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USAMEDCOM

International Military Students & Medical Care

Desk Top Guide

Date: April 13, 2005

Introduction:

This guide is provided to assist you in billing for foreign patients. Most of these patients will be military students who are in training or their dependents. In this guide, you will be shown how to identify what care is available to who and how the care will be paid. Recently, a concern has arisen that many international patients are not inputted by the correct PATCAT. Information is included to help identify patients and categorize them properly.

Regulations and websites pertaining to this topic are listed for reference and assistance. You are encouraged to use these sites for updated information. Also, information will be placed on MEDCOM's AKO page for you to access.

It is important for international patients to billed correctly and in a timely manner. This information is presented to you to do an accurate job as possible. Not every situation can be solved using this book. If you need more assistance please call the MEDCOM office at (210) 221-7860.

Thank you for your work and all of your effort.

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International Travel Orders

Probably the most essential part of the billing process is...International Travel Orders. The ITO is how one is able to tell what care is authorized, who is responsible for paying, if dependents are authorized care, etc. Without the student's ITO, it is basically impossible to accurately process the bill. Try to become familiar with reading these travel orders. It is fairly easy to refer to the sections that deal specifically with the order's medical conditions. These sections that are listed are helpful when reviewing orders.

5. Funding Funding should have an FMS case or IMET and a fiscal year. Some students come from a country with a NATO/SOFA, PfP/SOFA, or Reciprocal Health Care Agreement. If students from these countries meet certain terms, they should not be billed. A list of these countries can be found on the following website: http://www.armymedicine.army.mil/default2.htm

6. IMS Information

a. Name Find the IMS's name

8. Authorized Training: Dates of training will be listed here. Date of service on the bill should generally coincide with the training dates.

12. Conditions:

a. Dependents: Are dependents authorized to accompany the IMS?

12. Conditions:

b. Medical Services:

IMSs: What kind of care is authorized? Who will be billed for care?

12. Conditions:

b. Medical Services:

Dependents: What kind of care is authorized for accompanying dependents, if any? Who will be charged for the bill? If a child is born to the IMS while in the US, orders should be amended to recognize the new dependent.

15. Special Conditions/Remarks: Authorized dependents will be listed here. The name of the patient on the bill should be either the IMS's name or one of the names listed in this section of the ITO.

More information may be included about medical billing and expenses such as in the Special Conditions section.

Currently many orders are incorrectly written but overall are reliable. An attempt is being made to make sure that all ITO's are written correctly, and a standard format may also be designated in the future. The next four pages contain information taken directly from the army medicine website, but it is a good idea to check the site yourself for updates.

Albania

Austria

Azerbaijan

Croatia

Finland

Georgia

Kazakhstan

Macedonia

Partnership for Peace SOFA Members

The represented countries on this page indicates the current Partnership for Peace SOFA members whose citizens are eligible for Health Care in DOD facilities. More information on authorizations can be found in AR 40-400 and DoD 1000.13

Moldova

Sweden

Ukraine

Uzbekistan

NATO SOFA Members

The opposite page indicates the NATO countries whose military and authorized dependents are eligible for medical care in DOD facilities. More information on authorizations can be found in AR 40-400 and DoD 1000.13

