**BRANCH MEDICAL CLINIC SASEBO**
**OPERATIONAL FORCES MEDICAL LIAISON PROGRAMS**
**GUIDE**
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**BRANCH MEDICAL CLINIC SASEBO**
**OPERATIONAL FORCES MEDICAL LIAISON PROGRAMS**
**Section 1**
**GENERAL ADMINISTRATION**

1. **PURPOSE:** The purpose of this pamphlet is to provide the Medical Department Representative (MDR) the framework needed to establish a liaison with Branch Medical Clinic, Sasebo Japan.

2. **GOAL:** The Operational Forces Medical Liaison Department (OFML), mission is service to the Fleet by promoting, restoring, and maintaining the health for all entrusted to our care.

3. **GENERAL INFORMATION:**

a. Mailing Address: **Officer in Charge**
**Branch Medical Clinic Sasebo**
**PSC 476 Box 0025**
**FPO AP 96322-0025**

b. Personal Contact: **Fleet Liaison Representative**
**Email:**
**Phone: DSN: 252-2560**
**FAX: DSN 252-3736**

c. PLAD for BMC: **BRMEDCLINIC SASEBO JA**

4. **AMBULANCE SERVICE:** Ambulance service are available for emergency transportation of patients. Emergency response can be initiated by dialing:

a. 911 On Base only.
b. 23-9911 When using a pay phone or any local phones outside of base jurisdiction..
c. 0956-23-9911 When using a Japanese cellular phone.

**Note:** **Non-Emergent Patients will not be transported by ambulance. Routine transportation is the responsibility of your command. Requests for special or additional vehicles will be addressed to CFAS Transportation Office at 252-3377. We strongly recommend that you have a vehicle standing by for medical purposes.**

## Section 1
## GENERAL ADMINISTRATION

5. **MEDICAL GUARD:** After hours, BMC Sasebo, is the POC for all ships personnel with acute injury or illness that occurs while not on board. Any injury or illness that occurs while onboard, the member must utilize his/her medical department. All local IDC platforms, will coordinate through their preceptor prior to contacting the OFLMS. Please refer to COMPHIBGRU ONE INSTR 6010.1 series for policies and responsibilities in these situations.

6. **MEDICAL ASSISTANCE:** Due to the increase in Force Protection requirements, Medical Department Representatives (MDR's) are encouraged contact CTF-76 Medical ISIC Representative, who in turn will notify the OFML office of all incoming request for services. All logistical requests should be forwarded to the ISIC, two weeks prior to entering Sasebo.

(1) Member's full name and rank.
(2) Last four
(3) Status AD/Retired or Civilian
(4) Type of appointment requested
(5) Provisional Diagnosis **ICD-9 Coded**
(6) Date of Birth
(7) Ships mailing address

**Prior to their appointments patients must check in with the OFML office and also register into CHCS at the records office.**

a. All patients reporting to BMC Sasebo are required to be in the proper uniform of the day and have their health record with a completed SF-513. A member lacking or incomplete history of referral will experience delays until ships MDR is contacted and the proper documentation has been received.

b. Civilian employees must have proper identification and valid insurance information. All active duty personnel must have a current military ID.

c. Lab results and x-rays, which have been performed during previous examinations, must accompany the patient. The SF-513 or SF-600 should contain all pertinent information to the case with a provisional diagnosis.

d. Notify Branch Medical Clinic Sasebo immediately if a patient will be late or unable to maintain their scheduled appointment.

## Section 1
## GENERAL ADMINISTRATION

7. **REFERRAL FOR CIVILIAN MEDICAL CARE:** Emergent Care and Specialty Services are available at the local Japanese Hospitals. Branch Medical Clinic employs one full time translators for transcribing request and results from care received into English. All civilian patients and retired military must pay their bill up front and later be reimbursed by their respective Insurance Agencies. The civilian healthcare bill must be paid in local Japanese Currency (Yen).

**NOTE: Japanese Hospitals offer limited services during all National Holidays. Our Translator works Monday – Friday. The use of Japanese facilities after hours will be handled by Security Translators.**

8. **LABORATORY SPECIMENS:** Before sending specimens or ordering laboratory studies from the Branch Medical Clinic, ensure that the following information and paper work accompany the request. Please call and talk with one of our Technicians first to ensure the availability of the requested test(s). After working hours ships must use their own duty lab technician and equipment. In extreme urgent or STAT situations the duty technician at BMC Sasebo will be available to assist.

a. Name and Rank
b. SSN
c. Ship or unit FPO
d. Appropriate Lab Chit.

