



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2107 17TH STREET, SUITE 69
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO
ATTENTION OF

MCAA

8 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Data Capture of Direct Health Care Provider (DHP) Information, Operating Instruction 04-01

1. Purpose. Provide guidance on the use of the Local Info fields in PD2 for data capture.

2. Background. The Surgeon General periodically asks for an analysis of how his resources are being spent for the delivery of direct health care services. HCAA generally sends a data call for the offices to provide information based on a manual review of their DHP files and contract data. The data is then consolidated with the other offices to provide the information for The Surgeon General. The manual process has proven to be a time-consuming task providing somewhat questionable results. HCAA is implementing a process briefed at the Leadership Conference, held 22-25 July 2003, to capture the DHP data. The procedure requires contracting personnel to provide specific data during contract award/modification using the Local Info fields at the CLIN level in PD2.

3. Policy.

a. Effective 15 October 2003 all contract actions that obligate or deobligate Army DHP funds for direct health care providers must capture specific data elements required for the analysis of DHP resource usage. Contracting personnel are responsible for providing data to be used in the analysis by entering key elements into PD2, at the CLIN level, during the award/modification process **prior** to release of the action. The key elements have been identified as:

- (1) DHP Specialty.
- (2) Military Treatment Facility (MTF) location.
- (3) Personal or Nonpersonal.

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(4) Contract method (iMAP, Individual Provider, or Other).

(5) Total full-time equivalent for each contract line item.

b. Key elements are not available for CLINs on award/modification documents created prior to 27 September 2003. Actions created and released prior to availability of the elements will require manual entry of the data via the HCAA website at: <http://hcaa.medcom.amedd.army.mil/dhcp/>.

Exception: The Local Info key elements will be available on any IDIQ Delivery Order issued after 27 September 2003, regardless of the creation date of the IDIQ contract, when the order is created using a PR containing the elements; e.g., PR created and approved after 27 September 2003.

c. Contracting officers and personnel are responsible for ensuring that each CLIN contains the applicable FSC for acquired services. FSC coding is crucial for the identification and description of services as it is the only description field accessible for reporting purposes.

Note: The use of miscellaneous FSCs (e.g., Q999) must be avoided if at all possible.

d. Periodically, HCAA will run reports to identify actions missing the FSC and/or Local Info data for DHP actions. The reports will be forwarded to the applicable office for manual entry of the data via the HCAA website.

e. A User Guide with written instructions and specific coding information for the actual data entry process is enclosed.

f. These procedures are in effect for all contract actions that cite Army DHP funds for health care providers.

4. Our point of contact is Ms. Sandy Gaddy, DSN 471-4095, or Mr. Ron Magee, DSN 761-8082.

<signed>

Encl

ALBERT JACOB
Chief of Staff

MCAA

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Information, Operating Instruction 04-01

DISTRIBUTION:

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CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE

DHP CODES

	A	C
1	TYPE SERVICE	CODE
2	Analyst, Health Care	AHC
3	Anesthesia, Operating Service	AOS
4	Anesthesiologist	ANEST
5	Anthrax/Med. Dental Svcs	ANTHRAX
6	Audiologist	AUDIO
7	Auto Transfusion Tech Services	ATTS
8	Cardiac Rehab	CARDR
9	Case Manager	CASEM
10	Chiropractor	CHIROP
11	Clerk, Medical	CLERKM
12	Clinical Staff	CLINST
13	Coordinator, Family Service	COORFS
14	Coordinator, Family Svcs Assist	COORFSA
15	Counselor / Social Worker	COUNSW
16	Counselor, Behavioral Health	COUNBH
17	Counselor, Genetic	COUNG
18	Dental, Assistant	DENAST
19	Dental, Assistants Coordinator I	DENCORI
20	Dental, Assistants Coordinator II	DENCORII
21	Dental, Assistants Coordinator IV	DENCORIV
22	Dental, Hygienist	DENH
23	Dental, Orthodontists	DENORTH
24	Dental, Readiness	DENREAD
25	Dental, Therapy Assistant	DENTHA
26	Dentist, Oral Surgeon	DENOSUR
27	Dentist, Orthodontist, Diagnostic	DENORTD
28	Dentists, Pediatric	DENPED
29	Dietitian	DIET
30	Dosimeters	DOSIM
31	Educator, Spec Early Childhood	ESEC
32	Family Practice Clinic Services	FPCS
33	General Medical Officer	GMO
34	Geriatric Personal Fitness	GPF
35	Hospitalist	HOSPIT
36	IN OPERATING MONITORING SERVICES	IOMS
37	Management Analyst	MANANA
38	Management Assistant	MANAST
39	Medical, Admin Support	MEDADS
40	Medical, Assistant	MEDAST
41	Medical, Specialist	MEDSP
42	Neuropsychological Fellowship	NEUROSF
43	Neurosurgeon	NEROSURG
44	Nurse, Administrative II	NURSEAI
45	Nurse, Anesthesia Assistant	NURANESA
46	Nurse, Anesthetist	NURANEST
47	Nurse, Assistants	NURASS
48	Nurse, Associate	NURASSOC
49	Nurse, Associate LPN	NURASLPN