Belgium

Bulgaria

Canada

Czech Rep

Denmark

Estonia

France

Germany

Greece

Hungary

Iceland

Italy

Latvia

Lithuania

Luxembourg

Netherlands

Norway

Poland

Portugal

Romania

Slovenia

Slovakia

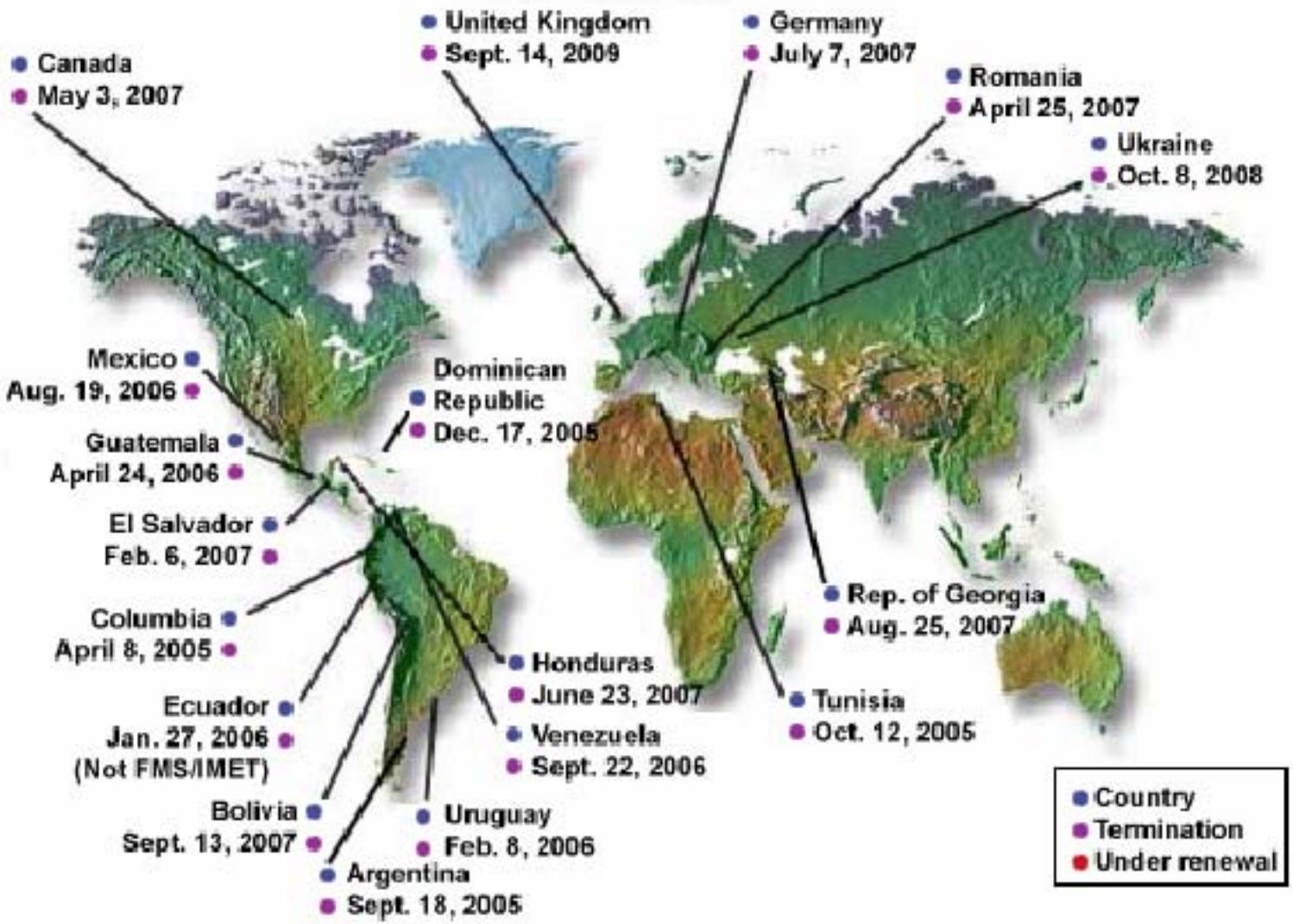
United Kingdom

Spain

Turkey

Reciprocal Healthcare Agreements

Reciprocal Health Care Agreements allow military students, and sometimes their authorized dependents, to receive medical care without any charge when in the US. Each agreement is special for each country, so that country's agreement has to be reviewed to know what authorizations apply.



Standard Form 1034

For medical care provided by a civilian doctor or facility or to reimburse the foreign student, a Standard Form 1034 must be prepared and signed. A separate form should be completed for each payee. Here are the necessary blocks to be filled in:

Block 1: Enter the name and mailing address of the organization preparing the voucher.

Block 2: Enter the date the form is being prepared.

Block 5: Enter the name and address of the payee. Include payee's tax identification number.

Block 12: The inclusive dates of services beginning and ending—the period of performance.

Block 13: A description of service and other information.

Block 16: The total amount due.

Block 23: The individual having complete knowledge of the data entered on the voucher for payment (the one who prepared the voucher) will sign and date this block. The signature in this block attests that the voucher is properly documented. A signature and date are required in this block because the payment is to be certified by the Defense Finance and Accounting Service. The signature and printed name must be the same.

