



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TX 78234-6000

MCCS

OTSG/MEDCOM Policy Memo 08-035

Expires 11 August 2010

11 AUG 2008

MEMORANDUM FOR Commanders, MEDCOM Regional Medical Commands

SUBJECT: Custody and Control of Dental Records - Exceptions to Policy

1. References:

- a. DoDI 6040.43, Custody and Control of Outpatient Medical Records, 10 Jun 04.
- b. AR 40-66, Medical Record Administration and Health Care Documentation
17 Jun 08.
- c. OTSG/MEDCOM Policy Memo 06-037, Custody and Control of Outpatient
Medical Records - Exceptions to Policy, 22 Dec 06.

2. Purpose: To define exceptions to the policy requiring the shipment of both medical and dental service treatment records (STRs).

3. Proponent: The proponent for this policy is the Patient Administration Division, Health Policy and Services Directorate.

4. Policy:

- a. The Under Secretary for Defense established policies and procedures regarding the control, release, and safeguarding of military health system records to eliminate the unauthorized retention or alteration of STRs.
- b. Army dental records will remain in the custody of the dental treatment facility (DTF) at all times and will not be "hand-carried" by the patient. Exceptions are outlined in AR 40-66, paragraph 5-26, and OTSG/MEDCOM Policy Memo 06-037.
- c. DTFs will coordinate the shipment of their own records to the gaining CONUS DTF since medical treatment facilities (MTF) and DTFs are not always co-located.

5. Responsibilities. DTF Commanders will establish local operating policies for:

- a. Enforcing the requirement for the DTF to maintain custody and control of all dental records in accordance with AR 40-66.

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- b. Establishing procedures for Soldiers to return their dental records at the completion of the TDY or PCS.
- c. Procedures for patients to "hand carry" records to locations other than the clinic they are normally assigned. This may be for referrals to other clinics on post, or for referrals to other DTFs.
- d. Determining which locations serviced by their DTFs are considered "remote" per AR 40-66, paragraph 5-26.

6. OTSG points of contact are:

- a. AR 40-66 issues: Ms. Teresa Foley, Patient Administration Division, Health Policy and Services Directorate, DSN 761-3109, or commercial (703) 681-3109.
- b. DTF issues: MAJ Kendall Mower, OTSG Dental Office, DSN 761-5958, or commercial (703) 681-5958.

FOR THE COMMANDER:


WILLIAM H. THRESHER
Chief of Staff