**Note: Abnormal lab results, which affect treatment protocol, will be reported to the ship by phone, e-mail, or naval message.**

9. **PHYSICAL EXAMINATIONS:** Physical examinations for annual, reenlistment and other administrative purposes are available but require in port time of about two weeks. Any PE requiring a specialty MO signature must be coordinated through the Fleet Liaison. The following must be completed within the capabilities of the ship/SMDR prior their physical examination appointment:

a. Medical History SF-93
b. OFFICER Physical Examination Questionnaire NAVMED 6120/2
c. Medical Examination SF-88
d. All Civil Service / Coast Guard Forms

## Section 2
## PATIENT ADMINISTRATION PROCEDURES

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to properly utilize Patient Administration Services, BMC Sasebo.

2. **ADMISSIONS:** Admission to local area hospitals is always possible following any medical examination. Due to ship movements, this will most likely result in the loss of an individual for an extended period of time. The ships Medical Department must communicate their concerns to the OFML representative when referring a crewmember. When a patient is admitted to local hospital, please notify the OFML office e-mail group or place a courtesy phone call. Include the full name, last four, date and time of admission, the hospital and ward the patient was admitted to, admitting physician, admitting diagnoses. By instruction the OFML department representative will make a patient visit within 48 hours upon admission of any Operational Forces member to local Japanese Hospitals.

a. TAD Orders: Billeting, at CFAS is available for transient personnel with medical conditions, but rooms are limited. CFAS Temporary Personnel Department, (TPD), has billeting to be used for this purpose, but not to exceed 30 days. Fully funded orders are required when the ship leaves a member behind for medical reasons. Email the Liaison at mailto:baughj@nhyoko.med.navy.mil, prior to member's arrival.

b. TEMDU Orders: TEMDU orders should not be issued unless it is anticipated that the member will not be returning to their parent command. Convening MTF will request TEMDU orders once the member has been placed on Limited duty or Medical Board.

c. Member's TEMDU to: **Commander Fleet Activities Sasebo**
**UIC: 62735**
**PSC 476 Box 69**
**FPO AP 96322-0069**

## Section 2
## PATIENT ADMINISTRATION PROCEDURES

3. **AERO-MEDICAL EVACUATION:** Routine medical evacuations of patients to PACOM/CONUS facilities are available to fleet units. ***If the patient is an outpatient the parent command must provide fully funded TAD orders in order for the member to fly Medevac.*** The BMC will act as the originating Medical Treatment Facility (MTF) for all medical evacuations from the Sasebo area.

a) BLK: 13 Itinerary must include:
   1. Command Address,
   2. Intermediate location(s)
   3. Return to ship/ homeport i.e.: Nearest TPU/TPD

b) BLK: 16 Please check this block for continuous travel for Further evaluation at other MTF (CONUS)

c) BLK: 18 Ships Accounting Data to include funding in the Per Diem and Transportation blocks in the event the above mention services are not available.

d) BLK: 21 This information needs to be included to decrease command's expenses on per diem if military transient billeting can be utilized. Please include in the comment's section: Authorize member to proceed to the nearest TPU, TPD or Medical Holding company. This will terminate the per diem, decreasing the command expenses.

**NOTE: <u>TEMAD/TEMDU Travel Orders</u>: Personnel reporting for non-emergenttreatment must have in their possession a sufficient quantity of military clothing to support their stay, and permit further travel as may become necessary. This should include:**

**(1) Dress Uniform**
**(2) Working Uniforms**
**(3) Appropriate Civilian attire for travel.**
**(4) ATM Cards or checkbook for funds in the event of unexpected expenditures.**

## Section 2
## PATIENT ADMINISTRATION PROCEDURES

4. **INPATIENT STATUS REPORTS:** To keep the parent command advised as to the status of one of its members, the OFML Representative, will notify the parent command of the member's current status at least once a week through e-mail. This report will provide the following information:

a. Date and time of admission.
b. Diagnosis code.
c. Date of discharge
d. F/U appointment date
e. Recommendations for convalescent leave
f. Expected date of return to full duty

5. **DISPOSTION OF DECEASED PERSONNEL:** The BMC Decedent Affairs Officer will render any assistance when requested. The Decedent Affairs Officer can be contacted at 252-2599. After normal working hours, contact the Branch Medical Clinic COD at 252-2550 or (2551).

6. **MEDICAL SUPPLIES:** Small quantities of medical supplies can be requested thru the Fleet Liaison on a case-by-case basis, however, large or specialty items must be requested from FISC Detachment Yokosuka.