Block 24: The title and commercial phone number of the person signing the 'BY[2]' block must be entered in this block.

Block 25: The date, signature, and title of the authorized certifying officer must be entered in this block. A certifying officer is appointed in writing to certify a voucher for payment and the memo is kept on file at Central Disbursing with the completed DD Form 577. The signature and printed name must be the same. You cannot sign "For" someone. The original signed payment voucher (SF 1034) and all original-supporting documents will be sent to DFAS-SA, Vendor Pay, for payment.

A SF 1034 is provided on the next page. Necessary blocks are numbered for reference to assist with the preparation of the form. An accounting classification will be provided by the MEDCOM office, so this portion of the form will remain blank.

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000
1034-121

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Block 1

DATE VOUCHER PREPARED

Block 2

SCHEDULE NO.

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE

PAID BY

PAYEE'S NAME AND ADDRESS

Block 5

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN-TITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)
	Block 12	**Block 13**				**Block 16**

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** **TOTAL**

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR =$

EXCHANGE RATE =$1.00

DIFFERENCES

BY 2 **Block 23**

Amount verified; correct for

TITLE **Block 24**

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Block 25

(Date) *(Authorized Certifying Officer)* 2 *(Title)*

ACCOUNTING CLASSIFICATION

PAID

CHECK NUMBER ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER ON *(Name of bank)*

CASH $ DATE

PAYEE 3

PER

TITLE

1 When stated in foreign currency, insert name of currency.
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.

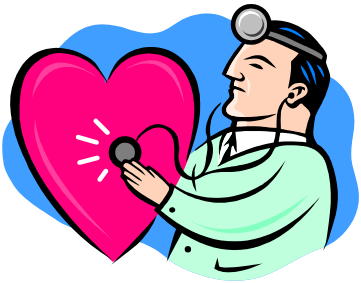
Previous edition usable

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

NSN 7540-00-900-2234

USAPA V4.00

Pre-Existing Conditions



IMS's are expected to be in good health before coming to the United States. If a pre-existing condition exists or something comes up that questions the ability of the student to attend training, the student should be returned to the host country as soon as it is possible.

Before issuing an ITO, the SAO should receive verification that the potential student has had a physical exam within the previous three months and deemed physically fit for training. The exam should include a chest X-ray, a screening for evidence of Human Immunodeficiency Virus, and conclude that the student is free of communicable diseases. IMS training candidates with evidence of HIV infection will not be issued an ITO and will be ineligible for training. The statement will also indicate that the IMS is free of medical or dental defects or disease that might require treatment or hospitalization during training. If an IMS is certified as acceptably healthy for training even though medical or dental defects exist, section 15 of the ITO will state that those medical defects may have an impact on training if not properly controlled or monitored. Medical certification is also required for authorized accompanying dependents.

The DoD 5105.38-M SAMM chapter 10 and JSAT may be referenced for this information as well as other medical requirements.

SANG

Saudi Arabia National Guard has a billing system set up with Vinnell Arabia. On the ITO, it will have an FMS case of SI-B-WEJ. These bills should be sent to MEDCOM, and MEDCOM will bill Vinnell Arabia. Do not attempt to bill this company on your own. In case of inquiries, phone numbers for Vinnell are available in the ITO's.

Insurance

Students that are responsible for their own medical care should be encouraged to purchase health insurance to cover their stay in the US. Be sure to obtain a copy of the insurance card for remittance with the bill and orders. It is possible that the student purchased it from a company from their home country, in case the company's name looks unfamiliar.

Dental Care

Dental care is authorized on an emergency basis only. According to JSAT, emergency situations are those where "treatment is needed for relief of painful or acute conditions". Otherwise, if a student or dependent receives dental treatment, the IMS or Embassy will be responsible for the charges.

Emergency Care

IMS's receiving emergency care from a civilian facility should get 3 copies of the bill as well as a statement signed by the doctor saying "I certify that the above services are necessary in treatment of the above named individual, that services were as stated, and that charges are not in excess of those customarily made in this vicinity" as per the JSAT. Also, the IMSO should provide the IMS with instructions on emergency and/or civilian medical services.

