HIPAA Privacy

Location: Room 153 (Gentry)

Areas of Responsibility:
The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires the Secretary of Health and Human Services to publicize standards on the electronic exchange, privacy and security of health information. These standards outline privacy regulations governing individually identifiable health information and your rights to privacy.

To allow another person (such as a spouse or parent) to obtain your medical information (i.e., copies of your medical record, lab results, or x-rays), you must authorize this in writing using a DD Form 2870.

For information about minors in the state of Kansas and their privacy rights call the HIPAA Privacy Officer at 913-684-6584.

For an overview of the HIPAA law and your privacy rights, contained in the Notice of Privacy Practices, please visit this website. http://www.tricare.mil/tma/hipaa/

If you have questions about your Privacy Rights or wish to make a complaint, please contact the following:

Privacy Officer, Munson Army Health Center 913-684-6584

Privacy Officer, Tricare Management Activity 1-888-DOD-HIPA (1-888-363-4472) or email to hipaamail@tma.osd.mil

For more information on your privacy rights, visit the TRICARE Web site at www.tricare.osd.mil/hipaa/
LINE OF DUTY
Location: Front Desk at Munson Army Health Center

Areas of Responsibility:

Line of Duty (LD) determinations are essential for protecting the interest of both the individual concerned and the U.S. government, where services is interrupted by injury, disease or death. A person who becomes a casualty because of his or her intentional misconduct or willful negligence can never be said to be injured, diseased or deceased in the line of duty. Such a person stands to lose substantial benefits as a consequence of his or her actions; therefore it is critical that the decision to categorize injury, disease, or death as not in the line of duty only be made after the deliberated and ordered procedures are followed.

Documentation for an informal investigation typically consists of a Statement of Medical Examination and duty Status, DA FORM 2173, completed by the Medical Treatment Facility (MTF) and the unit commander, and approved by the approving authority, state AG or higher authority.

If you think you need a Line of Duty Determination then fill out the Line of Duty Questionnaire and bring all required paperwork with you to the front desk at Munson Army Health Center.
Outpatient Medical Records
Location: Room # 1B11B

Areas of Responsibility:
The Munson Army Outpatient Medical Records Branch maintains the outpatient medical records for active duty personnel, retirees, and family members who receive their care at Munson Army Health Center.

As a general rule, medical records are “retired” three years after the patient’s last treatment date and sent to the National Personnel Record Center, St. Louis, Missouri.
All Military personnel to include Navy, Air Force, and Marines will have their medical record mailed to their next duty station. This is in accordance with DODi 6040.43 and OTSG Memo 06-037.
If family members accompany the military sponsor on a permanent change of Station (PCS) move, their records will be sent to the new duty station's Medical Treatment Facility. Please provide a copy of the sponsor’s orders along with a written request to the OPR Office in order for the records to be transferred to the Military Treatment Facility or Troop Medical Clinic at your new duty station.
REMINDER!! The child’s shot records are the parent’s responsibility. School children are arriving without the immunization records necessary to comply with states' and overseas Department of Defense Dependent School System immunization requirements and being denied enrollment in schools. Proof of immunizations is necessary for most school enrollment.

Use this link to request a Military Record from the National Personnel Record Center in St. Louis, Missouri:

Please Note: Medical Records are the property of the United States Government and are maintained for the benefit of the patient. Outpatient Medical Records staff have the responsibility for ensuring all medical records held in their custody are safeguarded from loss or tampering, and that the information in the records is released only to authorized individuals.
The Physical Disability Evaluation System (PDES) and Medical Evaluation Boards (MEB)

**Location:** Room 155 and 156

**Areas of Responsibility:**
All soldiers run the risk of having their military careers ended prematurely when serious illness or injury strikes. On a daily basis, active duty (AD) soldiers are injured. Some occur during training accidents and field exercises; others in auto/motorcycle accidents and slip and fall incidents during off duty time. This includes Reserve Component (RC) soldiers as well, with peacekeeping operations and extended deployments.

Soldiers and family members should be familiar with the Army PDES; it covers most situations. AD soldiers are covered 24 hours a day and the RC members are covered during Annual Duty for Training (ADT), Individual Duty for Training (IDT), or other authorized military activities.

A soldier can be referred into the PDES one of five ways:

1. **Medical Evaluation Board (MEB):** When a soldier has reached optimal care for a condition which may render him/her below medical retention standards IAW AR 40-501, Chapter 3, Standards of Medical Fitness, the soldier is recommended for a MEB under the provisions of AR 40-400, Chapter 7, Patient Administration. The military treatment facility (MTF) initiates the MEB and refers the case to the Physical Evaluation Board (PEB) as applicable for a determination of fitness under the policies and procedures of DODI 1332.38/39 and AR 635-40, Physical Evaluation for Retention, Retirement, or Separation.

