

## Appendix E, Annex 2

<b>MTF REQUEST FOR EXCEPTION (S) TO POLICY</b>			
<b>MTF</b>	<b>AE CLERK NAME</b>		
IAW ED 67-2 Annex E an Exception To Policy (ETP) letter is required for any Patient Movement Request (PMR) entered into the automated information system (TRAC2ES) requesting movement past the closest MTF capability, or for late reporting after 48 hours prior to mission start date. I have submitted a PMR that requires an ETP for the following reason(s) listed below. Please check box (es) and included a brief, specific explanation of the exception(s) in block 3. AE Clerk must remain available until FCC and Regulator have validated record.			
<b>1. EXCEPTION TO PATIENT REGULATING POLICY</b>			
<b>Patient's Cite#:</b> _____			
<input type="checkbox"/> <b>Beyond Port of Entry</b>	<input type="checkbox"/> <b>Additional Non Medical Attendant (NMA)</b>	<input type="checkbox"/> <b>NMA not a family member of patient</b>	
<input type="checkbox"/> Continuity of Treatment			
<input type="checkbox"/> Teaching case			
<input type="checkbox"/> Board Action			
<input type="checkbox"/> Other Clinical Reasons			
<input type="checkbox"/> Administrative/Other			
<b>2. EXCEPTION FOR LATE PATIENT REPORTING</b>			
<input type="checkbox"/> Patient record was not entered by administrative oversight	<input type="checkbox"/> Patient clinical condition is not Urgent or Priority but should not wait until next routine mission servicing this MTF		
<input type="checkbox"/> Patient is active duty returning to duty.	<input type="checkbox"/> Patients' appointment was within the 48 cutoff for routine PMR requests. Identify below last appointment information.		
Last appointment	Clinic: _____		
	Provider: _____		
	Date: _____	Time: _____	
Patient is scheduled for:	<input type="checkbox"/> Appointment	<input type="checkbox"/> Surgery at destination MTF	
Date of appointment/surgery: _____			
<input type="checkbox"/> Patient requires a NMA not reported at time of PMR submission			
<b>3. Explanation of above marked exceptions:</b>			
Requesting Physicians Stamp/typed/printed name and rank			
MTF Commanding Officer Stamp/typed/printed name and rank		Concur/nonconcur	
TPMRC-E Director / Designated Authority Stamp/typed/printed name and rank		Concur/nonconcur	