



HEALTH AFFAIRS

THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301-1200

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MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (M&RA)
ASSISTANT SECRETARY OF THE NAVY (M&RA)
ASSISTANT SECRETARY OF THE AIR FORCE (M&RA)

Subject: Policy Guidance for Active Duty Service Member Enrollment to TRICARE Prime

1. The Code of Federal Regulation governing the TRICARE Program, specifically 32 CFR 199.17(b)(2), mandates that Active Duty Service Members (ADSM) must be enrolled to TRICARE Prime. This policy document is intended to ensure compliance with the regulation and set forth the DoD standard for ADSM enrollment into either TRICARE Prime or TRICARE Prime Remote (TPR). The two population groups noted below are the only exceptions to the mandatory enrollment requirement.

- a. Initial Entry Training ADSMs attending training courses for periods of 179 days or less may remain in a non-enrolled status until they arrive at their Permanent Duty Station or commence training at an installation/school requiring assignment of 180 days or more. All ADSMs must be enrolled no later than 180 days following their Active Duty Service Date.
- b. Activated Reserve Component (RC) Service members will follow HA Policy 04-013 regarding TRICARE Prime enrollment. If these activated RC Service members are assigned to an operational force, they may be enrolled according to the guidance provided in paragraph 2., subparagraph c. of this policy.

2. ADSM must be enrolled into the TRICARE Prime program available in their area as specified by the following:

- a. ADSMs reporting for a Permanent Change of Station assignment or Temporary Assigned Duty/Temporary Duty (TAD/TDY) orders for a period of 180 days or more must enroll to a Primary Care Manager (PCM), who will both provide and manage their care, within the Prime Service Area where they either reside or work. ADSMs who reside or work within 50 miles, or approximately one hour driving time, from a Military Treatment Facility (MTF) or military clinic adequate to provide primary care services must enroll to that facility.

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- b. In accordance with 32 CFR 199.16, ADSMs may only enroll with a civilian PCM under the rules applicable to TPR. Generally, eligible TPR beneficiaries must reside and work outside a 50-mile radius or approximately one hour's travel time from an MTF to be eligible for enrollment with a civilian PCM. A TPR ADSM may be enrolled to a network provider if one is available. If there is no network provider available, they can seek primary care from any TRICARE-certified provider. Additional information on TPR can be obtained at: <http://www.tricare.osd.mil/tpr/>.
 - c. ADSMs assigned to operational forces with assigned organic medical assets may be enrolled to an operational forces' Defense Medical Information System (DMIS) ID affiliated with its "Parent" DMIS. RC members who have been ordered to active duty in support of a contingency operation for more than 30 days are also considered ADSMs and must be enrolled. Activated RC Service members assigned to operational forces with assigned organic medical assets may also be enrolled to an operational forces DMIS ID affiliated with its "Parent" DMIS. Enrollment to a Service or Region-specific operational forces' DMIS for all Service members should occur prior to deployment. Any changes in the MTF responsibility for assuming medical care management of any ADSM upon return from deployment should prompt an update in TRICARE Prime enrollment.
 - d. ADSMs relocating with TAD/TDY orders for periods of 179 days or less will maintain enrollment at their Permanent Duty Station.
3. ADSMs who will be enrolled at an MTF have priority over all other beneficiary categories for enrollment and PCM assignment as noted on HA 01-015. In accordance with 32 CFR 199.17, enrollment in TRICARE Prime shall not be denied of any ADSM based upon Service-affiliation. Further, 10 USC 1074(a) states, "a member of a Uniformed Service who is on active duty is entitled to medical and dental care in any facility of any Uniformed Service."
4. Managed Care Support Contractors (MCSC) manage PCM assignments in accordance with Memorandums of Understanding (MOU) established between the MCSC and individual MTFs and MOUs with the TRICARE Regional Offices. In accordance with HA Policy 99-033, Individual Assignments to Primary Care Managers by Name, dated 3 December 1999, each TRICARE Prime beneficiary must be assigned to a specific PCM by name. MTFs must ensure their PCM capacities are regularly reviewed and maintained for accuracy. PCM capacity is updated by the MTFs through our Composite Health Care System, and then routed and stored in the Defense Enrollment Eligibility Reporting System (DEERS) PCM Repository. Business rules that are not inherently enforced by the automated system should be clearly defined by the MTF commander in the Regional MCSC Enrollment Assignment Rules Database. The MTF has authority for adjusting

these assignment rules at the discretion of the MTF commander. The Regional MCSC is obligated to use these rules in facilitating the proper assignment of enrollees to PCMs.

5. In accordance with HA Policy 97-057, Policy for Defense Enrollment Reporting System (DEERS) Eligibility Checking Requirement, dated 11 July 1997, DEERS eligibility checks must be performed prior to each inpatient admission and outpatient healthcare evaluation in the MTFs. The policy further directs that these eligibility checks should be transparent to the patient unless the system identifies an issue requiring intervention and patient notification. If, during this routine check, the MTF identifies an ADSM who is not currently enrolled, the MTF must:

a. Notify the ADSM that they are not currently enrolled and that they are required by regulation to do so as quickly as possible.

b. Provide guidance on how to enroll in TRICARE Prime and how the ADSM can update their DEERS information.

c. Provide enrollment forms, contact information for enrollment assistance, or direct the ADSM to the nearest TRICARE Service Center to facilitate their enrollment.

6. Each Service will ensure this enrollment guidance is incorporated into local policies, procedures, and business practices and as appropriate, addressed in MOUs with the relevant MCSCs. MTF commanders and staff must coordinate activities with installation organizations (i.e., Tenant Commands, Personnel Support Activities, etc.) to ensure local in-processing procedures facilitate enrollment of ADSM into TRICARE Prime.

7. Services may choose to implement standards that require enrollment of the exceptions noted in paragraph 1. Each Service is encouraged to re-examine its training populations to determine areas where earlier enrollment can be achieved. Earlier enrollment of these populations should enable more effective allocation of funds and billets within the Direct Care system.



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cc:

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