PROCEDURES FOR OBTAINING AN ACCOUNT FOR **THE DISEASE REPORTING SYSTEM-INTERNET** (DRSi)

INTRODUCTION: Due to Health Insurance Portability and Assurance Act (HIPAA) and Privacy Act requirements, the Navy and Marine Corps Public Health Center requires assurance from the requesting command or unit that access to sensitive personal and health information will be protected.

Completing and Submitting DD Form 2875

Preferably, one primary and one secondary MER Recorder should be assigned to each Medical Department. One form per person must be sent to the DRSi Helpdesk.

1. **USER (requesting access)**
   - Complete blocks 1-12 (Part I).
   - CAC signature of the requester is needed for block 11 *(Block 10 must be completed or CAC signature will not save)*.
   - In block 13, annotate the REPORTING UNIT(s), (UIC or DMIS ID for Navy, Air Force and OPFAC for Coast Guard and the COMMAND NAME(s) of the CLINIC or FACILITY for which you will report or monitor Medical Event Reports. Regional NEPMU account requestors should provide the NEPMU Name and NEPMU Reporting UIC).
   - *Forms forwarded to the Helpdesk without the Reporting Unit(s), DMIS ID(s) and the Name of the Clinic or Facility will delay processing and access.*
   - *Send the form to someone in your chain of command who can fill out the SUPERVISOR section in step #2 below. This person must be a DEPARTMENT HEAD or someone delegated "BY-DIRECTION" authority or higher, Flight Commander or above* (*no exceptions*).
   - Users, who will **TRANSFER** to another command, should contact the Helpdesk so the current Reporting Unit can be deactivated. If access to DRSi is needed at the new command, you must submit a **NEW** request and have it endorsed by your new leadership.
   - Users who will **RETIRE or SEPARATE** should contact the Helpdesk so their account can be deactivated.

2. **SUPERVISOR**
   - In Block 13, verify that the Reporting Unit(s) is the correct Reporting Unit(s) for which the individual will report or monitor Medical Event Reports.
   - Blocks 16-20b, **must be a DEPARTMENT HEAD or someone delegated "BY-DIRECTION" authority or higher, Flight Commander or above** (*no exceptions*).
   - CAC signature is needed for block 18 (Block 17, 19 and 20-20b must be completed or CAC signature will not save).

3. **FORWARDING COMPLETED SAAR:**
   There are several ways the completed SAAR can be forwarded to the Helpdesk. If these options do not meet your current IT/communication environment, please contact the DRSi Helpdesk via email usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ndrs@mail.mil or via phone at 757.953.0954/DSN: 377.0954.

   a. **EMAIL**- if forms are received with Reporting Unit information in block 13 and electronic signatures for Part I and Part II, the Helpdesk will activate the account immediately and the Requestor will receive their login id and initial password via e-mail.
   b. **FAX**- once a form is received, the Helpdesk will forward an e-mail to the endorser in block 16-20b, per DOD regulations, for verification purposes. The endorser must respond via e-mail approving access. Once verified, the Requestor will receive their login id and initial password via e-mail from the Helpdesk to access DRSi.
   c. **U.S. Mail**- send a complete SAAR form to include in block 13 the Reporting Unit and Name of Clinic or Facility to the below address. The Helpdesk will forward an e-mail to the endorser in block 16-20b, per DOD regulations, for verification purposes. The endorser must respond via e-mail approving access. Once verified, the Requestor will receive their login id and initial password via e-mail from the Helpdesk to access DRSi.

   Navy and Marine Corps Public Health
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