

Manual of the Medical Department

NAVMED P-117

Department of the Navy
Bureau of Medicine and Surgery
2300 E Street, NW
Washington, DC 20372-5300

Chapter 23: Reports, Forms, and Records

Revised: December 8, 1987 Change 102

Contents

Command Reporting Requirements

23-1 General

23-2 Tabulation of Command Reporting Requirements, December 8, 1987
Change 102

23-2a Tabulation of Command Reporting Requirements, September 25,
1985 Change 99

NAVMED, Standard Federal, Department of Defense

23-50 General

23-51 NAVMED 6320/18, Binnacle List

23-52 NAVMED 6320/19, Morning Report of Sick and Injured

23-54 DD Form 877, Request for Medical/Dental Records or Information

23-60 Tabulation of Medical Department Forms

23-61 Tabulation of Standard Federal Forms

23-62 Tabulation of Department of Defense Forms

23-63 Tabulation of Other Prescribed Forms

Release of Information From Records

23-70 General

23-71 Release of Medical Information

23-72 Disclosure Accounting

23-73 Amendment Procedures

23-74 Show of Authority

23-75 Personal Liability (Penalty)

23-76 Annual Report

23-77 Death Forms for Civilian Agencies and Individuals

23-78 Clinical Records to Armed Forces Institute of Pathology

23-79 Health Care Records for Use in a Medical Care Recovery Act Claim

Command Reporting Requirements

23-1 General

(1) Medical Department personnel are required to prepare and submit certain special and periodic reports as specified in article 23-2. Reference to official instructions for the preparation and submission of each of these reports will be found in the tabulation. Additional reports may be required of representatives of the Medical Department by U.S. Navy Regulations or other competent authority.

(2) For purposes of identification and control, each report required by COMNAVMEDCOM has been assigned a report symbol from the Department of the Navy Standard Subject Identification Codes, SECNAVINST 5210.11 series.

(3) No report will be considered as an official continuing reporting requirement of COMNAVMEDCOM unless it bears a report symbol. The report symbol where practicable will be placed on all reports (letter and form) sent to COMNAVMEDCOM. In addition, all correspondence referring to an official reporting requirement of COMNAVMEDCOM should cite the title and symbol of the report.

(4) Subarticle 23-50(5) contains data on availability and stock levels of reporting forms.

(5) The original copy only of each report will be sent to COMNAVMEDCOM unless otherwise indicated. Where practicable, signatures, as required, should appear on the reports, obviating the need for letters of transmittal.

23-2 Tabulation of Command Reporting Requirements

Department of the Navy
Bureau of Medicine and Surgery

Last Revision: September 25, 1985 Change 99

Peer Review Status: Internally Peer Reviewed

Symbol	Title	Format	Frequency	Requiring directive	NMC RCS Sponsor	Preparing activities
6440-1	MMART Readiness Report.	Letter	Q	NMCINST 6440.2 series.	41	NMC command activities sponsoring MMART units and supply blocks.
6440-1A	MMART Monthly Progress Report.	do	M	do	41	All commands supporting MMART units.
6440-2	Assumption of Alert Status Report.	Message	S	do	41	Do.

Chapter 23: Reports, Forms and Records

6440-3	Post Development Critique.	Letter	S	do	41	Do.
6470-1	Personnel Exposure to Ionizing Radiation.	NAVMED 6470/1	A/S	NAVMED P-5055, Radiation Health Protection Manual.	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and not having data processing equipment.
6470-2	Personnel Exceeding Radiation Exposure Limits.	NAVMED 6470/1 and/or message.	S	do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation.
6470-3	Personnel Exposure to Ionizing Radiation (EDP).	Punch cards	A/S	do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and having data processing equipment.
6470-4	Report of Actions of the Radiation Safety Committee.	Letter	SA	NMCINST 6470.7 series.	2122	Ships and stations having Medical Department personnel.
6470-10	Ionizing Radiation Equipment Survey.	NAVMED 6470/5 thru 6470/9.	S	NMCINST 6470.6 series.	2122	Ships and stations having ionizing radiation devices.
6470-11	Microwave Overexposure Incident	Message	S	BUMEDINST 6470.13 series	2123	Ships and stations having microwave producing devices.
6470-13	Suspected Laser Overexposure Incident.	Letter	S	NMCINST 6470.2 series.	21	Ships and stations having personnel exposed to laser radiation.
6470-15	Med/Den X-Ray Equipment Report.	NAVMED 6470/4	S	NMCINST 6470.6 series.	2122	Ships and stations having medical personnel.
6530-4	Blood Bank Operations Report.	NAVMED 6530/1	Q	MANMED arts. 14-10 and 14-11 and NMCINST 6530.2 series.	413	Activities having blood banks.
6600-4	Dental Information Retrieval System Treatment Report.	NAVMED 6600/9A	D	NMCINST 6600.1 series.	32	Ships and stations having dental personnel.
6600-5	Dental Information Retrieval (DIRS) Personnel Onboard Report.	NAVMED 6600/10	M	do	32	All stations having dental personnel.
6600-6	DIRS Treatment Report.	NAVMED 6600/8	M	NMCINST 6600.1 series.	63	Ships and Stations having personnel.
6630-1	Report of Reimbursements for Dependents Prostheses.	Letter	Q	NMCINST 6630.1 series.	32	Do.
6700-5	Medical/Dental Local Purchases.	NAVMED 6700/2 or NAVMED 6700/5	M	BUMEDINST 6700.20 series.	42	NMC activities procuring medical/dental material locally.
6700-6	Medical Casualty Evacuation Material Excesses/Deficiencies.	Letter	Q	NMCINST 6700.5 series.	42	Activities utilizing the medical air evacuation system.
6700-11	Supply Workload Summary.	NAVMED 6700/1	M	NAVMED P-5020, Resource Management handbook.	42	Hospitals.
6700-14	Ships/Craft Activation	Letter	S	BUMEDINST 6700.5 series.	42	Activation activities or supervisors of shipbuilding.

Chapter 23: Reports, Forms and Records

6700-16	Reporting and Processing Medical Material Complaints.	DD 1899	S	BUMEDINST 6710.63 series.	42	Ships and stations having medical/dental material on hand.
6700-21	Report of Assembly of a Diagnostic X-ray System.	FD 2579	S	BUMEDINST 6700.36 series.	42	Ships and stations having diagnostic X-ray systems.
6700-24	Report of Audiometric Equipment Calibration.	Letter	A	BUMED 6700.36 series.	42	Ships and stations having audiometric equipment.
6700-25	X-Ray Systems Acceptance Inspection Report.	do	S	do	42	Do.
6700-26	Semiannual Systems Performance Report	do	SA	do	42	Do.
6710-2	Investigational Drug Status Record.	Letter or message	S	NMCINST 6710.4 series.	00/NIDRB	Activities having medical/dental personnel.
6710-4	Issues of Controlled Drug Substances.	ADP print out	M	BUMEDINST 6710.58 series.	42	AFS and AS type ships.
6710-10	Investigations Drug Status Record.	NAVMED 6710/9	S	NMCINST 6710.4 series.	00/NIDRB	All activities having medical personnel.
6710-11	Narcotic and Controlled Drug Account Record.	NAVMED 6710/1	W	do	00/NIDRB	Stations having Medical Department personnel.
6710-18	Request for Emergency Use of Investigational Drug, Devices, Biologics.	NAVMED 6710/8	S	NMCINST 6710.4 series.	00/NIDRB	Stations having Medical Department personnel.
6750-1	Dental Service Report-Equipment and Facilities Supplement.	NAVMED 6750/4	A	NMCINST 6750.1 series.	06	Ships and stations having dental equipment/facilities.
6770-1	Linen Inventory.	NAVMED 6770/1	A	NMCINST 6770.1 series.	312	Hospitals and medical clinics.
7302-1	Hospital Subsistence Report.	NAVMED 7302/7 thru 7302/7H.	M	BUMEDINST 1011.2 series.	33	Do.
7302-2	Professional Update Training Funds Obligated.	Message	M	BUMEDINST 651.1 series.	54	NMC command activities.
7510-1	Internal Review Status Report.	Letter	SA	NMCINST 7510.1 series.	09IR	All echelon 3 commands under COMNAVMEDCOM.
7510-2	External Audit Visit.	do	S	do	09IR	Do.
7510-3	Internal Audit Visit.	do	S	do	12	Do.
7510-4	Implementation Status Reporting.	OPNAV 5040/1	S	do	09IR	Do.
10110-2	Food Service Performance Analysis.	NAVMED 1011/2	M	BUMEDINST 10110.2 series.	312	Hospital and medical clinics.
12000-1	Trainees from Accredited Non-Federal Institutions.	Letter	A	BUMEDINST 1200.5 series	541	NMC command activities.
12595-1	Documentation of Recruitment and Retention Problems.	Format	S	NMCINST 12595.1 series.	53	Ships and stations having medical personnel.
12595-2	Civilian Physician's Comparability Allowance Program.	Letter	A	do	52	Do.
12713-2	EEO Counselor's Report of background Information	do	S	NMCINST 12713.1 series	0001	NMC command activities.
12713-3	Report of Class Action Discrimination	do	S	do	0001	Do.

Chapter 23: Reports, Forms and Records

	Complaint.					
12713-4	Certified Course Managers and Trainees.	do	S	NMCINST 12713.2 series.	0001	Do.
12713-5	Roster of DONT Attendees for Prevention of Sexual Harassment.	do	SA	do	0001	Do.

23-2 Tabulation of Command Reporting Requirements

Symbol	Title	Format	Frequency	Requiring directive	NMC RCS Sponsor	Preparing activities
1050-1	Annual Leave and Temporary Additional Duty for Commanders and Commanding Officers.	Message	S	NMCINST 1050.1 series	09	NMC command activities.
1306-1	Sixty-Day Medical Hold Report.	do	S	BUPERSINST 1306.72 series.	31	Hospitals and med. clinics
1306-2	Medical Holding Company Transmittal Record.	Letter	M	do	31	Do.
1500-1	Report of Integral Parts of Training	Letter	A	NMCINST 1500.7 series.	54	NMC command activities.
3900-3	Complication in Study Using Human Subjects.	Message or Speedletter.	S	BUMEDINST 3900.6 series	02D	NMC command activities conducting research on human subjects.
4000-1	Request for Potency Extension of Dated Material.	Letter	S	BUMEDINST 6710.62 series.	42	NMC command activities.
4010-4	Recovery and Utilization of Precious Metals.	Format	Q	NMCINST 4010.1 series.	42	Do.
4100-2	Annual Energy Assessment Report.	do	A	NMCINST 4100.1 series.	43	Do.
4500-1	Report of Excess Personal Property.	SF 120	S	NMCINST 4500.1 series.	42	Ships and stations having medical dept. personnel.
4550-1	Semiannual Master Investment Equipment Inventory.	Letter	SA	BUMEDINST 4235.5 series.	42	NMC command activities.
4550-3	Investment Equipment Acquisitions Status Report.	do	M	do	421	Do.
4730-2	Assignment of Medical/Dental Inspectors to INSURV	do	S	NMCINST 4730.1 series.	42	Do.
4812-1	Logistic Support and Mobilization Plan (LSMP).	do	A	NMCINST S4812.1 series.	41	NMC command activities.
5353-4	Activity Profile Report.	NAVMED 5353/1	Q	NMCINST 5353.1 series.	342	Hospitals and regions.
5355-6	Report of Excused Positive Urinalysis.	Letter	S	NMCINST 5355.1 series.	34	NMC command activities.

