



DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 40-2

19 June 2002

Medical Services
ACUTE MEDICAL TREATMENT PROCEDURES FOR FORT LEONARD WOOD

Summary. This regulation prescribes policies and procedures for receiving medical care at the Consolidated Troop Medical Clinic, the Hospital Acute and Minor Illness Clinic, Family Practice Clinics, Internal Medicine Clinic, and the Emergency Room on Fort Leonard Wood, Missouri.

Applicability. The provisions of this regulation are applicable for all military personnel assigned to or attached to the installation, including U.S. Army Reserve and National Guard Units on annual active duty for training (ADT), and civilian personnel eligible for care.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Suggested Improvements. The proponent of this regulation is the Director of Health Services. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN, ATTN: ATZT-MD, 126 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

FOR THE COMMANDER:



WILLIAM A. VAN HORN
Colonel, GS
Chief of Staff

JAMES M. BOATMAN
Acting Director, Information
Management

DISTRIBUTION:
A
Plus 100 – ATZT-IM-ST
3 – ATZT-IM-SP

Contents	Page
Paragraph 1. Purpose	2
Paragraph 2. References and Forms	2
Paragraph 3. Explanation of Acronyms and Definitions	2
Paragraph 4. Responsibilities	2
Paragraph 5. General	2
Paragraph 6. Procedures for Obtaining Medical Treatment	2
Paragraph 7. Admission and Disposition of Personnel Admitted to the Hospital or Quarters Status and Notification	3
Paragraph 8. Transportation of Patients	3
Paragraph 9. Confidence in Prescribed Treatment	3
Appendix A. Health Record Custodial Repository	3
Glossary	3

1. Purpose. To establish policy and necessary procedures for receiving medical care at the Consolidated Troop Medical Clinic (CTMC), Hospital Acute and Minor Illness Clinic (HAMIC), Family Practice Clinic, Internal Medicine Clinic (IMC), and the Emergency Room (ER) on Fort Leonard Wood, Missouri.

2. References and Forms.

a. Required References.

(1) AR 40-66 (Medical Records Administration and Health Care Documentation). Cited in paragraph 5a.

(2) FLW Reg 210-14 (Ranges and Training Areas). Cited in paragraph 8b.

b. Related References.

(1) AR 40-2 (Army Medical Treatment Facilities: General Administration).

(2) AR 40-501 (Standards of Medical Fitness).

c. Referenced Forms.

(1) DA Form 3349, Physical Profile.

(2) DA Form 3444 series, Terminal Digit Treatment Record (Medical Record).

(3) DD Form 2A, Active Duty Military Identification Card.

(4) DD Form 689, Individual Sick Slip.

(5) SF Form 66D, Employee Medical Record.

(6) FLW Form 576, Trainee Sick Slip.

3. Explanation of Acronyms. Acronyms used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Director of Health Services (DHS), General Leonard Wood Army Community Hospital (GLWACH) is responsible for the medical care provided in all clinics and emergency treatment facilities, including the employment of recognized professional procedures and for medical treatment in keeping with accepted professional standards. The DHS will be the sole proponent for all medical directives published and established for Medical Treatment Facilities (MTFs) on Fort Leonard Wood, Missouri.

b. Unit Commanders will ensure members of their command adhere to sick call procedures and report to sick call at the appropriate times.

5. General.

a. The DA Form 3444 series, Medical Record, will be maintained for all active duty military personnel and SF Form 66D, (Employee Medical Record), for civilian personnel in accordance with AR 40-66, (Medical Records Administration, chapter 5).

b. CTMC.

(1) Patient Eligibility: Initial Entry Training (IET) and Advanced Individual Training (AIT); Drill Sergeant candidates and MANSCEN Noncommissioned Officer (NCO) Academy students; Air Force, Navy, and Marines in a training status; and Army National Guard (ARNG) and United States Army Reserve (USAR) on active duty for training. Drill Sergeants can be seen at the CTMC on a walk-in basis for acute minor illnesses or injuries.

(2) Hours of operation: 0600 to 1500 Monday, Tuesday, Wednesday, Friday and Saturday; Thursday 0600 to 1200.

(3) Sick call sign-in hours.

(a) 0600 – 1100 to 1300 – 1400 Monday through Saturday, except Thursday 0600 – 1100 only.

(b) 1130 to 1330 Monday, Tuesday, Wednesday and Friday; 1030 to 1200 Thursday for United States Marine Corp (USMC) personnel in training status.