MSAO's are encouraged to have an AKO account to access MEDCOM's Finance and Accounting page for useful information. If you do not have an account, please go to https://www.us.army.mil/suite/login/welcome.html and self-register. After opening the homepage, proceed through the following options to reach MEDCOM's page.

1. Special Staff/FOA
2. Medical
3. Medical Service Corps
4. 70C—Comptrollers
5. Finance and Accounting

Patient Categories

In an effort to properly categorize international patients, please use the following pages as a reference.

1. In every case read the Travel order, Blocks 5 and 12. These two sections will state the travelers funding codes, the program medical services charged and what family members are authorized care in our facilities.

To determine who will pay the bill, first refer to the Travel Order Block 12 A to see if Family members are authorized. Then refer to Block 12B as to who will pay for the International Military Student (IMS) and/or the Family Members medical care. If annotated as IMS then the patient should have insurance information listed on the travel order.

2. Reciprocal Health Care Agreements (RHCA) provides medical and dental care in DOD facilities without cost to the patient, except where stipulated by the following notes. Patients referred to civilian health care facilities may not be covered under these RHCAs. When patients are referred/ transferred, financial responsibility should be addressed with the military hospital Patient Administrator.

RHCA EXCEPTIONS

a. Canada RHCA excludes Foreign Military Sales (FMS) students. Thus the NATO agreement applies.
b. Venezuela RHCA excludes the International Military Education and Training Program (IMETP) students and thus any charges is billed to the IMET program.
c. Argentina RHCA applies ONLY to those military and family members assigned to the National Capital Region; Virginia, Maryland and Washington DC.

d. Dominican Republic RHCA applies to IMET Family Members (FM) and those military and FM assigned to the Inter - American Defense Board and or the Defense College in Washington DC.
e. Mexico RHCA does not apply to IMET or FMS students or Family Members.
f. Ecuador RHCA excludes FMS or IMET IMS and family members.

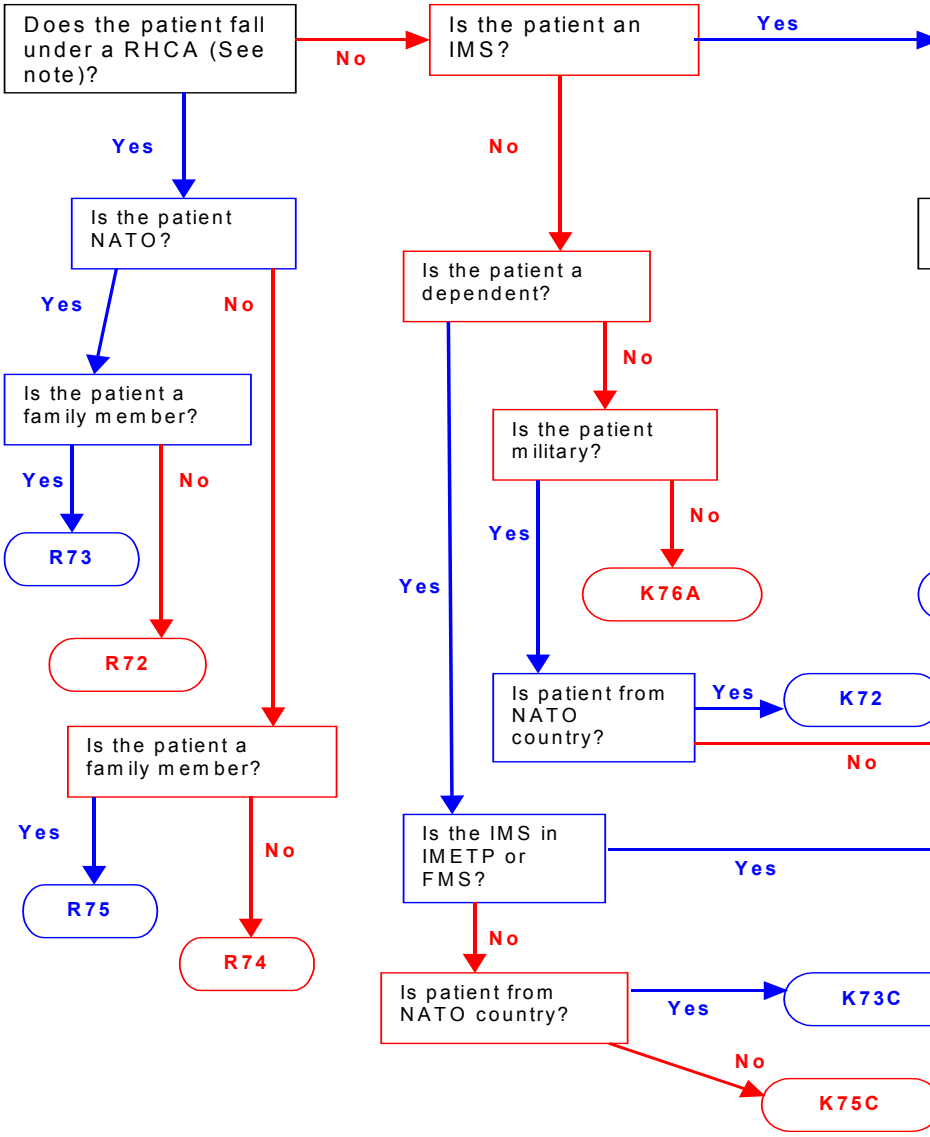
Updates are posted at the following internet sites: http://www.armymedicine.army.mil/hc/ip/intl_prgms.htm

