

MEDDAC Regulation 640-1

Personnel Records and Identification of Individuals

Confiscation of Identification Cards

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

SUMMARY of CHANGE

MEDDAC REG 640-1

Confiscation of Identification Cards

Specifically, this revision—

- 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 Expands the definition of “mutilated” ID card to “mutilated so that its use as a credential is questionable,” which is in accordance with AR 600-8-14, paragraph 1.5.2.1. (para 2-1).
- o Adds civilian employees (appropriated and nonappropriated only), to the list of personnel who have the right and obligation to confiscate ID cards that are mutilated so that their use as a credential is questionable, expired, obviously altered or presented by an ineligible person (para 2-1). This is in accordance with AR 600-8-14, paragraph 1.5.2.
- o Clarifies the warning sign concerning indications of ineligible medical care by explaining the condition under which it is possible for a sponsor to have two eligible spouses (para 2-4).
- o Adds new para 2-5, Photocopies of ID cards, which details how authorized beneficiaries may authorize others to pick up their prescriptions and refills with the use of photocopied ID cards, as authorized by regulation and Army Surgeon General policy. Old para 2-5 was redesignated 2-6.

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Confiscation of Identification Cards

FOR THE COMMANDER:

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History. This is the second revision of this regulation, which was originally published on 27 August 1998.

Summary. This regulation covers the policies and mandates the procedures for confiscation of identification cards that are mutilated, expired or suspected of being misused.

Applicability. This regulation applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) and all outlying clinics.

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 Reg 640-1, dated 1 October 2001.

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Glossary

Chapter 1

Introduction

1-1. Purpose

This Regulation prescribes policies, procedures and responsibilities for the confiscation of Uniformed Services identification (ID) cards when they are mutilated, expired, or suspected of being misused.

1-2. References

Related publications and prescribed forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations used in this publication are explained in the glossary.

1-4. Responsibilities

a. *The Chief, PAD.* (Within this regulation, Chief, PAD applies collectively to the Chief, PAD at Kimbrough Ambulatory Care Center (KACC) and to the chiefs of offices responsible for PAD functions at the outlying clinics.) The Chief, PAD will—

- (1) Receive confiscated ID cards from clinic receptionists.
- (2) Ensure records and files are researched to determine eligibility of ID card holders.
- (3) Ensure that the Provost Marshal's Office is notified whenever ID cards are suspected of being misused, so that the misuse can be investigated by the military police, Criminal Investigation Division or Federal Bureau of Investigation, as appropriate.

b. *Clinic receptionists.* Clinic receptionists will—

- (1) Require each patient to present a valid ID card before service is provided.
- (2) Confiscate ID cards that are mutilated, expired or suspected of being misused, and forward them to the Chief, PAD. (The term "Patient Administration Division" ("PAD") is explained in the glossary.)

Chapter 2

Policy, and Procedure for Receptionists

2-1. Who may confiscate ID cards

ID cards are government property. Any commissioned officer, warrant officer, noncommissioned officer or civilian law enforcement officer, in the performance of his or her official duties, and any appropriated fund or nonappropriated fund civilian employee (usually medical records clerks and clinic receptionists) may confiscate any ID card that has expired, is mutilated so that its use as a credential is questionable, is being used fraudulently, or is presented by a person not entitled to its use. Reason and common sense should be exercised before confiscating an ID card.

2-2. Examination of ID cards

Each ID card should be thoroughly scrutinized by requiring that it be removed from the wallet so that the expiration date, issue date, entitlements and photograph can be carefully examined. Notify PAD in all cases where questionable eligibility is suspected. In the event the beneficiary status cannot be clearly established or the ID card appears suspect, retain the card pending validation of

privilege entitlements.

2-3. Use of the Medical Service Outpatient Card as a means of identification

The Medical Service Outpatient Card, also known as the “patient recording card,” will never be used as a means of identification for treatment of individuals or for determination of eligibility for medical care. This card will be used solely to imprint patient data on medical documents.

2-4. Warning signs that might indicate ineligibility for medical care

a. A family member’s ID card has been erroneously issued with an indefinite expiration date. Check to ensure that the individual is authorized treatment in a military medical treatment facility by reviewing the top of the reverse side of the ID card.

b. Medical records indicating more than one spouse simultaneously receiving care. Eligibility of spouses will be confirmed by checking the Defense Enrollment Eligibility Reporting System (DEERS). (It is possible for a sponsor to have two spouses eligible for medical care. In such a case, the sponsor would have divorced the first spouse while still on active duty and after being married to the spouse for 20 or more years, and then remarried.)

c. A dependent child wearing a wedding ring.

