace physiology training devices for training purposes.
6410/9.	Anthropometric Data Record.	To obtain anthropometric measurements on all aviation candidates.	Ships and stations having a flight surgeon or aviation medical examiner.

- 6470/1. . . Exposure to Ionizing Radiation. . . See NAVMED P-5055, Radiation Health Protection Manual.
 - Activities having personnel occupationally exposed to sources of ionizing radiation and not having electronic data processing equipment.
- 6470/3*. . . Thermoluminescent Dosimetry Evaluation. . . See NAVMED P-5055, Radiation Health Protection Manual.
 - Activities having personnel occupationally exposed to sources of ionizing radiation and utilizing lithium fluoride thermoluminescent dosimetry.
- 6470/4 . . . Medical/Dental X-Ray Equipment Data. . . To obtain information on the location, type, and function of diagnostic X-ray equipment in the Navy.
 - All fleet and shore activities having medical/dental diagnostic X-ray equipment.
- 6470/5 . . . General Requirements for Radiographic Equipment. . . To determine if the radiographic X-ray equipment is performing within accepted standards for performance and safety.
 - Do.
- 6470/6 . . . Performance Tests for Radiographic Equipment. . . To determine if the radiographic X-ray equipment is performing within accepted standards.
 - Do.
- 6470/7 . . . General Requirements and Performance Tests for Fluoroscope Equipment. . . To determine if the fluoroscope X-ray equipment is performing within accepted standards for performance and safety.
 - All activities having fluoroscopic X-ray equipment.
- 6470/8 . . . Radiographic Quality Assurance and Protection Programs. . . To determine if a facility has a radiographic quality assurance program and a radiation protection program.
 - All fleet and shore activities having medical/dental diagnostic X-ray equipment.
- 6470/9 . . . Radiation Protection Survey To determine the adequacy of structural radiation barriers.
 - Do.

* Stacked in COMNAVMEDCOM.

23-60. Tabulation of Medical Department Forms-Continued

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NAVVED	Title	Function	Using Activities
6520/8*	Antarctic Assignment Questionnaire.	See BUMEDINST 6520.1 series	Activities screening personnel for Antarctic duty.
6520/9*	Psychiatric Evaluation-Operation Deep Freeze.do	Medical activities having psychiatrists assigned.
6520/10*	Psychological Evaluation-Operation Deep Freeze.do	Medical activities having psychologists assigned.
6520/11*	Combined Evaluation-Operation Deep Freeze.do	Medical activities having psychologists and psychiatrists assigned.
6530/1. . .	Blood Bank Operational Report . . .	See arts. 14-10 and 14-11	Activities having blood banks.
6550/2. . .	Ward Report	See NAVMED P-5066, Nursing Procedures Manual.	Ships and stations providing inpatient care.
6550/3. . .	Twenty-Four Hour Nursing Service Report.do	Do.
6550/4. . .	Medication and Treatment Carddo	Do.
6550/5. . .	Medication and Treatment Card PRNdo	Do.
6550/6. . .	Inquiry, School of Nursing.	To obtain personal and professional references incident to appointment in Nurse Corps USNR.	Navy Nurse Corps officers will provide to affected schools of nursing.
6550/7. . .	Intravenous Certification	See BUMEDINST 6550.3 series	Medical activities having Nurse Corps officers and/or civilian nurses.

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6550/8	Medication Administration Record	To provide a complete, concise profile of a patient's past and present medications.	Medical activities providing inpatient care.
6550/12	Patient Profile	To provide a reference to demographic and therapeutic data used in patient care.	All health care facilities which have inpatient capabilities.
6550/13	Patient Care Plan	To provide a format for establishing discharge objectives referral activities, problems, expected outcomes reevaluation dates, and nursing actions/orders. (See NAVMED P-5066, Nursing Procedures Manual.)	Ships and stations providing inpatient care.
6550/14	Patient Data Base	To provide patient data which will serve as a basis for identifying patient problems. (See NAVMED P-5066, Nursing Procedures Manual.)	Do.
6600/3	Dental Health Questionnaire	See art. 6-157A	Ships and stations having dental personnel.
6600/4	Navy Periodontal Screening Examination	See art. 6-157B	Do.
6600/5	Dental Appointments, Daily	See art. 6-153	Ships and stations having a dental officer.
6600/6	Dental Appointment	Patient's record of dental appointment	Do.
6600/8	Dental Information Retrieval System (DIRS) Treatment Provided Report	See MNCINST 6600.1 series	Naval dental clinics.
6600/9A	DIRS Treatment Required Reportdo	Do.

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23-60. Tabulation of Medical Department Forms-Continued

NAVMED	Title	Function	Using Activities
6600/10.	DIRS Personnel Onboard Report	See BUMEDINST 6600.1 series	Naval dental clinics.
6600/11.	DIRS Individual Daily Treatment Report.do	Do.
6630/2.	Precious Metal Issue Record	See art. 6-155.	Activities having dental prosthetic facilities.
6630/3.	Statement and Inventory of Precious and Special Dental Metals.	See art. 6-156.	Do.
6630/5.	Orthodontic Index and Evaluation of Occlusion.	To determine the severity of the malocclusion and to set priorities for initiating orthodontic care for the eligible dependents.	Specified branch dental.
6630/6.	Orthodontic Transfer Form Patient in Active Treatment.	For referral between treating orthodontists.	Do.
6630/7.	Special Consent to Performance of Orthodontic Treatment.	Medico-legal form ensuring orthodontic patient awareness of nature of treatment procedure and responsibilities of the parties involved.	Do.
6700/1*	Supply Workload Summary	See NAVMED P-5020, Resource Management Handbook.	Hospitals and medical clinics.
6700/2*	Medical/Dental Local Purchases.	See BUMEDINST 6700.20 series.	Hospitals, medical/dental clinics, and MAVENPVTMEDU's.
6700/3*	Medical Equipment Maintenance Record.	To document complete maintenance history on in-use equipment.	Ships and stations having medical/dental equipment.

- 6700/4* . . . Medical Maintenance Work Order. To request maintenance or other work on equipment. Do.
- 6700/5. . . Conductivity Test Record. To record conductivity tests performed. Ships and stations having operating and delivery rooms.
- 6700/6* . . . Manufacturers Item Identification See BUMEDINST 6700.20 series. Hospitals, medical/dental clinics, and NAVENPVTMEDU'S.
- 6700/7. . . Microwave Oven Survey Instrument Information. To provide specific identifying information concerning microwave ovens prior to annual calibration of instruments. All Navy ships/activities having microwave survey instruments.
- 6710/1. . . Narcotic and Controlled Drug Account Record. See arts. 21-28, 21-29, 21-42, and 21-45 and MWCINST 6710.4 series. Ships and stations having medical/dental officers, podiatrists, or independent duty Hospital Corps personnel authorized to prescribe controlled substances.
- 6710/2* . . . Investigational Drug Data Record See MWCINST 6710.4 series. Hospitals, medical/dental clinics, and MMC command ROT&E research facilities.
- 6710/3* . . . Investigational Drug Inventory and Prescription Record.do Do.
- 6710/4. . . Narcotic and Controlled Drug Inventory-24 Hour. See arts. 21-28, 21-42, and 21-45 Ships and stations having medical/dental officers, podiatrists, or independent duty Hospital Corps personnel authorized to prescribe controlled substances.
- 6710/5. . . Perpetual Inventory of Narcotics, Alcohol, and Controlled Drugs. See arts. 21-42 and 21-45 Do.

