

NOTE: Do not fill out the SSN on the HIPAA Notice of Privacy Practices sticker. Instead print out the HIPAA of Privacy Practices Form and file in Side F once the patient has signed.

SECTION I:

Side A will contain the following forms, they will be filed in the order they are listed below unless otherwise specified. All forms in this Section shall be arranged in the following order, (1) being the top and (11) being the bottom. Additionally, the forms should be grouped by date with the most recent on top. Do not separate corresponding Report of Medical Examination, Form DD-2808 and Report of Medical History, Form DD-2807-1.

- (1) Adult Preventive and Chronic Care Flowsheet, Form DD-2766.
- (2) Post-Deployment Health Re-Assessment, Form DD-2900.*
- (3) Post-Deployment Health Re-Assessment, Form DD-2900 on top of the Post-Deployment Health Assessment, Form DD-2796 which is on top of the Pre-Deployment Health Assessment, Form DD-2795, most recent on top.
- (4) Pre-Deployment Health Assessment, Form DD-2795.*
- (5) Post-Deployment Health Assessment, Form DD-2796.*
- (6) Medical Recommendation for Flying, Form CG-6020 (aviation personnel only)*.
- (7) Overseas/Sea Duty/OIC screening*
- (8) Report of Medical Examination, Form DD-2808, and Report of Medical History, Form DD-2807-1. (Separate all ancillary items to proper section)
- (9) Periodic History and Report of OMSEP Examination, Form CG-5447A.*
- (10) History and Report of Occupational Medical Surveillance and Evaluation Program (OMSEP) Examination, Form CG-5447*
- (11) Medical Record, Form SF-507, Attached to and filed after the form they continue.*

*Annotates when required

- Note:

1. Narrative Summary, Form SF-502 and Medical Board Report Cover Sheet, Form CG-5684 moved to Section F.

Side B will contain the following form as dictated by order of the form unless otherwise specified. All forms in this Section shall be arranged in the following order, (1) being the top and (3) being the bottom. Additionally, the forms should be grouped by date with the most recent.

- (1) Chronological Record of Care, Form SF-600.
 - a. Command Medical Referral Form for weight evaluation shall be placed in chronological order with the Chronological Record of Care, Form

SF-600's. See Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series),

b. Small Pox and Immunization Chronological Record of Care, Form SF-600 templates. Small pox should be matched with follow up visit.

(2) Emergency Care and Treatment, Form SF-558*.

(3) Emergency Medical Treatment Report, Form CG-5214.*

* Annotates when required

SECTION II:

Side C Forms will be filed with the most recent on top.

(1) Medical Record - Radiographic Reports, Form SF-519.*

(2) Other radiology finding and pictures*

* Annotates when required

Side D will contain the following forms, they will be filed in the order they are listed below unless otherwise specified. All forms in this Section shall be arranged in the following order, (1) being the top and (4) being the bottom. Additionally, the forms should be grouped by date with the most recent on top.

(1) LABORATORY REPORTS: All forms in this Section (and their civilian equivalents) should be grouped by date with the most recent on top.

(2) Specimens/ Biopsy

(3) PFT's*

(4) EKG/ECG*

* Annotates when required

SECTION III:

Side E will contain the following forms, they will be filed in the order they are listed below unless otherwise specified. All forms in this Section shall be arranged in the following order, (1) being the top and (11) being the bottom. Additionally, the forms should be grouped by date with the most recent on top.

(1) Immunization Sheet, Form SF-601*

(2) Eye exam or Eyewear Prescription, Form DD-771*

(3) Hearing Program microprocessor test result strips.

(4) Hearing Conservation Data, Form DD-2216*

- (5) Reference Audiogram, Form DD- 2215 and Hearing Conservation Data Sheet*
- (6) Request for Administration of Anesthesia, Form OF-522.*
- (7) Serology Record, Form SF-602.*
- (8) Occupational Health Surveillance Questionnaire, Form CG-5197.*
- (9) Record of Occupational Exposure to Ionizing Radiation, Form DD-1141.*
- (10) Special Duty Medical Abstract, Form NAVMED 6150/2.*
- (11) Chronological Record of Service, Form CG-4057.*

* Annotates when required

Side F will contain the following forms, they will be filed in the order they are listed below unless otherwise specified. All forms in this Section shall be arranged in the following order, (1) being the top and (8) being the bottom. Additionally, the forms should be grouped by date with the most recent on top. Consultation Sheet, Form SF-513 will be joined to the results and Medical board cover sheet will be joined with medical board.

- (1) HIPPA Statement
- (2) Authorization for Disclosure, Form DD-2870.*
- (3) Request for Restriction of Information, Form DD-2871*
- (4) Consultation Sheet, Form SF-513.*
- (5) Consult results married to Consultation Sheet, Form SF-513 except ancillary information*
- (6) Narrative Summary, Form SF-502*
- (7) Waiver approvals* Report of Medical Examination, Form DD-2808 will also be note on block 86.
- (8) Medical Board Report Cover Sheet, Form CG-5684* and medical board*

* Annotates when required

SECTION IV: DENTAL RECORD All forms in this Section shall be arranged in the following (1) being the top and (2) being the bottom.

Side G All forms in the Dental Record shall be arranged in the following order (a) being the top and (b) being the bottom. Additionally, the forms should be grouped by date with the most recent on top.

- (1) Dental Health Questionnaire, FormCG-5605.
- (2) Request for Anesthesia, Form OF-522.

Side H Forms will be filed with the most recent on top.

- (1) Dental Continuation, Form SF-603-A.*
- (2) Dental Record, Form SF-603.
- (3) Department of Defense Active Duty/Reserve Forces Dental Examination, Form DD-2813*

* Annotates when required

SECTION V:

Side I Forms will be filed with the most recent on top. Consultation Sheet, Form SF-513 will be joined to the result.

- (1) Consult*
- (2) Consult results*

* Annotates when required

Side J will contain all x-rays.

- (1) X-rays and films