

MILPERSMAN 6150-010

TRANSFER OF OUTPATIENT AND DENTAL TREATMENT RECORDS, OFFICER AND ENLISTED

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1. **Purpose.** To publish policy and procedures for transfer of NAVMED 6150/21 U.S. Navy Medical Outpatient and Dental Treatment Record through NAVMED 6150/30 U.S. Navy Medical Outpatient and Dental Treatment Record hereafter referred to as service treatment records (STRs).

2. **Policy.** DD 877 Request for Medical/Dental Records or Information, Request For will be used to order records from the local military treatment facility (MTF) and may be accessed by using the following Web address:
<http://www.dtic.mil/whs/directives/forms/dd/ddforms0500-0999.htm>. NAVPERS 5000/64 Records Transmittal will be used when transferring records (previous editions are obsolete and shall not be used) and may be accessed by using the following Web address: <http://www.npc.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

3. Where and When to Transfer STRs

Transfer to:	When:
Next duty station	<ul style="list-style-type: none"> • a member detaches on permanent change of station (PCS) or temporary duty (TEMDU) orders; • a member is released from active duty, active duty for training (ADT), active duty for special work (ADSW), presidential reserve call-up (PRC), or mobilization (partial or full), and is affiliated or re-affiliated with a drilling reserve unit; • a member on inactive duty is recalled to active duty status over 29 consecutive days (i.e., ADT, ADSW, PRC, mobilization). <p>NOTE: See paragraph 4a below.</p>
Commander, Navy Personnel Command, Casualty Assistance Branch (PERS-13) 5720 Integrity Drive Millington, TN 38055-6200	<ul style="list-style-type: none"> • a member dies; • a member enters a missing status (including missing in action, interned or detained, and captured). <p>NOTE: See paragraph 4b below.</p>
Officer in Charge Navy Absentee Collection and Information Center 2834 Greenbay Rd. N. Chicago, IL 60064-3094	<ul style="list-style-type: none"> • a member is declared a deserter, and has been in an unauthorized absent status for 120 days. <p>NOTE: See paragraph 4c below.</p>
Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd, Bldg. 103 St. Louis, MO 63120	<ul style="list-style-type: none"> • a member is discharged, released from active duty and not affiliating or re-affiliating with a drilling reserve unit, transferred from inactive duty training status (Selected Reserve and volunteer training unit) to the Individual Ready Reserve or Standby Reserve (S1/S2), or retiring from active or reserve service. <p>NOTE: See paragraph 4d below</p>

4. **STR and Non-Service Treatment Record (NSTR) Transfer.** Upon PCS of the active duty member, the STR and NSTR of family members (if accompanying and as applicable) shall be forwarded to the MTF at the gaining installation within the continental United States and outside the continental United States locations.

a. Permanent transfers to operational duty stations (PCS) for active duty.

(1) Upon notification, a member is to be transferred. Pull the STR from file and determine whether there are any secondary records.

(2) Print copies from the electronic records. MTFs shall print copies of all documentation in Composite Health Care System (CHCS) I, Armed Forces Health Longitudinal Technology Application (AHLTA) to include any ancillary service results (e.g., laboratory and radiological results), along with documentation in any other electronic health record. File the documentation in the STR prior to the member's transfer.

(3) Verify the STR and certify the member has been processed for transfer. Include the dental record before transfer, if it was not maintained with the STR.

(4) Complete medical record transfer-out in the CHCS tracking system. Assure secondary records are transferred with the primary record.

(5) The STR will be forwarded via certified mail or other Navy-approved trackable services to the member's new duty station.

b. Exception to hand-carrying the paper record is granted for the following:

(1) Service members traveling overseas on PCS orders or returning from overseas on PCS orders, assignment to an operational, or transfer to a remote duty station.

(2) An MTF commander determines it is in the best interest of patient care to allow for hand-carrying of paper medical records.

(3) Service members performing temporary duty where the full medical record is required.

c. With the above exceptions, the Service member may hand-carry his or her paper STR to the new duty station after fulfilling the following requirements:

(1) Service members must present orders to the record custodian prior to receiving the STR.

(2) The Service member must complete and sign NAVMED 6150/8 Outpatient Record Release Request and Transfer Receipt.

(3) The Service member will be instructed to turn in his or her STR upon reporting to the new duty station.

(4) The MTF will complete medical record transfer-out module in the CHCS tracking system.

d. PCS to TRICARE Prime remote locations.

(1) Service members must present valid PCS orders indicating a duty location more than 100 miles from an MTF (TRICARE remote standard) that makes it impractical for the patient to travel to the MTF.

(2) The losing facility will maintain custody of the original medical record, but will provide the patient a copy. When the Service member transfers to his or her next duty station, he or she will have the gaining MTF request the medical record from the losing MTF.

(3) The MTF will follow standard charge-out and record tracking procedures if a record transfer occurs.

(4) In cases where the original medical record is released to the Service member at the time of PCS transfer to Tricare remote location, the MTF must scan into AHLTA any documentation that could result in future medical disability claims.

e. Transferring STRs to NAVPERSCOM (PERS-13) for deceased or missing cases.

(1) Prisoner of War/Missing in Action (POW/MIA). Mail records to:

Navy Personnel Command (PERS-13) ATTN: POW/MIA Branch 5720 Integrity Drive Millington, TN 38055-6210

(2) Deceased Sailors. Print in large letters, diagonally across the record's cover "DECEASED". Mail record to:

Navy Personnel Command (PERS-13) 5720 Integrity Drive Millington, TN 38055-6210

f. When transferring STRs to Officer in Charge, Navy Absentee Collection and Information Center comply with MILPERSMAN 1600-060.

(1) For Officers. Complete NAVPERS 5000/64 and seal the below records in an envelope and mail via first class mail:

(a) NAVPERS 5000/64;

(b) DD 553 Deserter/Absentee Wanted by the Armed Services;

(c) STR;

(2) For Enlisted. Combine in an envelope and mail via first class mail.

g. Transferring STRs to NMRA central cell.

(1) BUMED has established the NMRA STR central cell to perform all Department of the Navy scanning into Health Artifact and Imaging Management Solution (HAIMS) and quality assurance review of STRs. Effective immediately, all medical and dental departments are required to send the STR as soon as possible (and no later than 2 weeks after a Service member's release date for separating active/reserve Service members) to the NMRA STR central cell at the following address:

Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd, Bldg. 103 St. Louis, MO 63120

(2) Remote Locations. Commanders of remote units are responsible for mailing STRs to the BUMED STR central cell when the active duty Service member is enrolled with a civilian primary care manager and must maintain the STR themselves or at their unit. Commanding officers of medical and dental departments will utilize the BUMED STR automated tracking system where the command has information technology capability.

(3) Outpatient treatment records accumulated after a member's health record shall be transferred to the NMRA STR central cell for scanning into HAIMS at the above address.

(4) All commands shall comply with STR processing timelines in order to enable transfer of STRs to veterans affairs (VA) no later than 45 business days from either the date a Service member is separated from the Navy, or from the date a Reserve Component member, who is not separating, files a claim with the VA.