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FM COMDT COGARD WASHINGTON DC//CG-112//
TO AIG 4905
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SUBJ: REVISION OF COAST GUARD HEALTH RECORD 1. This AIG announces a change to the United States Coast Guard Health Record, Form CG-3443. This change allowed us to meet our needs with respect to the electronic health record, legislative requirements, and improved filing system.

2. Social Security Number (SSN) Protection Act of 2010 (S. 3789) prohibits federal, state, or local agencies from displaying the Social Security account number of any individual. The Department of Defense (DOD) has issued a 10 digit number to all active duty personnel. This number is now used for identification on health records rather than the SSN and can be located through the Defense Enrollment Eligibility Reporting System (DEERS). Family members are issued an 11 digit number with the first 9 digits matching the sponsor number and the last 2 identifying placement in the family.

3. The new United States Coast Guard Health Record, Form CG-3443 will not list the types of documents for each section on the folder dividers. This information is located on the COMDT (CG-1122) website at: <http://www.uscg.mil/hq/cg1/cg112/cg1123/default.asp>. The order is very similar to how they are currently organized and clinics will require little effort to reorganize within the new record. New sections have been added to better incorporate dental into the overall record. This eliminates tracking two records and saves on archive space. With implementation of the electronic health record we will use the paper record only as back up for historical data as needed. We will eventually not use the paper record at all.

4. The ordering process for health records remains the same. The terminal digit numbers may be ordered through GSA Advantage. The numbers come in a 3 by 5 plastic file card box with 5000 color coded numbers at 500 for each number 0 through 9. Stock number is from Smead No. ETSN-ADU UPC No. 67480. Ensure you order the correct item so all numbers are the same color across the enterprise.

5. All incoming personnel through TRACEN Cape May and the Coast Guard Academy will use the new health record immediately. Health records from TRACEN Cape May will begin arriving at clinics and other locations that maintain paper health records by July 2012.

6. All other clinics may elect to switch to the new United States Coast Guard Health Record, Form CG-3443 when rolling out Epic or begin immediately transitioning the old health records to the new type and adding terminal digit filing stickers. If choosing to transition now bar code stickers must be added during Epic roll out.

7. Since use of the terminal digit filing system cannot be fully achieved until all health records are transitioned to the new record with the unique DOD identifier in lieu of SSN, units are encouraged to transition as soon as possible with a goal of having all health records transitioned by June 2013.

8. POC: CAPT Monica Kueny, 202-475-5185, Email: [Monica.R.Kueny\(AT\)uscg.mil](mailto:Monica.R.Kueny(AT)uscg.mil).

9. CAPT Deborah Noyes, Chief, Office of Health Services, sends.

10. Internet release is authorized.
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