3. NATO and Partnership for Peace (PfP) SOFA Members. Not all NATO and PfP countries ratified the Standard of Forces Agreements (SOFA). Only those who have ratified the SOFA (listed below) are entitled to the NATO billing codes. Those who have not ratified the SOFA are charged as non-NATO patients.

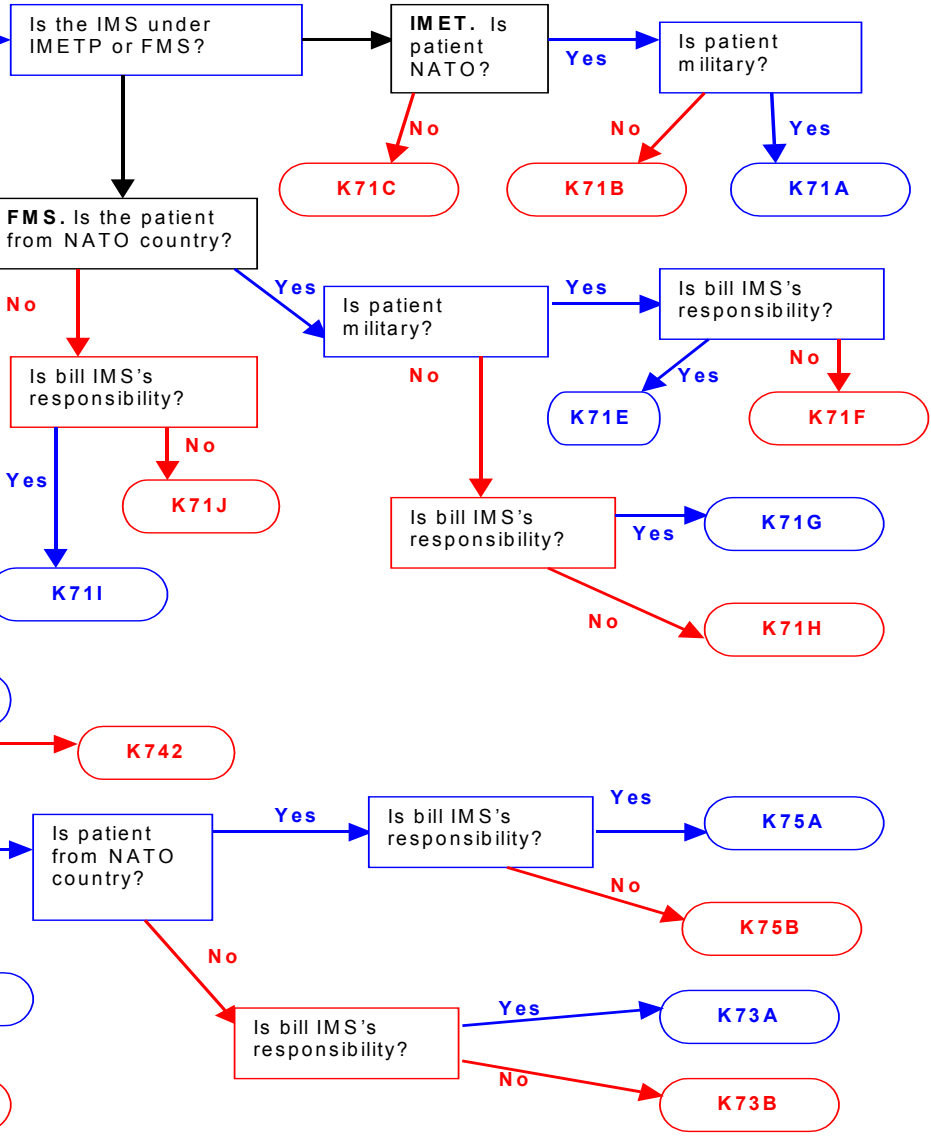
PfP SOFA membership (Mar 05)

