

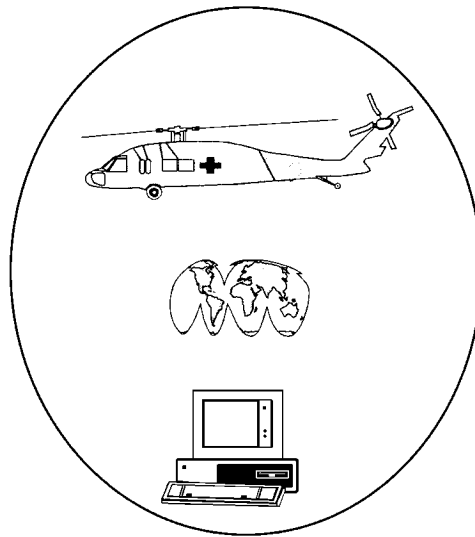
STP 8-91G15-SM-TG

SOLDIER'S MANUAL AND TRAINER'S GUIDE

MOS 91G

PATIENT ADMINISTRATION SPECIALIST SKILL LEVELS 1/2/3/4/5

JULY 2002



HEADQUARTERS, DEPARTMENT OF THE ARMY

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 91G

Soldier's Manual, Skill Levels 1/2/3/4/5 and Trainer's Guide, MOS 91G, Patient Administration Specialist

Skill Levels 1, 2, 3, 4 and 5

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PREFACE

This publication is for skill level 1, 2, 3, 4, and 5 soldiers holding military occupational specialty (MOS) 91G and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks that support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 91G1/2/3/4/5 have access to this publication. This STP is available for download from the Reimer Digital Library (RDL).

This manual applies to both Active and Reserve Component soldiers.

The proponent of this publication is HQ, TRADOC. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Academy of Health Sciences, ATTN: MCCS-HTI, 1750 Greeley Rd, STE 135, Fort Sam Houston, TX 78234-5078.

CHAPTER 1

Introduction

1-1. General

This manual identifies the individual MOS training requirements for soldiers in MOS 91G. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

Use this manual with Soldier's Manuals of Common Tasks (STP 21-1-SMCT and STP 21-24-SMCT), Army Training and Evaluation Programs (ARTEPs), and FM 25-101, Battle Focused Training, to establish effective training plans and programs which integrate soldier, leader, and collective tasks.

1-2. Battle Focused Training

As described in FM 25-100, Training the Force, and FM 25-101, Battle Focused Training, the commander must first define the mission essential task list (METL) as the basis for unit training. Unit leaders use the METL to identify the collective, leader, and soldier tasks which support accomplishment of the METL. Unit leaders then assess the status of training and lay out the training objectives and the plan for accomplishing needed training. After preparing the long- and short-range plans, leaders then execute and evaluate training. Finally, the unit's training preparedness is reassessed, and the training management cycle begins again. This process ensures that the unit has identified what is important for the wartime mission, that the training focus is applied to the necessary training, and that training meets established objectives and standards.

1-3. Relationship of Soldier Training Publications (STPs) to Battle Focused Training

The two key components of enlisted STPs are the Trainer's Guide (TG) and Soldier's Manual (SM). The TG and SM give leaders important information to help in the battle focused training process. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. It provides information on where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying what needs to be trained.

The execution and evaluation of soldier and leader training should rely on the Armywide training objectives and standards in the SM task summaries. The task summaries ensure that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

1-4. Task Summaries

Task summaries contain information necessary to conduct training and evaluate soldier proficiency on tasks critical to the MOS. A separate task summary is provided for each critical task. These task summaries are, in effect, standardized training objectives which ensure that soldiers do not have to relearn a task on reassignment to a new unit. The format for the task summaries included in this manual is as follows:

