



## 66th MEDICAL SQUADRON MEDICAL OUTPROCESSING

As you prepare to leave Hanscom AFB, please ensure you have completed the following before your final out-processing appointment.

**Each item on your VMPF checklist has specific instructions on how to complete that item, so click on the item and a pop-up window should show you the specific instructions for that item. You will not be cleared for that item from your VMPF checklist unless you complete the instructions listed for that particular item.**

### **Case Management/Disease Management Patients**

- Check out with Case Management/Disease Management Nurse to ensure all coordination of care has been completed with the gaining medical treatment facility.

### **Defense Enrollment Eligibility Reporting System (DEERS)**

- You will need to update your phone numbers and address every time you move by clicking on <http://www.tricare.mil/deers> or by calling 1-800-538-9552. This will help facilitate communication between your military treatment facility and you.

### **Dental Clinic**

- **Dental Out-processing**
  1. The member must provide the 66 MDS Dental Clinic with a copy of PCS orders.
    - a. You can walk-in to drop off your orders or fax them to the Dental Clinic reception desk at (781) 225-2564.
    - b. Established by DODI 6040.43, members are not authorized to hand-carry records unless otherwise stated by their orders.
    - c. **GSU members**: Fax the DD Form 2813 directly to the Hanscom Dental clinic at 781-225-2564; please call 781-225-6789 with questions.
  2. The Dental Clinic will then confirm if the member is cleared to PCS.
    - a. Class 3+4 members are not authorized to PCS unless otherwise stated by the Dental Flight Commander.
  3. Once steps 1 and 2 are complete, the vMPF monitor will sign the member out of vMPF.
  4. For readiness purposes, if the member is within 45 days of their annual dental examination date, he/she will be required to complete a dental examination prior to being out-processed.
- **Separation/Retirement Process**
  1. The member must provide the 66 MDS dental clinic with a copy of separation/retirement orders.
  2. The member can complete a separation/retirement dental examination within 90 days of separation/retirement.

3. Once steps 1 and 2 are complete, the vMPF monitor will sign the sponsor out of vMPF.
4. To request a copy of your dental record, you must submit a DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*, to the dental clinic reception desk. Please allow up to 30 days for completion of the dental record copy request.

### **Exceptional Family Member Program (EFMP)**

- If you are EFMP coded or your family members have conditions warranting enrollment in EFMP, you will need to follow the instructions listed in the EFMP checklist item and/or contact the EFMP office (781-225-4449 or 6187).
- This process can take up to 6 months to coordinate with all providers, both on and off-base, to the potential gaining base, and to AFPC.
- If you are seeing civilian providers, please read the paragraph regarding medical records.
- **GSU members:** You will need to contact the Hanscom EFMP office for all AF paperwork. You may then take this paperwork to a sister service medical facility or civilian provider for completion of the medical portion, but the completed paperwork must be returned to Hanscom EFMP office for processing. Sister service facilities cannot process this paperwork as there are different processes for each service.

### **Flight and Operation Medicine Clinic (FOMC)**

- **AF Form 422 Profile Process**
  1. Email [66.mds.msme@us.af.mil](mailto:66.mds.msme@us.af.mil) to request an AF Form 422 per reporting instructions for special duties, Palace Chase/Front, and PCS to remote locations to include Turkey and Korea.
  2. Or walk-in to FOMC 0800-1000 and 1300-1500 M-F (Closed 1<sup>st</sup> Friday of the month). Please be advised it can take up to a week or longer to process the AF Form 422.
- **Out-Processing**
  1. For Flyers and PRP patients, FOMC requires a copy of the military member's orders for out-processing
    - a. If records are maintained at Hanscom, once orders are received, records will be packaged for hand-carry to next duty location
    - b. If records are not maintained at Hanscom, email [66.mds.msme@us.af.mil](mailto:66.mds.msme@us.af.mil) or call 781-225-6789 for the FOMC.
  2. For other patients, email [66.mds.msme@us.af.mil](mailto:66.mds.msme@us.af.mil) or call 781-225-6789 and choose the option to speak with FOMC.
  3. Once step 1 or 2 is complete, the vMPF monitor will sign the member out of vMPF.
- **Separation/Retirement Process**
  1. Member must report to FOMC SHPE within 210-180 days of separation/retirement to begin the process.
    - a. Paperwork received 90-180 days from separation/retirement date will be processed through SHPE and the VA.
    - b. Paperwork received 90-30 from separation/retirement date will be processed through SHPE only.