(c) 0600 – 1100 to 1300 – 1400 Saturday for all personnel in training status.

(d) EXODUS hours of operation will be determined by the DHS, GLWACH.

c. HAMIC.

(1) Patient Eligibility. Officer Basic Course (OBC) and all non-empanelled officer students either active duty (AD), or active duty National Guard (AD NG) or Reserve on military orders.

(2) Hours of operation: 0630 – 1530 Monday through Friday.

(3) Sick call sign-in hours: 0630 – 0800 Monday through Friday except for federal and hospital training holidays.

d. Family Practice and Internal Medicine Clinics.

(1) Patient Eligibility. All active duty empanelled by TRICARE Service Center (TSC) in either Family Practice or Internal Medicine Clinics.

(2) All Permanent party will call the TSC for a same day appointment. If no appointments are available, the calls will be routed to the clinic Triage Nurses for evaluation and appropriate action.

e. The ER will not be used as a substitute for routine sick call/health care. It is operational 24 hours a day to treat emergencies. Ambulance service is always available through the ER.

f. A listing of health record custodial repositories is located in appendix A.

6. Procedures for Obtaining Medical Treatment.

a. Eligibility for treatment. All personnel must provide proof of eligibility for treatment upon request by the MTF staff. This will normally be the DD Form 2A (Active Duty Military Identification Card).

b. Routine Medical Treatment for Military Personnel in Training Status. Individuals seeking routine medical treatment will report to the CTMC during the hours prescribed in paragraph 5. Personnel reporting for sick call after stated hours will be evaluated to determine if their medical complaint is urgent. Urgent medical complaints will be further evaluated and treated or referred as appropriate. Military personnel with non-urgent medical complaints reporting after routine sick call hours will be returned to their unit and instructed to return to the clinic during the next routine sick call period.

c. Permanent party personnel will call TSC at 329-8600 for a same day appointment. The TSC is open Monday-Friday, 0700 – 1630. If there are no same-day appointments available the patient calls for urgent medical complaints will be referred to the Primary Care Manager (PCM) Clinic Triage Nurse. After normal duty hours, patients may call the on-call PCM at (573) 596-1490 or leave a message for the PCM.

d. Military personnel enroute to and from sick call will remain under the control of their unit commander. The clinic noncommissioned officer in charge (NCOIC) will be responsible for maintaining order and discipline of the troops while in the MTF and will seek assistance from unit cadre when service members (SMs) do not comply with clinic rules or instructions.

e. Emergencies and urgent conditions. If you have a question during duty hours regarding whether your condition is an emergency, call the TRICARE Service Center who will put you in contact with your Primary Care clinic triage nurse.

(1) All patients requiring emergency care will report to the GLWACH Emergency Room. Emergencies are conditions that immediately threaten life, limb or eyesight.

(2) All non-emergency patients reporting to GLWACH ER will be evaluated and treated or referred for treatment at the discretion of the medical officer based upon their condition.

f. Prior to reporting to sick call, personnel will obtain their health records from the appropriate health record custodial repository listed in appendix A.

(1) The DD Form 689 (Individual Sick Slip) and FLW Form 576 (Trainee Sick Slip) may be used to denote temporary duty limitations for 30 days or less. The DD Form 689 will briefly define limitations and medication side effects.

(2) A DA Form 3349 (Physical Profile) will be used for personnel requiring a temporary duty limitation of more than 30 days. This form will be completed by an authorized health care professional.

g. SMs routinely referred to specialty or other outpatient clinics from the CTMC will hand carry the health record. The health record will be placed in distribution by the specialty clinic to which the patient was referred, regardless of whether the patient was seen that day or is given an appointment to return.

7. Admission and Disposition of Personnel Admitted to the Hospital or Quarters Status and Notification.

a. The only personnel authorized to admit SMs to the hospital are medical or dental officers who have been granted this privilege by the hospital commander.

b. SMs admitted to GLWACH will be reported to their unit by the Admission and Disposition Branch staff, Patient Administration Division. Brigade couriers pick up admission and disposition reports from Patient Administration Division each morning.

c. Quarters status.