Chapter 23: Reports, Forms and Records

5360-1	Report of Burial in Navy Cemeteries or Plots.	Letter	S	NCMINST 5360.1 series.	33	Activities responsible for maintenance of naval plots and cemeteries.
5360-3	Report of Dispositions and Expenditures-Remains of Dead.	do	S	do	33	Activities having care of the dead contracts.
5360-4	Unidentified or Group Remains.	Message	S	do	33	Activities responsible for recovery operations and identification processing of remains.
5360-5	Subsequent Recovery of Partial Remains.	do	S	do	33	Do.
5360-6	Search, Recovery, and Identification Operations Progress.	do	S	do	33	Do.
5360-10	Interment Allowance Review Data.	Letter	A	NCMINST 5360.1 series.	33	Medical officers receiving requests for payment of funeral/interment allowances.
5360-11	Decedent Affairs Death Report.	Message	S	NMCINST 5360.1 series.	33	Medical officers receiving requests for payment of funeral/interment allowances.
5360-13	Disaster Involving Other Service Dead.	Message	S	do	33	Do.
5360-14	Escort of Deceased Naval Personnel.	Letter	S	do	33	Activities providing transportation for remains or the escort's organization.
6000-3	Clinical Investigation Study Proposal and Budget Estimate.	do	S	NCMINST 6000.4 series.	54	NMC command activities that wish to conduct clinical investigations.
6000-6	Clinical Investigation-Resources Summary Estimate.	do	A	do	54	Hospitals with regional clinical investigation centers.
6000-10	JCAH Survey Recommendations Implementation Status Report	NAVMED 6000/1	S	BUMEDINST 6000.2 series.	35	Hospitals and clinics undergoing JCAH survey.
6010-23	Annual Regional Quality Assurance Assessment Summary.	NCMINST 6320.7 Appendix D.	A	NMCINST 6320.7 series.	35	Geographic naval medical commands.
6220-3	Disease Alert Report.	Message, speedletter, or letter.	S	NMCINST 6220.2 series.	24	Ships and stations having medical personnel.
6260-1	Report of Occupational Health Services	NAVMED 6260/1	M	BUMEDINST 6260.7 series	24	Medical activities providing care to civilian employees.
6300-1	Medical Services and Outpatient Morbidity Report.	NAVMED 6300/1	M	BUMEDINST 6300.2 series	O1C	Ships and stations having medical personnel.
6300-2	Inpatient Admission/Disposition Record.	NAVMED 6300/5	D	BUMEDINST 6300.3 series	01C	Ships and stations providing inpatient care.
6320-7	Health Care Staffing Report.	NAVMED 6320/7	Q	BUMEDINST 6320.4 series.	33	Hospitals and medical clinics.
6320-19	Medical Capabilities Report.	Format	SA	NCMINST 6320.4 series.	33	Hospitals.
6320-29	Credentials Action Report Quarterly Review/Situational Advisor.	NAVMED 6320/28	S	NMCINST 6320.8 series.	35	All naval activities with medical personnel.
6320-34	Message Report--	Message	S/A	NMCINST	33	Hospitals.

Chapter 23: Reports, Forms and Records

	Medical Capabilities.			6320.4 series.		
6320-40	Inpatient Occurrence Screening Report.	Letter	S/A	NMCNOTE 6320 series.	35	Hospitals.
6320-42	DEERS Project Officer Report	Message	S/A	NMCINST 6320.3a series.	33	All Medical commands w/DEERS capability.
6320-46	Sameday Surgical Procedure Report.	Letter	S	NMCINST 6320.21 series	311	Hospitals/med/den/clinics.
6410-3	Aerospace Physiology Training Report.	NAVMED 6410/3	Q	MANMED art. 14-16.	23	Aviation activities utilizing aerospace physiology training devices for training purposes.
6440-1	MMART Readiness Report.	Letter	Q	NMCINST 6440.2 series.	41	NMC command activities sponsoring MMART units and supply blocks.
6440-1A	MMART Monthly Progress Report.	do	M	do	41	All commands supporting MMART units.
6440-2	Assumption of Alert Status Report.	Message	S	do	41	Do.
6440-3	Post Development Critique.	Letter	S	do	41	Do.
6440-6	Unit Augmentation Readiness Report.	Format	Q	NMCINST 6440.3 series.	41	CONUS GEOCOMS
6470-1	Personnel Exposure to Ionizing Radiation.	NAVMED 6470/1	A/S	NAVMED P-5055, Radiation Health Protection Manual.	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and not having data processing equipment.
6470-2	Personnel Exceeding Radiation Exposure Limits.	NAVMED 6470/1 and/or message.	S	do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation.
6470-3	Personnel Exposure to Ionizing Radiation (EDP).	Punch cards	A/S	do	21	Ships or stations having personnel occupationally exposed to sources of ionizing radiation and having data processing equipment.
6470-10	Ionizing Radiation Equipment Survey.	NAVMED 6470/5 thru 6470/9.	S	NMCINST 6470.6 series.	2122	Ships and stations having ionizing radiation devices.
6530-4	Blood Bank Operations Report.	NAVMED 6530/1	Q	MANMED arts. 14-10 and 14-11 and NMCINST 6530.2 series.	413	Activities having blood banks.
6600-6	DIRS Treatment Report.	NAVMED 6600/8	M	NMCINST 6600.1 series.	63	Ships and Stations having personnel.
6700-5	Medical/Dental Local Purchases.	NAVMED 6700/2 or NAVMED 6700/5	M	BUMEDINST 6700.20 series.	42	NMC activities procuring medical/dental material locally.
6700-6	Medical Casualty Evacuation Material Excesses/Deficiencies.	Letter	Q	NMCINST 6700.5 series.	42	Activities utilizing the medical air evacuation system.
6700-16	Reporting and Processing Medical Material Complaints.	DD 1899	S	BUMEDINST 6710.63 series.	42	Ships and stations having medical/dental material on hand.
6700-21	Report of Assembly of a Diagnostic X-ray	FD 2579	S	BUMEDINST 6700.36 series.	42	Ships and stations having diagnostic X-ray systems.

Chapter 23: Reports, Forms and Records

	System.					
6700-23	Test and Evaluation Summary Format	Letter	S	NMINST 6700.1 series.	42	NMC activities.
6700-24	Report of Audiometric Equipment Calibration.	Letter	A	BUMED 6700.36 series.	42	Ships and stations having audiometric equipment.
6710-2	Investigational Drug Status Record.	Letter or message	S	NMCINST 6710.4 series.	00/NIDRB	Activities having medical/dental personnel.
6710-4	Issues of Controlled Drug Substances.	ADP print out	M	BUMEDINST 6710.58 series.	42	AFS and AS type ships.
6710-10	Investigations Drug Status Record.	NAVMED 6710/9	S	NMCINST 6710.4 series.	00/NIDRB	All activities having medical personnel.
6710-11	Narcotic and Controlled Drug Account Record.	NAVMED 6710/1	W	do	00/NIDRB	Stations having Medical Department personnel.
6710-18	Request for Emergency Use of Investigational Drug, Devices, Biologics.	NAVMED 6710/8	S	NMCINST 6710.4 series.	00/NIDRB	Stations having Medical Department personnel.
6750-1	Dental Service Report-Equipment and Facilities Supplement.	NAVMED 6750/4	A	NMCINST 6750.1 series.	06	Ships and stations having dental equipment/facilities.
7302-2	Professional Update Training Funds Obligated.	Message	M	BUMEDINST 651.1 series.	54	NMC command activities.
7330-11	Analysis of Funded Reimbursables	Letter	M	NAVMED P-5020	13	Do.
7510-1	Internal Review Status Report.	Letter	SA	NMCINST 7510.1 series.	09IR	All echelon 3 commands under COMNAVMEDCOM.
7510-2	External Audit Visit.	do	S	do	09IR	Do.
7510-4	Implementation Status Reporting.	OPNAV 5040/1	S	do	09IR	Do.
10110-2	Food Service Performance Analysis.	NAVMED 1011/2	M	BUMEDINST 10110.2 series.	312	Hospital and medical clinics.
12595-1	Documentation of Recruitment and Retention Problems.	Format	S	NMCINST 12595.1 series.	53	Ships and stations having medical personnel.
12595-2	Civilian Physician's Comparability Allowance Program.	Letter	A	do	52	Do.
12713-2	EEO Counselor's Report of background Information	do	S	NMCINST 12713.1 series	0001	NMC command activities.
12713-3	Report of Class Action Discrimination Complaint.	do	S	do	0001	Do.
12713-4	Certified Course Managers and Trainees.	do	S	NMCINST 12713.2 series.	0001	Do.

NAVMED, Standard Federal, Department of Defense

23-50 General

Chapter 23: Reports, Forms and Records

- (1) COMNAVMEDCOM has promulgated certain forms which are designed to facilitate reporting, record keeping, and administrative efficiency throughout the Medical Department. These forms are tabulated in article 23-60.
- (2) For the purpose of identification and control, all Medical Department forms have been assigned a number. All correspondence referring to a form should cite its correct number and title.
- (3) COMNAVMEDCOM also maintains administrative control over the use of certain Standard Federal forms in the Medical Department. These forms are promulgated by the General Services Administration and Interagency Committee on Medical Records to facilitate the exchange of medical information throughout the Federal Government. These forms are tabulated in article 23-61. Department of Defense forms used by the Medical Department are listed in 23-62. Other forms used by the Medical Department and not listed in the preceding articles are listed in 23-63.
- (4) The functions of the forms are outlined in the tabulations or in the references cited therein.
- (5) Forms available for issue through the Forms and Publications Segment of the Navy Supply System should be ordered when needed from the appropriate forms and publications cognizant "II" supply distribution points in accordance with NAVSUP Publication 2002, Navy Stock List Forms and Publications, Cognizance Symbol I.
- (6) Article 23-60 indicates by asterisk those forms which are stocked in the Naval Medical Command. They should be requested directly from COMNAVMEDCOM.
- (7) Stations should maintain a 3 months' and ships a 6 months' supply of forms on hand.

23-51 NAVMED 6320/18, Binnacle List

- (1) NAVMED 6320/18 shall be used to excuse an individual from duty for a period of 24 hours or less. It shall be prepared by the senior officer/senior representative of the Medical Department and be submitted to the commanding officer by 0930 daily. The list must be approved by the commanding officer and no names may be added without the commanding officer's permission. After the commanding officer has signed the Binnacle List, it shall be returned to the Medical Department. No quarters patient days may be counted for individuals on the Binnacle List.

23-52 NAVMED 6320/19, Morning Report of Sick and Injured

(1) NAVMED 6320/19 shall be used to excuse an individual from duty for a period of more than 24 hours. It shall be prepared by the senior officer/senior representative of the Medical Department and be submitted to the commanding officer by 1000 daily. It shall contain a list of all sick and injured personnel excused from duty at that point in time. One quarters patient day shall be counted for each day an individual is included on the Morning Report.

(2) When it is considered necessary to excuse individuals from duty after the Morning Report of Sick and Injured has been submitted, their names shall be added to the Binnacle List and the appropriate report shall be submitted to the commanding officer for approval. If the individuals are still unfit for duty when the next Morning Report of Sick and Injured is submitted, their names shall be added thereto as of the date on which the individual's name was first entered on the Binnacle List and the appropriate number of quarters patient days counted.

(3) If individuals, excused from duty on the Binnacle List, are not ready to return to duty after 24 hours, they shall be included on the next Morning Report of Sick and Injured as of the date they were excused from duty on the Binnacle List and the appropriate number of quarters patient days counted.

(4) An "x" shall be placed in the appropriate block to indicate whether the patient is excused from duty due to illness or injury. Suspected malingering shall be reported to the commanding officer.