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23-60. Tabulation of Medical Department Forms--Continued

NAVMED	Title	Function	Using Activities
6710/6.	Polyprescription.	See arts. 21-5, 21-41, and 21-45.	Ships and stations having medical/dental personnel authorized to prescribe drugs.
6710/8.	Request for Emergency Use of Investigational Drug, Device, or Biologic.	See MNCINST 6710.4 series.	Do.
6710/9.	Investigational Drug Status Report.	do	Do.
6710/10.	Polyprescription-- Limited.	do	Do.
6710/11.	Prescription--Limited	do	Do.
6750/4.	Dental Equipment and Facilities. Report.	See MNCINST 6750.1 series.	All facilities having dental treatment spaces.
6760/0-9.	Medical X-ray Film Jacket	See BUMEDINST 6760.1 series.	Ships and stations having X-ray facilities.
6770/1*	Linen Inventory	See MNCINST 6770.1 series.	Hospitals and medical clinics.
7220/1*	Statement of Intent	To indicate intention to participate or not to participate in Variable Incentive Pay Program if eligible. (See SECNAVINST 7220.61 series.)	MHC and effected activities having medical officers.
7220/2* (NAVCOMP 2184).	Continuation Pay Designation and Acceptance.	See SECNAVINST 7220.61 series.	Do.
7300/2.	Record of Discounts and Adjustments/ Partial Delivery/Partial Liquidation.	See NAVMED P-5020, Resource Management Handbook.	Hospitals and medical clinics (except New London).

7300/9 . . .	Military Services Detail Code Sheet	See NAVMED P-5020, Resource Management Handbook.	Hospitals and medical clinics.
7300/11 . . .	RMS Posting Advice/Memorandum . . .	Provides control of accounting entries.	Do.
7300/12 . . .	RMS Posting Advice/Memorandumdo	Do.
7300/14* . . .	General Purpose Ledger Sheet . . .	See NAVMED P-5020, Resource Management Handbook.	Nonmechanized hospitals and medical clinics.
7302/1* . . .	RMS Register No. 10 Code Sheetdo	Nonmechanized MMC command activities.
7302/2* . . .	RMS Register No. 71 Code Sheetdo	Do.
7302/3* . . .	E08 No. 1 Card Code Sheetdo	Do.
7302/4* . . .	E08 No. 2 Card Code Sheetdo	Do.
7302/6* . . .	E08 No. 3 Card Code Sheetdo	Do.
7302/7* . . .	Hospital Subsistence Reportdo	Hospitals and medical clinics.
7302/8* . . .	RMS Register No. 61 Code Sheet . . .	To record accounting data	MMC command activities without key punch equipment.
7310/1* . . .	Cost Summary Record	See NAVMED P-5020, Resource Management Handbook.	MMC command activities without ADP capability.
7502/2 . . .	General Journaldo	Hospitals and medical clinics.
7520/1 . . .	Collection Agent Accountability . . .	See BUMEDINST 7520.1 series	Do.
10110/2 . . .	Food Service Performance Analysis . . .	See BUMEDINST 10110.2 series	Do.
12410/1* . . .	Jango Certificate	To certify completion of the Nurse's Aide Training Course for Junior Army Navy Guild Organization.	COMNAVMEDCOM.

* Stocked in COMNAVMEDCOM.

23-61. Tabulation of Standard Federal Forms

SF	Title	Function	Using Activities
47 . . .	Inquiry for Motor Vehicle Operators Physical Fitness.	Provides medical information related to physical fitness of actual or prospective motor vehicle operators.	Activities providing care to civilian employees.
78 . . .	Certificate of Medical Examination.	Records medical examination of applicants and the opinion of the examining physician as to physical capability to perform duties.	Do.
88 . . .	Report of Medical Examination . . .	See chapter 15 and arts. 16-37 thru 39 and BUMEDINST 5360.1 series.	Ships and stations having medical/dental officers.
91A . . .	Investigation Report of Motor Vehicle Accident.	See BUMEDINST 5100.6 series	MWC command activities.
93 . . .	Report of Medical History	See chapter 15 and arts. 16-41 and 42. . .	Activities having a medical officer.
120 . . .	Report of Excess Personal Property.	See BUMEDINST 4500.2 series	Activities having medical/dental personnel.
135 . . .	Records Transmittal and Receipt . . .	To transfer records to record centers . .	Activities retiring record centers.
135A . . .	Records Transmittal and Receipt (Continuation).do	Do.
177 . . .	Statement of Physical Ability for Light Duty Work.	Provides information concerning the physical ability of applicants for certain light duty work positions.	Activities providing care to civilian employees.
217 . . .	Medical Report (Epilepsy)	To determine individual's ability to perform assigned duties.	Do.

23-61. Tabulation of Standard Federal Forms--Continued

SF	Title	Function	Using Activities
502 . . .	Narrative Summary	Summarizes the salient facts regarding a patient's hospitalization. Include one copy in the patient's clinical record. See art. 16-66.	Activities providing inpatient care.
503 . . .	Autopsy Protocol	See art. 17-2	Do.
504 . . .	History-Part 1	Records history of present illness, including nature and duration of complaints and circumstances of admission. Include in patient's clinical record.	Do.
505 . . .	History-Parts 2 and 3	Part 2 records patient's past history, including occupation, military history, habits, family history, childhood, and adult injuries. Part 3 records a general system review. Include in patient's clinical record.	Do.
506 . . .	Physical Examination	Records patient's physical and mental characteristics, particularly appearance of specified parts of body. Include in patient's clinical record.	Do.
507 . . .	Continuation Sheet	Serves as a continuation sheet for any other standard medical form.	Ships and stations providing patient care.
508* . . .	Doctor's Orders	Records doctor's orders for patient's care and treatment. Include in patient's clinical record.	Ships and stations providing inpatient care.
509 . . .	Progress Notes	Enables the doctor and others to post information on the progress made by a patient during hospitalization. Include in patient's clinical record.	Do.

510 . . .	Nursing Notes	Records medications and treatments given to patient by a nurse, including pertinent observations. Include in patient's clinical record.	Do.
511 . . .	Temperature-Pulse-Respiration (Fahrenheit).	Records temperature, pulse, and respiration observations and other data. Include in patient's clinical record.	Do.
512 . . .	Plotting Chart.	Pictures in graphic form such phases of hospitalization as a patient's progress or reactions to a specific treatment. Include in patient's clinical record.	Do.
512A. . .	Plotting Chart-Blood Pressures.	Shows blood pressure in graphic form. Include in patient's clinical or outpatient record.	Activities providing patient care.
513 . . .	Consultation Sheet.	See art. 16-67.	Do.
515 . . .	Tissue Examination.	Records facts pertaining to the examination of a tissue specimen, including a pathological report. Include in patient's clinical record.	Do.
516 . . .	Operation Report.	Records pertinent and identifying data regarding a patient's operation. Include in patient's clinical or outpatient record.	Do.
517 . . .	Anesthesia.	Records in chart and narrative form the administration of an anesthesia, including a preoperative and postoperative review. Include in patient's clinical or outpatient record.	Do.
518 . . .	Blood or Blood Component Transfusion	Records the elements involved in giving a blood transfusion to a patient, including certification, cross-matching, reaction, etc. Include in patient's clinical or outpatient record.	Do.