- **Task Title.** The task title identifies the action to be performed.
- **Task Number.** A 10-digit number identifies each task or skill. Include this task number, along with task title, in any correspondence relating to the task.
- **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, and wind. This section also identifies any specific cues or events that trigger task performance.
- **Standards.** The task standards describe how well and to what level you must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness, and/or speed.
- **Performance Steps.** This section includes a detailed outline of information on how to perform the task.
- **Evaluation Preparation (when used).** This subsection indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instruction that should be given to the soldier before evaluation.
- **Performance Measures.** This evaluation guide identifies the specific actions that the soldier must do to successfully complete the task. These actions are listed in a GO/NO-GO format for easy evaluation. Each evaluation guide contains a feedback statement that indicates the requirements for receiving a GO on the evaluation.
- **References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

Additionally, some task summaries include safety statements and notes. Safety statements (danger, warning, and caution) alert users to the possibility of immediate death, personal injury, or damage to equipment. Notes provide a small, extra supportive explanation or hint relative to the performance measures.

1-5. Soldier's Responsibilities

Each soldier is responsible for performing individual tasks which the first-line supervisor identifies based on the unit's METL. The soldier must perform the tasks to the standards listed in the SM. If a soldier has a question about how to do a task or which tasks in this manual he or she must perform, it is the soldier's responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct the soldier to the appropriate training materials.

1-6. NCO Self-Development and the Soldier's Manual

Self-development is one of the key components of the leader development program. It is a planned progressive and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, has the responsibility to remain current in all phases of the MOS. The SM is the primary source for the NCO to use in maintaining MOS proficiency.

Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 350-59 for information on enrolling in this program and for a list of courses, or write to: AMEDDC&S, ATTN: MCCS-HSN, 2105 11TH STREET SUITE 4191, FORT SAM HOUSTON TX 78234-5064.

Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials. A life cycle management diagram for MOS 91G soldiers is on page 1-4. You can find more information and check for updates to this diagram at <http://das.cs.amedd.army.mil/ooc.htm> (scroll down to LIFE CYCLE MANAGEMENT, select ENLISTED, and find the appropriate tab along the bottom.) This information, combined with the MOS Training Plan in Chapter 2, forms the career development model for the MOS.

1-7. Trainer's Responsibilities

Training soldier and leader tasks to standard and relating this training to collective mission-essential tasks is the NCO trainer's responsibility. Trainers use the steps below to plan and evaluate training.

- Identify soldier and leader training requirements. The NCO determines which tasks soldiers need to train on using the commander's training strategy. The unit's METL and ARTEP and the MOS Training Plan (MTP) in the TG are sources for helping the trainer define the individual training needed.
- Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can assist in identifying soldier and leader tasks which can be trained and evaluated concurrently with collective task training and evaluation.
- Gather the training references and materials. The SM task summary lists all references which can assist the trainer in preparing for the training of that task.
- Determine risk assessment and identify safety concerns. Analyze the risk involved in training a specific task under the current conditions at the time of scheduled training. Ensure that your training preparation takes into account those cautions, warnings, and dangers associated with each task.
- Train each soldier. Show the soldier how the task is done to standard, and explain step-by-step how to do the task. Give each soldier one chance to do the task step-by-step.
- Emphasize training in mission-oriented protective posture (MOPP) level 4 clothing. Soldiers have difficulty performing even the very simple tasks in an NBC environment. The combat effectiveness of the soldier and the unit can degrade quickly when trying to perform in MOPP 4. Practice is the best way to improve performance. The trainer is responsible for training and evaluating soldiers in MOPP 4 so that they are able to perform critical wartime tasks to standards under NBC environment conditions.