Note. there is no article 23-53.

23-54 DD Form 877, Request for Medical/Dental Records or Information

(1) Use. DD form 877 shall be used to request medical or dental records, whenever feasible. However, when ordering Health and Dental records from the National Personnel Records Center, St. Louis, MO, use DD form 877; no other form will be accepted. The form should be prepared in triplicate.

(2) Action by Requesting Activity. Enter date and complete items 1 through 10 (except 8b) and item 19.

(a) Check appropriate box(es) in item 8a, RECORDS REQUESTED, to indicate whether military records, veterans administration records, or both are required.

Chapter 23: Reports, Forms and Records

(b) Enter in item 9, REMARKS, any other information deemed appropriate to identify the records. Forward original and one copy of DD 877; retain third copy.

(3) Action by Addressee Upon Receipt of DD 877.

(a) If the requested records are available check the appropriate box(es) in item 8b, RECORDS FORWARDED, complete items 11 through 14 and forward the requested records to the address in item 19, together with the original of the DD 877.

(b) If the requested records are not on hand but their location is known, forward both copies of the DD Form 877 to the present custodian of the records, using items 11 through 14 to request compliance with the basic request.

(c) If the requested records are not on hand and their present location is not known, complete items 11 through 14, or 15 through 18, as appropriate, and return both copies of the DD 877 to the originating activity indicated in item 19.

23-60 Tabulation of Medical Department Forms

NAVMED	Title	Function	Using Activities
1140/1*	Navy's Active Duty Delay Program for Specialists (Berry Plan, NADDS).	To give required information on status of deferments of doctors in Berry Plan/NADDS program	NMC and affected activities having medical officers
1301/1*	Questionnaire for Fully Trained Specialists	To obtain information on doctors in the Berry Plan/NADDS program for placement purposes	Do.
1301/2*	Reserve Medical Corps Survey	To provide a file of persons with medical specialties for assigning Medical Corps personnel	COMNAVMEDCOM
1301/3*	Questionnaire for Partially Trained Medical Officers	do	NMC and affected activities having medical officers
1500/2#	Certificate of Instruction (Nursing)	Certificate for presentation to Nurse Corps officers attending NMC sponsored courses of instruction at Medical Department activities	NMC and affected activities having Nurse Corps officers
1500/3*	Certificate of Accomplishment	See BUMEDINST 4950.2 series	NMC command activities
1510/1*	Certificate of Special Instruction	Issued to Hospital Corps personnel on completion of a class C medical technical course of instruction	Medical Department activities conducting class C courses for Hospital Corps personnel
1510/1A*	Certificate of Special Instruction	See BUMEDINST 4950.2 series	NMC command activities
1510/2*	Certificate of Graduation - Basic Corps School	Issued to personnel on completion of a Basic Hospital Corps School	Basic Hospital Corps Schools
1510/3*	Certificate of Instruction - Dental Technician School	Issued to graduates of class A, B, and C dental technician	Dental activities conducting approved courses of instruction

Chapter 23: Reports, Forms and Records

	United States Navy.	schools upon completion of the prescribed courses of instruction	in a class A, B, or C dental technician school
1510/4*	Certificate of On-The-Job Training	Issued to Hospital Corps personnel on completion of specialized on-the-job training	Medical Department activities designated by COMNAVMEDCOM to conduct such training
1510/6#	Training Evaluation, Supervisor Questionnaire	To gather feedback on effectiveness of enlisted Medical Department training in formal schools	Activities with recent graduates from selected HM and DT "C" schools
1510/7#	Training Evaluation, Graduate Questionnaire	do	Do.
1520/1*	Medical Officer Service Training Agreement	To notify residents of selection for a residency training appointment	NMC command activities
1520/3*	Certificate of Internship	Certificate of completion of dental intern training	NMC and activities approved for dental intern training
1520/8*	Certificate of Residency	Certificate of completion of dental residency	NMC and activities approved for dental residency training
1520/9*	Certificate of Internship - Clinical Psychology	Certificate of completion of internship in clinical psychology	NMC NCR Bethesda only
1520/10#	Certificate of Graduate Medical Education	Certificate of Graduate Medical Education received by Navy Medical Corps officer	NMC provides to activities approved for graduate medical education training
1520/11#	Graduate Medical Education Application	Format for completion of application for graduate medical education. (See latest issuance of NMCNOTE 1520 (Medical.)	Ships and stations having Medical personnel
1520/12#	Certificate of Fellowship Training	To provide an official document of graduate medical education for graduates of Navy programs	Naval Health Sciences Education and Training Command
1520/13#	Certificate of Internship Training	do	Do.
1520/14#	Certificate of Residency Training	do	Do.
1520/15	Certificate of Fellowship	To acknowledge completion of post-doctoral fellowship at naval dental activities	Naval dental activities
1520/16	Advanced Dental Education Application	See latest issuance of NMCNOTE 1520 (Dental)	Ships and stations having dental personnel
1521/1*	Certificate of Fellowship	Issued to dental officers completing fellowships	NMC and affected activities having dental officers
1521/2*	Questionnaire for First Year Graduate Medical Education (GME)	Provides NMC with required information pertaining to graduate medical education	NMC and activities approved for graduate medical education training
1521/3*	First Year Graduate Medical Education Application	Used by medical students to apply for first year Graduate Medical Education	NMC
1532/1*	Navy and Marine Corps Selection Test Data Answer Sheets	See BUMEDINST 1532.1 series	Activities designated in the instruction to administer the aviation selection test and designated Coast Guard activities
1532/1A*	Academic Qualification Test Scoring Key (AQT Form 1)	do	Do.
1532/1B*	Academic Qualification Test Scoring Key (AQT Form 2)	See BUMEDINST 1532.1 series	Activities designated in the instruction to administer the aviation selection test and designated Coast Guard

Chapter 23: Reports, Forms and Records

			activities
1532/1C*	Mechanical Comprehension - Spatial Apperception Scoring Key (MCT Form 1)	do	Do.
1532/1D*	Mechanical Comprehension - Spatial Apperception Scoring Key (MCT Form 2)	do	Do.
1532/1E*	Mechanical Comprehension - Spatial Apperception Scoring Key (SAT Form 1)	do	Do.
1532/1F*	Mechanical Comprehension - Spatial Apperception Scoring Key (SAT Form 2)	do	Do.
1532/1G*	Biographical Inventory Scoring Key (B1 Form 1 Positive and Negative)	do	Do.
1532/1H*	Biographical Inventory Scoring Key (B1 Form 2 Positive and Negative)	do	Do.
1532/2A*	Academic Qualification Test (AQT Form 1)	do	Do.
1532/2B*	Academic Qualification Test (AQT Form 2)	do	Do.
1532/2C*	Mechanical Comprehension Test (MCT Form 1)	do	Do.
1532/2D*	Mechanical Comprehension Test (MCT Form 2)	do	Do.
1532/2E*	Spatial Apperception Test (SAT Form 1)	do	Do.
1532/2F*	Spatial Apperception Test (SAT Form 2)	do	Do.
1532/2G*	Biographical Inventory (B1 Form 1)	do	Do.
1532/2H*	Biographical Inventory (B1 Form 2)	do	Do.
1610/1	Off-Duty Remunerative Professional Civilian Employment Request	See art. 1-22	Activities having Medical Department officers
4061/1	Food Sanitation Training Certificate	Ready identification of food service workers trained in accordance with SECNAV instruction	Activities having medical personnel
4100/1	Annual Energy Assessment	To provide background information on large changes in area or consumption from the previous year	NMC
4235/1*	Medical/Dental Investment Equipment Budget Item Justification Worksheet	To obtain data base and justification required for programming of shipboard medical and dental investment equipment	All ships
4235/2	OPN Equipment Budget Item Justification Worksheet	To provide documentation for investment equipment	NMC command activities.
5040/1*	Briefing Data - Personnel	Provides COMNAVMEDCOM with personnel data in a standard format in connection with the Command Inspection Program	NMC command activities
5040/2*	Briefing Data - Patient	Provides COMNAVMEDCOM	Do.

Chapter 23: Reports, Forms and Records

	Workload	with workload data in a standard format in connection with the Command Inspection Program	
5230/2*	Data Processing Service Request	To request EAM/EDP services from COMNAVMECOM activities with EAM/EDP equipment	Activities requesting EAM/EDP support from NMC activities
5353/1	Activity Profile Report	See NMCINST 5353.1 series	NMC command activities
5353/2	Treatment Effectiveness Assessment	See NMCINST 5353.2 series	Do.
6000/1*	JCAH Survey Recommendations Implementation Status Report	See BUMEDINST 6000.2 series	Hospitals and medical clinics surveyed by the JCAH
6010/1	Collection Agent Ledger	See NAVMED P-5020, Resource Management Handbook	Hospitals and medical clinics
6010/5	Staff Locator	To provide a ready location reference to staff personnel - military and civilian	Do.
6010/6	Collection Agents Receipt	See NAVMED P-5020, Resource Management Handbook	Do.
6010/7	Cash Service Journal	do	Do.
6010/8	Patient's Valuables	See NMCINST 6010.1 series	Activities providing inpatient care
6010/9	Baggage Record Card	For control of baggage in baggage room. See NMCINST 6010.1 series	Do.
6010/10	Statement of Charges	See NAVMED P-5020, Resource Management Handbook	Hospitals and medical clinics
6010/11	Operations Scheduled	Local schedule of operations to be performed	Do.
6010/12	Medical Appointments - Daily	To schedule outpatient appointments	Activities providing outpatient care
6010/14	Incident Reporting Data Sheet	To systematically tabulate incidents by categories per service	Hospitals and medical clinics
6010/15	Patient Satisfaction Survey	To gather evaluation information from patients admitted to medical clinics and hospitals	Do.
6010/16	Patient Satisfaction Survey, Outpatient	To gather evaluation from patients seen in the outpatient areas	Do.
6010/20	Annual Regional Quality Assurance Assessment Report	See NMCINST 6320.7 series	Do.
6100/1	Medical Board Report Cover Sheet	See arts. 18-23 thru 18-26 and 18-28 thru 18-32 and BUMEDINST 1910.2 and NMCINST 6100.1 series	Activities authorized to convene a medical board
6100/2	Medical Board Statement of Patient	See arts. 18-22 and 18-26 and BUMEDINST 1910.2 series	Do.
6100/3	Medical Board Certificate Relative to a PEB Hearing	See arts. 18-22 and 18-26 and BUMEDINST 1910.2 series	Do.
6120/1	Competence for Duty Examination	See BUMEDINST 6120.20 series	Ships and stations having medical personnel
6120/2	Officer Physical Examination Questionnaire	See art. 15-52	Medical activities providing physical examinations