DHP CODES

	A	C
50	Nurse, Associate RN	NURASRN
51	Nurse, Case Manager	NURCAMAN
52	Nurse, CCU	NURCCU
53	Nurse, Cert OCH (FOH)	NURCETOC
54	Nurse, Certified Assistants	NURCRAST
55	Nurse, Clinical Specialist	NURCLSP
56	Nurse, Consultant OR	NURCONOR
57	Nurse, Coordinator	NURCOR
58	Nurse, Coordinator II	NURCORII
59	Nurse, CRNA	NURCRNA
60	Nurse, EI	NUREI
61	Nurse, Family Nurse Practitioner	NURFNP
62	Nurse, ICU RN	NURICURN
63	Nurse, LPN	NURLPN
64	Nurse, LPN Med Surg	NURLPNM
65	NURSE, LPN, Intensive Care	NURLPNIC
66	Nurse, LVN	NURLVN
67	Nurse, LVN, Assoc Occ Health	NURLVNAH
68	Nurse, LVN, PACU	NURLVNP
69	Nurse, MED/SUG, RN	NURMRN
70	Nurse, MIDWIFE	NURMIDW
71	Nurse, Mother, Baby	NURMBAB
72	Nurse, OB/ GYN, RN	NUROBGRN
73	Nurse, OB/GYN Practitioner	NUROBGYP
74	Nurse, Occ Health Specialist	NUROHP
75	Nurse, Pediatrician	NURPED
76	Nurse, Practitioner	NURPRA
77	Nurse, Practitioner, Cord III	NURPRAIII
78	Nurse, Practitioner, GYN	NURPRGYN
79	Nurse, Practitioner, Pediatric	NURPRPED
80	Nurse, Practitioner, Women's Health	NURPRWH
81	Nurse, RN	NURRN
82	NURSE, RN, INTENSIVE CARE	NURRNIC
83	NURSE, RN, MED / SURG	NURRNMS
84	NURSE, RN, Case Manager	NURRNCM
85	Nurse, RN, CCU	NURRNCCU
86	Nurse, RN, Clinical	NURRNCL
87	Nurse, RN, ER	NURRNER
88	Nurse, RN, Labor & Delivery	NURRNLD
89	Nurse, RN, Mother/Baby Unit	NURRNMB
90	Nurse, RN, Psych	NURRNPY
91	Nurse, RN, Radiology	NURRNR
92	Nurse, RN ER	NURRNER
93	Nurse, RN, Blood Bank Center	NURRNBB
94	Nurse, RN, Community Health	NURRNCH
95	Nurse, RN, HIV	NURRNHI
96	Nurse, RN, ICU	NURRNIC
97	Nurse, RN, Lead	NURRNLD
98	Nurse, RN, NICU	NURRNNIC
99	Nurse, RN, OR	NURRNOR
100	Nurse, RN, PEDIATRIC	NURRNPED