- c. Paperwork received 30 days or less from separation/retirement date will be discharged without a physical.
2. Once steps a, b, or c are complete, the SHPE representative will sign you out of vMPF.

### **Geographically Separated Units, or GSUs**

- If service members are located at a GSU, you still **MUST COMPLETE** the items listed in your VMPF checklist. Hanscom AFB is still your servicing AF base and we will clear you for the items in your VMPF checklist, as sister service facilities do not have access to your checklist or orders process.

### **Medical Records**

- **Records cannot be hand carried per DODI 6040.43/AFI41-210 AFGM1 (26 Feb 2010) (except active flyers and PRP members)**
- **Transfer of medical records** (for you and/or your family members) to your gaining base or new location.
  - Drop off a copy of your orders with Outpatient Records. Your medical record will be transferred to nearest MTF at your new location. If your orders list dependents for PCS with the sponsor, their records will also be transferred.
- **Separation/Retirement**
  - Bring a copy of your orders to Medical Records to begin the process and/or contact the Outpatient Record's NCOIC at 781-225-6341
- **Off-Base/Civilian Medical Records**
  - If you or your family are seeing civilian providers, you will need to request all medical records for you and your family from these providers, and either hand carry them to the Hanscom clinic (or sister service medical facility) to be placed into your DoD electronic medical record, or send them via MiCare to Hanscom (see steps listed for MiCare). This process can take about 30 days to receive all off-base medical records.
- **Coast Guard Clinic Medical Records**
  - If you or your family are seeing providers at any Coast Guard Clinic, you will need to receive copies of all encounters and hand carry or send via MiCare to the Hanscom clinic (or sister service medical facility), as the USCG does not have access to your DoD electronic medical record.

### **MiCare/Relay Health**

- To register for MiCare, please complete a registration form at the Hanscom or any sister service medical facility front desk or email [kathryne.friess@us.af.mil](mailto:kathryne.friess@us.af.mil).
- If you already have a MiCare account and are not enrolled to the Hanscom clinic, please email [kathryne.friess@us.af.mil](mailto:kathryne.friess@us.af.mil).
- **GSU members:** If you have a MiCare account and you are enrolled to another military medical facility or a sister service military medical facility, please email [kathryne.friess@us.af.mil](mailto:kathryne.friess@us.af.mil) to add a Hanscom account to your profile to facilitate getting paperwork back and forth to us.

## Profiles

- Call the 66 MDS at 781-225-6789, option 1 for the call center, and leave a telephone consult. There will likely be a 5 business day turn-around as the providers will need to review the request, update the AF software program, and get to the profile office.
- Con leave and quarters should be completed through your regular provider, even if they are a sister service provider.

## Military One Source

- You can access a multitude of resources (education, relocation, parenting, stress, taxes, etc.) by calling 1-800-342-9647 or going online to [www.militaryonesource.com/](http://www.militaryonesource.com/). This free service is provided by the Department of Defense for Active-Duty, Guard, and Reserve service members and their families. The service is completely private and confidential, with few exceptions.

## Overseas Clearance Screening (OSC)

- Contact 781-225-6187 for overseas clearance for your dependents.
- **GSU members:** You will need to contact the Hanscom OSC office for all AF paperwork. You may then take this paperwork to a sister service medical facility or civilian provider for completion of the medical portion, but the completed paperwork must be returned to Hanscom OSC office for processing. Sister service facilities cannot process this paperwork as there are different processes for each service.

## Pharmacy

- Ensure that you have enough of your routine medicines (for you and/or your family members) to last 60-90 days after your departure. [Call the refill line with your refill information or place a telephone consult for your PCM Team if you need refills.](#)
- Travel with a document itemizing each medication you are taking.
- If your medications are lost or stolen during travel, the required information for replacement is:
  1. Patient's name
  2. Prescription number
  3. Name of medication
  4. Strength/dosage of medication
  5. Directions on how the medication is taken
  6. Prescribing doctor's name & phone number
  7. Pharmacy's name & phone number where originally filledOnce your prescription is transferred to a pharmacy other than where it was originally filled, you will lose your remaining refills. Contact your Primary Care Manager for new prescriptions as soon as you arrive at your new destination.

