



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY TO
ATTENTION OF

30 July 2004

POLICY STATEMENT NO. 27

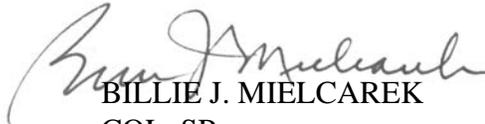
PROCEDURE FOR SUBMITTING FORMS TO THE MEDDAC RECORDS REVIEW
AND INFORMATION MANAGEMENT COMMITTEE

1. This policy concerns requests for establishment of new forms and revisions of existing forms that need to be approved by the MEDDAC Medical Records Review and Information Management Committee (MRRIMC). The MRRIMC is responsible for reviewing and approving all MEDDAC forms, which includes MEDDAC overprints, that are intended to be filed in patient medical records.
2. Scope. This policy applies to the MEDDAC headquarters and all outlying U.S. Army health clinics (USAHCs).
3. The MRRIMC normally meets bimonthly at 1400 on the third Wednesday of even-numbered months in the main conference room at Kimbrough Ambulatory Center (KACC). Barquist, Dunham, and Kirk USAHCs, and other outlying clinics if necessary, participate by teleconference. The MRRIMC is responsible for reviewing and approving all medically-oriented MEDDAC forms that will be filed in patient's medical records, to include those that are specific to any of the USAHCs. For a proposed form to be reviewed by the MRRIMC in a given month, it must be in the possession of the MRRIMC Recorder not later than the first duty day of that month, otherwise it will be held for the following bimonthly meeting. Additionally, the MRRIMC will review a form only if a representative of the proponent office is present at the meeting, either physically or by teleconference.
4. How to submit forms for approval. Proponents will not submit their forms directly to the MRRIMC, but will submit their new or revised forms, along with a completed DD Form 67 for each form to the MEDDAC's Forms Control Officer (FCO) (Mr. John Schneider) as follows:
 - a. KACC: Directly to the MEDDAC FCO.
 - b. Barquist USAHC: Thru the office of the clinic commander to the MEDDAC FCO.
 - c. Kirk USAHC: Thru Kirk's Chief, Information Management Division (IMD) to the MEDDAC FCO.
 - d. Dunham USAHCs: Thru Dunham's Chief, IMD to the MEDDAC FCO.
 - e. Letterkenny, Defense Distribution Center, and Fort Indiantown Gap USAHCs: Thru the clinic chief and Dunham's Chief, IMD to the MEDDAC FCO.

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5. The MRRIMC Recorder will contact proponents to inform them of when their forms will be reviewed by the committee, provided someone from the proponent's office is at the meeting to represent the form (by teleconference for proponents at the outlying USAHCs).


BILLIE J. MIELCAREK
COL, SP
Commanding

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