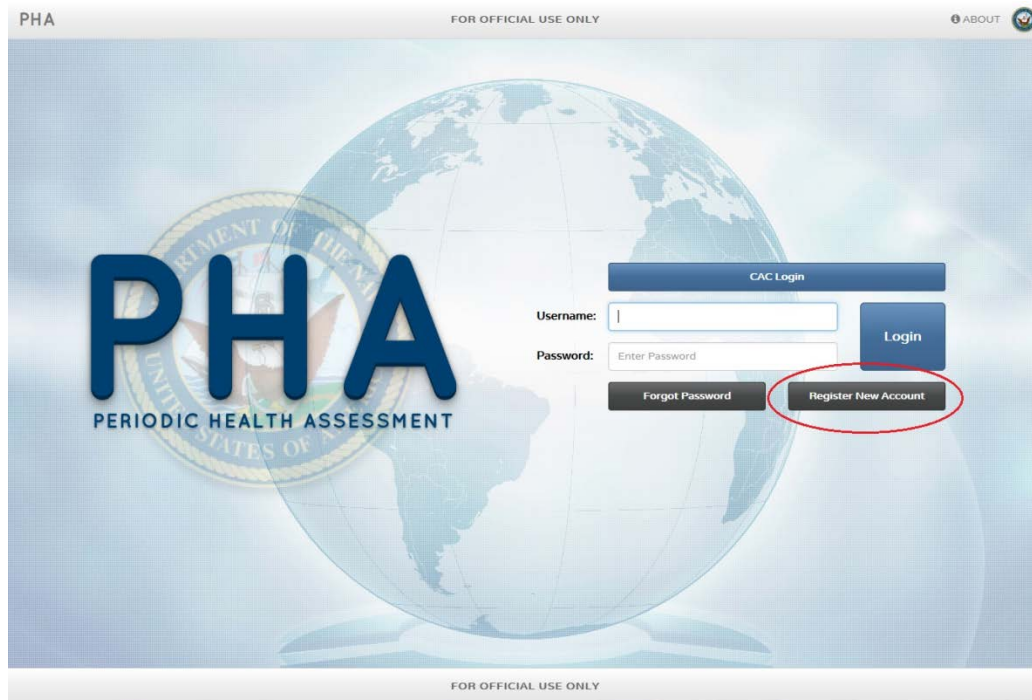


PHA Requesting Record Reviewer, MHA Provider, or Provider

Step 1

For new PHA Users, click “Register New Account” on the main page. If you have already registered, skip to Step 5.



Step 2

Fill out the fields on the next page. If your CAC is in the system, the DoD ID field will auto-populate. If not, you can locate your DoD ID on the back of your CAC.

NOTE: All fields including CAPTCHA are required.

Click ‘Register’ at the bottom to register account.

Step 3

Once your account is registered, you will be taken back to the home page. Your Username will always be your DoD ID. You can login to your account with your DoD ID and Password or CAC.



Step 4

Fill out your SAAR OPNAV 5239 form (available on login page). All blocks 1-16 are required. In block 11, indicate which role(s) you are requesting, your DoD ID, and training completion.

Blocks 15 and 16 must be signed by the Department Head or someone with By directional authority and not the requester.

Step 5

Complete the training for each role you would like access to through Swank at <https://navy.swankhealth.com>.

- Record Reviewer training course number: NMELTC-FY17-RRT
- MHA Provider training course number: NMETC-FY17-MHA Also, complete the required MHA training at <https://mhaquiz.dhhq.health.mil/> Clinical Psychologist or Licensed Clinical Social Worker are not required to complete the MHA training prior to requesting access.
- PHA Provider training course number: NMETC-FY17-PHA Training

Step 6

Return both your SAAR form and your training to:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-phahelpdesk@mail.mil.

PHA Help Desk:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-phahelpdesk@mail.mil

Phone number 757 953 0737

DSN 377