DHP CODES

	A	C
101	Nurse, RN, Pediatric Early Intervention	NURRNPEI
102	Nurse, RN, Surgical	NURRNSUR
103	Nurse, RN, Tele Medicine	NURRNTM
104	Nurse, RN, Trauma Research	NURRNTR
105	Nurse, RN, Triage Line	NURRNTL
106	Nurse, RN, UCC	NURRNUCC
107	Nursing Assistant, Certified	NURACER
108	Nursing, Assistant	NURASST
109	Nutritionist, Pediatric	NUTRIPED
110	Occupational, Health Services	OCCHSER
111	Occupational, Therapist	OCCTHER
112	Occupational, Therapist, Certified, Pediatric	OCCTHCP
113	Oncology	ONCOLO
114	Operating Room, Assistants	ORAST
115	Ophthalmic, Medical Photographer	OPHMPHO
116	Optometry, Service	OPTOSER
117	Ophthalmic, Assistant	OPHTALMA
118	Ophthalmologist	OPHTALMO
119	Optometrist	OPTOMET
120	Optometrist, Health Tech	OPTOMHT
121	Ortho, Surgeon	ORTHOSU
122	Otolaryngology's	OTOLARY
123	Paramedic	PARAMED
124	Pathologist, Speech Language	PATHSL
125	Pathologist, Speech, Language, Pediatric	PATHSLP
126	Pediatrician	PEDIATRI
127	Perfusionist	PERFUSI
128	Pharmacist	PHARAMA
129	Pharmacist, Oncology	PHARAMAO
130	Phlebotomy, Processing	PHLEBP
131	Psychology, Behavioral	PSYCHB
132	Physical Therapist	PHYSCTH
133	Physical Therapist, Assistant	PHYSTHA
134	Physical Therapist, NICU	PHYSCNIC
135	Physical Therapist, Pediatric	PHYSCTHP
136	Physical, Examinations	PHYSIEAX
137	Physician Assistant	PHYSICA
138	Physician, Family Practitioner	PHYSIFP
139	Physician, Flight Surgeon	PHYSIFS
140	Physician, Radiation	PHYSIRAD
141	Physician	PHYSICAN
142	Physician Assistant, Neurology	PHYSAN
143	Physician Assistant, Orthopedic	PHYAO
144	Physician Assistant, Physical Exam	PHYAPE
145	Physician Emergency (Board Certified)	PHYSICEM
146	Physician Otolaryngologist	PHYSIO
147	Physician, Adolescent	PHYSIA
148	Physician, Aerospace, Diagnostic	PHYSIAD
149	Physician, Anesthesiologist	PHYSIAN
150	Physician, Cardiologist	PHYSICAR
151	Physician, CMO	PHYSICMO

DHP CODES

	A	C
152	Physician, Dermatologist	PHYSIDER
153	Physician, Diagnostic Radiologist	PHYSIDRA
154	Physician, E.R.	PHYSIER
155	Physician, Family Practice	PHYSIFP
156	Physician, Gastroenterology	PHYSIG
157	Physician, General Surgeon	PHYSIGS
158	Physician, GMO	PHYSIGMO
159	Physician, Internal Medicine	PHYSIIM
160	Physician, Internist, General	PHYSIIG
161	Physician, Internist, HIV	PHYSIIHIV
162	Physician, Nephrology	PHYSINEP
163	Physician, Neurologist	PHYSINEU
164	Physician, OB/GYN	PHYSIOGY
165	Physician, Occupation Health	PHYSIOH
166	Physician, Orthopedic	PHYSIORT
167	Physician, Orthopedic Surgeon	PHYSIORS
168	Physician, Pediatric	PHYSIPED
169	Physician, Pediatrician, Developmental	PHYSIPDE
170	Physician, Plastic Surgeon	PHYSICPS
171	Physician, Primary Care	PHYSIPC
172	Physician, Psychiatrist	PHYSIP
173	Physician, Radiologist	PHYSIR
174	Physician, Radiologist, Academic	PHYSIRA
175	Physician, Radiologist, Diagnostic	PHYSID
176	Physician, Radiologist, General	PHYSICRG
177	Physician, Rheumatologist	PHYSIRHE
178	Physician, Surgeon	PHYSISUR
179	Physician, Surgeon, Cardiac Transplant	PHYSISCT
180	Physician, UCC	PHYSIUCC
181	Physician, Urologist	PHYSIURO
182	Physicist, Diagnostic	PHYSICDI
183	Physicist, Radiation, Therapy	PHYSICRT
184	Podiatry Service	PODIASER
185	Post Doctoral Fellow - Research	POSDFR
186	PRIMUS Clinic	PRIMUSC
187	Program Coord II	PROCOII
188	Project Manager	PROJMAN
189	Psychologist	PSYCHOL
190	Psychologist, Child	PSYCHOLC
191	Psychologist, Diagnostic	PSYCHOLD
192	Psychologist, Pediatric	PSYCHOLP
193	Psychology, Child Fellowship	PSYCHOCF
194	Psychology, Clinical Service	PSYCHCS
195	Psychotherapist, Service	PSYCHS
196	Pulmonary Fellows	PULMFELL
197	Radiologists, Services	RADIOLOS
198	Respiratory, Therapy, Services	RESPTS
199	Secretary Level I	SECLEI
200	Social Worker	SOCIALW
201	Social Worker, Oncology	SOCIALWO

