

INFORMATION PAPER

ARNG-CSG
29 Nov 2011

SUBJECT: MATS medical packet entry for General Officer physicals

1. Background: Until now, the General Officer Management Office (GOMO) entered GO physicals into the Medical Action Tracking System (MATS) located in MEDCHART for the 2011 board cycle. The physicals were then reviewed by the ARNG Surgeon's Office. The physicals that were complete, according to page 41 and 42 of the GOMO handbook, were then returned to GOMO as approved. Those physicals that were incomplete were sent back to GOMO with a listing of the incomplete areas or required documentation. The GOMO POC would then work with the Officer or State to obtain the missing elements of the physical exam.

2. Current Process: To reduce the chance of any HIPPA violations, and reduce delays in processing physicals, the GOMO office suggested a change to the process and in the Announcement Number GO-12-001 (attached) indicated that the State Surgeon Offices would now be responsible for QA/QC of the physicals and their entry into MATS for review by the ARNG Surgeon's Office (ARNG-CSG). This new process will allow a State's medical personnel to review the physicals and ensure that they meet ALL of the requirements listed in the GO Handbook (which is listed in a checklist and attached to this message). If ALL of the required fields and laboratory requirements are not submitted appropriately with the physicals, they cannot be approved. IT IS OUR SUGGESTION THAT THE OFFICER TAKE A COPY OF THE PHYSICAL REQUIREMENTS CHECKLIST (attached) TO THE PHYSICAL. THIS CLARIFIES THE REQUIREMENT FOR THE MTF.

3. Way Ahead: Each State will need a POC to obtain a MATS account in order to be able to enter the physicals. Most States have POCs located at the MEPS with MATS access that can enter physicals into the system (the RRM's) if they are willing to take on this additional responsibility.

If you would like your State Surgeon's office to have a POC of their own to enter physicals then:

a) contact your NGB support Admin POC as listed on the MATS webpage - Mr Kinney Simpkins (@ 540-661-7180) or Mr Randy Dodson (@ 601-826-7344) to obtain access through an account.

b) If you have trouble accessing your appropriate support admin, contact the helpdesk POC, Mr Robert Curtin @ 703-225-1763

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08 July 2011

c) Mr Robert Curtin (IT support for the MATS module) will be hosting a DCO to further educate those who have never used MATS on how to enter physicals and place documents in the correct sections. The next DCO will be held on 30 November 22, 2011 @ 1300 EST. This DCO information is on the MATS message board. In addition, I will be disseminating the information directly to you via email.

4. The POC for MATS within the ARNG Surgeon's Office is CPT Laurie Fontaine, SP, Medical Standards Officer, Office of the Chief Surgeon (ARNG-CSG), 111 S. George Mason Dr., Arlington, VA 22204, DSN 327-9534, 703-607-9534, or laurie.fontaine@ng.army.mil

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