

**11D PAM 1-201**  
**COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Medical	CHAPTER: 5 SECTION: F	DATE OF REVISION: 1 SEP 02
PROPONENT/PHONE NO: Division Surgeon 350-3334/3329	PROGRAM/ACTIVITY/TOPIC (PAT)  Medical Records and Patient Administration	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A: References: Are the following references on-hand or available?</p> <ol style="list-style-type: none"> <li>1. AR 40-66, Mar 00, Medical Records Administration and Health Care Documentation.</li> <li>2. AR 40-68, Dec 89, w/ch 3, Jun 95, Quality Assurance Administration.</li> <li>3. AR 40-350, Mar 90, Patient Regulating to and within the Continental United States</li> <li>4. AR 40-400, Nov 83, Patient Administration.</li> <li>5. AR 40-501, Feb 98, Standard of Medical Fitness.</li> <li>6. AR 600-8-1, Oct 94, Army Casualty Operations/Assistance/Insurance.</li> <li>7. AR 638-2, Feb 96, Care and Disposition of Remains and Disposition of Personal Effects.</li> <li>8. HSC Pam 40-7-21, Jun 92, Algorithm-Directed Troop Medical Care.</li> <li>9. USAREUR Suppl. 1 to AR 40-2, Apr 92, Army Medical Treatment Facilities, General Administration.</li> <li>10. FM 8-10-6, Apr 00, Medical Evacuation in a Theater of Operations.</li> <li>11. Headquarters, Department of the Army Letter 40-99-1, Subject: The Use of DD Form 2766 and DD Form 2766C, 26 March 1999.</li> </ol> <p>B. Specific Questions.</p> <p>NOTE: Medical records will be randomly selected and screened by inspector (AR 40-66).</p> <ol style="list-style-type: none"> <li>1. Are assigned/designated records personnel knowledgeable about filing procedures and patient confidentiality (AR 40-66, 1-4)?</li> <li>2. Are Health Records (HREC's) properly filed by terminal digits filing or alphabetical system (AR 40-66, 4-1-2)?</li> <li>3. Are forms and documents being promptly filed in proper order (AR 40-66, 5-4)?</li> <li>4. Is a charge out folder put in the medical records file when a record is removed for use (AR 40-66, 4-6)?</li> <li>5. Is there a system in place to retrieve HREC's not returned (documentation must be available, AR 40-66, 4-7)?</li> <li>6. Are adequate and legible entries being made in records of those soldiers being seen at the aid station and appropriately signed by the provider (AR 40-66, 3-4)?</li> <li>7. Is blood type recorded on HREC jacket (AR 40-66, 4-4)?</li> </ol>		

ITEM	GO	NO-GO
<p>8. Does the unit have established procedures to screen soldiers for optical requirements (include optical inserts, AR 40-66)?</p> <p>9. Does the unit screen HREC for DA Form 3365 (Authorization for Medical Warning Tags) and is a DA Label 162 (Emergency Medical Identification Symbol) affixed on the outside front cover of the HREC (AR 40-66, 13-2)?</p> <p>10. Is there a signed Privacy Act Statement in each HREC (AR 40-66, 4-4)?</p> <p>11. Are required forms present (AR 40-66, 5-5)?</p> <p>12. Are patient records being audited and countersigned by the assigned medical officer within 24 hours of screening by enlisted medical soldier (AR 40-66)?</p> <p>13. Are master problem lists completed with each visit (AR 40-66, 5-24)?</p> <p>14. Are all HREC's of newly arrived personnel reviewed by a medical officer when received, to include review for suicide risk, over 40, allergies, heat and cold injuries, permanent profiles, hearing problems (including audiogram DD Form 2215), medically significant conditions (i.e. diabetes, hypertension), HIV testing, DNA packet, and other health factors (AR 40-66, 5-24)?</p> <p>15. Are inventories conducted on HREC's every 6 months (Documentation must be available) (AR 40-66, 5-26)?</p> <p>16. Are DD Form 2766 (Adult Preventive Chronic Care Flowsheet) and DD Form 2766C (Adult Preventive Chronic Care Flowsheet – Continuation Sheet), present in HREC's current, and completely filled out (updated at last PDP/SRP, (AR 40-66, )?)</p> <p>17. Has the unit established procedures to ensure the original DD Form 2766 (Adult Preventive Chronic Care Flowsheet) and DD Form 2766C (Adult Preventive Chronic Care Flowsheet – Continuation Sheet), along with other outpatient field “drop” files are forwarded to personnel home station upon redeployment (AR 40-66, 5-30)?</p> <p>18. Has the unit-established procedures for proper management of medical files for U.S. civilians, NATO personnel, foreign nations and enemy prisoners are properly closed out prior to redeployment (AR 40-66, 5-30)?</p> <p>19. Is a current list of screeners maintained (AR 40-66, 5-28)?</p>		

**Rating Standard – Medical Records and Patient Administration**

- Commendable – All inspected areas are rated a “GO”.
- Satisfactory – Item A (3, 7, 8), and B (2, 4, 9, 12, 15, 16, 18) must be rated a “GO”.
- Needs Improvement – A "NO-GO" on any of the above critical inspection items.

Inspector's Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name, Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name, Rank, Date