DHP CODES

	A	C
202	Specialist, Early Intervention	SPECEINT
203	Surgeon, Vascular	SURGEONV
204	Surgery, Assistant	SURGERYA
205	Technician, Lab	TECHL
206	Technician Mammography	TECHMAM
207	Technician, Pharmacist	TECHP
208	Technician, Phlebotomy	TECHPHAR
209	Technician	TECH
210	Technician, Certified, Ophthalmic Med	TECHOPTH
211	Technician, Chiropractor	TECHCHIR
212	Technician, CME	TECHCME
213	Technician, CMS	TECHCMS
214	Technician, CT	TECHCT
215	Technician, Dental Laboratory	TECHDEN
216	Technician, Dermatology	TECHDER
217	Technician, Diagnostic, X-ray	TECHXRAY
218	Technician, ECG Medical	TECNEM
219	Technician, EKG	TECHEKG
220	Technician, Health	TECHHEAL
221	Technician, Hearing Aid Repair	TECHHAR
222	Technician, Laboratory	TECHLAB
223	Technician, Magnet Resonance Ing	TECHMRI
224	Technician, Med Tech, Lead	TECHMTL
225	Technician, Med, Blood Bank	TECHMBB
226	Technician, Medical	TECHM
227	Technician, Medical Inst	TECHMI
228	Technician, Medical, Lab	TECHML
229	Technician, Nuclear Health	TECHNH
230	Technician, Nuclear Medicine	TECHNM
231	Technician, Operating Room	TECHOR
232	Technician, Ophthalmic	TECHOPT
233	Technician, Optometry	TECHOPTO
234	Technician, Ortho Cast	TECHORTH
235	Technician, Pharmacy	TECHPHAR
236	Technician, Physical Therapist	TECHPTH
237	Technician, Propy	TECHPROP
238	Technician, Radiologist	TECHRAD
239	Technician, Registered Vascular	TECHRVAS
240	Technician, Surgical	TECHSUR
241	Technician, Telemetry Techs	TECHTT
242	Technician, Ultrasound	TECHULT
243	Technologist, Cardiovascular	TECHCARDO
244	Therapist, Occupational	THEROCCU
245	Therapist, Radiation	THERAD
246	Therapist, Respiratory	THERES
247	Therapist, Simulator	THERSIM
248	Therapist, Speech	THERSP

