Defense Health Agency

# ADMINISTRATIVE INSTRUCTION

**NUMBER** xxxx.xx

The Publication System Office (PSO) will assign the number.

Healthcare Operations/Pharmacy

SUBJECT: Military Medical Treatment Facility Authorized Pharmacy Forms Guidance

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c), establishes the Defense Health Agency’s (DHA) procedures to implement standardized and efficient Military Medical Treatment Facility (MTF) Pharmacy Operations.

2. APPLICABILITY. This DHA-AI applies to the DHA and all personnel assigned or attached to include federal civilians, contractors, and all personnel including: assigned or attached active duty and reserved members, federal civilians, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties with the DoD.

3. POLICY IMPLEMENTATION. It is DHA’s instruction, pursuant to References (a) through (c), that DHA maintain and operate Pharmacy Services within MTFs.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, Healthcare Operations. When activities are unable to comply with this publication the activity may request a waiver that must include a justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the Director, Healthcare Operations to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release**. This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

TELITA CROSLAND

LTG, USA

Director

Enclosures

1. References

2. Responsibilities

3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

(a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),”

September 30, 2013, as amended

(b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013,

as amended

(c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022

(d) DHA-Administrative Instruction 5010.01 “Forms Management Program,” January 12, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will assign responsibilities to the Deputy Assistant Director, DHA Healthcare Operations to implement this DHA-AI in accordance with Reference (b).

2. ASSISTANT DIRECTOR, HEALTHCARE ADMINISTRATION (HCA). The HCA will ensure the necessary functions are in place to support compliance with this DHA-AI.

3. DEPUTY ASSISTANT DIRECTOR, HEALTHCARE OPERATIONS. The Deputy Assistant Director, Healthcare Operations will:

1. Monitor compliance with this DHA-AI through the DHA Pharmacy Operations Division (POD).
2. Solicit recommendations for Military Health System (MHS)-wide improvements to MTF Pharmacy Operations and coordinate recommendations through the Enterprise Solutions Board.

4. CHIEF, DHA POD. The Chief, DHA POD will:

1. Identify and develop more specific processes and procedures as needed in accordance with this DHA-AI.
2. Provide direction and support through the DHA Pharmacy Workgroup.

5. DHA PHARMACY CONSULTANTS (DPCs). The DPCs will:

1. Provide DHA POD’s regional administrative oversight of MTF Pharmacy Operations.
2. Monitor the performance of regional MTF pharmacies, develop and devise a plan for ensuring compliance with DHA policies and standardized procedures.

6. CHIEF, MTF PHARMACY SERVICES (or other approved title). The Chief, MTF Pharmacy Services (or other approved title), will oversee all of pharmacy operations to ensure MTF Pharmacy compliance with this DHA-AI.

ENCLOSURE 3

PROCEDURES

1. PHARMACY FORMS OVERVIEW:
   1. These procedures apply to any data collection sheets created and used by MTF pharmacies.
   2. Data elements may only be collected if specified for that type of form.
   3. The MTF Authorized Pharmacy Forms Guidance DHA-AI may expand as more forms are identified.
   4. Social Security Numbers (SSN) are not authorized for information collection.
2. PRESCRIPTION DROP-OFF/ACTIVATION FORMS:
   1. Online form
      1. The following data elements are authorized for collection in any combination for an online form:
         1. Pharmacy location for processing/picking up the prescription(s).
         2. Patient name – first, middle, last.
         3. Patient date of birth.
         4. Patient Department of Defense (DoD) ID Number.
         5. Patient cell phone number.
         6. Patient cell service provider.
         7. Patient e-mail address.
         8. Patient military special duty status.
         9. Patient pregnancy status.
         10. Patient breastfeeding status.
         11. Patient weight.
         12. Patient allergies.
         13. Patient specified number of prescriptions for MTF providers and outside providers.
         14. Free text comment line/box for prescription communication purposes.
      2. The statement “Do not input any Protected Health Information (PHI)” will be included in the form
   2. Hard copy form
      1. MTFs may utilize either the DHA standard hard copy form or their own MTF form developed and approved as outlined in DHA-AI 5010.01. The DHA standard hard copy form may be found at:
      2. In addition to the data elements authorized for collection for an online form, hard copy forms are also authorized to collect the list of patient prescription medications.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DHA Defense Health Agency

DHA-AI Defense Health Agency-Administrative Instruction

DoD Department of Defense

DPC Defense Health Agency Pharmacy Consultant

HCA Healthcare Administration

MHS Military Health System

MTF Military Medical Treatment Facility

POD Pharmacy Operations Division