



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

DASG-ZH

11 APR 2003

MEMORANDUM FOR Commanders, Regional Medical Commands

SUBJECT: Retirement of Medical Records Using CHCS

1. The CHCS Medical Record Retirement and Retrieval Enhancement (MRRRE) software will be deployed to all Medical Treatment Facilities (MTF's) beginning mid-April 2003. This software will be used to create automated pull lists for only inpatient (to include fetal monitoring strips (FMS) and extended ambulatory records (EAR)) and outpatient records eligible for retirement to the National Personnel Record Center (NPRC). The use of this new tool is mandatory for all MTFs with access to CHCS.
2. Training must be completed prior to using the software. The NPRC will not accept file transfers of retirement indices created using the new software and will not assign accession numbers for inpatient and outpatient retirements until 01 Jun 03. DO NOT ATTEMPT TO RETIRE RECORDS until personnel have received training and until 1 Jun 03 is past. A training package has been developed with a comprehensive, user-friendly User's Guide. The training will be accomplished using a distance-learning tool and will be available twenty-four hours/seven days a week.
3. Before the software is loaded, take the following steps:
 - a. Delete any record retirement indices you may have created while trying to clear out records you think are already retired to NPRC. Having these indices will be a problem if you then find any records that are still in your MTF. Once the software is loaded, those records locked down cannot be moved at all (i.e., can't retire them, can't bring them back into the system).
 - b. Check back in any records that were retired off the system.
 - c. Ensure medical records are in the correct record rooms.
 - d. Ensure Inpatient, FMS, and EAR records are in the same record room.
 - e. Minimize the number of record rooms for the MTF.

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4. Once the software is implemented, no SF 135, Records Transmittal and Receipt, will be created for inpatient or outpatient records. The Shipment Data File and retirement index transmitted to NPRC will serve as this document. The index will remain in the system as long as the system is in-place. Index files generated by the MRRRE software will be transmitted for processing to the NPRC prior to shipping the records.

5. Users who will transmit files or access the NPRC Medical Registry System (MRS) to perform record inquiries or to submit electronic record orders by completing the VA Form 9957 ACRS Time Sharing Request Form. It is available with complete instructions at http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/customer_service.html

6. To facilitate better tracking of records after retirement to NPRC, starting on 1 Jan 04 MTFs will create a new folder for each separate episode of disposition, EAR, and FMS.

7. Direct any questions regarding the above to Mrs. Teresa Foley at (703) 681-3109 or DSN 761-319, or e-mail teresa.foley@otsg.amedd.army.mil.

FOR THE COMMANDER:


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