(1) The attending physician/physician assistant/triage nurse placing an individual on quarters status will notify the unit by annotating status on the FLW Form 576 or DD Form 689. The SM will return the form to his/her unit. If the triage nurse places a SM on quarters, the SM may pick the DD Form 689 and take it to the unit on the date issued or the clinic may fax it to the unit. Triage nurses may place SMs (in the rank of E-6 or above) on quarters over the phone. Active Duty trainees and single SMs may be housed in the GLWACH Infirmary while on quarters status if the attending physician/physician assistant feels the patient should not be in the barracks or at home alone.

(a) Infirmary status enables GLWACH to house these patients for periods of up to 72 hours without admitting them.

(b) The SM must be self-care and self-medicating. CTMC staff and/or admitting clinic staff will provide SM education regarding medication administration time, fluids, signs and symptoms of deteriorating condition, etc.

(2) IET/AIT SMs placed on quarters status will be housed at the GLWACH Infirmary. SMs in this status will be placed on 24 hours quarters, renewable daily upon reevaluation and normally will not exceed 72 hours total. When quarters are required beyond 72 hours, the Chief, Primary Care and Community Medicine Division review the patient's record.

(3) The attending physician will make an entry on the sick call slip indicating the duration of the quarters status in number of hours. Quarters are routinely given for 24, 48, or 72 hours depending upon the nature and severity of the condition and estimated recuperation time. Quarters given in this manner are not timed from the minute they are given. Quarters expire at the unit's first formation on the day of release from quarters unless a specific inclusive time period is so indicated on the sick slip by the medical officer, i.e., "Quarters, 24 hours, 0800 17 May until 0800 18 May 99".

(4) If stated on the quarters slip, individuals placed on quarters not housed in the infirmary will be given an appointment to return to the MTF after termination of quarters for follow-up examination. Individual will present for the appointment with DD Form 689 or FLW Form 576. (Unless released from quarters status, the individual will be given the sick call slip extending quarters with instructions to return the slip to their unit orderly room.)

8. Transportation of Patients. Request for transporting non-ambulatory or acutely ill patients to and from GLWACH.

a. All emergencies: Call GLWACH Ambulance Section. .

b. From CTMC, ranges, bivouac and training areas: The Unit is responsible for transportation. To request emergency medical service, follow the procedures outlined in FLW Reg 210-4 (Ranges and Training Areas), paragraph 5-1, Medical Support.

c. For Non-Emergency Patients: Transportation in other cases will be by the most expeditious manner, dependent upon the individual's condition and may include post shuttle bus for ambulatory trainees or POV for permanent party SMs. Use of local taxis for transportation to the hospital is not authorized for trainees. Unit transport is appropriate.

9. Confidence in Prescribed Treatment. Commanders detecting signs of dissatisfaction with medical service or having doubts about medical, sanitary, or personal hygiene problems are encouraged to contact the medical officer who treated the SM.

Appendix A
HEALTH RECORD CUSTODIAL REPOSITORY

OUTPATIENT RECORDS	
CMTC	GLWACH
All IET/AIT, Drill Sergeant Class candidates, Navy, Air Force, and USMC in a training status.	All permanently assigned personnel on FLW, Basic and Advanced Engineer, Military Police and Chemical Schools personnel, Foreign SM and their family members.

GLOSSARY

AD
active duty

AD NG
Active duty National Guard

ADT
active duty for training

AIT
Advanced Individual Training

AR
Army Regulation

ARD
Adult Respiratory Distress

ARNG
Army National Guard

CTMC
Consolidated Troop Medical Clinic

DA
Department of the Army

DD
Department of Defense

DHS
Director of Health Services

ER
Emergency Room

FPE
Family Practice East

FPW
Family Practice West

FLW
Fort Leonard Wood

GLWACH
General Leonard Wood Army Community Hospital

HAMIC
Hospital Acute and Minor Illness Clinic

IET
Initial Entry Training

IMC
Internal Medicine Clinic

MANSCEN & FLW
United States Army Maneuver Support Center
and Fort Leonard (same as MANSCEN)

MTF
Medical Treatment Facility

NCO
noncommissioned officer

NCOIC
noncommissioned officer-in-charge

NG
National Guard

OBC
Officer Basic Course

PCM
Primary Care Manager

POV
privately owned vehicle

PULHES
P – Physical Capacity Stamina
U – Upper Extremities
L – Lower Extremities
H – Hearing and Ear
E – Eyes
S - Psychiatric

SF
standard form

TNT
Telephone Nurse Triage

SM
Service member

TSC
TRICARE Service Center

USAR
United States Army Reserve

USMC
United States Marine Corp