## Public Health

Prior to your Final Out-processing appointment, all Individual Medical Readiness requirements must be current. You can view your medical readiness status at <https://imr.afms.mil/imr/MyIMR.aspx>

- **Deployment-Related Health Assessments (DRHAs):** After completing your DRHA questionnaire on your IMR page, the 66 MDS will review and call you to schedule your

Face-to-Face appointment or give you further instructions. Please make sure your demographic information is correct in MilPDS or we may be unable to contact you.

- **Immunizations Clinic: Walk-In ONLY**
  1. Hours of Operation:
    - a. M, TU, W, F = 0730-1600
    - b. TH = 0730-1430; Closes at 1430 (Smallpox shot ONLY)
    - c. \*CLOSED 1230-1330 DAILY, Federal Holidays, Base Down Days and the 1<sup>st</sup> Friday of the month for Training\*
  2. **GSU members:** Once you receive your annual FLU shot, you MUST fax the documentation to the Hanscom Immunizations clinic at (781)-225-2571. Other services do not have access to the AF system.
  3. IMR screen notes:
    - a. “Pos Titer” and lab test “pending” means NO action is required by member
    - b. Light grey means continuation of the shot is OPTIONAL
    - c. Pink fields are also optional vaccines = NOT mandatory.
    - d. Yellow and Red fields: Member may be DUE or OVERDUE for immunizations (check the IMR action list) and must report to the kiosk in the 66 MDS Clinic lobby and check in with Immunizations or obtain from off-base medical facility using Tricare Remote benefits.
- **Labs: HIV/G6PD/BLOOD TYPE/SICKLE CELL/DNA lab tests:**
  - **GSU members:** Fax information to (781) 225-2581, Attn: IMR
- **Annual Preventive Health Assessments (PHA):**
  - **GSU members:** Fax all PHA matters to 781-225-2581, Attn: PHA or call 781-225-6286/6231 for questions/concerns.

### **Radiology**

- X-rays taken at the Hanscom clinic will be requested by your gaining base as needed (X-rays are stored electronically in a centralized location), but it is highly encouraged for you to pick up a copy of all of your/your family member’s X-rays. If X-rays were taken off base, it is highly encouraged to get a copy along with all reports to hand carry to your gaining base. You should pick up your/ your family member’s mammogram films from the local healthcare facility where the mammogram studies were completed. These films are required for comparison at the next mammogram appointment.

### **TRICARE**

**Your care will be authorized through this facility until you enroll in TRICARE at your gaining base. Should you need medical care while en route:**

- **Emergency Care** is an acute symptom of sufficient severity that a prudent person can reasonably expect the absence of medical attention to result placing that individual’s health in serious jeopardy, serious impairment to bodily function, or serious dysfunction to any bodily part or organ. In an emergency, go to the nearest emergency room or call **911**. If you are hospitalized as a result of an emergency, Health Net must be notified within 24 hours.
  - \*\*\*If you seek emergency care while en route to your new duty station, make sure to contact the 66 MDS to let them know that you were seen. You must contact your PCM within 24 hours of the hospital visit. For any medical

questions, contact the 66 MDS at (781) 225-6789 or DSN 845-6789 and listen to the option for the appropriate clinic to obtain medical advice.

- **Urgent Care** is a medically necessary treatment for a condition that is not life threatening but is serious enough that may worsen or cause undue suffering if not treated right away. In an urgent care situation, such as a sprained ankle or flu like symptoms, call the 66 MDS at 781-225-6789 for a referral **before seeking care**.
- **Routine Care** is **not** covered out of the area (elective, planned, or not related to any sudden injury or illness). You must receive all routine care from your PCM. **Should you obtain routine care while en route you will be responsible for that bill.**
- When you arrive at your next duty location, remember to call TRICARE or you will remain empanelled to Hanscom and will not be able to receive care there.
- **Helpful Numbers and Websites**
  - BCAC: 781-225-6789
  - Health Net Federal Services: 1-877-874-2273 or [www.hnfs.com](http://www.hnfs.com)
  - Urgent Care Authorization: 781-225-6789
  - TRICARE: 1-877-TRICARE
  - TRICARE Dental (MetLife): 1-855-638-8371
  - DEERS: 1-800-538-9552 or [www.tricare.mil/deers](http://www.tricare.mil/deers)
  - Beneficiary Web Enrollment (BWE): [www.dmdc.osd.mil/appj/bwe](http://www.dmdc.osd.mil/appj/bwe)