

MS 267 VOLUNTEER MEDICAL RECORDS

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1.0 PURPOSE

This Manual Section prescribes the procedures for maintaining and retiring the medical records of applicants, Trainees, and Volunteers.

2.0 POLICY

2.1 Maintenance of Records

The Peace Corps maintains a chronological record of personal medical information for each Volunteer from the time of the pre-training physical/dental examination through termination of service. It is critical that this record be accurate and current; only in this way can a Volunteer's rights under the Federal Employees' Compensation Act (FECA) be protected.

2.1.1 Office of Medical Services

The Office of Medical Services is responsible for the following:

- (a) Establishing an Applicant Medical Folder using Form PC 1575 (5/83)(formerly A-279), and filing all medical/dental forms and documents in the folder, including the entrance Dental History Report (SF-603 and x-rays), Report of Medical History PC 1789 (formerly SF- 93), Report of Medical Examination PC 1790 (formerly SF-88), progress notes, correspondence, and other supporting documents. Records maintenance and filing procedures for the Applicant Medical Folder are presented in Technical Guideline 205 Medical Records.
- (b) Sending the applicant Medical Folder of a Trainee entering service to the Peace Corps Medical Officer (PCMO) in the country of assignment, where it becomes the Overseas Health Jacket (OHJ).
- (c) Destroying the medical folders of applicants who do not enter training after twenty-four months from the date of examination.

2.1.2 Peace Corps Medical Officer

The PCMO at each Post is responsible for maintaining a record of each Volunteer's illnesses and injuries, hospitalizations, physical examinations, immunizations, laboratory tests, and correspondence concerning medical issues. These records should be maintained in accordance with the procedures presented in Technical Guideline 205 Medical Records.

These records are medically confidential and are to be stored in a file secured with a manipulation-proof combination lock set by the PCMO. Access to the records and knowledge of the combination should be limited to the PCMO and authorized medical assistants (*See* MS 261).

2.2. Retirement of Medical Records

Within thirty days after a Volunteer/Trainee separates from Peace Corps for any reason, the PCMO will complete the OHJ, including termination physical/dental examination results, laboratory test results, and copies of any authorizations given the Volunteer/Trainee for diagnosis or evaluation. Laboratory reports not returned within thirty days should be sent to the Office of Medical Services upon receipt. If follow-up is needed, the PCMO should send a PC Authorization for Out/In Patient Care (PC-127a) directly to the Volunteer, with a copy to Medical Services.

The PCMO should send the OHJ within thirty days of separation, via registered diplomatic air pouch (or registered air mail in countries not having pouch services) marked "Medically Confidential," to:

Peace Corps
Office of Medical Services/Medical Records (VS/OMS)
1111 20th St., NW
Washington, D.C. 20526

(OHJ's from terminating groups may be packaged and shipped together).

These records will be kept on file in the Office of Medical Services (VS/OMS) for not less than one year, to help resolve service-related medical problems and to prepare claims filed under the Federal Employees' Compensation Act (FECA). Records maintenance procedures are included in Technical Guideline 205 Medical Records.

After one year the records will be retired to a Federal Records Center, by the Office of Medical Services. The retention period is twenty-five years.

2.3 Filing of X-Rays

2.3.1 Dental X-Rays

Dental x-rays will be filed in the OHJ.

2.3.2 Other X-Rays and Reports

X-ray reports (interpretations) must be included in the OHJ. All x-ray films, other than dental, should be given to the separating Volunteer or be sent to the Volunteer's Home of Record.

3.0 EFFECTIVE DATE

This Manual Section takes effect on the date of issuance.