**MOS 91G
PATIENT ADMINISTRATION SPECIALIST
CAREER/TRAINING LIFE CYCLE**

RANK	AMEDD Course NR	TRAINING	LENGTH	LOCATION	ATTENDANCE REQUIREMENT	Self-Development Course NR	SELF-DEVELOPMENT	LENGTH	LOCATION	ATTENDANCE REQUIREMENT
E1 - E5		Basic Combat Training Course	9 wks	Ft. LW Ft. Sill Ft. Jackson Ft. Benning	IET		Army Correspondence Course Program			
					IET	081-CBRNE-W	Introduction to CBRNE		On-Line	Just in Time
	513-91G10	Patient Administration 91G10	6 wks, 3 days	FSH, TX	IET/MOS	805C M15	Administrative Course (71L20)		Correspondence	Sustainment
		PLDC	4 wks	Multiple sites	Leadership		Patient Admin Spec Sustainment Course 081-91G		Correspondence	Sustainment
							Subcourses			
						MD0010	Basic Medical Terminology		Correspondence	Sustainment
	6-8-C40	BNCOC 91G30	7wks 1 day	FSH, TX	Leadership	MD0750	Intro Medical Records/Patient Administration		Correspondence	Sustainment
E6 - E9		Instructor Courses				MD0751	Outpatient Medical records Branch		Correspondence	Sustainment
	5K-F3/520-F3	Instructor Training Course	10 days	AHS, FSH, TX	Just in time SQI-H	MD0752	Patient Accountability Branch		Correspondence	Sustainment
	5K-F8/520-F8	Small Group Instruction Training	5 days	AHS, FSH, TX	Just in Time	MD0753	Medical Records Administration Branch I		Correspondence	Sustainment
		Master Fitness Trainer	2 wks	Multiple Sites	Just in time ASI P5	MD0754	MEDICAL RECORDS ADMINISTRATION BRANCH II			
		Recruiter	6 wks	USAREC	Just in time	MD0755	Patient Affairs Branch		Correspondence	Sustainment
		Drill Sgt School	9 wks	Multiple Sites	Just in Time SQI-X	MD1230	ASMA		Correspondence	Sustainment
	6-8-C42	ANCOC (SL4)	6 wks	FSH, TX	Leadership	MD1233	Rapid Train Up		Correspondence	Sustainment
		First Sergeant Course	5 wks	USASMA	Just in time SQI-M		Specialty Courses			
		SGM Course	9 months	USASMA	Just in time MEL-A	5K-F13/520-F10	CBRNE TRAINER EVALUATOR	2 Days	Fort Sam Houston, TX	Just in Time
		CSM Course	1 wk	USASMA	Just in time/leadership	5K-F7/520-F7(PILOT)	Advanced Instructor Training	1 Wk, 3 Days	Fort Sam Houston, TX	
		Battle Staff	6 wks, 2 days	USASMA	Just in time - ASI 2S	5K-F8/520-F8(PILOT)	Education and Training for the 21st Century	4 Weeks	Fort Sam Houston, TX	
Note: * 91G converts to 91Z at Grade SGM 01 Oct 01. Expert Field Medical Badge and DEPMEDS if assigned PROFIS							Army Correspondence Course Program			
							Administrative Course (MOS 75B20)		Correspondence	Just in time
						805C M15	PPSCP			
							75/71 Personnel/Retention Legal/EO	4 days	SA, TX	Just in Time
						300-A0704	Medical Logistics Enlisted Supervisor Short Cr	4 days	SA, TX	Leadership
						300-A0710	MEDCOM CSM/SGM NCO Short Course	4 days	SA, TX	Leadership
						340-A0715	CSM/SGM SR NCO Course	4 days	Landstuhl, Germany	Leadership
						340-A0743				

- Check each soldier. Evaluate how well each soldier performs the tasks in this manual. Conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission. Use the information in the MTP as a guide to determine how often to train the soldier on each task to ensure that soldiers sustain proficiency.

- Record the results. The leader book referred to in FM 25-101, appendix B, is used to record task performance and gives the leader total flexibility on the method of recording training. The trainer may use DA Forms 5164-R (Hands-On Evaluation) and 5165-R (Field Expedient Squad Book) as part of the leader book. The forms are optional and locally reproducible. STP 21-24-SMCT contains a copy of the forms and instructions for their use.

- Retrain and evaluate. Work with each soldier until he or she can perform the task to specific SM standards.

1-8. Training Tips for the Trainer

Prepare yourself.

- Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.

- Get the training objective (task, conditions, and standards) from the task summary in this manual.

- Ensure you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

- Choose a training method.

- Prepare a training outline consisting of informal notes on what you want to cover during your training session.

- Practice your training presentation.

Prepare the resources.

- Obtain the required resources identified in the conditions statement for each task.

- Gather equipment and ensure it is operational.

- Coordinate for use of training aids and devices.

- Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

Prepare the soldiers.

- Tell the soldier what task to do and how well it must be done. Refer to the standards statement and evaluation preparation section for each task as appropriate.
- Caution soldiers about safety, environment, and security.
- Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.
- Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA Form 5164-R and the evaluation guide in each task summary to make this determination.

NOTE: Deficiencies noted in soldiers' ability to perform critical tasks taught in schools or by extension training materials should be reported to the proponent school.

Train the soldiers who failed the pretest.

- Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards. Have soldiers study the appropriate materials.
- Have soldiers practice the task until they can perform it to SM standards.
- Evaluate each soldier using the evaluation guide.
- Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

Record results in the leader book.

1-9. Training Support

This manual includes the following information which provides additional training support information.

- Appendix A, DA Form 5165-R (Field Expedient Squad Book). This appendix provides an overprinted copy of DA Form 5165-R for the tasks in this MOS. The NCO trainer can use this form to set up the leader book described in FM 25-101, appendix B. The use of this form may help preclude writing the soldier tasks associated with the unit's mission essential task list, and can become a part of the leader book.
- Glossary. The glossary, which follows the last appendix, is a single comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
- References. This section contains two lists of references, required and related, which support training of all tasks in this SM. Required references are listed in the conditions statement and are required for the soldier to do the task. Related references are materials which provide more detailed information and a more thorough explanation of task performance.

CHAPTER 2

Trainer's Guide

2-1. General. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train column.** This column lists the recommended duty position for which soldiers should be cross trained.
- **Train-up/Merger column.** This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area column.** This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- **Task Number column.** This column lists the task numbers for all tasks included in the subject area.
- **Title column.** This column lists the task title for each task in the subject area.
- **Training Location column.** This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

UNIT	Trained in the Unit
AIT	Advanced Individual Training
ANCOC	Advanced NCO Course
BNCOC	Basic NCO Course

Figure 2-1. Training Locations

- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. Part One, Section I. Subject Area Codes.**Skill Level 1**

- 1 Admissions and Dispositions
- 2 Patient Trust Fund
- 3 Medical Records
- 4 Casualty Reporting
- 5 Third Party Liability
- 6 Evacuation and Transfer
- 7 Coding
- 8 CHCS
- 9 TMMIS
- 10 Miscellaneous

Skill Level 2

- 11 Administration (SL 2)

Skill Level 3

- 12 Administration (SL 3)
- 13 TMMIS (SL 3)

Skill Level 4

- 14 Administration (SL 4)
- 15 TMMIS (SL 4)

2-3. Part One, Section II. Duty Position Training Requirements.

	DUTY POSITION	SUBJECT AREAS	CROSS TRAIN	TRAIN-UP/ MERGER
SL 1	Patient Administration Specialist	1-10	NA	91G2 Patient Administration Specialist
SL 2	Patient Administration Specialist	1-11	NA	91G3 Patient Administration Specialist
SL 3	Patient Administration Specialist	1-13	NA	91G4 Patient Administration Specialist
SL 4	Patient Administration Specialist	1-15	NA	NA
SL5	Patient Administration Specialist	1-15	NA	NA

