

## Consults to MEB/DES Clinic General Business Practices

**Purpose:** To streamline the method of referring cases to the MEB/DES Clinic. This will standardize patient transition from referring provider to the MEB/DES Clinic and bring the action more in line with existing business practices.

**Reference:** AR 40-501, Chapter 3

**Applicability:** This applies to all Providers who may identify a condition(s) that does NOT meet medical retention standards IAW AR 40-501, Chapter 3.

**Procedure:** A referral to the MEB/DES Clinic requires two items. Without all items, we will not accept the referral.

1. Consult in CHCS
  - a. Place consult to "MEDICAL EVAL BOARD CLINIC"; acronym is "Medic"
  - b. Consult must include:
    - i. Specific referring disqualifying condition(s); annotate ONLY the disqualifying condition(s) on consult so we are able to identify the disqualifying condition(s) on the combined permanent profile
    - ii. Citation of applicable paragraph(s) from AR 40-501, Chapter 3. (please just the chapter, paragraph and applicable section number, not the whole discussion).
    - iii. Patient contact phone number.
    - iv. Referring provider phone number
    - v. Unit and Brigade info
2. Profile
  - a. Combined permanent profile for referred condition(s) and all other conditions SM is currently on profile for
  - b. Profile must be approved, saved, and accessible in E-profile
  - c. The diagnosis(es) must match the referred condition(s) in consult
  - d. Double check, for accuracy, the auto-population of PULHES