Chapter 23: Reports, Forms and Records

6120/3	Annual Certificate of Physical Condition	See arts. 15-54 and 15-84	Students enrolled in NROTC and NESEP programs
6150/2	Special Duty Medical Abstract	See arts. 16-58 thru 60	Activities having a medical officer
6150/4	Abstract of Service and Medical History	See arts. 16-55 thru 57	Ships and stations having medical personnel
6150/5	Medical Warning Tag Order	See NMCINST 6150.2 series	Ships and stations having a medical/dental officer
6150/7	Health Record Receipt, File Chargeout, and Disposition Record	See arts. 16-5a(1)(c)(6) and 16-18(4)	Ships and stations having medical personnel
6150/10-19	Treatment Record	Serves as jacket to house health care treatment records. (See NMCINST 6150.1 series)	Hospitals and medical clinics
6150/20	Problem Summary List	See NMCINST 6150.3 series	Do.
6224/1	Tuberculosis Contact/Converter Follow-up	See BUMEDINST 6224.1 series	Ships and stations having medical personnel
6230/3	Informed Consent Form	To advise patients of the benefits and risks of influenza immunizations and to obtain their consent	Activities providing immunizations during the annual influenza immunization program
6240/1	Food Service Sanitation Inspection	See NAVMED P-5010, Manual of Naval Preventive Medicine	Activities having medical personnel
6250/1*	Shipboard Pest Control Technology Certificate	See BUMEDINST 6250.13 series	NAVENPVNTMEDU and NAVDISVECT ECOLCONCEN
6260/1*	Report of Occupational Health Services	See BUMEDINST 6260.7 series	Medical activities providing care to civilian personnel
6260/2	Hazardous Noise Warning Decal	See OPNAVINST 6260.2 series	Ships and stations having hazardous noise environments or devices
6260/2A	Hazardous Noise Labels	do	Do.
6260/3	Industrial Hygiene Workload Summary	See NMCINST 6260.1 series	All activities with medical personnel including ships
6260/4	Industrial Hygiene Services Backlog Summary	do	Do.
6260/5	Periodic Health Evaluation, Navy Asbestos Medical Surveillance Program	See OPNAVINST 5100.23 series and NMCNOTE 6260 (latest issuance)	Hospitals and medical clinics
6300/1	Medical Services and Outpatient Morbidity Report	See BUMEDINST 6300.2 series	Ships and stations providing outpatient care
6300/5	Inpatient Admission/Disposition Record	See BUMEDINST 6300.3 and NMCINST 6320.11 series	Ships and stations providing inpatient care
6300/6	Inpatient Data Change Record	do	Activities providing inpatient care
6300/7*	Inpatient Data Correction Record	See BUMEDINST 6300.3 and NMCINST 6320.11 series	Activities providing inpatient care
6300/8*	Inpatient Data Transmittal Record	do	Do.
6300/11	Medical Facility Incident Report	To provide a standardized form for documenting incidents	Hospitals and medical clinics
6300/12	Abortions and Related Services	To provide guidance in reporting data on abortions and related services and Navy medical facilities	Direct care medical facilities
6320/5	Serious/Very Serious Condition or Death of	To notify activities and next-of-kin of a change in patient's status	Medical activities providing inpatient care

Chapter 23: Reports, Forms and Records

	Patient on Ward		
6320/7	Health Care Staffing Report	See BUMEDINST 6320.16 series	See BUMEDINST 6320.16 series
NAVMED	Title	Function	Using Activities
6320/8*	Hospital Staffing Report	do	Hospitals and medical clinics
6320/9*	Dependent Eligibility for Medical Care	Certifies medical care eligibility of dependents who do not have a valid DD 1173 in their possession but have previously been issued one	Medical and dental activities
6320/10	Statement of Civilian Medical/Dental Care	See NMCINST 6320.1 series	All activities
6320/11	Newborn Identification	See BUMEDINST 6320.45 series	Medical activities providing obstetrical care
6320/15*	Established Child Abuse/Neglect Report	See BUMEDINST 6320.57 series	Hospitals and med. clinics
6320.15A*	Suspected Child Abuse/Neglect/Sexual Assault and Rape Report	do	Do.
6320/16	Recovery Room Record	To provide a comprehensive record of care and treatment received by patients in the postanesthesia recovery room	Do.
6320/18	Binnacle List	See art. 23-51	Activities having medical personnel
6320/19	Morning Report of Sick and Injured	See art 23-52	Do.
6320/20+	Birth Certificate	See BUMEDINST 6320.59 series	Hospitals and medical clinics providing obstetrical care
6320/21*	Established Spouse Abuse/Neglect Report	See BUMEDINST 6320.57 series	Hospitals and medical clinics
6320/23	Health Benefits Advisor Workload	To evaluate data to determine which HBAs are performing at maximum level	Health benefits advisor offices, naval Medical Department facilities
6320/28	Credentials Action Report	To provide a medium for reporting credentials review information data. (See NMCNOTE 6320 (latest issuance))	Naval hospitals and medical clinics
6320/29	Credentials Reappraisal Report (RCS 6320-38)	See NMCINST 6320.8 series	Naval hospitals and medical clinics
6410/1	Grounding Notice (Aeromedical)	See art. 15-78	Aviation activities having medical personnel
6410/2	Clearance Notice (Aeromedical)	See art. 15-77	Do.
6410/3*	Aerospace Physiology Training Report	See art. 14-16	Aviation activities utilizing aerospace physiology training devices for training purposes
6410/4*	Altitude Chamber Reaction Report	do	Aerospace physiology training activities
6410/5	Student Screening Form	do	Do.
6410/6*	Aerospace Physiology Training Agreement	See art. 14-16	Do.
6410/7	Completion of Training Certificate	do	Do.
6410/8	Aerospace Physiology Training and Low Pressure Chamber Flight Log	do	Aviation activities utilizing aerospace physiology training devices for training purposes
6410/9	Anthropometric Data	To obtain anthropometric	Ships and stations having a flight

Chapter 23: Reports, Forms and Records

	Record	measurements on all aviation candidates	surgeon or aviation medical examiner
6470/1	Exposure to Ionizing Radiation	See NAVMED P-5055, Radiation Health Protection Manual	Activities having personnel occupationally exposed to sources of ionizing radiation and not having electronic data processing equipment
6470/3*	Thermoluminescent Dosimetry Evaluation	See NAVMED P-5055, Radiation Health Protection Manual	Activities having personnel occupationally exposed to sources of ionizing radiation and utilizing lithium fluoride thermoluminescent dosimetry
6470/4	Medical/Dental X-Ray Equipment Data	Medical/Dental X-Ray Equipment Data	All fleet and shore activities having medical/dental diagnostic X-ray equipment
6470/5	General Requirements for Radiographic Equipment	To determine if the radiographic X-ray equipment is performing within accepted standards for performance and safety	Do.
6470/6	Performance Tests for Radiographic Equipment	To determine if the radiographic X-ray equipment is performing within accepted standards	Do.
6470/7	General Requirements and Performance Tests for Fluoroscope Equipment	To determine if the fluoroscope X-ray equipment is performing within accepted standards for performance and safety	All activities having fluoroscopic X-ray equipment
6470/8	Radiographic Quality Assurance and Protection Programs	To determine if a facility has a radiographic quality assurance program and a radiation protection program	All fleet and shore activities having medical/dental diagnostic X-ray equipment
6470/9	Radiation Protection Survey	To determine the adequacy of structural radiation barriers	Do.
6520/8*	Antarctic Assignment Questionnaire	See BUMEDINST 6520/1 series	Activities screening personnel for Antarctic duty
6520/9*	Psychiatric Evaluation - Operation Deep Freeze	do	Medical activities having psychiatrists assigned
6520/10*	Psychological Evaluation - Operation Deep Freeze	do	Medical activities having psychologists assigned
6520/11*	Combined Evaluation - Operation Deep Freeze	do	Medical activities having psychologists and psychiatrists assigned
6530/1	Blood Bank Operational Report	See arts. 14-10 and 14-11	Activities having blood banks
6550/2	Ward Report	See NAVMED P-5066, Nursing Procedures Manual	Ships and stations providing inpatient care
6550/3	Twenty-Four Hour Nursing Service Report	do	Do.
6550/4	Medication and Treatment Card	do	Do.
6550/5	Medication and Treatment Card PRN	do	Do.
6550/6	Inquiry, School of Nursing	Inquiry, School of Nursing	Navy Nurse Corps officers will provide to affected schools of nursing
6550/7	Intravenous Certification	See BUMEDINST 6550.3 series	Medical activities having Nurse Corps officers and/or civilian nurses
6550/8	Medication Administration Record	To provide a complete, concise profile of a patient's past and present medications	Medical activities providing inpatient care
6550/12	Patient Profile	To provide a reference to demographic and therapeutic data	All health care facilities which have inpatient capabilities

Chapter 23: Reports, Forms and Records

		used in patient care	
6550/13	Patient Care Plan	To provide a format for establishing discharge objectives referral activities, problems, expected outcomes reevaluation dates, and nursing actions/orders. (See NAVMED P-5066, Nursing Procedures Manual)	Ships and stations providing inpatient care
6550/14	Patient Data Base	To provide patient data which will serve as a basis for identifying patient problems. (See NAVMED P-5066, Nursing Procedures Manual)	Do.
6600/3	Dental Health Questionnaire	See art. 6-157A	Ships and stations having dental personnel
6600/4	Navy Periodontal Screening Examination	See art. 6-157B	Do.
6600/5	Dental Appointments, Daily	See art 6-153	Ships and stations having a dental officer
6600/6	Dental Appointment	Patient's record of dental appointment	Do.
6600/8	Dental Information Retrieval System (DIRS) Treatment Provided Report	See NMCINST 6600.1 series	Naval dental clinics
6600/9A	DIRS Treatment Required Report	do	Do.
6600/10	DIRS Personnel Onboard Report	See NMCINST 6600.1 series	Naval dental clinics
6600/11	DIRS Individual Daily Treatment Report	do	Do.
6630/2	Precious Metal Issue Record	See art. 6-155	Activities having dental prosthetic facilities
6630/3	Statement and Inventory of Precious and Special Dental Metals	See art. 6-156	Do.
6630/5	Orthodontic Index and Evaluation of Occlusion	To determine the severity of the malocclusion and to set priorities for initiating orthodontic care for the eligible dependents	Specified branch dental
6630/6	Orthodontic Transfer Form Patient in Active Treatment	For referral between treating orthodontists	Do.
6630/7	Special Consent to Performance of Orthodontic Treatment	Medico-legal form ensuring orthodontic patient awareness of nature of treatment procedure and responsibilities of the parties involved	Do.
6700/1*	Supply Workload Summary	See NAVMED P-5020, Resource Management Handbook	Hospitals and medical clinics
6700/2*	Medical/Dental Local Purchases	See BUMEDINST 6700.20 series	Hospitals, medical/dental clinics, and NAVENPVNTMEDU's
6700/3*	Medical Equipment Maintenance Record	To document complete maintenance history on in-use equipment	Ships and stations having medical/dental equipment
6700/4*	Medical Maintenance Work Order	To request maintenance or other work on equipment	Do.
6700/5	Conductivity Test Record	To record conductivity tests performed	Ships and stations having operating and delivery rooms
6700/6*	Manufacturers Item Identification	See BUMEDINST 6700.20 series	Hospitals, medical/dental clinics, and NAVENPVNTMEDU's
6700/7	Microwave Oven Survey Instrument Information	To provide specific identifying information concerning microwave ovens prior ot annual calibration of	All Navy ships/activities having microwave survey instruments