23-61. Tabulation of Standard Federal Forms-Continued

SF	Title	Function	Using Activities
519 . . .	Radiographic Reports.	Serves as a backing sheet to hold radiographic reports. Include in patient's clinical or outpatient record.	Activities having X-ray facilities.
519A. . .	Radiographic Reports.	Requests, reports on, and records the results of a radiographic examination. Staple to SF 519.	Do.
520 . . .	Electrocardiographic Record	Records pertinent facts and results pertinent to an electrocardiographic examination. Include in patient's clinical or outpatient record.	Activities providing electrocardiographic tests.
522 . . .	Request for Administration of Anesthesia and for Performance of Operations and Other Procedures.	Obtains authorization for the administration of anesthesia, the performance of operations or other procedures, the disposal of tissues or parts which may be removed, and the photographing or televising of procedures and tissue for the advancement of knowledge. This form is required for all personnel. Include in patient's clinical or outpatient record.	Activities providing patient care.
523 . . .	Authorization for Autopsy	See art. 17-2	Do.
523A. . .	Disposition of Body	Receipt for and certificate of release of a deceased body at a morgue.	Activities having a morgue.
523B. . .	Authorization for Tissue Donation	Obtains authorization for tissue donation.	Activities providing patient care.
524 . . .	Radiation Therapy	Provides a record of radiation therapy treatment performed. Include in patient's clinical or outpatient record.	Activities providing radiation therapy treatment.

525 . . .	Radiation Therapy Summary	Provides a summary of roentgen therapy treatment performed. Include in patient's clinical or outpatient record.	Do.
526 . . .	Interstitial/Intercavitary Therapy.	Provides a record of interstitial/intercavitary therapy treatments performed. Include in patient's clinical or outpatient record.	Do.
527 . . .	Medical Record--Group Muscle Strength, Joint R.O.M. Girth and Length Measurements.	Records manual muscle evaluation. Include in patient's clinical or outpatient record.	Activities providing patient care.
528 . . .	Muscle and/or Nerve Evaluation--Manual and Electrical: Upper Extremity	Records muscle and/or nerve evaluation, manual and electrical, of the upper extremity. Include in patient's clinical or outpatient record.	Do.
529 . . .	Muscle and/or Nerve Evaluation--Manual and Electrical: Trunk, Lower Extremity, Face.	Records muscle and/or nerve evaluation, manual and electrical, of the trunk, lower extremity, and face. Include in patient's clinical or outpatient record.	Do.
530 . . .	Neurological Examination.	Records neurological examination. Include in patient's clinical or outpatient record.	Do.
531 . . .	Anatomical Figure	Depicts anatomical figure. Include in patient's clinical or outpatient record.	Do.
533 . . .	Prenatal and Pregnancy.	Records prenatal and pregnancy examinations, including past histories and a complete physical examination. Include in patient's clinical or outpatient record.	Activities providing prenatal and pregnancy examinations.

23-61. Tabulation of Standard Federal Forms-Continued

SF	Title	Function	Using Activities
534 . . .	Labor	Records labor history and post partum examinations. Include in patient's clinical record.	Activities providing inpatient care.
535 . . .	Newborn	Provides a complete record for the newborn, including method of delivery, initial physical examination, condition upon discharge from hospital, and followup examinations. Include in patient's clinical record.	Do.
536 . . .	Pediatric Nursing Notes	Records pediatric nursing notes. Include in patient's clinical record.	Do.
537 . . .	Pediatric Graphic Chart	Pictures certain phases of a newborn's hospitalization in graphic form. Include in patient's clinical record.	Do.
538 . . .	Pediatric	Provides a complete pediatric history, including family or contact history, record of immunization, past medical and surgical history, and education. Include in patient's clinical or outpatient record.	Activities providing pediatric care.
539 . . .	Abbreviated Medical Record	See art. 16-66A	Ships and stations providing patient care.
541 . . .	Gynecologic Cytology	Records facts pertaining to vaginal and cervical cytology examinations. Include in patient's clinical or outpatient record.	Activities providing patient care.
542 . . .	Specimen Record	See NAVMED P-5083, Methods for Preparing Pathological Specimens for Storage and Shipment.	Medical activities.

543 . . .	Contributor's List of Pathologic Material.do	Do.
544 . . .	Statement of Patient's Treatment.	Provides information to other medical activities about treatment provided to a patient.	Do.
545 . . .	Laboratory Report Display	Serves as a backing sheet to which SF's 546-557 are attached.	Activities having laboratory facilities.
546 . . .	Chemistry I	Requests, reports on, and records various subtests relative to a chemistry examination.	Do.
547 . . .	Chemistry II.do	Do.
548 . . .	Chemistry III (Urine)	Requests, reports on, and records various subtests relative to a chemistry examination.	Do.
549 . . .	Hematology.	Requests, reports on, and records various subtests relative to a hematology examination.	Do.
550 . . .	Urinalysis.	Requests, reports on, and records various subtests relative to a urinalysis examination.	Do.
551 . . .	Serology.	Requests, reports on, and records various subtests relative to a serology examination.	Do.
552 . . .	Parasitology.	Requests, reports on, and records various subtests relative to a parasitology examination.	Do.
553 . . .	Microbiology I.	Requests, reports on, and records various subtests relative to a microbiology examination.	Do.
554 . . .	Microbiology IIdo	Do.

23-61. Tabulation of Standard Federal Forms--Continued

SF	Title	Function	Using Activities
555 . . .	Spinal Fluid.	Requests, reports on, and records various subtests relative to a spinal fluid examination.	Activities having laboratory facilities.
556 . . .	Immunohematology.	Requests, reports on, and records various subtests relative to an immunohematology examination.	Do.
557 . . .	Miscellaneous	Requests, reports on, and records results of miscellaneous examinations.	Do.
558 . . .	Emergency Care and Treatment.	See BUMEDINST 6320.61 series.	Activities having medical personnel.
600 . . .	Chronological Record of Medical Care	See arts. 6-119, 16-44 thru 16-48	Ships and stations having medical personnel.
601 . . .	Immunization Record	See arts. 16-49 thru 16-51.	Do.
602 . . .	Syphilis Record	See arts. 16-52 and 16-53	Activities having medical personnel.
603 . . .	Dental.	See arts. 6-107 thru 6-118 and BUMEDINST 5360.1 series.	Ships and stations having a dental officer.
603A. . .	Dental-Continuation	Continuation sheet for SF 603	Do.
1034. . .	Public Voucher for Purchases and Services Other Than Personal.	See BUMEDINST 6322.6 series	Ships and stations.
1080. . .	Voucher for Transfers Between Appropriations and/or Funds.	To bill for reimbursement of patient care provided.	Activities having a collection agent.
2824C . .	Physician's Statement	Provides medical information by the attending physician to support application for disability retirement.	Activities providing care to civilian employees.

