

TAMC MEDICAL RECORDS OUT PROCESSING

- PCS Soldiers must provide a copy of their orders to the Outpatient Records Department for their medical/dental records to be mailed to their gaining installation.
- ETS-Retirement Soldiers must provide a copy of their orders to the Outpatient Records Department for the medical/dental records to be mailed to the Army Records Processing Center (ARPC) MEDCOM, HQ San Antonio.
- ETS-Retirement Soldiers to request a copy of SM/FMs Medical Records go to TAMC **Release Of Information(ROI)**. You or your FM will fill out and sign a DD form 2870, to request a copy of your medical records which takes up to 30 business days to complete.
- ROI Hours of Operation:
- MON-FRI 0900-1500(closed on all federal holidays), located on the Ground floor Oceanside ROOM #G1A-104.

TAMC MEDICAL RECORDS OUT PROCESSING

- **FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING**
- **Soldiers with Family members (FM) must provide a copy of their orders with FM names included on set orders to Outpatient Records for the FMs medical records to be shipped out. Outpatient Records is located at Tripler AMC Ground floor Oceanside Room# G1A-508.**
- **Hours of operation:
MON-FRI 0800-1545 (closed on all federal holidays).**

TAMC MEDICAL OUT PROCESSING

- **TRICARE Transferring to a new duty station**

It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call TRIWEST @ 1-888-874-9378

TRICARE Info Briefings website- [TRICARE Briefings | Health.mil](https://www.health.mil/tricare-briefings)

Embedded file is a Tricare info sheet, double click to open



Microsoft Word
Document

Separation History and Physical Examination (SHPE)

**Desmond Doss Health Clinic (DDHC)
Patient Administration Division (PAD)**

Is SHPE mandatory?

Yes!

- **Active Duty Soldiers**
- **Reserve Component Soldiers who have served on active duty for 180 days or more**
- **If you do not have a completed SHPE, DDHC staff cannot sign off on your clearance papers when you out process**

Why is SHPE mandatory?

- **Per HQDA EXORD 162-15- To provide Soldiers with enough time prior to separation so the VA has the completed exam if a Soldier plans to file for VA Disability**
- **To provide a single separation examination that supports the VA disability compensation program and the DoD mandatory separation history and physical examination.**
- **Ref: HQDA EXORD 162-15 Separation History and Physical Examination, Directive-type Memo (DTM) 14-006 SHPE**

When must I complete my SHPE?

- **SHPE must be completed within 180 days prior to separation date**
- **VA needs minimum 30-90 days to process the exam (sooner is better than later)**
- **Soldiers that do not start the SHPE process until less than 30 days prior to separation will likely not be able to utilize the VA for the exam, and must utilize their assigned SCMH**

- **ETS-Retirement Soldiers fill out and sign DD form 2870 to request a copy of medical records, takes up to 30 work days.**

Documents needed for VA SHPE

- **VA Form 21-526EZ “Application for Disability Compensation”**
- **Submit a copy of your Service Treatment Medical Records, using DD form 2870**
- **Complete, sign, and submit DD Form 2807-1, “Report of Medical History**
- **VA will schedule an exam to evaluate claimed conditions**

ELEVATORS

STAIRS

INPATIENT
RECORD

RELEASE OF
INFORMATION

Installation In/Out Processing



OUTPATIENT
RECORD