MEMORANDUM FOR CALMED MEDICAL RECORDS

FROM: 311th TRS/Medical Office

SUBJECT: Custody and Control of Health Records

IAW AFI 41-210, Patient Administration Functions, Section 6.17, “Transferring Outpatient Records”. This policy applies equally to the Air Force Active and Reserve Components (RC). The changes in this memorandum align the Air Force Medical Services with the health records custody and control requirements identified in DODI 6040.43, Custody and Control of Outpatient Medical Records, Section 5.1. and AR 40-66, Medical Record Administration and Health Care Documentation.

Effective immediately all Airmen, with the exception of those assigned to active flight status, are no longer authorized to hand carry their health treatment records from the losing MTF to the gaining MTF during a Permanent Change of Station or Assignment (PCS/PCA).

Prior to an Airmen’s PCS/PCA departure, records managers at each losing MTF are required to forward the outpatient medical and dental records of each Airmen to the gaining MTF using standard first class mail, certified mail, or other commercially available option that offers package tracking and/or arrival confirmation.

Airmen currently assigned to active flying positions are authorized to hand carry their medical and dental records (in a sealed envelope) from the losing MTF to the gaining MTF. Upon arrival at the gaining MTF or medical unit, the health records will be surrendered to the gaining MTF clinic, or office responsible for the daily maintenance of these special records.

During a PCS/PCA action the outpatient medical and dental records for all family members will be mailed using the same secure mailing requirements identified above. Active duty sponsors are not authorized to hand carry their family member’s health records.

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Training Airmen As Linguists To Meet Service, Joint And National Requirements