23-62. Tabulation of Department of Defense Forms

DD	Title	Function	Using Activities
7	Report of Treatment Furnished Pay Patients-Hospitalization Furnished (Part A).	See MNCINST 6320.3 series.	Activities providing inpatient care to supernumeraries.
7A	Report of Treatment Furnished Pay Patients-Outpatient Treatment Furnished (Part B).do	Activities providing out-patient care to supernumeraries.
113	Military Pay Record	See NAVMED P-5020, Resource Management Handbook.	Medical clinics and hospitals.
139	Pay Adjustment Authorization.do	Do.
183	Request for Clinical Follow-up Information.	See BUMEDINST 6150.32 series.	Medical or dental officers desiring followup information on patients transferred prior to completion of treatment or final disposition.
214	Separation from Active Duty.	See BUMEDINST 6320.11 series.	All ships & stations.
398	Personnel Security Questionnaire.	See SECNAVINST 1500.8 series.	Ships and stations.
448	Military Interdepartmental Purchase Request.	See NAVMED P-5020, Resource Management Handbook.	NMC command activities.
509	Inspection Record of Prisoner in Segregation.	See MNCINST 6320.11 series	Hospitals and medical dental clinics.

23-62. Tabulation of Department of Defense Forms--Continued

DD	Title	Function	Using Activities
551 . . .	Record of Interment	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations.	Activities involved in processing/interring remains.
565 . . .	Statement of Recognition.	See BUMEDINST 5360.1 series	All ships & stations.
567 . . .	Record of Recovery of Remains	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations.	Activities involved in re-covering/processing remains.
568 . . .	Grave Plot Chart.do	Activities involved in processing/interring remains.
572 . . .	000 Military Blood Program-Blood Donor Record.	For use in national emergency and when directed by MMC. May be used currently by any medical activity which collects blood, if desired.	Armed services blood donor centers. Any blood collecting activity, if desired.
573 . . .	Shipping Inventory of Blood Collections.	For use in national emergency and when directed by MMC.	Do.
599 . . .	Patient's Effects Storage Tag	Local control of personal effects retained in bag room. May serve as a signed receipt for clothing and effects returned to patient.	Activities providing inpatient care.
600 . . .	Patient's Baggage Tag	See BUMEDINST 4650.2 and 4650.7 series.	Activities that air-evac patients.
601 . . .	Patient Evacuation Manifest	See BUMEDINST 4650.2 series	Do.
602 . . .	Patient Evacuation Tag.do	Do.
675 . . .	Receipt for Records and Patient's Property.	See BUMEDINST 6320.11 series.	Activities in contiguous U.S.

686 . . .	Fluoride/Bacteriological Examination of Water.	See BUMEDINST 6240.3 series	Ships and stations.
689 . . .	Individual Sick Slip.	See arts. 16-70 thru 16-73.	Ships having Medical Department personnel.
710 . . .	Physical and Chemical Analysis of Water	See BUMEDINST 6240.3 series	Ships and stations.
739-1. .	Register of Patients Alphabetic. .	To record patients in alphabetic sequence.	Do.
771 . . .	Eyewear Prescription.	See BUMEDINST 6810.4 series	Do.
780-1. .	Inventory Record.	See MNCINST 6780.1 series and art. 16-69.	Do.
792 . . .	Nursing Service-Twenty-Four Hour Patient Intake and Output Worksheet.	To maintain standardized records of patient's intake and output.	Do.
877 . . .	Request for Medical/Dental Records or Information.	See art. 23-54.	Do.
890 . . .	Record of Identification Processing (Effects and Physical Data).	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations.	Activities involved in identification and processing remains.
891 . . .	Record of Identification Processing-Dental Chart.	See BUMEDINST 5360.1 series	Do.
892 . . .	Record of Identification Processing-Skeletal Chart.do	Do.

23-62. Tabulation of Department of Defense Forms--Continued

DD	Title	Function	Using Activities
893 . . .	Record of Identification Processing-- Anatomical Chart. See BUMEDINST 5360.1 series		Activities involved in identification and processing remains.
894 . . .	Record of Identification Processing-- Fingerprint Chart.do		Do.
895 . . .	Disinterment Record See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations.		Activities involved in processing/interring remains.
896 . . .	Field Search Recorddo		Activities involved in identification/processing remains.
1074 . . .	Questionnaire of Local Inhabitants Regarding Deceased Personnel.do		Do.
1075 . . .	Convoy List of Remains.do		Do.
1076 . . .	Record of Personal Effects--Military Operations.do		Do.
1077 . . .	Register of Remainsdo		Do.
1078 . . .	Plot Roster of Disinterments.do		Activities involved in processing/interring remains.
1079 . . .	Cemetery Registerdo		Do.
1131 . . .	Cash Collection Voucher See NAVMED P-5020, Resource Management Handbook.		NMC command activities.

- 1141. . . . Record of Occupational Exposure to Ionizing Radiation. See arts. 16-61 thru 16-63 and NAVMED P-5055, Radiation Health Protection Manual. Ships and stations having medical personnel.
- 1149. . . . Requisition and Invoice/Shipping Document. See BUMEDINST 5360.1 series Activities involved in processing/shipping remains.
- 1155. . . . Order for Supplies or Services/Request for Quotations.do Activities involved in identification and processing remains.
- 1191. . . . Warning Tag for Medical Oxygen Equipment. See BUMEDINST 5100.1 series Ships and stations having medical/dental personnel.
- 1251. . . . Nonavailability Statement, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). See NMCINST 6320.3 series Activities providing patient care.
- 1299. . . . DOD Prescription. See chapter 21. Activities having medical/dental officers, civilian physicians, podiatrists, and independent duty Hospital Corps personnel.
- 1322. . . . Aircraft Accident Autopsy Report. See NAVMED P-5065, Autopsy Manual Ships and stations having a medical officer.
- 1323. . . . Toxicological Examination-Request and Report.do Do.
- 1342. . . . DOD Property Record See BUMEDINST 11240.4 series and NAVMED P-5020, Resource Management Handbook. NMC command activities.
- 1348. . . . DOD Single Line Item Requisition System Document (Manual). See NMCINST 1510.2 series Do.

23-62. Tabulation of Department of Defense Forms--Continued

DD	Title	Function	Using Activities
1351-2.	Travel Voucher or Subvoucher.	See BUMEDINST 5360.1 series	Activities involved in processing/shipping remains.
1375.	Request for Payment of Funeral and/or Interment Expenses.do	Hospitals, medical clinics, and other activities providing Decedent Affairs Program services.
1380.	U.S. Field Medical Card	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations.	Activities having medical personnel.
1384.	Transportation Control and Movement Document.	See BUMEDINST 5360.1 series	Activities involved in processing/shipping remains.
1387-2.	Special Handling Data/Certificationdodo	Do.
1425.	Specifications and Standards Requisition.	See NMCINST 1510.2 series	NMC command activities.
1473.	Report Documentation Page	See art. 20-5(5) and SECNAVINST 3900.24 series.	RDTE activities submitting research and development reports.
1494.	Application for Frequency Allocation.	See OPNAVINST 2300.45 and OPNAVINST 2410.11 series.	Activities requesting a frequency allocation for communication-electronic equipment.
1498.	Research and Technology Work Unit Summary.	See arts. 20-5(4) and 20-6(4) and BUMEDINST 3900.3 series.	Activities managing and conducting RDTE.