Albania	Kazakhstan
Austria	Macedonia
Azerbaijan	Moldova
Croatia	Sweden
Finland	Ukraine
Georgia	Uzbekistan

Patient Categories (continued)



***RHCA's are country unique. Review pages 16-17 for exceptions.**



Regulations

AR 40-400 (PAD)
DFAS 37-100
JSAT
SAMM Chapter 10

Websites

Acronym Finder—http://www.acronymfinder.com

Army Medical—http://www.armymedicine.army.mil/default2.htm

Center for Disease Control—http://www.cdc.gov/

DoD—http://defenselink.mil/

DoD Forms Program—http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

Department of State—http://www.state.gov/

DFAS 37-100—http://www.asafm.army.mil/secretariat/document/dfas37-100/fy2005/37-100-2005.asp

DISAM—http://disam.osd.mil/

DSCA—http://www.dsca.mil/

Foreign Embassies—http://www.embassy.org/index.html

Government Printing Office—http://www.access.gpo.gov/

Health Affairs Policies—http://www.tricare.osd.mil/

JSAT—http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r12_15/head.asp

Military acronyms—http://www.militarywords.com (in Beta)

NATO—http://www.nato.int

Navy Directorates—http://neds.daps.dla.mil/

PAD—https://pad.amedd.army.mil/

OSD Directorate—http://web7.whs.osd.mil/

Reimbursable Medical Rates—http://www.dtic.mil/comptroller/rates

TRICARE—http://tricare.osd.mil/

Elective Care

Students and dependents are not authorized elective care. Elective care is defined by the JSAT as "care desired or requested by the individual or recommended by the physician or dentist which, in the opinion of professional authority, can be performed at another time or place without jeopardizing the health or well-being of the patient". This includes such things as cosmetic surgery, infertility injections, etc. Students do not come to the US to receive medical treatment; they are here for training purposes. Situations have existed where an IMS goes to a non-DoD facility for elective care and expects the US to handle the charges. This can cause situations that create a distraction from the student's mission of training.

Western Hemisphere Institute for Security Cooperation

WHINSEC pays for some of its guest instructors' medical care, all others are processed IAW the ITO (IMET, FMS, IMS, …). Usually host country is expected to cover these expenses. For questions regarding guest instructors' medical care, contact Mr. Recio at DSN: 835-3754 or Linda at 835-8522. They also may need to be aware of information about the instructor's medical situation to report back to the host country.

Acronyms

AF - Air Force
AR - Army Regulation
DFAS-DE - Defense Finance & Accounting Service-Denver
DISAM - Defense Institute of Security Assistance Management
DSCA - Defense Security Cooperation Agency
FMS - Foreign Military Sales
IAW - In accordance with
IMET - International Military Education & Training
IMS - International Military Student
ITO - International Travel Orders
JSAT - Joint Security Assistance Training
MEDCOM - Medical Command
NATO - North Atlantic Treaty Organization
OSD - Office of the Secretary of Defense
PAD - Patient Administration
PfP - Partnership for Peace
RHCA - Reciprocal Health Care Agreement
SANG - Saudi Arabia National Guard
SAO - Security Assistance Officer
SAMM - Security Assistance Management Manual
SF - Standard Form
SOFA - Status of Forces Agreement

Notes