Chapter 23: Reports, Forms and Records

		instruments	
6710/1	Narcotic and Controlled Drug Account Record	See arts. 21-28, 21-29, 21-42, and 21-45 and NMCINST 6710.4 series	Ships and stations having medical/dental officers, podiatrists, or independent duty Hospital Corps personnel authorized to prescribe controlled substances
6710/2*	Investigational Drug Data Record	See NMCINST 6710.4 series	Hospitals, medical/dental clinics, and NMC command RDT&E research facilities
6710/3*	Investigational Drug Inventory and Prescription Record	do	Do.
6710/4	Narcotic and Controlled Drug Inventory - 24 Hour	See arts. 21-28, 21-42, and 21-45	Ships and stations having medical/dental officers, podiatrists, or independent duty Hospital Corps personnel authorized to prescribe controlled substances
6710/5	Perpetual Inventory of Narcotics, Alcohol, and Controlled Drugs	See arts. 21-42 and 21-45	Do.
6710/6	Polyprescription	See arts. 21-5, 21-41, and 21-45	Ships and stations having medical/dental personnel authorized to prescribe drugs
6710/8	Request for Emergency Use of Investigational Drug, Device, or Biologic	See NMCINST 6710.4 series	Do.
6710/9	Investigational Drug Status Report	do	Do.
6710/10	Polyprescription -- Limited	do	Do.
6710/11	Prescription -- Limited	do	Do.
6750/4	Dental Equipment and Facilities Report.	See NMCINST 6750.1 series	All facilities having dental treatment spaces
6760/0-9	Medical X-ray Film Jacket	See BUMEDINST 6760.1 series	Ships and stations having X-ray facilities
6770/1*	Linen Inventory	See NMCINST 6770.1 series	Hospitals and medical clinics
7220/1*	Statement of Intent	To indicate intention to participate or not to participate in Variable Incentive Pay Program if eligible. (See SECNAVINST 7220.61 series)	NMC and affected activities having medical officers
7220/2* (NAVCOMP 2184)	Continuation Pay Designation and Acceptance	See SECNAVINST 7220.61 series	Do.
7300/2	Record of Discounts and Adjustments/Partial Delivery/Partial Liquidation	See NAVMED P-5020, Resource Management Handbook	Hospitals and medical clinics (except New London)
7300/9	Military Services Detail Code Sheet	See NAVMED P-5020, Resource Management Handbook	Hospitals and medical clinics
7300/11	RMS Posting Advice/Memorandum	Provides control of accounting entries	Do.
7300/12	RMS Posting Advice/Memorandum	do	Do.
7300/14*	General Purpose Ledger Sheet	See NAVMED P-5020, Resource Management Handbook	Nonmechanized hospitals and medical clinics
7302/1*	RMS Register No. 10 Code Sheet	do	Nonmechanized NMC command activities
7302/2*	RMS Register No. 71 Code Sheet	do	Do.

Chapter 23: Reports, Forms and Records

7302/3*	EOB No. 1 Card Code Sheet	do	Do.
7302/4*	EOB No. 2 Card Code Sheet	do	Do.
7302/6*	EOB No. 3 Card Code Sheet	do	Do.
7302/7*	Hospital Subsistence Report	do	Hospitals and medical clinics
7302/8*	RMS Register No. 61 Code Sheet	To record accounting data	NMC command activities without key punch equipment
7310/1*	Cost Summary Record	See NAVMED P-5020, Resource Management Handbook	NMC command activities without ADP capability
7502/2	General Journal	do	Hospitals and medical clinics
7520/1	Collection Agent Accountability	See BUMEDINST 7520.1 series	Do.
10110/2	Food Service Performance Analysis	See BUMEDINST 10110.2 series	Do.
12410/1*	Jango Certificate	To certify completion of the Nurse's Aid Training Course for Junior Army Navy Guild Organization	COMNAVMEDCOM

Key:

- * Stocked in COMNAVMEDCOM
- # Stocked in Health Sciences Education and Training Command, Bethesda, MD
- + To be printed by using activities using the format provided by BUMEDINST 6320.59 series. Name and seal of using activity to be inserted as indicated.

23-61 Tabulation of Standard Federal Forms

SF	Title	Function	Using Activities
47	Inquiry for Motor Vehicle Operators Physical Fitness	Provides medical information related to physical fitness of actual or prospective motor vehicle operators	Activities providing care to civilian employees
78	Certificate of Medical Examination	Records medical examination of applicants and the opinion of the examining physician as to physical capability to perform duties	Do.
88	Report of Medical Examination	See chapter 15 and arts. 16-37 thru 39 and BUMEDINST 5360.1 series	Ships and stations having medical/dental officers
91A	Investigation Report of Motor Vehicle Accident	See BUMEDINST 5100.6 series	NMC command activities
93	Report of Medical History	See chapter 15 and arts. 16-41 and 42	Activities having a medical officer
120	Report of Excess Personal Property	See BUMEDINST 4500.2 series	Activities having medical/dental personnel
135	Records Transmittal and Receipt	To transfer records to record centers	Activities retiring records to record centers

Chapter 23: Reports, Forms and Records

135A	Records Transmittal and Receipt (Continuation)	do	Do.
177	Statement of Physical Ability for Light Duty Work	Provides information concerning the physical ability of applicants for certain light duty work positions	Activities providing care to civilian employees
217	Medical Report (Epilepsy)	To determine individual's ability to perform assigned duties	Do.
502	Narrative Summary	Narrative Summary Include on e copy in the patient's clinical record. See art 16-66	Activities providing inpatient care.
503	Autopsy Protocol	See art. 17-2	Do.
504	History - Part 1	Records history of present illness, including nature and duration of complaints and circumstances of admission. Include in patient's clinical record.	Do.
505	History - Parts 2 and 3	Part 2 records patient's past history, including occupation, military history, habits, family history, childhood and adult injuries. Part 3 records a general system review. Include in patient's clinical record.	Do.
506	Physical Examination	Records patient's physical and mental characteristics, particularly appearance of specified parts of body. Include in patient's clinical record.	Do.
507	Continuation Sheet	Serves as a continuation sheet for any other standard medical form	Ships and stations providing patient care
508*	Doctor's Orders	Records doctor's orders for patient's care and treatment. Include in patient's clinical record.	Ships and stations providing inpatient care
509	Progress Notes	Enables the doctor and others to post information on the progress made by a patient during hospitalization. Include in patient's clinical record.	Do.
510	Nursing Notes	Records medications and treatments given to patient by a nurse, including pertinent observations. Include in patient's clinical record.	Do.
511	Temperature-Pulse-Respiration (Fahrenheit)	Records temperature, pulse and respiration observations and other data. Include in patient's clinical record.	Do.
512	Plotting Chart	Pictures in graphic form such phases of hospitalization as a patient's progress or reactions to a specific treatment. Include in patient's clinical record.	Do.
512A	Plotting Chart - Blood Pressures	Shows blood pressure in graphic form. Include in patient's clinical or outpatient record.	Activities providing patient care
513	Consultation Sheet	See art. 16-67	Do.
515	Tissue Examination	Records facts pertaining to the examination of a tissue specimen, including a pathological report. Include in patient's clinical record.	Do.
516	Operation Report	Records pertinent and identifying data regarding a patient's operation. Include in patient's clinical or outpatient record	Do.
517	Anesthesia	Records in chart and narrative form the administration of an anesthesia, including a preoperative and postoperative review. Include in patient's clinical or outpatient record.	Do.
518	Blood or Blood Component Transfusion	Records the elements involved in giving a blood transfusion to a patient, including certification, cross-matching, reaction, etc. Include in patient's clinical or outpatient record.	Do.
519	Radiographic Reports	Serves as a backing sheet to hold radiographic reports. Include in patient's clinical or outpatient record.	Activities having X-ray facilities
519A	Radiographic Reports	Requests, reports on, and records the results of a radiographic examination. Staple to SF 519.	Do.
520	Electrocardiographic Record	Records pertinent facts and results pertinent to an electrocardiographic examination. Include in patient's	Activities providing electrocardiographic

Chapter 23: Reports, Forms and Records

		clinical or outpatient record.	tests
522	Request for Administration of Anesthesia and for Performance of Operations and Other Procedures	Obtains authorization for the administration of anesthesia, the performance of operations or other procedures, the disposal of tissues or parts which may be removed, and the photographing or televising of procedures and tissue for the advancement of knowledge. This form is required for all personnel. Include in patient's clinical or outpatient record.	Activities providing patient care
523	Authorization for Autopsy	See art. 17-2	Do.
523A	Disposition of Body	Receipt for and certificate of release of a deceased body at a morgue	Activities having a morgue
523B	Authorization for Tissue Donation	Obtains authorization for tissue donation	Activities providing patient care
524	Radiation Therapy	Provides a record of radiation therapy treatment performed. Include in patient's clinical or outpatient record.	Activities providing radiation therapy treatment
525	Radiation Therapy Summary	Provides a summary of roentgen therapy treatment performed. Include in patient's clinical or outpatient record.	Do.
526	Interstitial/Intercavitary Therapy	Provides a record of interstitial/intercavitary therapy treatments performed. Include in patient's clinical or outpatient record.	Do.
527	Medical Record - Group Muscle Strength, Joint R.O.M. Girth and Length Measurements.	Records manual muscle evaluation. Include in patient's clinical or outpatient record.	Activities providing patient care.
528	Muscle and/or Nerve Evaluation - Manual and Electrical: Upper Extremity	Records muscle and/or nerve evaluation, manual and electrical, of the upper extremity. Include in patient's clinical or outpatient record.	Do.
529	Muscle and/or Nerve Evaluation - Manual and Electrical: Trunk, Lower Extremity, Face	Records muscle and/or nerve evaluation, manual and electrical, of the trunk, lower extremity, and face. Include in patient's clinical or outpatient record.	Do.
530	Neurological Examination	Records neurological examination. Include in patient's clinical or outpatient record.	Do.
531	Anatomical Figure	Depicts anatomical figure. Include in patient's clinical or outpatient record.	Do.
533	Prenatal and Pregnancy	Records prenatal and pregnancy examinations, including past histories and a complete physical examination. Include in patient's clinical or outpatient record.	Activities providing prenatal and pregnancy examinations
534	Labor	Records labor history and post partum examinations. Include in patient's clinical record.	Activities providing inpatient care.
535	Newborn	Provides a complete record for the newborn, including method of delivery, initial physical examination, condition upon discharge from hospital, and followup examinations. Include in patient's clinical record.	Do.
536	Pediatric Nursing Notes	Records pediatric nursing notes. Include in patient's clinical record.	Do.
537	Pediatric Graphic Chart	Pictures certain phases of a newborn's hospitalization in graphic form. Include in patient's clinical record.	Do.
538	Pediatric	Provides a complete pediatric history, including family or contact history, record of immunization, past medical and surgical history, and education. Include in patient's clinical or outpatient record.	Activities providing pediatric care.
539	Abbreviated Medical Record	See art. 16-66A	Ships and stations providing patient care
541	Gynecologic Cytology	Records facts pertaining to vaginal and cervical cytology examinations. Include in patient's clinical or outpatient	Activities providing patient care

Chapter 23: Reports, Forms and Records

		record.	
542	Specimen Record	See NAVMED P-5083, Methods for Preparing Pathological Specimens for Storage and Shipment	Medical activities
543	Contributor's List of Pathologic Material	do	Do.
544	Statement of Patient's Treatment	Provides information to other medical activities about treatment provided to a patient	Do.
545	Laboratory Report Display	Serves as a backing sheet to which SF's 546-557 are attached	Activities having laboratory facilities
546	Chemistry I	Requests, reports on, and records various subtests relative to a chemistry examination	Do.
547	Chemistry II	do	Do.
548	Chemistry III (Urine)	Requests, reports on, and records various subtests relative to a chemistry examination	Do.
549	Hematology	Requests, reports on, and records various subtests relative to a hematology examination	Do.
550	Urinalysis	Requests, reports on, and records various subtests relative to a urinalysis examination	Do.
551	Serology	Requests, reports on, and records various subtests relative to a serology examination	Do.
552	Parasitology	Requests, reports on, and records various subtests relative to a parasitology examination	Do.
553	Microbiology I	Requests, reports on, and records various subtests relative to a microbiology examination	Do.
554	Microbiology II	do	Do.
555	Spinal Fluid	Requests, reports on, and records various subtests relative to a spinal fluid examination	Activities having laboratory facilities
556	Immunoematology	Requests, reports on, and records various subtests relative to an immunoematology examination	Do.
557	Miscellaneous	Requests, reports on, and records results of miscellaneous examinations	Do.
558	Emergency Care and Treatment	See BUMEDINST 6320.61 series	Activities having medical personnel
600	Chronological Record of Medical Care	See arts. 6-119, 16-44 thru 16-48	Ships and stations having medical personnel
601	Immunization Record	See arts. 16-49 thru 16-51	Do.
602	Syphilis Record	See arts. 16-52 and 16-53	Activities having medical personnel
603	Dental	See arts. 6-107 thru 6-118 and BUMEDINST 5360.1 series	Ships and stations having a dental officer
603A	Dental - Continuation	Continuation sheet for SF 603	Do.
1034	Public Voucher for Purchases and Services Other Than Personal	See BUMEDINST 6322.6 series	Ships and stations
1080	Voucher for Transfers Between Appropriations and/or Funds	To bill for reimbursement of patient care provided	Activities having a collection agent
2824C	Physician's Statement	Provides medical information by the attending physician to support application for disability retirement	Activities providing care to civilian employees