2-5. Photocopies of ID cards

a. Normally, reproducing ID cards is prohibited by AR 600-8-14 and the similar regulations of the other Uniformed Services (see appendix A for a complete listing), however, paragraph 6.6.7.1.1 of the regulation, which is applicable to all the Uniformed Services comprising the joint ownership of this regulation, states that “the cardholder may photocopy DD Form 2 (Active), DD Form 2 (Retired), or DD Form 1173 to facilitate medical care processing, check cashing, or to administer other Uniformed Services benefits to eligible beneficiaries.” (See appendix A for the titles of these forms.)

b. Surgeon General Policy Letter, Supplemental Guidance 98-0020P, issued further guidance with regard to photocopying ID cards for pharmacy operations. This policy authorizes MEDCOM MTFs to allow an authorized beneficiary the opportunity of having another individual pick up his or her prescriptions and refills from the pharmacy upon presentation of a photocopy of the beneficiary’s ID card (front and back). MEDDAC Form 757 (Authorization to Release Prescription Medications to Third Parties) will be used for this purpose. The form will be completed by the beneficiary who requires the prescription or refill to be picked up. Completion of the form is self-explanatory.

c. Except IAW paragraph b above, photocopies of ID cards will not be accepted as proof of identity and will be confiscated by MEDDAC staff IAW AR 600-8-14 and this regulation.

2-6. Procedure for clinic receptionists, pharmacy personnel, and medical records clerks

a. Evaluate ID cards for mutilation, expiration and misuse.

b. If an ID card requires confiscation—

(1) Complete MEDDAC Form Letter (FL) 3 (ID Card Confiscation), which is self-explanatory. Give the yellow copy to the individual and hand-carry the original to PAD.

(2) Perform a DEERS check on the individual to ensure eligibility, then complete MEDDAC FL 14 (Application for Medical Treatment), which is self-explanatory. Give the yellow copy to the individual and forward the original to Uniform Business Office at KACC (formerly

known as Third Party Collections).

(3) Inform the individual, and parent or guardian if applicable, that a valid ID card is required to be presented to PAD within 30 days or the sponsor will be billed for the medical care. The completed MEDDAC FL 14 is the patient's identification for the day and it must be presented at the Pharmacy, Radiology, Laboratory, etc.

(4) For patients without ID cards, perform DEERS checks to ensure eligibility and, when eligible, follow the guidance in paragraphs (2) and (3).

Appendix A References

Section I Required Publications

This section contains no entries.

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 600-8-14
Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel. (This is a joint services regulation that also applies to the Air Force (AF Instruction 36-3026(I)), the Navy (BUPERS Instruction 1750-10A), the Marine Corps (Marine Corps Order P5512.1B), the Coast Guard (Commandant Instruction M5512.1), the Department of Commerce and the Department of Health and Human Services (Commissioned Corps Personnel Manual 29.2, Instructions 1 and 2).)

Army Surgeon General Policy Letter, Supplemental Guidance 98-0020P.

Section III Prescribed Forms

MEDDAC FL 3
ID Card Confiscation. (Prescribed in para 2-5.)

MEDDAC FL 14
Application for Medical Treatment. (Prescribed in para 2-5.)

MEDDAC Form 757
Prescription Release

Section IV Referenced Forms

DD Form 2ACT
Armed Forces of the United States Geneva Convention Card (Active)

DD Form 2Ret
Armed Forces of the United States Uniformed Services Identification Card

DD Form 1173
Uniformed Services Identification and Privilege Card

Glossary

Section I Abbreviations

DEERS

Defense Enrollment Eligibility
Reporting System

FL

form letter

ID

identification

KACC

Kimbrough Ambulatory Care
Center

MEDDAC

U.S. Army Medical Depart-
ment Activity, Fort George G.
Meade

PAD

Patient Administration
Division

Section II Terms

Patient Administration Divi- sion (PAD)

Within this regulation, the term
Patient Administration Divi-
sion applies to the office at
each of the MEDDAC medical
treatment facilities that is re-
sponsible for performing pa-
tient administration functions.