1502. . .	Frozen Medical Material Shipment. . .	To mark containers packed with perishable frozen medical material items.	Medical material activities.
1502-1. .	Refrigerated Medical Material Shipment.	To mark containers packed with perishable refrigerated medical material items.	Do.
1502-2. .	Limited Unrefrigerated Medical Material Shipment.	To mark containers packed with perishable medical material items that are shipped out of refrigeration, but should be refrigerated upon receipt.	Do.
1574. . .	Serviceable Tag-Materiel.	See BUMEDINST 6700.36 series.	Do.
1575. . .	Suspended Tag-Materiel.do	Do.
1577. . .	Unserviceable (Condemned) Tag-Materieldo	Do.
1577-2. .	Unserviceable (Reparable) Tag-Materieldo	Do.
1826. . .	Certificate of Competency	See BUMEDINST 6250.12 series.	MHC provides to affected activities.
1826-1. .	Certificate of Competency (Wallet Size).do	Do.
1839. . .	Baggage Identification Tag.	See BUMEDINST 4650.7 series	Activities that air-evac patients.
2005. . .	Privacy Act Statement-Health Care Records.	All-inclusive Privacy Act statement for health care records.	Ships and stations.
2062. . .	Record of Preparation & Disposition of Remains (Outside COMUS).	See BUMEDINST 5360.1 series	Do.
2063. . .	Record of Preparation & Disposition of Remains (Inside COMUS).do	Do.

23-62. Tabulation of Department of Defense Forms--Continued

DD	Title	Function	Using Activities
2064.	Certificate of Death (Overseas)	See arts. 17-3 thru 17-5.	Medical Department activities outside the 50 United States and the District of Columbia.
2065.	Disposition of Remains--Reimbursable Basis.	See BUMEDINST 5360.1 series	Ships and stations.
2161.	Referral for Civilian Medical Care.	See MFCINST 6320.3 series	Medical treatment facilities.
2214.	Noise Survey.	See OPNAVINST 6260.2 series	Ships and stations having medical personnel.
2215.	Reference Audiogramdo	Do.
2216.	Hearing Conservation Data	See OPNAVINST 6260.2 series	Ships and stations having medical personnel.
2217.	Biological Audiometer Calibration Check.do	Do.

23-63. Tabulation of Other Prescribed Forms

Form No.	Title	Function	Using Activities
CA 1 & 2 ^a	Federal Employee's Notice of Injury or Occupational Disease.	Notifies official superior of injury/occupational disease and furnishes the official superior's report to OACP (Office of Worker's Compensation Programs).	Activities treating civilian employees.
CA 2a ^a	Notice of Recurrence of Disability	Notifies OACP that an employee, after returning to work, is again disabled due to a prior injury or occupational disease previously reported.	Do.
CA 3 ^a	Report of Termination of Total or Partial Disability; Report of Death.	Notifies OACP that disability from injury has terminated; or notifies OACP when employee dies as a result of the injury.	Do.
CA 4 ^a	Claim for Compensation on Account of Injury or Occupational Disease.	Claims compensation when injury results in (1) loss of pay for more than 3 days or (2) permanent disability or disfigurement or (3) loss of wage earning capacity.	Do.
CA 4a ^a	Application for Augmented Compensation for Disability.	Claims additional compensation in total disability situations.	Do.
CA 5 ^a	Claim for Compensation on Account of Death.	Claims compensation when injury results in death.	Do.
CA 5b ^a	Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren.	Claims compensation for these dependents when injury results in death.	
CA 7 ^a	Claim for Compensation on Account of Traumatic Injury.	Claims compensation based on a traumatic injury.	

See footnotes at end of table.

23-63. Tabulation of Other Prescribed Forms-Continued

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Form No.	Title	Function	Using Activities
CA 8*	Claim for Continuance of Compensation on Account of Disability.	Claims compensation when loss of pay continues beyond the time covered by the original claim on Form CA 4.	Activities treating civilian employees.
CA 16*	Request for Examination and/or Treatment.	See NMCINST 6320.3 series.	Do.
CA 17*	Duty Status Report.	In instances of trauma, provides supervisor and OMCIP with brief interim medical statement concerning employee's ability to return to any type of work.	Activities treating civilian employees.
CA 20*	Attending Physician's Report.	See NMCINST 6320.3 series.	Do.
CA 20a*	Attending Physician's Supplemental Report.	Provides OMCIP with additional medical information to support claim filed on Form CA 8.	Do.
CHAMPUS 500	CHAMPUS/CHAMPVA Claim Form.	See SECNAVINST 6320.8 series.	Medical and dental treatment facilities.
CDC 9.2936A	Venereal Disease Epidemiologic Report	See NAVMED P-5052.11A, Treatment and Management of Venereal Disease.	Medical treatment facilities.
CNET 7310/12	Per Capita Cost of Training Host Allocation Worksheet for Tenant Costs.	See BUMEDINST 7310.2 series.	NMC command activities.
CNET 7310/13	Per Capita Cost of Training Reportdo	Do.
CNET 7310/14	Per Capita Cost of Training Additional Training Support.do	Do.

CSC 3170** .	Report of Medical Examination for Disability Retirement.	Records results of medical examination conducted for disability retirement.	Activities treating civil service personnel.
CSC 3684** .	Medical Report (Diabetes Mellitus).	Records information as to diabetic condition to assist in determining whether an applicant is physically capable of performing the duties of the position for which application is made.	Do.
CSC 3986** .	Authorization for Release of Medical Records.	Provides employee's authorization for release of medical records.	Do.
DA 1863-1..	Services and/or Supplies Provided by Civilian Hospitals.	See SECNAVINST 6320.8 series.	Medical and dental treatment facilities.
DA 1863-3. .	Services and/or Supplies-Handicapped Program.do	Do.
DEA 106+ . .	Report of Theft of Controlled Substances.	See arts. 21-25 and 21-45	Ships and stations having controlled substances.
FAA 8500-8 .	Report of Medical Examination	See art. 15-81(6)	Activities conducting medical examinations for Federal Aviation Administration certification.
FD 258++ . .	Fingerprint Card.	See SECNAVINST 1500.8 series.	Ships and stations.
FD 1571++ .	Notice of Claimed Investigational Exemption for a New Drug.	See MHCINSI 6710.4 series	Medical and dental activities conducting investigational research of new drugs.
FD 1572++ .	Statement of Investigator (Clinical Pharmacology).do	Do.
FD 1573++ .	Statement of Investigatordo	Do.
FD 1639++ .	Drug Reaction Report.	To report significant drug reactions.	Medical and dental treatment facilities.

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23-55
Change 98

See footnotes at end of table.

