



REPLY TO  
ATTENTION OF

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

OTSG/MEDCOM Policy Memo 07-016

MHCO-CL-P

Expires 30 May 2009

MEMORANDUM FOR COMMANDERS, MEDCOM MAJOR SUBORDINATE  
COMMANDS

SUBJECT: Interim Procedural Change for Transfer of Health Records (Medical and Dental) of Transitioning Soldiers to Veterans Administration Records Management Center

1. References.

a. Memorandum, Office of the Under Secretary of Defense, 23 Mar 07, subject: Health Treatment Record Decision Meeting.

b. AR 40-66, Medical Record Administration and Health Care Documentation, 21 Jun 06.

2. Purpose. This document serves as the US Army Medical Command (USAMEDCOM) policy and provides general guidance to facilitate the transfer of health records of transitioning Soldiers (retirement, discharge, and release from Active Duty) to the Veterans Administration Records Management Center (VARMC), thus expediting VA benefits for Soldiers.

3. Proponent. The proponent for this policy is the Patient Administration Division (PAD), Health Policy and Services Directorate (HP&S).

4. Responsibilities.

a. The PAD, HP&S, USAMEDCOM, is responsible for this policy, providing overall staff guidance and publishing updates as required.

b. The Medical Treatment Facility (MTF) PAD will provide oversight for all medical record transfer functions. The PAD will assume leadership in the development and coordination of local policies related to the transfer of health records (HREC) of transitioning Soldiers to the VARMC.

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5. Procedures.

a. Effective immediately, each installation MTF including Troop Medical Clinics and dental treatment facilities (DTF) will transfer the HRECs (which must include the medical and dental records) to the installation Transition Center (TC) NLT 30 business days after the Soldier's effective date of separation. Records that are not turned in on time will be addressed with the TC on a case-by-case basis.

b. The MTF/DTF will audit the HREC (Medical and Dental) for completeness and accuracy prior to transferring to the TC. The DA Form 200, Record of Transmittal, will be used to transfer the HREC to the TCs. The MTF/DTF will utilize DA Form 200 in duplicate to transfer HRECs. The DA Form 200 will contain the following:

- (1) Soldier's full name.
- (2) Social Security Number.
- (3) Delivery date of records.
- (4) Signature of the transferring official with contact phone number.

c. TCs will forward HRECs to the VARMC. Questions concerning the contents of HRECs will be addressed by the VA to the POC listed on the DA Form 200.

FOR THE COMMANDER:

  
WILLIAM H. THRESHER  
Chief of Staff