

CHAPTER 4

MEDICAL RECORDS

INTRODUCTION

Navy and Marine Corps personnel and DoD eligible beneficiaries utilize the *U.S. Navy Medical Outpatient and Dental Treatment Record (NAVMED 6150/21-30)* as the official record jacket for the chronological documentation of medical and dental evaluations, care, treatments and occupational health. The medical and dental history stored in these color coded jackets assists medical department personnel to provide care.

The health record has significant medico-legal value to the patient, the healthcare provider, the Medical Treatment Facility (MTF) and Dental Treatment Facility (DTF) and the U.S. Government. Also, various officials and boards (i.e., special duty boards and medical boards) refer to information furnished by the health record in determining physical fitness or physical disability. Accurate and complete record entries and proper record maintenance are of the utmost importance.

This chapter provides the fundamentals of effective records' management. Opening, filing, verifying, and closing active duty and reserve personnel medical and dental records, will be outlined including the use of appropriate forms. Guidelines for record management are in Chapter 16 of the *Manual of the Medical Department (MANMED P-117)*.

PRIMARY AND SECONDARY MEDICAL RECORDS

LEARNING OBJECTIVE:

Identify the types of primary and secondary records, and the usage of each type.

PRIMARY MEDICAL RECORDS

The primary medical records are used for the documentation of outpatient medical and dental care. A secondary medical record is established by a patient's specialty healthcare provider and contains medical information needed by that provider for a specific need. Secondary medical records are maintained separate from the primary medical record.

The three major categories of primary medical records are:

- Health records (HREC)
- Outpatient records (OREC)
 - Dental records (DREC) are part of HRECs (active duty) and ORECs (retirees and family members)
- Inpatient records (IREC)

Health Record

The HREC is a file of continuous care given to *active duty members* and documents all outpatient care provided during a member's career. While the HREC primarily documents ambulatory (outpatient) care, copies of inpatient narrative summaries and operative reports are also placed in the HREC to provide continuity of healthcare documentation.

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