23-62 Tabulation of Department of Defense Forms

Chapter 23: Reports, Forms and Records

DD	Title	Function	Using Activities
7	Report of Treatment Furnished Pay Patients - Hospitalization Furnished (Part A)	See NMCINST 6320.3 series	Activities providing inpatient care to supernumeraries
7A	Report of Treatment Furnished Pay Patients - Outpatient Treatment Furnished (Part B)	do	Activities providing outpatient care to supernumeraries
113	Military Pay Record	See NAVMED P-5020, Resource Management Handbook	Medical clinics and hospitals
139	Pay Adjustment Authorization	do	Do.
183	Request for Clinical Follow-up Information	See BUMEDINST 6150.32 series	Medical or dental officers desiring follow-up information on patients transferred prior to completion of treatment or final disposition
214	Separation from Active Duty	See BUMEDINST 6320.11 series	All ships & stations
398	Personnel Security Questionnaire	See SECNAVINST 1500.8 series	Ships and stations
448	Military Interdepartmental Purchase Request	See NAVMED P-5020, Resource Management Handbook	NMC command activities
509	Inspection Record of Prisoner in Segregation	See NMCINST 6320.11 series	Hospitals and medical and dental clinics
551	Record of Interment	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations	Activities involved in processing/interring remains
565	Statement of Recognition	See BUMEDINST 5360.1 series	All ships & stations
567	Record of Recovery of Remains	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations	Activities involved in recovering/processing remains
568	Grave Plot Chart	do	Activities involved in processing/interring remains
572	DOD Military Blood Program - Blood Donor Record	For use in national emergency and when directed by NMC. May be used currently by any medical activity which collects blood, if desired.	Armed services blood donor centers. Any blood collecting activity, if desired.
573	Shipping Inventory of Blood Collections	For use in national emergency and when directed by NMC	Do.
599	Patient's Effects Storage Tag	Local control of personal effects retained in bag room. May serve as a signed receipt for clothing and effects returned to patient.	Activities providing inpatient care
600	Patient's Baggage Tag	See BUMEDINST 4650.2 and 4650.7 series	Activities that air-evac patients
601	Patient Evacuation Manifest	See BUMEDINST 4650.2 series	Do.
602	Patient Evacuation Tag	do	Do.
675	Receipt for records and Patient's Property	See BUMEDINST 6320.11 series	Activities in contiguous U.S.
686	Fluoride/Bacteriological Examination of Water	See BUMEDINST 6240.3 series	Ships and stations
689	Individual Sick Slip	See arts. 16-70 thru 16-73	Ships having Medical Department personnel
710	Physical and Chemical Analysis of Water	See BUMEDINST 6250.3 series	Ships and stations
739-1	Register of Patients Alphabetic	To record patients in alphabetic sequence	Do.
771	Eyewear Prescription	See BUMEDINST 6810.4 series	Do.
780-1	Inventory Record	See NMCINST 6780.1 series and	Do.

Chapter 23: Reports, Forms and Records

		art. 16-69	
792	Nursing Service - Twenty-Four Hour Patient Intake and Output Worksheet	To maintain standardized records of patient's intake and output	Do.
877	Request for Medica/Dental Records or Information	See art. 23-54	Do.
890	Record of Identification Processing (Effects and Physical Data)	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations	Activities involved in identification and processing remains
891	Record of Identification Processing - Dental Chart	See BUMEDINST 5360.1 series	Do.
892	Record of Identification Processing - Skeletal Chart	do	Do.
893	Record of Identification Processing - Anatomical Chart	See BUMEDINST 5360.1 series	Activities involved in identification and processing remains
894	Record of Identification Processing - Fingerprint Chart	do	Do.
895	Disinterment Record	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations	Activities involved in processing/interring remains
896	Field Search Record	do	Activities involved in identification/processing remains
1074	Questionnaire of Local Inhabitants Regarding Deceased Personnel	do	Do.
1075	Convoy List of Remains	do	Do.
1076	Record of Personal Effects - Military Operations	do	Do.
1077	Register of Remains	do	Do.
1078	Plot Roster of Disinterments	do	Activities involved in processing/interring remains
1079	Cemetery Register	do	Do.
1131	Cash Collection Voucher	See NAVMED P-5020, Resource Management Handbook	NMC command activities
1141	Record of Occupational Exposure to Ionizing Radiation	See arts. 16-61 thru 16-63 and NAVMED P-2055, Radiation Health Protection Manual	Ships and stations having medical personnel
1149	Requisition and Invoice/Shipping Document	See BUMEDINST 5360.1 series	Activities involved in processing/shipping remains
1155	Order for Supplies or Services/Request for Quotations	do	Activities involved in identification and processing remains
1191	Warning Tag for Medical Oxygen Equipment	See BUMEDINST 5100.1 series	Ships and stations having medical/dental personnel
1251	Nonavailability Statement, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)	See NMCINST 6320.3 series	Activities providing patient care
1289	DOD Prescription	See chapter 21	Activities having medical/dental officers, civilian physicians, podiatrists, and independent duty Hospital Corps personnel
1322	Aircraft Accident Autopsy Report	See NAVMED P-5065, Autopsy Manual	Ships and stations having a medical officer
1323	Toxicological Examination - Request and Report	do	Do.
1342	DOD Property Record	See BUMEDINST 11240.4 series and NAVMED P-5020, Resource Management Handbook	NMC command activities

Chapter 23: Reports, Forms and Records

1348	DOD Single Line Item Requisition System Document (Manual)	See NMCINST 1510.2 series	Do.
1351-2	Travel Voucher or Subvoucher	See BUMEDINST 5360.1 series	Activities involved in processing/shipping remains
1375	Request for Payment of Funeral and/or Interment Expenses	do	Hospitals, medical clinics, and other activities providing Decedent Affairs Program services
1380	U.S. Field Medical Card	See NAVMED P-5016, Handling of Deceased Personnel in Theaters of Operations	Activities having medical personnel
1384	Transportation Control and Movement Document	See BUMEDINST 5360.1 series	Activities involved in processing/shipping remains
1387-2	Special Handling Data/Certification	do	Do.
1425	Specifications and Standards Requisition	See NMCINST 1510.2 series	NMC command activities
1473	Report Documentation Page	See art. 20-5(5) and SECNAVINST 3900.24 series	RDT&E activities submitting research and development reports
1494	Application for Frequency Allocation	See OPNAVINST 2300.45 and OPNAVINST 2410.11 series	Activities requesting a frequency allocation for communication-electronic equipment
1498	Research and Technology Work Unit Summary	See arts. 20-5(4) and 20-6(4) and BUMEDINST 3900.3 series	Activities managing and conducting RDT&E
1502	Frozen Medical Material Shipment	To mark containers packed with perishable frozen medical material items	Medical material activities
1502-1	Refrigerated Medical Material Shipment	To mark containers packed with perishable refrigerated medical material items	Do.
1502-2	Limited Unrefrigerated Medical Material Shipment	To mark containers packed with perishable medical material items that are shipped out of refrigeration, but should be refrigerated upon receipt	Do.
1574	Serviceable Tag - Material	See BUMEDINST 6700.36 series	Do.
1575	Suspended Tag - Material	do	Do.
1577	Unserviceable (Condemned) Tag - Material	do	Do.
1577-2	Unserviceable (Repairable) Tag - Material	do	Do.
1826	Certificate of Competency	See BUMEDINST 6250.12 series	NMC provides to affected activities
1826-1	Certificate of Competency (Wallet Size)	do	Do.
1839	Baggage Identification Tag	See BUMEDINST 4650.7 series	Activities that air-evac patients
2005	Privacy Act Statement - Health Care Records	All-inclusive Privacy Act statement for health care records	Ships and stations
2062	Record of Preparation & Disposition of Remains (Outside CONUS)	See BUMEDINST 5360.1 series	Do.
2063	Record of Preparation & Disposition of Remains (Inside CONUS)	do	Do.
2064	Certificate of Death (Overseas)	See arts. 17-3 thru 17-5	Medical Department activities outside the 50 United States and the District of Columbia
2065	Disposition of Remains - Reimbursable Basis	See BUMEDINST 5360.1 series	Ships and stations
2161	Referral for Civilian Medical Care	See NMCINST 6320.3 series	Medical treatment facilities

Chapter 23: Reports, Forms and Records

2214	Noise Survey	See OPNAVINST 6260.2 series	Ships and stations having medical personnel
2215	Reference Audiogram	do	Do.
2216	Hearing Conservation Data	See OPNAVINST 6260.2 series	Ships and stations having medical personnel
2217	Biological Audiometer Calibration Check	do	Do.

23-63 Tabulation of Other Prescribed Forms

Form No.	Title	Function	Using Activities
CA 1 & 2*	Federal Employee's Notice of Injury or Occupational Disease	Notifies official superior of injury/occupational disease and furnishes the official superior's report to OWCP (Office of Worker's Compensation Programs)	Activities treating civilian employees
CA 2a*	Notice of Recurrence of Disability	Notifies OWCP that an employee, after returning to work is again disabled due to a prior injury or occupational disease previously reported	Do.
CA 3*	Report of Termination of Total or Partial Disability; Report of Death	Notifies OWCP that disability from injury has terminated; or notifies OWCP when employee dies as a result of the injury	Do.
CA 4*	Claim for Compensation on Account of Injury or Occupational Disease	Claims compensation when injury results in (1) loss of pay for more than 3 days or (2) permanent disability or disfigurement or (3) loss of wage earning capacity	Do.
CA 4a*	Application for Augmented Compensation for Disability	Claims additional compensation in total disability situations	Do.
CA 5*	Claim for Compensation on Account of Death	Claims compensation when injury results in death	Do.
CA 5b*	Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren	Claims compensation for these dependents when injury results in death	Do.
CA 7*	Claim for Compensation on Account of Traumatic Injury	Claims compensation based on a traumatic injury	Do.
CA 8*	Claim for Continuance of Compensation on Account of Disability	Claims compensation when loss of pay continues beyond the time covered by the original claim on Form CA 4	Activities treating civilian employees
CA 16*	Request for Examination and/or Treatment	See NMCINST 6320.3 series	Do.
CA 17*	Duty Status Report	In instances of trauma, provides supervisor and OWCP with brief interim medical statement concerning employee's ability to return to any type of work	Activities treating civilian employees
CA 20*	Attending Physician's Report	See NMCINST 6320.3 series	Do.
CA 20a*	Attending Physician's Supplemental Report	Provides OWCP with additional medical information to support claim filed on Form CA 8	Do.
CHAMPUS 500	CHAMPUS/CHAMPVA Claim Form	See SECNAVINST 6320.8 series	Medical and dental treatment facilities
CDC 9.2936A	Venereal Disease Epidemiologic Report	See NAVMED P-5052.11A, Treatment and Management of Venereal Disease	Medical treatment facilities
CNET 7310/12	Per Capita Cost of Training Host Allocation Worksheet for Tenant	See BUMEDINST 7310.2 series	NMC command activities