USAMEDCOM MILITARY TREATMENT FACILITY CODES

<u>North Atlantic Regional Medical Command</u>	<u>CODE</u>
<u>Andrew Rader Army Health Clinic, Ft Meyer, VA</u>	<u>ARAHC</u>
<u>Barquist Army Health Clinic, Ft Detrick, MD</u>	<u>BAHCMD</u>
<u>DeWitt Army Community Hospital, Ft Belvoir, VA</u>	<u>DWACH</u>
<u>DiLorenzo Army Health Clinic, Pentagon</u>	<u>DLAHC</u>
<u>Dunham Army Health Clinic, Carlisle Barracks, PA</u>	<u>DAHC</u>
<u>Guthrie Medical Department Activity, Ft Drum, NY</u>	<u>GMDA</u>
<u>Ireland Army Community Hospital, Ft Knox, KY</u>	<u>IACH</u>
<u>Keller Army Community Hospital, West Point, NY</u>	<u>KACH</u>
<u>Kenner Army Health Clinic, Ft Lee, VA</u>	<u>KAHCVA</u>
<u>Kimbrough Ambulatory Care Center, Ft Meade, MD</u>	<u>KACC</u>
<u>Kirk Army Health Clinic, Aberdeen Proving Ground, MD</u>	<u>KAHCMD</u>
<u>McDonald Army Community Hospital, Ft Eustis, VA</u>	<u>MACHVA</u>
<u>Patterson Army Health Clinic, Ft Monmouth, NJ</u>	<u>PAHC</u>
<u>Walter Reed Army Medical Center, Washington, DC</u>	<u>WRAMC</u>
<u>Womack Army Medical Center, Ft Bragg, NC</u>	<u>WAMC</u>

South East Regional Medical Command

<u>Blanchfield Army Community Hospital, Ft Campbell, KY</u>	<u>BACH</u>
<u>Eisenhower Army Medical Center, Ft Gordon, GA</u>	<u>EAMC</u>
<u>Fox Army Health Center, Redstone Arsenal, AL</u>	<u>FAHC</u>
<u>Lyster Army Community Hospital, Ft Rucker, AL</u>	<u>LACH</u>
<u>Martin Army Community Hospital, Ft Benning, GA</u>	<u>MACHGA</u>
<u>Moncrief Army Community Hospital, Ft Jackson, SC</u>	<u>MACHSC</u>
<u>Rodriguez Army Health Clinic, Ft Buchanan, PR</u>	<u>RACH</u>
<u>Winn Army Community Hospital, Ft Stewart, GA</u>	<u>WACH</u>

Great Plains Regional Medical Command

<u>Bayne Jones Army Community Hospital, Ft Polk, LA</u>	<u>BJACH</u>
<u>Bliss Army Health Center, Ft Huachuca, AZ</u>	<u>BAHCAZ</u>
<u>Brooke Army Medical Center, Ft Sam Houston, TX</u>	<u>BAMC</u>
<u>Darnall Army Community Hospital, Ft Hood, TX</u>	<u>DACH</u>
<u>Evans Army Community Hospital, Ft Carson, CO</u>	<u>EACH</u>
<u>General Leonard Wood Army Community Hospital, FLW, MO</u>	<u>GLWACH</u>
<u>Irwin Army Community Hospital, Ft Riley, KS</u>	<u>IACH</u>
<u>Munson Army Health Center, Ft Leavenworth, KS</u>	<u>MAHC</u>
<u>Reynolds Army Community Hospital, Ft Sill, OK</u>	<u>RACH</u>
<u>William Beaumont Army Medical Center, Ft Bliss, TX</u>	<u>WBAMC</u>

Western Regional Medical Command

<u>Bassett Army Community Hospital, Ft Wainwright, AK</u>	<u>BACHAK</u>
<u>Madigan Army Medical Center, Ft Lewis, WA</u>	<u>MAMC</u>
<u>Weed Army Community Hospital</u>	<u>WACH</u>

Pacific Regional Medical Command

<u>Camp Zama, Japan</u>	<u>CZJ</u>
<u>Tripler Army Medical Center, Honolulu, HI</u>	<u>TAMC</u>

Europe Regional Medical Command

<u>Bamburg Health Clinic, Bamberg, Germany</u>	<u>BHC</u>
<u>Heidelberg Army Hospital, Heidelberg, Germany</u>	<u>HAH</u>
<u>Landstuhl Regional Medical Center, Landstuhl, Germany</u>	<u>LRMC</u>
<u>Wuerzburg Army Hospital, Wuerzburg, Germany</u>	<u>WAH</u>