2-4. Part Two. Critical Tasks List.**MOS TRAINING PLAN
91G15****CRITICAL TASKS**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1					
1. Admissions and Dispositions	081-866-0003	VERIFY THE ELIGIBILITY OF A PATIENT	AIT	AN	1-5
	081-866-0057	COMPLETE DA FORM 2985 (ADMISSION AND CODING INFORMATION)	AIT	AN	1-5
	081-866-0118	PREPARE A PATIENT ADMISSION PACKET	AIT	AN	1-5
	081-866-0122	PREPARE AN ADMISSION AND DISPOSITION (AAD) REPORT	AIT	AN	1-5
	081-866-0061	INITIATE DA FORM 2173 (STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS)	AIT	AN	1-5
	081-866-0191	PERFORM ADMISSION PROCEDURES	AIT	AN	1-5
	081-866-0101	COORDINATE PATIENT CONTROL WITH A CIVILIAN HOSPITAL REGARDING ABSENT SICK PATIENTS	AIT	AN	1-5
	081-866-0102	COORDINATE THE TRANSPORT OF AN ABSENT SICK PATIENT TO A MILITARY TREATMENT FACILITY	AIT	AN	1-5
2. Patient Trust Fund	081-866-0022	COMPLETE DA FORM 3696 (PATIENT'S DEPOSIT RECORD)	AIT	AN	1-5
	081-866-0123	FORWARD FUNDS AND VALUABLES AFTER THE DISPOSITION OR TRANSFER OF A PATIENT	AIT	AN	1-5
	081-866-0124	MAKE DISPOSITION OF THE FUNDS AND VALUABLES OF A MENTALLY INCOMPETENT PATIENT	AIT	AN	1-5
	081-866-0132	MAKE DISPOSITION OF THE FUNDS AND VALUABLES OF A DECEASED SERVICE MEMBER	AIT	AN	1-5
3. Medical Records	081-866-0039	PREPARE A PATIENT RECORDING CARD	AIT	AN	1-5
	081-866-0199	INITIATE MEDICAL RECORDS	AIT	AN	1-5
	081-866-0200	FILE FORMS IN MEDICAL RECORDS	AIT	AN	1-5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	081-866-0201	SCREEN AN INCOMING MEDICAL RECORD	AIT	AN	1-5
	081-866-0202	PERFORM MEDICAL RECORDS MANAGEMENT FUNCTIONS	AIT	AN	1-5
	081-866-0027	RETRIEVE OR FILE A TERMINAL DIGIT FILE FOR TREATMENT RECORD	AIT	AN	1-5
	081-866-0105	RELEASE MEDICAL INFORMATION	AIT	AN	1-5
4. Casualty Reporting	081-866-0040	COMPLETE DA FORM 2984 (VERY SERIOUSLY ILL/SERIOUSLY ILL/SPECIAL CATEGORY PATIENT REPORT)	AIT	AN	1-5
	081-866-0041	PREPARE A PROGRESS REPORT FOR A VSI, SI, OR SPECAT PATIENT	AIT	AN	1-5
	081-866-0042	PREPARE A VSI, SI, AND SPECAT PATIENT ROSTER	AIT	AN	1-5
	081-866-0043	COMPLETE DA FORM 3894 (HOSPITAL REPORT OF DEATH)	AIT	AN	1-5
	081-866-0044	INITIATE DD FORM 2064 [CERTIFICATE OF DEATH (OVERSEAS)]	AIT	AN	1-5
	081-866-0145	ASSEMBLE A DEATH PACKET	AIT	AN	1-5
5. Third Party Liability	081-866-0062	SUBMIT AN INITIAL NOTIFICATION FOR POSSIBLE THIRD PARTY LIABILITY	AIT	AN	1-5
	081-866-0063	INITIATE DA FORM 2631 (MEDICAL CARE - THIRD PARTY LIABILITY NOTIFICATION)	AIT	AN	1-5
6. Evacuation and Transfer	081-866-0121	PREPARE FOR AN AEROMEDICAL EVACUATION	AIT	AN	1-5
