



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES HEALTH CLINIC, CAMP HUMPHREYS  
UNIT 15190  
APO AP 96271-5460

MZKT-DZH-CH

25 August 2010

MEMORANDUM FOR RECORD


**SUBJECT:** Standard Operating Procedures for Patient Bus Tickets to BAACH and Seoul MOU hospitals

1. Purpose. To establish the standard operating procedures for acquiring and distributing of bus tickets to patients with appointments at BAACH and Seoul MOU hospitals.
2. Acquisition of tickets.
  - a. It should be ensured that there are tickets on hand at all times. In the event that additional tickets need to be requested, tickets can be requested through SFC Burke, CPT Fischer or Ms. Yun. A written request must be sent to Ms Kim, Kochi, management analyst for 168<sup>th</sup> Multifunctional Medical Battalion. She can be contacted at 764-4392. Upon receipt of the request, Ms Kim will return a memorandum with the accounting information to be used to purchase the tickets. This memorandum will be taken to the Installation Transportation Office in building S544 (onestop), second floor, or 753-6635. It takes approximately 2-3 business days for ITO to process this request through the bus company and issue the tickets. At that time, tickets can be picked up in the ITO and taken to Mrs. Hankerson in TRICARE, room H202, for issuing.
3. Issuance of tickets.
  - a. Mrs. Hankerson will maintain control of the bus tickets as well as the control log. When a patient presents themselves, eligibility must be determined, and if possible, the patient should present proof of appointment. Tickets will only be issued for official medical appointments for all Command Sponsored dependants of Active Duty Servicemembers. One (1) roundtrip ticket will be provided for the individual with a scheduled appointment referred by a Camp Humphreys provider from Camp Humphreys to Yongsan. The only exception to this is for a minor dependant who requires a parent or guardian to act as a nonmedical attendant to accompany them to their appointment. In this case, an additional ticket will be provided for the nonmedical attendant. IAW AR 40-400 para 2-6, Active Duty Servicemembers will need to request tickets through their parent unit for transportation to medical appointments, unless acting as a NMA for their Command Sponsored minor dependant. Personnel will sign the ticket out on the established control log which includes the traveler's name, rank, date of travel, reason for travel and their signature. In the event of Mrs Hankerson's absence, the control log and tickets will be maintained by the Clinic Executive Officer in room D109 or Ms Yun in room B107.

4. It is imperative that all Clinic personnel remain knowledgeable of this process and ensure they inform the patient of this option.

5. Point of contact for this memorandum is the undersigned at 753-8116.

Encls  
Statement of Understanding

  
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