

**Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
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*** MEDDAC
Pamphlet 25-3**

Information Management

Office Symbols

FOR THE COMMANDER:

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History. This is the first revision of this publication. It was initial published on 19 July 2002.

Summary. This pamphlet lists all authorized office symbols for Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) and prescribes the beginnings of the office symbols to be used by the MEDDAC's outlying clinics. This revision adds the office symbols for the Beneficiary Counseling & Assistance Coordinator (Patient Administration Division), Ambulance Section (Department of Primary Care), and Central Medical Supply (Department of Specialty Care), which were inadvertently omitted in the initial edition of the pamphlet. It also corrects the spelling of "Specialty Care Center" on page 3.

Applicability. This pamphlet applies to all elements of the MEDDAC.

Proponent. The proponent of this pamphlet is the MEDDAC Administrative Services Officer.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZX, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@naAMEDD.ARMY.MIL.

Distribution. Distribution of this publication is made by electronic medium only.

* This pamphlet supersedes MEDDAC Pamphlet 25-3, dated 19 July 2002.

1. Office symbols prescribed for the MEDDAC headquarters

Command Group

Commander	MCXR-Z
Deputy Commander for Administration	MCXR-ZA
Deputy Commander for Clinical Services	MCXR-ZC
Deputy Commander for Nursing	MCXR-ZN
Administrative Services Officer	MCXR-ZX

Special Staff

Chaplain	MCXR-CH
Clinical Administration	MCXR-CA
Medical Library	MCXR-CA-LIB
Credentials	MCXR-CR
Medical Company	MCXR-MC
Quality Management	MCXR-QM
Patient Representative	MCXR-QM-PR
Safety/Infection Control Office.....	MCXR-SA

Administrative Divisions

Business Division	MCXR-BD
Civilian Personnel Liaison	MCXR-BD-C
Managed Care Branch.....	MCXR-BD-MC
Resource Management Branch	MCXR-BD-RM
Information Management Division	MCXR-IMD
Logistics Division	MCXR-LOG
Acquisition Branch	MCXR-LOG-A
Facility Management Branch	MCXR-LOG-FM
Medical Maintenance Branch	MCXR-LOG-MM
Property Management & Warehouse Branch	MCXR-LOG-PMW
Military Personnel Division	MCXR-MPD
Patient Administration Division	MCXR-PAD
Ambulatory Surgery Medical Records	MCXR-PAD-SR
Beneficiary Counseling and Assistance Coordinator	MCXR-PAD-BC
Medical Boards/PEBLO	MCXR-PAD-MB
Outpatient Records	MCXR-PAD-OR
Patient Affairs	MCXR-PAD-PA
Uniform Business Office	MCXR-PAD-UBO
Plans, Training, Mobilization & Security Division	MCXR-PTMS

Clinical Departments and Services

Department of Primary Care	MCXR-DPC	
Ambulance Section	MCXR-DPC-AS	
Red Team	MCXR-DPC-R	
White Team	MCXR-DPC-W	
Blue Team	MCXR-DPC-B	
Pediatric Team	MCXR-DPC-P	
Allergy/Immunization Clinic	MCXR-DPC-P-A	
Well Baby Clinic	MCXR-DPC-P-W	
Optometry Clinic	MCXR-DPC-O	
Physical Exams	MCXR-DPC-PX	
Department of Radiology	MCXR-DR	
Department of Specialty Care	MCXR-DSC	
Anesthesia Service	MCXR-DSC-A	
EENT/Audiology Service	MCXR-DSC-ENT	
Musculoskeletal Center	MCXR-DSC-MSC	
Orthopedics, Podiatry & EMG	MCXR-DSC-MSC-O	
Physical Therapy Clinic	MCXR-DSC-MSC-PT	
Operating Room	MCXR-DSC-OR	
Central Medical Supply	MCXR-PSC-OR-CMS	
Same Day Surgery	MCXR-DSC-SDS	
Specialty Care Center	MCXR-DSC-SCC	
- The following specialties will utilize the above office symbol:		
- Cardiology	- General Surgery	- Pulmonary
- Dermatology	- Gynecology	- Rheumatology
- Gastroenterology	- Obstetrics	- Urology

Respiratory Therapy	MCXR-DSC-SCC-RT
Behavioral Health Care Service	MCXR-BHCS
Army Substance Abuse Program Clinic	MCXR-BHCS-ASAP
Family Advocacy Program	MCXR-BHCS-FAP
Psychiatry & Psychology Section	MCXR-BHCS-PSY
Social Work Section	MCXR-BHCS-SWS
Laboratory Service	MCXR-LS
Pharmacy Service	MCXR-PS
Preventive Medicine Service	MCXR-PM
Community Health Nursing Section	MCXR-PM-CHN
Exceptional Family Member Program (EFMP)	MCXR-PM-CHN-E
Nutrition Care	MCXR-PM-CHN-N
Wellness/Health Promotion	MCXR-PM-CHN-W
Environmental Health Section	MCXR-PM-EH
Industrial Hygiene Section	MCXR-PM-IH
Occupational Health Section	MCXR-PM-OH

2. Office symbols prescribed for the outlying U.S. Army health clinics

Following are the basic office symbols prescribed for each of the MEDDAC's outlying clinics. It is the responsibility of each outlying clinic to develop these office symbols further to represent their own internal structures, if deemed necessary.

Barquist U.S. Army Health Clinic	MCXR-FD
Defense Distribution Center U.S. Army Health Clinic	MCXR-NC
Dunham U.S. Army Health Clinic	MCXR-CBK
Fort Indiantown Gap U.S. Army Health Clinic	MCXR-FIG
Kirk U.S. Army Health Clinic	MCXR-APG
Letterkenny U.S. Army Health Clinic	MCXR-LK