	081-866-0129	PREPARE A PATIENT FOR AN AEROMEDICAL EVACUATION	AIT	AN	1-5
7. Coding	081-866-0053	CODE A DIAGNOSIS USING ICD-9 CODES	AIT	AN	1-5
	081-866-0146	CODE A PROCEDURE USING CPT-4 CODES	AIT	AN	1-5
	081-866-0194	PROCESS RECORD CODING DATA USING CHCS	AIT	AN	1-5
8. CHCS	081-866-0154	PERFORM PATIENT REGISTRATION FUNCTIONS USING THE CHCS	AIT	AN	1-5
	081-866-1002	PERFORM PATIENT ADMISSIONS FUNCTIONS USING THE CHCS	AIT	AN	1-5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	081-866-1003	PERFORM PATIENT DISPOSITION FUNCTIONS USING THE CHCS	AIT	AN	1-5
	081-866-0193	PERFORM RECORDS FUNCTIONS USING CHCS	AIT	AN	1-5
	081-866-0196	PROCESS DEFICIENT/DELINQUENT RECORDS USING CHCS	AIT	AN	1-5
	081-866-0197	COMPLETE MSA FUNCTIONS USING CHCS	AIT	AN	1-5
	081-866-1004	PERFORM MASS CASUALTY OPERATION FUNCTIONS USING THE CHCS	AIT	AN	1-5
9. TAMMIS	081-866-0216	PREPARE COMMERCIAL-OFF-THE-SHELF (COTS) COMPONENTS FOR OPERATION	AIT	AN	1-5
	081-866-0203	PERFORM TAMMIS ADMINISTRATION FUNCTIONS	AIT	AN	1-5
	081-866-1052	COMPLETE MEDPAR FUNCTIONS USING TAMMIS	AIT	AN	1-5
	081-866-1051	PRODUCE MEDPAR REPORTS USING TAMMIS	AIT	AN	1-5
10. Miscellaneous	081-866-1041	PERFORM TPOCS FUNCTIONS	AIT	AN	1-5
	081-866-1042	PERFORM MASCAL FUNCTIONS	AIT	AN	1-5
Skill Level 2					
11. Administration (SL 2)	081-866-0292	COMPLETE DA FORM 4160 (PATIENT'S PERSONAL EFFECTS AND CLOTHING RECORD)	UNIT	AN	2-5
	081-866-0293	PROCESS SF 523A (MEDICAL RECORD - DISPOSITION OF BODY)	UNIT	AN	2-5
	081-866-1016	PERFORM INPATIENT RECORDS SUPERVISORY FUNCTIONS USING THE CHCS	UNIT	AN	2-5
	081-866-1040	SUBMIT PATIENT EVACUATION REQUESTS	UNIT	AN	2-5
Skill Level 3					
12. Administration (SL 3)	081-866-0095	REVIEW SF 523 (CLINICAL RECORD-AUTHORIZATION FOR AUTOPSY)	BNCOC	AN	3-5
	081-866-0302	COORDINATE A MEDICAL EVALUATION BOARD (MEB) PROCEEDING	BNCOC	AN	3-5

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	081-866-1045	PROCESS DECEDENT AFFAIRS FORMS	BNCOC	AN	3-5
13. TAMMIS (SL 3)	081-866-1043	SUPERVISE TAMMIS ADMINISTRATION FUNCTIONS	BNCOC	AN	3-5
	081-866-1044	PERFORM MEDPAR CC FUNCTIONS	BNCOC	AN	3-5
	081-866-1047	SUPERVISE MEDREG FUNCTIONS	BNCOC	AN	3-5
Skill Level 4					
14. Adminis- tration (SL 4)	081-866-0094	INITIATE NOTIFICATION TO NEXT OF KIN (NOK) OF A DECEASED SERVICE MEMBER	ANCOC	AN	4-5
	081-866-0198	PERFORM PARRTS FUNCTIONS	ANCOC	AN	4-5
	081-866-0325	LOAD SOFTWARE FOR PATIENT ACCOUNTING REPORTS AND REALTIME TRACKING SYSTEM (PARRTS) MOBILE ON A PERSONAL COMPUTER	ANCOC	AN	4-5
15. TAMMIS (SL 4)	081-866-0317	GENERATE REPORTS USING MEDREG	ANCOC	AN	4-5