23-63. Tabulation of Other Prescribed Forms--Continued

Form No.	Title	Function	Using Activities
FD 2579++	Report of Assembly of a Diagnostic X-ray System.	See BUMEDINST 6700.36 series.	Ships and stations having X-ray equipment.
FD 2609++	Blood Bank Inspection Checklist and Report.	See BUMEDINST 6530.13 series.	Medical clinics and hospitals in the contiguous United States.
GAO 3010 ^o	Informal Inquiry.	See NAVMED P-5020, Resource Management Handbook.	Activities having disbursing officers.
HSM 13.19 (CDC)	Maritime Public Health Declaration.	See SECNAVINST 6210.2 series.	Military or public health quarantine inspectors in U.S. ports.
HSM 43	Authorization for Contract or Non-Contract Hospitalization-Indian Health Activities.	See MCMINST 6320.3 series.	Medical treatment facilities.
HSM 159	Treatment Authorizationdo	Do.
MSC 12010-3	Continuous Record and Training.	See SECNAVINST 4061.1 series.	Ships and stations having civilian marine personnel of the Military Sealift Command.
NAVCOMPT 140	Work Request.	See NAVMED P-5020, Resource Management Handbook.	NMC command activities.
NAVCOMPT 252	Navy Billdo	Do.
NAVCOMPT 261	Journal Voucher	See NAVMED P-5020, Resource Management Handbook.	Do.

NAVCOMPT 274	Report of Minor Property.do	Do.
NAVCOMPT 632	Accounting Card	See NMCINST 6320.1 series	Ships and stations.
NAVCOMPT 634	Listing of Expenditures/Collections	See NAVMED P-5020, Resource Management Handbook.	NMC command activities.
NAVCOMPT 733	General Ledger.do	Do.
NAVCOMPT 752	Unofficial Telephone Subscribers Fund.do	Do.
NAVCOMPT 2006	Cash Receipts-USN Housing Projectdo	Do.
NAVCOMPT 2007	Adjustment Slipdo	Do.
NAVCOMPT 2008	Refund Request/Account Adjustment-USN Housing Project.do	Do.
NAVCOMPT 2010	Tenants Ledger Carddo	Do.
NAVCOMPT 2025	Status of Fund Authorizationsdo	Do.
NAVCOMPT 2036	Reconciliation Report (Expenditures/Collections).do	Do.
NAVCOMPT 2044	Funded Reimbursable Work Estimatedo	Do.
NAVCOMPT 2053	Project Orderdo	Do.
NAVCOMPT 2054	Unofficial Telephone Service.do	Do.

23-63. Tabulation of Other Prescribed Forms-Continued

Form No.	Title	Function	Using Activities
NAVCOMPT 2160	Public Voucher for Medical Services	See NMCINST 6320.1 series	Ships and stations.
NAVCOMPT 2164	Reimbursable Work Order Record. . .	See NAVMED P-5020, Resource Management Handbook.	NMC command activities.
NAVCOMPT 2165	Cash Disbursement Journaldo	Do.
NAVCOMPT 2166	Reimbursable Orders Received Journaldo	Do.
NAVCOMPT 2167	Job Order Cost Summary.do	Do.
NAVCOMPT 2168-1	Resource Authorizationsdo	Dental clinics.
NAVCOMPT 2171	Budget Classification/Functional Category/Expense Element Report.do	NMC command activities.
NAVCOMPT 2182	Military Services Report.do	Do.
NAVCOMPT 2199	Trial Balance Report.do	Do.
NAVCOMPT 7010/2	Resources Expended in Support of MAF Activities.	See NAVMED P-5020, Resource Management Handbook.	Do.
NAVCRUIT 1100/1	Application for Commission Form . . .	See SECNAVINST 1500.8 series.	Ships and stations.

MAVCRIIT 1100/13	Interviewer's Appraisal Sheet	See BUMEDINST 1120.40 series.	Medical clinics, hospitals, and recruiting offices.
MAVEXOS 110	Quarterly Accident Data Report (Military and Civilian Personnel).	See BUMEDINST 5100.6 series	NMC command activities.
MAVEXOS 5100/7	Quarterly Motor Vehicle Accident Summary.do	Do.
MAVFAC 11200/28	Annual Allowance and Requirements Review.	See BUMEDINST 11240.4 series.	Do.
MAVFAC 11200/29	Replacement Justification--Annual Requirements Review.do	Do.
MAVJAG 5890/12	Hospital and Medical Care 3rd Party Liability Case.	See BUMEDINST 5890.1 series and NMCINST 6320.3 series.	Medical and dental treatment facilities.
MAVPERS 1306/7	Enlisted Transfer and Special Duty Request.	See art. 12-8(3).	NMC command activities.
MAVPERS 5510/1	Record Identifier for Personnel Reliability.	See art. 16-2	Ships and stations having medical/dental personnel.
MAVPERS 5521/3	Certificate of Completion of Security Investigation.	See SECNAVINST 1500.8 series.	Ships and stations.
MAVSO 7410/1	Monthly Report of Civilian Employment by Appropriation.	See BUMEDINST 7410.1 series	NMC command activities.

23-63. Tabulation of Other Prescribed Forms--Continued

Form No.	Title	Function	Using Activities
MAVSUP 154	Survey Request, Report and Expenditure	See art. 6-149.	Dental facilities.
NDA/MHC 6143/2A	Deposit/Withdrawal Data	See art. 14-4(2).	Medical clinics and hospitals.
OF 23#	Charge Out Record	See BUMEDINST 6150.1 series	Ships and stations having medical personnel.
OF 24#	Shelf File Chargeout Record (Letter Size).do	Activities having medical personnel.
OF 25#	Shelf File Chargeout Record (Legal Size).	See BUMEDINST 6760.1 series	Medical clinics and hospitals.
OPNAV 3750/1	Aircraft Accident Report.	See BUMEDINST 5100.11 series.	Aeromedical safety officers.
OPNAV 3750/8A thru 81	Medical Officers Reports.do	Do.
OPNAV 5100/1	Accident Injury/Death Report.	See BUMEDINST 5100.6 series	MHC command activities.
OPNAV 5100/2	Accident Damage Reports for Naval Property Ashore.do	Do.
OPNAV 5100/9	Dispensary Permit	See OPNAVINST 5100.14 series.	Activities treating civilian employees.
OPNAV 5210/41	Records Management Improvement Recommendations.	OPNAVINST 5210.15 series.	Ships and stations.

PMS-731	International Certificates of Vaccination.	See art. 16-51 and BUMEDINST 6230.1 series.	Ships and stations having medical personnel.
PMS-732	Deratting or Deratting Exemption Certificate.	See BUMEDINST 6250.7 series	Medical Department officers designated as Public Health Service officers.
VA 07-4582□	Button and String Envelope.	See BUMEDINST 6320.11 series.	Medical treatment facilities.
VA 10-10□	Application for Medical Benefits.	See BUMEDINST 6320.11 series and NMCINST 6320.3 series.	Do.
VA 10-10M□	Medical Certificate and History	See NMCINST 6320.3 series	Do.
VA 10-1000□	Narrative and Diagnostic Summary.	See BUMEDINST 6320.11 series.	Do.
VA 10-1204□	Referral for Community Nursing Home Care.do	Do.
VA 21-526□	Veterans Application for Compensation and Pension.do	Do.
VA 21-526E□	Claim for Compensation, Pension or Hospitalization.	See BUMEDINST 6150.31 series.	Ships and stations having medical personnel.
VA 21-534□	Application for Dependency and Indemnity Compensation by Widow or Child.	See BUMEDINST 6320.11 series.	Medical treatment facilities.
VA 21-535□	Application for Dependency and Indemnity Compensation by Parent.do	Do.
VA 23-8426□	Flash Notice.	See BUMEDINST 6150.31 series.	Ships and stations having medical personnel.