7. **BIO-MEDICAL REPAIR:** Bio-Medical Repair Technicians are not available for servicing of medical equipment. When in port the USS Essex is billeted for one Technician. Please call the LCPO/SEA for arrangements.

8. **MILITARY APPEARANCE:** Personnel reporting to the clinic for appointments and examinations must present a clean and proper military appearance. Working uniform, (i.e., khakis, dungarees, etc) may be worn as long as the uniform is clean and in good condition.

## Section 3
## OCCUPATIONAL HEALTH AND PREVENTIVE MEDICINE

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to properly utilize resources of the Occupational Health/Preventive Medicine Department, BMC Sasebo.

2. **PRATIQUE AND QUARANTINE:** Although pratiques, quarantine declarations and free pratique certifications are no longer required on a routine basis for U.S. Ports, Japanese quarantine laws DO REQUIRE quarantine declarations on ALL ships arriving to Japan from foreign ports. All ships will hoist and continue to fly the Quebec flag until they have received a free pratique.

   a. All vessels arriving from foreign ports will prepare a USAFJ form 399EJ, "Declaration For Quarantine Clearance Of United States Forces Vessel Docking At United States Controlled Japanese Ports, as required by USFJ Policy Letter, and SECNAVINST 6210.2 series. The form will be prepared by the vessels Medical Officer, or Medical Department Representative for presentation to quarantine officials upon berthing.

   b. After determining that quarantine is not indicated the Japanese Government Official or designated preventive medicine personnel from DOH/PM, acting for the GOJ will issue the Government of Japan, free pratique certification.

3. **WATER AND FOOD SANITATION:** Ships while in port shall be provided water from approved sources treated at civilian water treatment facilities. Food items obtained through liaison with respective port services meet requirements for procurement of food items from approved sources.

Requests to provide foodservice sanitation training, water testing and analysis can be obtained by contacting the Preventive Medicine Division at 252-2586.

4. **DERATING AND DERATTING EXEMPTION CERTIFICATES:**

   a. A valid Deratting and Deratting Exemption Certificate, is required to be on file for all ships entering port, by International Convention and BUMEDINST 6250.14 series. Certifications are valid for a six-month period. The original issuer may grant a one-month extension.

b. Ships requiring certifications are requested to submit an application for Derating by message or letter to Branch Medical Clinic Preventive Medicine Division. A copy of the current Deratting Certificate should accompany the USAFJ Form 399EJ upon arrival and request for a Free Pratique.

5. **INDUSTRIAL HYGIENE SERVICES:**

a. As part of your operational risk management responsibilities, the Commanding Officer is required to identify potential hazards, assess the risks presented by hazards, and provide controls to prevent exposures to personnel. An essential risk management tool is the industrial hygiene survey.

b. The industrial hygiene division can provide the following services:

1. Identification of hazards
2. Characterization of risk for each hazard
3. Ventilation Surveys
4. Noise Surveys
5. Recommended controls to prevent adverse health effects
6. Medical surveillance recommendations; and
7. Consultative services, including assist and in establishing the NAVOSH program.

## Clinical Support Services
## Section 4

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to properly establish liaison with Clinical Support Services Department, BMC Sasebo.

2. **POLICY:** Whenever possible we will provide assistance to the Operating Forces. During normal working hours ship technicians are encouraged to utilize the services and equipment on their ship. In extreme urgent or STAT situations the duty technician at BMC Sasebo will be available to assist the shipboard technician in our facility. All units must always utilize the duty Medical Guard Ship prior to requesting services from BMC Sasebo.

3. **SERVICES:** The following are services provided at BMC Sasebo:

   a. Laboratory
   b. X-Ray
   c. Pharmacy
   d. Physical Therapy

4. **PHARMACY:** During normal working hours outlined in section one of this guide, the Pharmacy will be open for all services. After working hours the COD has limited access to pharmaceuticals. Dispensing medications to visiting ships will be conducted on a limited supply available basis. Refills will be dispensed during normal working hours only. Please have your medical record available and the refill prescription. All visiting ships must first call the clinic before sending patients over for prescriptions. All maintenance drugs are the responsibility of the individual. MSC requires members to have on hand the minimum of a six-month supply of maintenance drugs.

**Branch Medical Clinic Sasebo closes down for mandatory training every Wednesday afternoon and the Pharmacy will be closed during this time.**

## Section 5
## Family Practice

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to properly establish liaison with Family Practice Department, BMC Sasebo.

2. **ACCESS:** For continuity of service, please utilize the OFML, Fleet Consult Referral Process located at the back of this pamphlet for referral guidance.

