



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. 29

RETENTION OF MEDICAL RECORDS AT
KIMBROUGH AMBULATORY CARE CENTER

1. Reference AR 40-66, Medical Record Administration and Health Care Documentation, dated 10 March 2003.
2. In order to ensure military readiness and provide quality care, we must maintain accountability for the medical records of our patients. In accordance with AR 40-66, paragraph 1-4f, the Chief, Patient Administration Division (PAD) will act for the commander in matters pertaining to medical records management and information, which includes control and accountability for medical records.
3. It is the responsibility of the primary care teams to return medical records to PAD's Outpatient Medical Records Room (OMRR) after sick call and appointment visits have been completed. Patients who must have their medical records for consultations outside of Kimbrough Ambulatory Care Center must sign their records out from the OMRR, whose personnel will inform the patients that their records must be returned promptly.
4. In accordance with AR 40-66, paragraph 1-5, medical records are the property of the government. Patient who desire a copy of their medical records, may request PAD to make them one. This requirement of AR 40-66 is usually difficult for patients to understand but it is mandatory.

A handwritten signature in cursive script, appearing to read "Billie J. Mielcarek".

BILLIE J. MIELCAREK
COL, SP
Commanding

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