23-63. Tabulation of Other Prescribed Forms-Continued

Form No.	Title	Function	Using Activities
VA 29-357 □	Claim for Disability Insurance Benefits.	See SECNAVINST 1741.12 series	Ships and stations.
VA 29-888 □	Insurance Deduction Authorization.do	Do.
VA 40-1330 □	Application for Headstone or Marker.	See BUMEDINST 5360.1 series	Activities providing decedent affairs services.

LEGEND

- * CA forms are available from the U.S. Department of Labor, Washington, DC 20210.
- ** CSC forms are available from the Office of Personnel Management, Washington, DC 20415.
- † DCA forms are available from Drug Enforcement Agency Offices.
- ++ FD forms are available from the Food and Drug Administration, Bethesda, MD 20205.
- GAO forms are available from the General Accounting Office, Washington, DC 20548.
- # OF forms are available from General Services Administration supply depots.
- VA forms are available from Veterans Administration Regional Offices.
- All other forms are available from the Navy Supply System.

Section III. RELEASE OF INFORMATION FROM RECORDS

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23-70. General

(1) SECNAVINST 5211.5 series implements the Privacy Act of 1974 (PL 93-579) 5 USC 552a within the Department of the Navy. The Surgeon General has been designated the official responsible for administering and supervising the execution of SECNAVINST 5211.5 series as it pertains to the Health Care Treatment Record System. Additionally, the Surgeon General is the official authorized to deny requests of individuals for notification, access, and amendment to their medical and dental records. The Head, Administrative Services Branch (MEDCOM-312) has been designated as the Privacy Act Coordinator within the Naval Medical Command.

(2) Commanding officers and officers in charge of Navy and Marine Corps activities are designated as local system managers for individual health care records maintained and serviced within their activities. Custodians of individual health care records are responsible for familiarizing themselves with SECNAVINST 5211.5 series and complying with the provision for preserving the privacy of information concerning individuals contained in departmental health care records. Generally, these provisions are:

(a) To permit individuals to know what records pertaining to them are collected, maintained, used, or disseminated, to have access to and have copies made of all or any portions of their records, and, subject to the provisions of article 23-73, to obtain amendment of such records when a discrepancy is noted.

(b) To permit individuals to prevent records pertaining to themselves, obtained for a particular purpose, from being used or made available for another purpose without their consent.

(c) To require the collection, maintenance, use, or dissemination of records of identifiable personal information only for necessary and lawful purposes and to ensure that such information is current and accurate for the intended uses.

(d) To ensure that adequate safeguards are provided to prevent misuse of personal information in records.

(e) To ensure that requests of individuals for notification, access, disclosure, or amendment concerning their records are acted on as promptly as is feasible. In the event a local systems manager deems that an individual's request for notification, access, disclosure, or amendment should be denied, the request and all supporting documentation, including a copy of the medical or dental treatment

record in question, shall be promptly forwarded to COMNAVMECOM (MEDCOM-312).

23-71. Release of Medical Information

(1) Local system managers are authorized to release information from health care records physically located within the command in accordance with the provisions of this article and article 23-74. The requesting office or individual shall be advised that such information is considered to be of a private and confidential nature and directed to treat it accordingly.

(2) The information necessary to accomplish the legitimate purpose for which required and, if so required, a complete transcript of the member's or former member's health care records may be furnished in accordance with the following policy guidelines:

(a) Release to the Public.—Information contained in health care records of individuals who have undergone medical or dental examination or treatment is personal to the individual and is therefore considered to be of a private and confidential nature. Consequently, information from such health care records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, should not be made available to the public. Such information is exempt from release under the Freedom of Information Act.

(b) Release to the Individual Concerned.—Release of health care information to the individual concerned falls within the purview of the Privacy Act and not the Freedom of Information Act. If individuals request information from their health care record, it shall be released to them unless, in the opinion of the releasing authority, it might prove injurious to their physical or mental health. In such an event, and where the circumstances indicate it to be in their best interests, the individuals shall be requested to authorize the release of the information to their personal physician.

(c) Release to Representatives of the Individual Concerned.—Health care information shall be released to authorized representatives of the individual concerned, upon the written request of the individual or the individual's legal representative. If the individual concerned is mentally incompetent, insane, or deceased, the next of kin or legal representative must authorize, in writing, the release of the individual's health care records. Next of kin or legal representative must submit adequate proof that the member or former member has been declared mentally incompetent or insane, or furnish adequate proof of death in instances where such information is not on file. Legal representatives must also provide proof of appointment such as a certified copy of the court order of appointment.

(d) Release to Other Government Departments and Agencies.—Health care information shall be released, upon request, to other departments and agencies which have a proper and legitimate need for the information as listed in the "Routine uses" section of the Health Care Treatment Records System promulgated by the current SECNAVNOTE 5211, subj; Systems of Personal Records Authorized for Maintenance under the Privacy Act of 1974, 5 USC 552a (PL 93-579). (Note: Publication of the list will be annually as a SECNAVNOTE in the 5211 series.)

(1) Should the releasing authority have doubts of whether the requesting department has a proper and legitimate need for the information, the latter will be requested to specify the purpose for which the health care information will be used. When appropriate, the requesting department will be advised that the information will be withheld until it obtains the written consent of the individual concerned.

(2) In honoring proper requests, the releasing authority shall disclose only that information which is germane to the request. The following are representative instances where other departments and agencies, both Federal and State, may have a proper and legitimate need for the information.

(a) Health care information is required in order to process a governmental action involving the individual whose health care record is sought. (The Veterans Administration and the Office of Workers' Compensation Programs process claims in which the claimant's medical or dental history is relevant.) In those instances where an agency requests health care information solely for employment purposes, a written authorization from the individual concerned shall be required.

(b) Health care information is required in furtherance of the treatment to an individual in the department's custody. (Federal and State hospitals and prisons may need the medical or dental history of their patients and inmates.)

(c) Release to Federal or State Courts or Other Administrative Bodies.-The foregoing limitations are not intended to preclude compliance with lawful court orders calling for the production of health care records in connection with civil litigation or criminal proceedings, nor to preclude release of information from health care records when required by law.

(1) Health care records of Navy personnel (military, civilian employees, and others) may be produced in Federal, State, or territorial courts, including local courts, upon order of the court where litigation is pending. In such an instance, authority need not be obtained from the Navy Department. The records shall be subject to current restrictions on release of classified information and subject to the exception noted in article 23-71(4) with respect to release of medical information concerning civilian employees. When certified copies of records are produced, they shall be forwarded direct to the clerk of the court issuing the order.

(2) Whenever the releasing authority has doubts of whether the subpoena or other compulsory process has been issued by a court of competent jurisdiction or by a responsible officer of any agency or body having power to compel production, the Judge Advocate General of the Navy (or other cognizant legal officer) shall be consulted.