3. **SERVICES:** The following are some of the services provided at the BMC, Family Practice Clinic.

   a. Routine and Urgent Care.
   b. Physical Exams
   c. Vasectomies
   d. Colposcopies
   e. Immunizations
   f. Educational Classes

## Section 6
## EDIS

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to properly establish liaison with EDIS Department, BMC Sasebo.

2. **POLICY:** For fleet purposes, any concern a sailor may have about a family member's (child) development, educational progress, or other concern can be referred directly to EDIS Department via any Fleet Medical Officer.

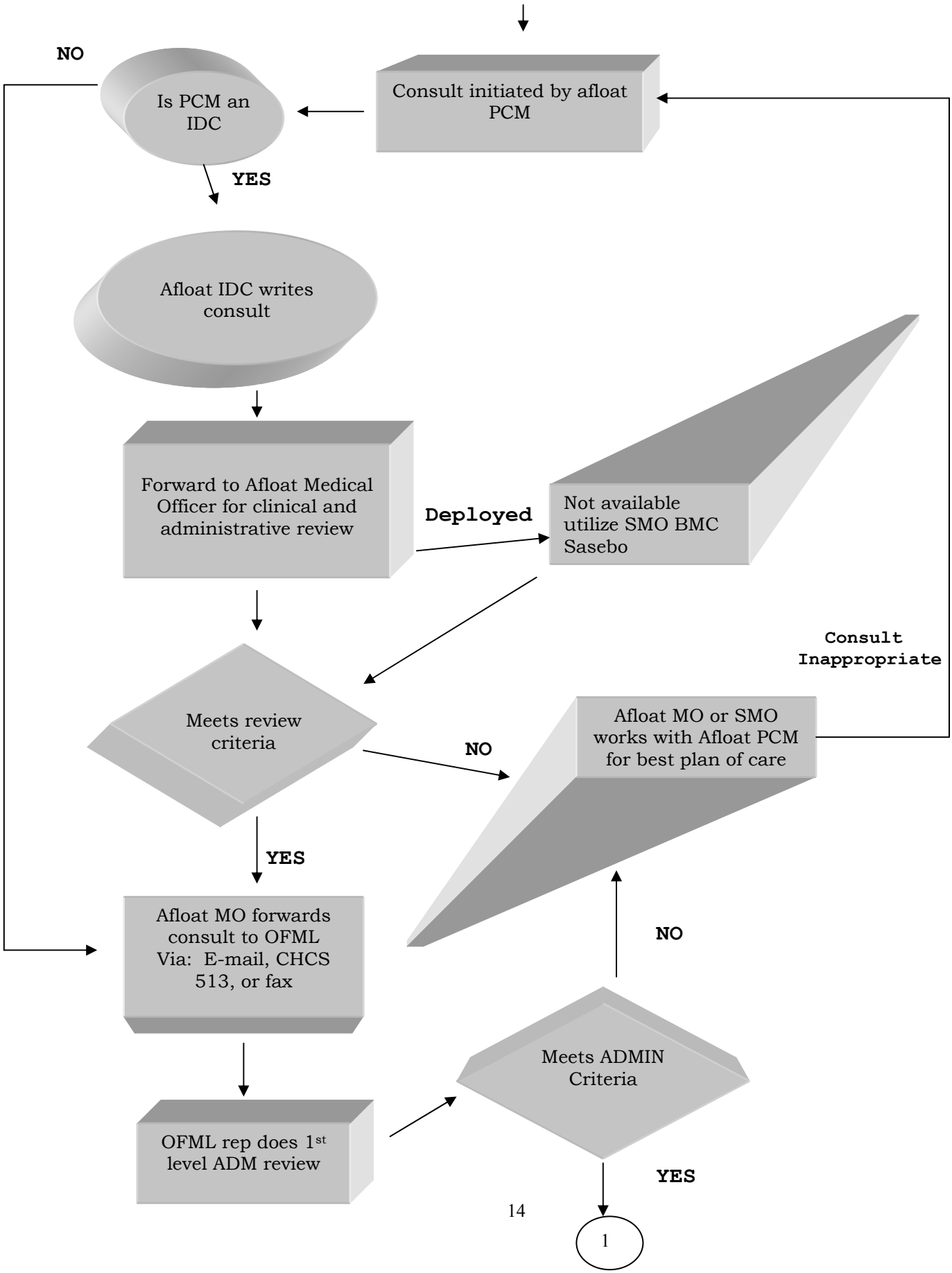
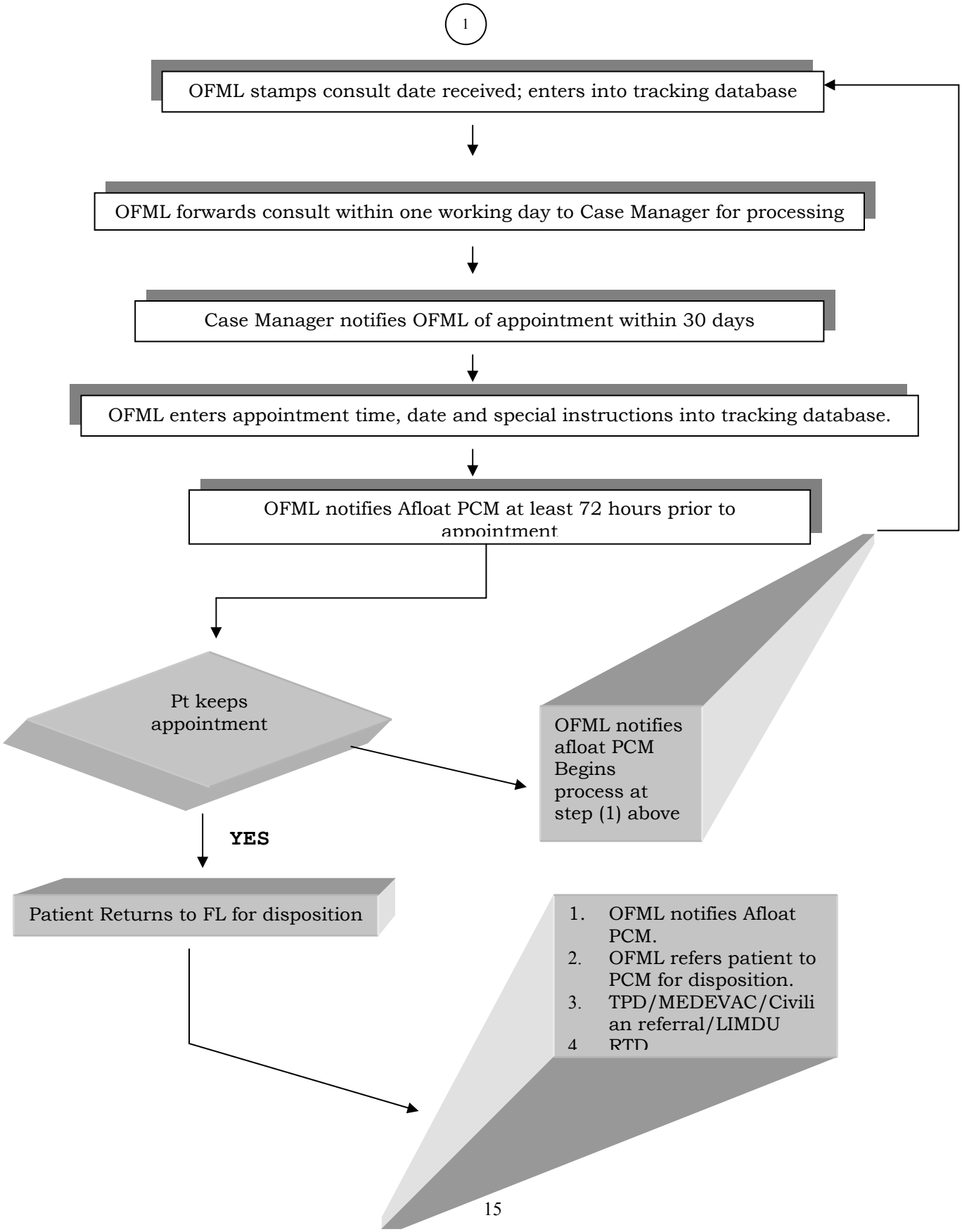
**FLEET LIAISON PROGRAM**
**BRANCH MEDICAL CLINIC SASEBO**
**DENTAL SERVICES**
**Section 7**

1. **PURPOSE:** The purpose of this section is to provide the Medical Department Representative with the basic information needed to establish a liaison with Branch Dental Clinic, Sasebo Japan.

2. **SERVICES:** Branch Dental Clinic is a service organization. Every effort is made to have available appointments for all Active Duty and their Dependants. The following Services are available at our Clinic:

a. Cleanings
b. Exams
c. Fillings
d. Root-canals
e. Limited prosthesis work
f. Partials and Flippers
g. Limited oral surgery

Operational Forces Medical Liaison Consult Referral Process



## Operational Forces Medical Liaison Consult Referral Process