



THE ASSISTANT SECRETARY OF DEFENSE

1200 DEFENSE PENTAGON
WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

JUL 24 2013

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER
AND RESERVE AFFAIRS)
COMMANDER, JOINT TASK FORCE NATIONAL CAPITAL
REGION MEDICAL
MEDICAL OFFICER OF THE MARINE CORPS

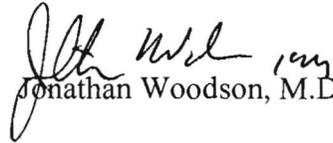
SUBJECT: Approval for Interim Guidance for use of the Healthcare Artifact and Image
Management Solution - Service Treatment Record and Clinical use

The attached guidelines detail the recommended procedures for making consistent and effective use of the Healthcare Artifact and Image Management Solution (HAIMS). Their implementation will significantly improve our ability to create and maintain a complete medical record for each of our beneficiaries. I urge you to widely publicize and implement these guidelines to support the deployment of HAIMS across the organization over the next several months.

Consistent use of HAIMS will ensure that the paper components of the Service and non-Service Treatment Records (STRs) are available to the clinicians in our system, closing a significant gap we have had since the implementation of the Armed Forces Health Longitudinal Technology Application in 2006. Moreover, HAIMS will make possible the digitization of the entire STR, enabling us to meet our obligation to provide the STR to our Veterans Benefits Administration partners in a paperless manner. Our Under Secretary has committed to the paperless transfer of the STR by January 2014. The implementation of these guidelines is a critical component of meeting that ambitious, but achievable goal.

There are two sets of guidelines. One is directed at the day-to-day placement of documents into the medical record as they reach your records offices. The other is directed specifically to digitization of paper STRs. Consistent and complete implementation of HAIMS will not only provide a paperless record system now, it will ensure that the documents placed in it will be available to the next generation of the electronic health record we will implement in the near future. Please disseminate to your facility Commanding Officers in coordination with the deployment of HAIMS at your facilities, and ensure these guidelines are incorporated in your regulations and standard operating procedures.

My point of contact for this guidance is Colonel (COL) John Scott. COL Scott may be reached at (703) 681-1707, or John.Scott2@tma.osd.mil.


Jonathan Woodson, M.D.

Attachments:

1. Guidelines for Clinical Use
2. Guidelines for STR Digitization

cc:

Surgeon General of the Army
Surgeon General of the Navy
Surgeon General of the Air Force
Joint Staff Surgeon