

DEPARTMENT OF DEFENSE
FORT DIX MILITARY ENTRANCE PROCESSING STATION
BUILDING 5645, TEXAS AVENUE
JB MDL, NJ 08640

MEES-SED-H

16 December 2014

MEMORANDUM FOR RECRUITING SERVICES AND LIAISONS

SUBJECT: Prescreen and Medical Read Document Preparation Guidelines

In order to facilitate a rapid turnover of medical reads (MEDREADs), services will be required to follow these guidelines when submitting applicant medical records. Applicant medical records will be returned to the service liaison offices if they are not submitted correctly.

- a. **LEGIBILITY**: Every page in the applicant's medical record must be legible. This does not mean you have to be able to read the doctor's handwriting. It means faxed copies should be legible and not too dark to read. This is especially true for DD 214s. MEPS doctors **MUST** be able to read the dates of service, the RE Code and the narrative reason for separation.
- b. **DATES**: The date of medical care must be highlighted with an orange highlighter on each page or clearly circled. (Don't circle the applicant's birthday or date of the fax.) The orange highlighter is used so that the highlighted dates are clearly visible on the faxed copy of medical records.
- c. **ORDER**: Medical documents must be submitted/faxed in chronological order with the oldest record on top and most recent on the bottom.
- d. **NUMBERING**: Medical document pages must be numbered. If previous medical documents had been submitted, the new records will begin with the next page number following the last page of the prior records. Example: If you previously submitted 79 pages of medical records and you are now submitting more, the first page of the new records should be 80.
- e. **DUPLICATIONS**: Do NOT submit records that are a duplicate of records previously submitted. You may find that new records provided by the applicant may have an OCCASIONAL duplicate of a page previously submitted. In these cases stamp the page "duplicate" or write across the page "Previously submitted" in large letters or font.
- f. **ALL REQUESTED DOCUMENTS**: Do not submit incomplete MEDREADs. You must include all requested items together. Example: the CMO requested a current orthopedic evaluation with a current x-ray report showing complete healing of the fracture and a current cardiology consultation. Do not submit the x-ray report until you have all three items to submit together.

MEES-SED-H

SUBJECT: Prescreen and Medical Read Document Preparation Guidelines

- g. **X-RAYS**: Submit a copy of the paper x-ray report. Don't submit the actual x-ray film or a DVD of the x-rays.
- h. **DOCTORS' NOTES**: When doctors' notes or other primary care provider (PCP) notes are requested, do not submit a summary or "To Whom It May Concern" letter from the physician.
 - 1) Doctor's summaries alone are never an acceptable substitute for the actual records. All actual doctor records are required.
 - 2) When doctor's notes from an emergency room visit are requested, do not submit the handout given to patients from the emergency room or just nursing records. It must include the doctor's records.
 - 3) If a request is made for all doctor visits over a specific period of time make sure there are no gaps in the records. Example: "Need all doctors' notes for all doctor visits for any reason between 1/1/08 and 11/21/13" means ALL records for this time period are to be submitted. If the applicant states that he or she has not seen a doctor, have him or her submit a statement in writing to that effect. These statements must include date ranges. Example: "I certify that I have not seen a doctor for any reason between 1/1/08 and 11/21/13." Please note that "any reason" means ANY reason. This includes school physicals.
- i. **VA RECORDS**: When VA records are requested submit all of the actual doctors' notes. If the applicant has been evaluated by the VA for **disability**, whether granted or not, include the actual physician's disability evaluation, not just the letter the VA sends to the service member telling him or her they received disability and for how much.
- j. **PSYCHIATRIC RECORDS**: Be especially careful with psychiatric records. Patients have a legal right to their psychiatric records. Summary letters will never be accepted as a substitute for the actual counseling notes. Failure to submit requested psychiatric records will result in an indefinite delay in the applicant's processing and may result in a disqualification. These applicants then will not be processed unless the service waiver authority agrees to consider a waiver without the psychiatric records.

MEDICAL RECORDS: All recruiting services have been given a list of medical records for common issues which require records to be submitted WITH the 2807-2 prescreen. Failure to submit these specific records will delay applicant processing.

MEES-SED-H

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RE-3 or RE-4 CODES: If the applicant is prior service with an RE-3 or 4 code, the service must provide the MEB/PEB board and military records if the discharge was for a medical or psychiatric issue. If not for medical or psychiatric reasons, the service needs to provide a statement explaining the reason for the RE code.

- k. **OTHER:** MEDREADs will not be accepted for applicants whose records are currently being held in the DAT (Drug Alcohol Test) drawer.

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