Chapter 23: Reports, Forms and Records

	Costs		
CNET 7310/13	Per Capita Cost of Training Report	do	Do.
CNET 7310/14	Per Capita Cost of Training Additional Training Support	do	Do.
CSC 3178**	Report of Medical Examination for Disability Retirement	Records results of medical examination conducted for disability retirement	Activities treating civil service personnel
CSC 3684**	Medical Report (Diabetes Mellitus)	Records information as to diabetic condition to assist in determining whether an applicant is physically capable of performing the duties of the position for which application is made	Do.
CSC 3986**	Authorization for Release of Medical Records	Provides employee's authorization for release of medical records	Do.
DA 1863-1	Services and/or Supplies Provided by Civilian Hospitals	See SECNAVINST 6320.8 series	Medical and dental treatment facilities
DA 1863-3	Services and/or Supplies - Handicapped Program	do	Do.
DEA 106+	Report of Theft of Controlled Substances	See arts. 21-25 and 21-45	Ships and stations having controlled substances
FAA 8500-8	Report of Medical Examination	See art. 15-81(6)	Activities conducting medical examinations for Federal Aviation Administration certification
FD 258++	Fingerprint Card	See SECNAVINST 1500.8 series	Ships and stations
FD 1571++	Notice of Claimed Investigational Exemption for a New Drug	See NMCINST 6710.4 series	Medical and dental activities conducting investigational research of new drugs
FD 1572++	Statement of Investigator (Clinical Pharmacology)	do	Do.
FD 1573++	Statement of Investigator	do	Do.
FD 1639++	Drug Reaction Report	To report significant drug reactions	Medical and dental treatment facilities
FD 2579++	Report of Assembly of a Diagnostic X-ray System	See BUMEDINST 6700.36 series	Ships and stations having X-ray equipment
FD 2609++	Blood Bank Inspection Checklist and Report	See BUMEDINST 6530.13 series	Medical clinics and hospitals in the contiguous United States
GAO 3010&	Informal Inquiry	See NAVMED P-5020, Resource Management Handbook	Activities having disbursing officers
HSM 13.19 (CDC)	Maritime Public Health Declaration	See SECNAVINST 6210.2 series	Military or public health quarantine inspectors in U.S. ports
HSM 43	Authorization for Contract or Non-Contract Hospitalization - Indian Health Activities	See NMCINST 6320.3 series	Medical treatment facilities
HSM 159	Treatment Authorizations	do	Do.
MSC 12010-3	Continuous Record and Training	See SECNAVINST 4061.1 series	Ships and stations having civilian marine personnel of the Military Sealift Command
NAVCOMPT 140	Work Request	See NAVMED P-5020, Resource Management Handbook	NMC command activities
NAVCOMPT 252	Navy Bill	do	Do.

Chapter 23: Reports, Forms and Records

NAVCOMPT 261	Journal Voucher	See NAVMED P-5020, Resource Management Handbook	Do.
NAVCOMPT 274	Report of Minor Property	do	Do.
NAVCOMPT 632	Accounting Card	See NMCINST 6320.1 series	Ships and stations
NAVCOMPT 634	Listing of Expenditures/Collections	See NAVMED P-5020, Resource Management Handbook	NMC command activities
NAVCOMPT 733	General Ledger	do	Do.
NAVCOMPT 752	Unofficial Telephone Subscribers Fund	do	Do.
NAVCOMPT 2006	Cash Receipts - USN Housing Project	do	Do.
NAVCOMPT 2007	Adjustment Slip	do	Do.
NAVCOMPT 2008	Refund Request/Account Adjustment - USN Housing Project	do	Do.
NAVCOMPT 2010	Tenants Ledger Card	do	Do.
NAVCOMPT 2025	Status of Fund Authorizations	do	Do.
NAVCOMPT 2036	Reconciliation Report (Expenditures/Collections)	do	Do.
NAVCOMPT 2044	Funded Reimbursable work Estimate	do	Do.
NAVCOMPT 2053	Project Order	do	Do.
NAVCOMPT 2054	Unofficial Telephone Service	do	Do.
NAVCOMPT 2160	Public Voucher for Medical Services	See NMCINST 6320.1 series	Ships and Stations
NAVCOMPT 2164	Reimbursable Work Order Record	See NAVMED P-5020, Resource Management Handbook	NMC command activities
NAVCOMPT 2165	Cash Disbursement Journal	do	Do.
NAVCOMPT 2166	Reimbursable Orders Received Journal	do	Do.
NAVCOMPT 2167	Job Order Cost Summary	do	Do.
NAVCOMPT 2168-1	Resource Authorizations	do	Dental clinics
NAVCOMPT 2171	Budget Classification/Functional Category/Expense Element Report	do	NMC command activities
NAVCOMPT 2182	Military Services Report	do	Do.
NAVCOMPT 2199	Trial Balance Report	do	Do.
NAVCOMPT 7010/2	Resources Expended in Support of NAF Activities	See NAVMED P-5020, Resource Management Handbook.	Do.
NAVCRUIT 1100/1	Application for Commission Form	See SECNAVINST 1500.8 series	Ships and stations
NAVCRUIT 1100/13	Interviewer's Appraisal Sheet	See BUMEDINST 1120.40 series	Medical clinics, hospitals, and recruiting offices
NAVEXOS	Quarterly Accident Data Report	See BUMEDINST 5100.6 series	NMC command activities

Chapter 23: Reports, Forms and Records

110	(Military and Civilian Personnel).		
NAVEXOS 5100/7	Quarterly Motor Vehicle Accident Summary	do	Do.
NAVFAC 11200/28	Annual Allowance and Requirements Review	See BUMEDINST 11240.4 series	Do.
NAVFAC 11200/29	Replacement Justification - Annual Requirements Review	do	Do.
NAVJAG 5890/12	Hospital and Medical Care 3rd Party Liability Case	See BUMEDINST 5890.1 series and NMCINST 6320.3 series	Medical and dental treatment facilities.
NAVPERS 1306/7	Enlisted Transfer and Special Duty Request	See art. 12-8(3)	NMC command activities
NAVPERS 5510/1	Record Identifier for Personnel Reliability	See art. 16-2	Ships and stations having medical/dental personnel
NAVPERS 5521/3	Certificate of Completion of Security Investigation	See SECNAVINST 1500.8 series	Ships and stations
NAVSO 7410/1	Monthly Report of Civilian Employment by Appropriation	See BUMEDINST 7410.1 series	NMC command activities
NAVSUP 154	Survey Request, Report and Expenditure	See art. 6-149	Dental facilities
NOW/NNMC 6143/2A	Deposit/Withdrawal Data	See art 14-4(2)	Medical clinics and hospitals
OF 23#	Charge Out Record	See BUMEDINST 6150.1 series	Ships and stations having medical personnel
OF 24#	Shelf File Chargeout Record (Letter Size)	do	Activities having medical personnel
OF 25#	Shelf File Chargeout Record (Legal Size)	See BUMEDINST 6760.1 series	Medical clinics and hospitals
OPNAV 3750/1	Aircraft Accident Report	See BUMEDINST 5100.11 series	Aeromedical safety officers
OPNAV 3750/8A thru 81	Medical Officers Reports	do	Do.
OPNAV 5100/1	Accident Injury/Death Report	See BUMEDINST 5100.6 series	NMC command activities
OPNAV 5100/2	Accident Damage Reports for Naval Property Ashore	do	Do.
OPNAV 5100/9	Dispensary Permit	See OPNAVINST 5100.14 series	Activities treating civilian employees
OPNAV 5210/41	Records Management Improvement Recommendations	OPNAVINST 5210.15 series	Ships and stations
PHS-731	International Certificates of Vaccination	See art. 16-51 and BUMEDINST 6230.1 series	Ships and stations having medical personnel
PHS-732	Deratting or Deratting Exemption Certificate	See BUMEDINST 6250.7 series	Medical Department officers designated as Public Health Service officers
VA 07-4582=	Button and String Envelope	See BUMEDINST 6320.11 series	Medical treatment facilities
VA 10-10=	Application for Medical Benefits	See BUMEDINST 6320.11 series and NMCINST 6320.3 series	Do.
VA 1010M=	Medical Certificate and History	See NMCINST 6320.3 series	Do.
VA 10-1000=	Narrative and Diagnostic Summary	See BUMEDINST 6320/11 series	Do.
VA 10-1204=	Referral for Community Nursing Home Care	do	Do.
VA 21-526=	Veterans Application for	do	Do.

Chapter 23: Reports, Forms and Records

	Compensation and Pension		
VA 21-526E=	Claim for Compensation, Pension or Hospitalization	See BUMEDINST 6150.31 series	Ships and stations having medical personnel
VA 21-534=	Application for Dependency and Indemnity Compensation by Widow or Child	See BUMEDINST 6150.31 series	Medical treatment facilities
VA 21-535=	Application for Dependency and Indemnity Compensation by Parent	do	Do.
VA 23-8426=	Flash Notice	See BUMEDINST 6150.31 series	Ships and stations having Medical personnel
VA 29-357=	Claim for Disability Insurance Benefits	See SECNAVINST 1741.12 series	Ships and stations
Form No.	Title	Function	Using Activities
VA 29-888=	Insurance Deduction Authorization	do	Do.
VA 40-1330=	Application for Headstone or Marker	See BUMEDINST 5360.1 series	Activities providing decedent affairs services

LEGEND

- * CA forms are available from the U.S. Department of Labor, Washington, DC 20210
 - ** CSC forms are available from the Office of Personnel Management, Washington, DC 20415
 - + DEA forms are available from the Drug Enforcement Agency offices
 - ++ FD forms are available from the Food and Drug Administration, Bethesda, MD 20205
 - & GAO forms are available from the General Accounting Office, Washington, DC 20548
 - # OF forms are available from General Services Administration supply depots
 - = VA forms are available from Veterans Administration Regional Offices
- All other forms are available from the Navy Supply System

Release of Information From Records

23-70 General

(1) SECNAVINST 5211.5 series implements the Privacy Act of 1974 (PL 93-579) 5 USC 552a within the Department of the Navy. The Surgeon General has been designated the official responsible for administering and supervising the execution of SECNAVINST 5211.5 series as it pertains to the Health Care Treatment Record System. Additionally, the Surgeon General is the official authorized to deny requests of individuals for notification, access, and amendment to their medical and dental records. The Head, Administrative Services Branch (MEDCOM-312) has been designated as the Privacy Act Coordinator within the Naval Medical Command.

Chapter 23: Reports, Forms and Records

(2) Commanding officers and officers in charge of Navy and Marine Corps activities are designated as local system managers for individual health care records maintained and serviced within their activities. Custodians of individual health care records are responsible for familiarizing themselves with SECNAVINST 5211.5 series and complying with the provision for preserving the privacy of information concerning individuals contained in departmental health care records. Generally, these provisions are:

- (a) To permit individuals to know what records pertaining to them are collected, maintained, used, or disseminated, to have access to and have copies made of all or any portions of their records, and, subject to the provisions of article 23-73, to obtain amendment of such records when a discrepancy is noted.
- (b) To permit individuals to prevent records pertaining to themselves, obtained for a particular purpose, from being used or made available for another purpose without their consent.
- (c) To require the collection, maintenance, use, or dissemination of records of identifiable personal information only for necessary and lawful purposes and to ensure that such information is current and accurate for the intended uses.
- (d) To ensure that adequate safeguards are provided to prevent misuse of personal information in records.
- (e) To ensure that requests of individuals for notification, access, disclosure, or amendment concerning their records are acted on as promptly as is feasible. In the event a local systems manager deems that an individual's request for notification, access, disclosure, or amendment should be denied, the request and all supporting documentation, including a copy of the medical or dental treatment record in question, shall be promptly forwarded to COMNAVMEDCOM (MEDCOM-312).

