

PROCEDURES FOR OBTAINING AN ACCOUNT FOR THE DISEASE REPORTING SYSTEM-INTERNET (DRSi)

INTRODUCTION: Due to Health Insurance Portability and Assurance Act (HIPAA) and Privacy Act requirements, the Navy and Marine Corps Public Health Center requires assurance from the requesting command or unit that access to sensitive personal and health information will be protected.

Completing and Submitting DD Form 2875

A minimum of 2 people should have access for each Medical Department. One DD2875 per person must be sent to the DRSi Helpdesk.

1. USER (requesting access)

- Complete blocks 1-12 (Part I).
- CAC signature of the requester is needed for block 11 (*Block 10 must be completed first or CAC signature will not save*).
- In block 13 (Part II):
 1. You agree to comply with Block 27.
 2. List the Reporting Unit(s), (UIC for Navy, and OPFAC for Coast Guard and the Command Name(s) of the Clinic/Facility for which you will report or monitor Medical Event Reports. Regional NEPMU account requestors should provide the NEPMU Name and NEPMU Reporting UIC).
- Blocks 14 and 21-25, leave blank
- Blocks 16-20b is for your **DEPARTMENT HEAD or delegated "BY-DIRECTION" authority**.

2. SUPERVISOR

- In Block 13, verify that the Reporting Unit(s) is correct, and verify the HIPAA training date is current.
- Blocks 16-20b, must be completed by the **DEPARTMENT HEAD or delegated "BY – DIRECTION" authority**.
 1. Block 17, 19-20b must be completed prior to block 18
 2. CAC signature is needed for block 18. If wet signature, a verification email will be sent to the endorser for signature confirmation.
- Blocks 21-25, leave blank

3. FORWARDING COMPLETED DD2875 (SAAR Form)

- *Forms forwarded to the Helpdesk without the Reporting Unit(s), and HIPAA training date will delay processing and access.*
- Users, who **TRANSFER/PCS** to another base, should contact the Helpdesk so base specific access to DRSi can be deactivated. If access to DRSi is needed at the new location, you must submit a **NEW** request and have it endorsed by your new leadership.
- Users who will **RETIRE or SEPARATE** should contact the Helpdesk so their account can be deactivated.

Forward the completed form to the Helpdesk. If the below options do not meet your current IT/communication environment, please contact the DRSi Helpdesk via email usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ndrs@mail.mil or via phone at 757.953.0737/DSN: 377.0737.

- a. **EMAIL (Do not send encrypted)**- If forms are received with Reporting Unit information in block 13 and electronic signatures for Part I and Part II, the Helpdesk will activate the account immediately and the Requestor will receive their login id and initial password via e-mail.
- b. **AMRDEC-** (<https://safe.amrdec.army.mil>) Use the e-mail provided above for the recipient's address.
- c. **FAX-** once a form is received, the Helpdesk will forward an e-mail to the endorser in block 16-20b, per DOD regulations, for verification purposes (for wet signatures). The endorser must respond via e-mail approving access. Once verified, the Requestor will receive their login ID and initial password via e-mail from the Helpdesk.
- d. **U.S. Mail-** send complete DD 2875 form to the below address.

Navy and Marine Corps Public Health
Center (Attn: DRSi Help Desk)
620 John Paul Jones Circle Suite 1100
Portsmouth, VA 23708

As of June 15, 2017