

MEDDAC/DENTAC Regulation 40-12

Medical Services

Medical Warning Tag

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
12 February 2004**

Unclassified

SUMMARY of CHANGE

MEDDAC REG 40-12
Medical Warning Tag

Specifically, this revision—

- o Changes para 2-3a to show that Patient Affairs will make two copies of the DA Form 3365 received from the patient (instead of the provider), and that a copy of the form is given to the patient as well as to the appropriate dental clinic.

The revision of 16 January 2003—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes the requirement for providers to send the original and carbon copy of DA Form 3365 (Authorization for Medical Warning Tag) to Patient Affairs, in Patient Administration Division, to sending only the original (para 2-2). This is because the form is only available from the Army in electronic format now and no longer available as a 2-ply, carbon paper form.
- o Changes all references to AR 40-15 throughout the regulation to AR 40-66, chapter 13.
- o Changes the requirement to complete DA Form 3365 (Authorization for Medical Warning Tag) from “in duplicate” to “in triplicate” (para 2-2).
- o Charges Patient Affairs with the responsibility to make a photocopy of each DA Form 3365 received from providers (para 2-3).
- o Changes the disposition of completed DA Forms 3365 to include the second copy being retained by PAD (para 2-3).

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
18 February 2004

*** MEDDAC/DENTAC
Regulation 40-12**

Medical Services

Medical Warning Tag

FOR THE COMMANDER:

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History. This is the seventh revision of the regulation, which was origin-

ally published on 14 October 1982.

Summary. This regulation covers the policies and mandates the procedures for issuance of medical warning tags.

Applicability. This regulation applies to all elements of the U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC), and the US Army Dental Activity, Fort George G. Meade (DENTAC).

Proponent. The proponent of this regulation is the Chief, Patient Administration Division (PAD).

Supplementation. Supplementation of this regulation is prohibited.

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-PAD, 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@na.amedd.army.mil.

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

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* This publication supersedes MEDDAC/DENTAC Reg 40-12, dated 16 January 2003.

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Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes responsibilities and procedures for issuance of medical warning tags.

1-2. References

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this publication are explained in the glossary.

1-4. Responsibilities

- a. *The Deputy Commander for Clinical Services (DCCS)*. The DCCS will ensure that—
 - (1) All clinical personnel assigned to this MEDDAC are trained to look for, recognize, and use the information on medical warning tags.
 - (2) The material necessary to support the Medical Warning Tag Program is available within the MEDDAC.
 - (3) Information concerning the tag is incorporated into first aid instructions provided the individual soldier.
- b. *Commanders and directors of outlying clinics*. Commanders and directors of outlying clinics will ensure—
 - (1) This regulation is complied with.
 - (2) Procedures to expeditiously issue medical warning tags are established.
 - (3) Medical records of patients issued medical warning tags are annotated in accordance with (IAW) AR 40-66, chapter 13.
 - (4) Medical warning tags are embossed as reflected on DA Forms 3365 (Authorization for Medical Warning Tag) and issued to requesting clinics in a timely manner, that original DA Forms 3365 are properly filed, and DA Labels 162 (Emergency Medical Identification Symbol) are affixed to DA Form 8005-series forms (Outpatient Medical Record (OMR)) IAW AR 40-66, chapter 13.
- c. *Medical and dental providers*. Medical and dental providers will determine when issuance of medical warning tags and labels are necessary, counsel patients concerning importance of the tag, and ensure the tag is furnished to the patient.
- d. *The Chief, PAD*. The Chief, PAD will ensure medical warning tags are embossed as reflected on the DA Form 3365 and issued to requesting clinics within Kimbrough Ambulatory Care Center (KACC) in a timely manner, that original DA Forms 3365 are properly filed, and that DA Labels 162 are affixed to OMRs IAW AR 40-66, chapter 13.
- e. *Assigned personnel, MEDDAC and DENTAC*.
 - (1) At KACC and the DENTAC, assigned personnel having knowledge of a patient with a medical condition that might warrant issuance of a medical warning tag will advise the patient to make an appointment with the appropriate clinic to be evaluated for issuance of a medical warning tag.
 - (2) At outlying clinics, assigned personnel will follow clinic procedures.

Chapter 2

Criteria for Use of Medical Warning Tags, and Administrative Procedures

2-1. Criteria for use

- a. Medical conditions warranting issuance of medical warning tags must be permanent, established by definite diagnosis, and of such a nature that, if the patient were unable to give a history of the problem, medical care might be improper, delayed, or otherwise compromised.
- b. Examples of conditions that warrant patient and record identification are—
 - (1) Allergy to antibiotics or drugs such as penicillin or barbiturates.
 - (2) Sensitivity to biological products such as horse sera.
 - (3) Sensitivity to immunizing agents.
 - (4) Convulsive disorder.
 - (5) Diabetes mellitus.
 - (6) Special medication requirements such as indelicateness or anticonvulsants, corticosteroids, antihypertensive drugs or antabuse.
 - (7) Sensitivity to insect stings.
 - (8) Sickle cell disease (specify).
 - (9) Adrenal insufficiency.
 - (10) Wearing contact lenses.

2-2. Preparation of DA Form 3365 (Authorization for Medical Warning Tag)

- a. DA Form 3365 will be completed IAW AR 40-66, chapter 13, in triplicate.
- b. At KACC and the DENTAC, medical and dental providers will complete DA Form 3365 and forward the all three copies to Patient Affairs in PAD.
- c. At the outlying clinics, providers will follow clinic procedures.

2-3. Administrative procedures within Patient Affairs

- a. Patient Affairs will make two copies of the DA Form 3365 received from the patient, and will keep it and the original with the medical warning tag until the tag is picked up by (or mailed to) the patient. When the tag is given (or mailed) to the patient, annotate the date and method of delivery on DA Form 3365, in the “Date Delivered” block. Forward the original DA Form 3365 to the Medical Records Section (for insertion in the patient’s medical record); give one copy to patient, forward one copy to the appropriate dental clinic, and retain the third copy in PAD. If KACC receives a request from another medical treatment facility, both copies will be returned.
- b. At outlying clinics, follow clinic procedures.

2-4. Administrative procedures within the Medical Records Section

- a. Upon receipt of the original DA Form 3365, the Medical Records Section will file the document in the patient’s OMR.
- b. Affix DA Label 162 to the patient’s medical record when the original DA Form 3365 is filed in the patient’s OMR.
- c. At outlying clinics, follow clinic procedures.

Appendix A References

Section I Required Publications

AR 40-66
Medical Record Administration and Health Care Documentation. (Cited in paras 1-4 and 2-2.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 40-400
Patient Administration

AR 310-50
Authorized Abbreviations, Brevity Codes, and Acronyms

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 3365
Authorization for Medical Warning Tag

DA Form 8005-series
Outpatient Medical Record (OMR). (Includes DA Forms 8005, and 8005-1 through 8005-9.)

DA Label 162
Emergency Medical Identification Symbol

Glossary

Section I Abbreviations

DCCS
Deputy Commander for Clinical Services

DENTAC
US Army Dental Activity, Fort George G. Meade

KACC
Kimbrough Ambulatory Care Center

IAW
in accordance with

MEDDAC
U.S. Army Medical Department Activity, Fort George G. Meade

OMR
Outpatient Medical Record

PAD
Patient Administration Division

Section II Terms

This section contains no entries.