23-71 Release of Medical Information

(1) Local system managers are authorized to release information from health care records physically located within the command in accordance with the provisions of this article and article 23-74. The requesting office or individual shall be advised that such information is considered to be of a private and confidential nature and directed to treat it accordingly.

(2) The information necessary to accomplish the legitimate purpose for which required and, if so required, a complete transcript of the member's or former member's health care records may be furnished in accordance with the following policy guidelines:

- (a) Release to the Public. - Information contained in health care records of individuals who have undergone medical or dental examination or

Chapter 23: Reports, Forms and Records

treatment is personal to the individual and is therefore considered to be of a private and confidential nature. Consequently, information from such health care records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, should not be made available to the public. Such information is exempt from release under the Freedom of Information Act.

(b) Release to the Individual Concerned. - Release of health care information to the individual concerned falls within the purview of the Privacy Act and not the Freedom of Information Act. If individuals request information from their health care record, it shall be released to them unless, in the opinion of the releasing authority, it might prove injurious to their physical or mental health. In such an event, and where the circumstances indicate it to be in their best interests, the individuals shall be requested to authorize the release of the information to their personal physician.

(c) Release to Representatives of the Individual Concerned. - Health care information shall be released to authorized representatives of the individual concerned, upon the written request of the individual or the individual's legal representative. If the individual concerned is mentally incompetent, insane, or deceased, the next of kin or legal representative must authorize, in writing, the release of the individual's health care records. Next of kin or legal representative must submit adequate proof that the member or former member has been declared mentally incompetent or insane, or furnish adequate proof of death in instances where such information is not on file. Legal representatives must also provide proof of appointment such as a certified copy of the court order of appointment.

(d) Release to Other Government Departments and Agencies. - Health care information shall be released, upon request, to other departments and agencies which have a proper and legitimate need for the information as listed in the "Routine uses" section of the Health Care Treatment Records System promulgated by the current SECNAVNOTE 5211, subj: Systems of Personal Records Authorized for Maintenance under the Privacy Act of 1974, 5 USC 552a (PL 93-579). (Note: Publication of the list will be annually as a SECNAVNOTE in the 5211 series.)

(1) Should the releasing authority have doubts of whether the requesting department has a proper and legitimate need for the information, the latter will be requested to specify the purpose for which the health care information will be used. When appropriate, the requesting department will be advised that the information will be withheld until it obtains the written consent of the individual concerned.

(2) In honoring proper requests, the releasing authority shall disclose only that information which is germane to the request. The following are representative instances where other departments

Chapter 23: Reports, Forms and Records

and agencies, both Federal and State, may have a proper and legitimate need for the information.

(a) Health care information is required in order to process a governmental action involving the individual whose health care record is sought. (The Veterans Administration and the Office of Workers' Compensation Programs process claims in which the claimant's medical or dental history is relevant.) In those instances where an agency requests health care information solely for employment purposes, a written authorization from the individual concerned shall be required.

(b) Health care information is required in furtherance of the treatment to an individual in the department's custody.

(Federal and State hospitals and prisons may need the medical or dental history of their patients and inmates.)

(e) Release to Federal or State Courts or Other Administrative Bodies. - The foregoing limitations are not intended to preclude compliance with lawful court orders calling for the production of health care records in connection with civil litigation or criminal proceedings, nor to preclude release of information from health care records when required by law.

(1) Health care records of Navy personnel (military, civilian employees, and others) may be produced in Federal, State, or territorial courts, including local courts, upon order of the court where litigation is pending. In such an instance, authority need not be obtained from the Navy Department. The records shall be subject to current restrictions on release of classified information and subject to the exception noted in article 23-71(4) with respect to release of medical information concerning civilian employees. When certified copies of records are produced, they shall be forwarded direct to the clerk of the court issuing the order.

(2) Whenever the releasing authority has doubts of whether the subpoena or other compulsory process has been issued by a court of competent jurisdiction or by a responsible officer of any agency or body having power to compel production, the Judge Advocate General of the Navy (or other cognizant legal officer) shall be consulted.

(f) Copies of Health Care Records. - Upon request, an individual or an authorized representative entitled to have access to health care records, will be furnished copies of the individual's health care records. The provisions of article 23-71(2)(b) shall apply in those instances where release of the requested information might prove injurious to the member's physical or mental health.

(3) Commanding officers of Medical Department treatment facilities are authorized to release information from health care records physically located within the command to members of their staff who are conducting research

Chapter 23: Reports, Forms and Records

projects. Where possible the names of patients should be deleted. All other requests from research groups will be forwarded to COMNAVMEDCOM for appropriate action.

(4) Release of medical reports or information concerning civilian appointees or employees is controlled by the provision of the Federal Personnel Manual, section 339.1-4.

(5) Attention is invited to pertinent articles in U.S. Navy Regulations and the JAG manual for additional information concerning the release of information from naval medical or dental records.

23-72 Disclosure Accounting

(1) Each activity shall, with respect to the individual health care records it maintains, keep an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or other agency, and the name and address of the person or agency to whom the disclosure is made. The only exceptions to this accounting requirement are for disclosures made to personnel of the Department of the Navy and personnel of the Department of Defense who have a need for the record in the performance of their duties which is compatible with the purpose for which the record is maintained, and for disclosures made of those records required to be released under the Freedom of Information Act.

(a) An accounting is required for disclosures outside the Department of Defense, even when such disclosure is with the written consent, or at the request of the individual.

(b) The purpose of the accounting is to:

(1) Allow individuals to determine to whom their records have been disclosed.

(2) Provide a basis for subsequently advising recipients of records of any disputed or corrected records.

(3) Provide an audit trail for subsequent review of activity compliance.

(c) A record of each disclosure made will be included as an integral part of an individual's health care record. In those instances where the transaction is accomplished by mail, the record will include the request/authorization and a copy of the activity's forwarding transmittal form or letter. When the disclosure is made by personal review, the record will consist of a copy of the request or authorization to review the record, a signed, dated statement that the review was accomplished, and a listing or description of any copies made of the record.

23-73 Amendment Procedures

Chapter 23: Reports, Forms and Records

(1) The Privacy Act of 1974 as implemented by SECNAVINST 5211.5 series provides for individuals to request amendment of their personal records when the individuals believe the records to be inaccurate, irrelevant, untimely, or incomplete. The Commander, Naval Medical Command as the designated denial authority has established the following rules for amendment of health care records:

- (a) Requests must be in writing and must indicate that they are being made under the Privacy Act or SECNAVINST 5211.5 series. Requests should contain sufficient information to locate the particular record which the requestor is seeking to amend. A request should also contain a statement of the changes desired in the record, the reasons for requesting amendment, and any available information the requestor can provide in support of the request, including pertinent documents and related records.
- (b) Requests should be submitted to the local systems manager (holder of the records in question) who shall provide the requestor with written acknowledgment of receipt within 10 working days after the request has been received. The acknowledgment should clearly identify the request and advise the individual when the individual may expect notification of the action taken on the request. No separate acknowledgment of receipt is required if the request can be acted on within the 10 working day period.
- (c) If the local systems manager determines that the individual's request for amendment is warranted, a correcting entry shall be made in the appropriate record showing wherein and to what extent the original entry is erroneous. The original entry shall not be stricken out. Local systems managers are not authorized to effect deletions from health care records. The systems manager shall advise previous recipients of the record for whom a disclosure accounting has been made that the record has been amended, and of the substance of the correction.
- (d) If the local systems manager determines that any portion or all of a request for amendment is not warranted or if the action to amend the record requires deletion of the record, the request shall be forwarded with recommendations and related information (including a copy of the record which is the subject of the request) to COMNAVMEDCOM (MEDCOM-312).

23-74 Show of Authority

(1) Prior to the furnishing of information, granting disclosures, or authorizing amendment of records noted in article 23-71, a proper show of authority must be established in regard to each request. The application may be made in person or by mail but must be reduced to writing.

23-75 Personal Liability (Penalty)

Chapter 23: Reports, Forms and Records

(1) Maintaining Personal Records. - It is unlawful to maintain systems of records about individuals without prior announcement in the Federal Register. Anyone who does is subject to criminal penalties up to \$5,000. Even with such notice, care shall be taken to keep only such personal information as is necessary to do what law and the President, by executive order, require. The information is to be used only for the purpose described in the Federal Register.

(2) Disclosure. - Information about an individual shall not be disclosed to any unauthorized individual. Anyone who makes an unauthorized disclosure on purpose may be fined up to \$5,000. Every member or employee of the Department of the Navy who maintains records about individuals has an obligation to do ones part in protecting personal information from unauthorized disclosure. SECNAVINST 5211.5 series describes when disclosures are authorized.

23-76 Annual Report

(1) COMNAVMEDCOM command activities shall submit the annual report (DD(A) 1379 (5211)) required by paragraph 14 of SECNAVINST 5211.5 series to COMNAVMEDCOM (MEDCOM-312) no later than 1 February of each year. Medical Department representatives, ashore and afloat, shall submit data to the appropriate denial authority in the chain of command as specified in paragraph 4c of SECNAVINST 5211.5 series.

23-77 Death Forms for Civilian Agencies and Individuals

(1) All requests received from next of kin, relatives, insurance agencies, companies, fraternal organizations, etc., for completion of blank forms relative to deaths of military or civilian personnel in naval medical facilities, except in Veterans Administration situations, shall be satisfied locally, by furnishing the information requested after authorization has been received from the next of kin. If the Information is not available locally the request should be referred to COMNAVMEDCOM for action. In most instances, the inquiry can be satisfied by furnishing a statement of proof of death or a copy of the terminal narrative summary.

(2) Requests for completion of such forms in situations of beneficiaries of the Veterans Administration shall be forwarded to the Manager of the Veterans Administration Regional Office authorizing the admission of the patient.

23-78 Clinical Records to Armed Forces Institute of Pathology

Chapter 23: Reports, Forms and Records

(1) Commanding officers of Medical Department treatment facilities are authorized to furnish original clinical records to the Armed Forces Institute of Pathology (AFIP) upon request. A teaching hospital may reproduce any records considered to be of value for use in residency training, research, or clinical investigation before the original records are sent.

(2) A chargeout card shall be substituted in the clinical record file for each record furnished the AFIP. If a clinical record on loan to the AFIP is not returned prior to scheduled date of retirement, the chargeout card shall be retired along with other eligible clinical records. Clinical records returned after retirement date shall be retired as soon as practicable and in accordance with SECNAVINST 5212.5 series.

23-79 Health Care Records for Use in a Medical Care Recovery Act Claim

(1) When approved by the commanding officer, Medical Department officers may release copies of health care records or other medical or dental information to any JAG designee as designated in 2401(b) of the JAG Manual for the purpose of pursuing a Medical Care Recovery Act Claim (chap. XXIV JAG Manual). The responsibility for proper release of health care records in such instances shall rest with the JAG designee or the JAG and shall be restricted to those health care records directly related to treatment of the conditions which gave rise to the claim. Requests for other health care records of the member concerned shall be processed in accordance with article 23-71.

(2) When a subpoena for health care records is received, the appropriate JAG designee shall be consulted and the records released in accordance with their instructions.