2. **Military Occupational Specialty (MOS)/Military Medical Retention Board (MMRB):** The MMRB is an administrative board conducted under the provisions of AR 600-60, Physical Performance Evaluation System. It determines whether the soldier’s permanent 3 or 4 profile hinders him/her from performing their primary MOS in a worldwide field environment. Referral to the MEB is one of four actions the MMRB Convening Authority (MMRBCA) may direct.

3. **Fitness for Duty Medical Examination:** Commanders may refer soldiers to the MTF for a medical examination under the provisions of AR 600-20, Chapter 5-4, if the Commander believes the soldier has a medical condition which impacts his/her duty performance. If the exam indicates the soldier falls below the retention standards of AR 40-501, the soldier is recommended for referral to the MEB.

4. **HQDA action:** Upon recommendation of the Surgeon General, the Commander, Human Resources Command (HRC), may refer a soldier to the responsible MTF for a
medical evaluation, as described in paragraph 3 above. The Commander, HRC may also direct a soldier into the PDES upon disapproving the MMRBCA’s recommendation to reclassify or branch transfer a soldier.

5. **RC Nonduty Related Process**: RC members not on active duty pending separation for nonservice-connected illnesses or injuries may be referred to the PEB, by the United States Army Reserve Regular Reserve Component (USAR RRC) or the Army National Guard (ARNG) State Headquarters, not the MTF. The website for information pertaining to the PDES is: [https://www.hrc.army.mil/site/active/tagd/pda/pdapage.htm](https://www.hrc.army.mil/site/active/tagd/pda/pdapage.htm)
Release of Information (ROI)
Location: Room 1B106

Areas of Responsibility:
The Release of Information Office releases medical information for all eligible beneficiaries. If you are Retiring, Exiting the Service (ETS) or being Chaptered you are eligible to receive a copy of all Medical Records. All Army Military Treatment Facilities use AHLTA, an electronic medical record. All medical encounters in AHLTA are available to other MTF’s. If you PCS to another location those electronic files are accessible for other MTFs and no paper copy of those records is necessary.

The release of information office is responsible for obtaining records from previous duty stations, duplication of records (i.e. personal copies, insurance requests, legal requests, and copies for VA claims). Patrons are entitled to one free copy of their medical record, per AR 40-66.

Please Note: Medical Records are the property of the United States Government and are maintained for the benefit of the patient. Release of Information staff have the responsibility for ensuring all medical records held in their custody are safeguarded from loss or tampering, and that the information in the records is released only to authorized individuals.
THIRD PARTY COLLECTION PROGRAM
Location: Room #1B041

Areas of Responsibility:

The Third Party Collection Program (TPCP) was established by Public Law 101-510 (U.S. Code 1095). The program directs military hospitals to bill private insurance companies for the cost of care provided by the military.

When a patient has commercial insurance, the government must bill the insurance company for the visit. The government determines the cost of the visit and bills this amount to the insurance company. Your insurance company cannot charge you for the deductible or co-payments for care received through the military facility. The government will absorb these costs. Therefore, claims filed by the government for care you received may count toward meeting your deductible. This may result in a significant savings to you if you later seek civilian medical care.

Allowing Munson Army Health Center (MAHC) to bill your third party insurance company for care you receive will help you and your hospital.

The money collected will:

- Enable the pharmacy to carry a wide range of drugs
- Enhance the quality of care at MAHC
- Makes it possible to purchase new equipment and services, which benefit you

Patient Responsibilities

- Please bring your insurance identification card with you each time you visit the clinic
- All patients will be asked to complete and sign DD Form 2569 indicating whether they do or do not have other health insurance
- You will be asked to update the form on a yearly basis or whenever your coverage changes
- Please call your Third Party Collection Office
# PATIENT ADMINISTRATION DIVISION
## DIRECTORY

<table>
<thead>
<tr>
<th>Position</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief, Patient Administration</td>
<td>157</td>
<td>913-684-6810</td>
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<tr>
<td>NCOIC, Patient Administration</td>
<td>172</td>
<td>913-684-6203</td>
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<tr>
<td>HIPAA Officer</td>
<td>153</td>
<td>913-684-6584</td>
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<tr>
<td>Outpatient Medical Records</td>
<td>1B036</td>
<td>913-684-6642/6640</td>
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<tr>
<td>PEBLO</td>
<td>155/156</td>
<td>913-684-6433/6581</td>
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<tr>
<td>Release of Information</td>
<td>1B036</td>
<td>913-684-6205</td>
</tr>
<tr>
<td>Information Desk</td>
<td>Front Desk</td>
<td>913-684-6000/6002</td>
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</tbody>
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