(f) Copies of Health Care Records.-Upon request, an individual or an authorized representative entitled to have access to health care records, will be furnished copies of the individual's health care records. The provisions of article 23-71(2)(b) shall apply in those instances where release of the requested information might prove injurious to the member's physical or mental health.

(3) Commanding officers of Medical Department treatment facilities are authorized to release information from health care records physically located within the command to members of their staff who are conducting research projects. Where possible the names of patients should be deleted. All other requests from research groups will be forwarded to COMNAVMEDCOM for appropriate action.

(4) Release of medical reports or information concerning civilian appointees or employees is controlled by the provision of the Federal Personnel Manual, section 339.1-4.

(5) Attention is invited to pertinent articles in U.S. Navy Regulations and the JAG Manual for additional information concerning the release of information from naval medical or dental records.

23-72. Disclosure Accounting

(1) Each activity shall, with respect to the individual health care records it maintains, keep an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or other agency, and the name and address of the person or agency to whom the disclosure is made. The only exceptions to this accounting requirement are for disclosures made to personnel of the Department of the Navy and personnel of the Department of Defense who have a need for the record in the performance of their duties which is compatible with the purpose for which the record is maintained, and for disclosures made of those records required to be released under the Freedom of Information Act.

(a) An accounting is required for disclosures outside the Department of Defense, even when such disclosure is with the written consent, or at the request of, the individual.

(b) The purpose of the accounting is to:

(1) Allow individuals to determine to whom their records have been disclosed.

(2) Provide a basis for subsequently advising recipients of records of any disputed or corrected records.

(3) Provide an audit trail for subsequent review of activity compliance.

(c) A record of each disclosure made will be included as an integral part of an individual's health care record. In those instances where the transaction is accomplished by mail, the record will include the request/authorization and a copy of the activity's forwarding transmittal form or letter. When the disclosure is made by personal review, the record will consist of a copy of the request or authorization to review the record, a signed, dated statement that the review was accomplished, and a listing or description of any copies made of the record.

23-73. Amendment Procedures

(1) The Privacy Act of 1974 as implemented by SECNAVINST 5211.5 series provides for individuals to request amendment of their personal records when the individuals believe the records to be inaccurate, irrelevant, untimely, or incomplete. The Commander, Naval Medical Command as the designated denial authority has established the following rules for amendment of health care records:

(a) Requests must be in writing and must indicate that they are being made under the Privacy Act or SECNAVINST 5211.5 series. Requests should contain sufficient information to locate the particular record which the requestor is seeking to amend. A request should also contain a statement of the changes desired in the record, the reasons for requesting amendment, and any

available information the requestor can provide in support of the request, including pertinent documents and related records.

(b) Requests should be submitted to the local systems manager (holder of the records in question) who shall provide the requestor with written acknowledgment of receipt within 10 working days after the request has been received. The acknowledgment should clearly identify the request and advise the individual when the individual may expect notification of the action taken on the request. No separate acknowledgment of receipt is required if the request can be acted on within the 10 working day period.

(c) If the local systems manager determines that the individual's request for amendment is warranted, a correcting entry shall be made in the appropriate record showing wherein and to what extent the original entry is erroneous. The original entry shall not be stricken out. Local systems managers are not authorized to effect deletions from health care records. The systems manager shall advise previous recipients of the record for whom a disclosure accounting has been made that the record has been amended, and of the substance of the correction.

(d) If the local systems manager determines that any portion or all of a request for amendment is not warranted or if the action to amend the record requires deletion of the record, the request shall be forwarded with recommendations and related information (including a copy of the record which is the subject of the request) to COMNAVMEDCOM (MEDCOM-312).

23-74. Show of Authority

(1) Prior to the furnishing of information, granting disclosures, or authorizing amendment of records noted in article 23-71, a proper show of authority must be established in regard to each request. The application may be made in person or by mail but must be reduced to writing.

23-75. Personal Liability (Penalty)

(1) Maintaining Personal Records.-It is unlawful to maintain systems of records about individuals without prior announcement in the Federal Register. Anyone who does is subject to criminal penalties up to \$5,000. Even with such notice, care shall be taken to keep only such personal information as is necessary to do what law and the President, by executive order, require. The information is to be used only for the purpose described in the Federal Register.

(2) Disclosure.-Information about an individual shall not be disclosed to any unauthorized individual. Anyone who makes an unauthorized disclosure on purpose may be fined up to \$5,000. Every member or employee of the Department of the Navy who maintains records about individuals has an obligation to do ones part in protecting personal information from unauthorized disclosure. SECNAVINST 5211.5 series describes when disclosures are authorized.

23-76. Annual Report

(1) COMNAVMECOM command activities shall submit the annual report (DD(A) 1379 (5211)) required by paragraph 14 of SECNAVINST 5211.5 series to COMNAVMECOM (MEDCOM-312) no later than 1 February of each year. Medical Department representatives, ashore and afloat, shall submit data to the appropriate denial authority in the chain of command as specified in paragraph 4c of SECNAVINST 5211.5 series.

23-77. Death Forms for Civilian Agencies and Individuals

(1) All requests received from next of kin, relatives, insurance agencies, companies, fraternal organizations, etc., for completion of blank forms relative to deaths of military or civilian personnel in naval medical facilities, except in Veterans Administration situations, shall be satisfied locally, by furnishing the

information requested after authorization has been received from the next of kin. If the information is not available locally the request should be referred to COMNAVMECOM for action. In most instances, the inquiry can be satisfied by furnishing a statement of proof of death or a copy of the terminal narrative summary.

(2) Requests for completion of such forms in situations of beneficiaries of the Veterans Administration shall be forwarded to the Manager of the Veterans Administration Regional Office authorizing the admission of the patient.

23-78. Clinical Records to Armed Forces Institute of Pathology

(1) Commanding officers of Medical Department treatment facilities are authorized to furnish original clinical records to the Armed Forces Institute of Pathology (AFIP) upon request. A teaching hospital may reproduce any records considered to be of value for use in residency training, research, or clinical investigation before the original records are sent.

(2) A chargeout card shall be substituted in the clinical record file for each record furnished the AFIP. If a clinical record on loan to the AFIP is not returned prior to scheduled date of retirement, the chargeout card shall be retired along with other eligible clinical records. Clinical records returned after retirement date shall be retired as soon as practicable and in accordance with SECNAVINST 5212.5 series.

23-79. Health Care Records for Use in a Medical Care Recovery Act Claim

(1) When approved by the commanding officer, Medical Department officers may release copies of health care records or other medical or dental information to any JAG designee as designated in 2401(b) of the JAG Manual for the purpose of pursuing a Medical Care Recovery Act Claim (chap. XXIV,

JAG Manual). The responsibility for proper release of health care records in such instances shall rest with the JAG designee or the JAG and shall be restricted to those health care records directly related to treatment of the conditions which gave rise to the claim. Requests for other health

care records of the member concerned shall be processed in accordance with article 23-71.

(2) When a subpoena for health care records is received, the appropriate JAG designee shall be consulted and the records released in accordance with their instructions.