

Medical Records Working Group

CHARTER

November 10, 2011

Medical Records Working Group CHARTER

Purpose: To outline the mission, authority, membership, and revise the responsibilities of the Medical Records Working Group (MRWG).

Mission: The MRWG shall:

- Address Service Treatment Record (STR) issues and facilitate resolution
- Review the paper STR business processes within the Departments of Defense (DoD) and Veterans Affairs (VA)
- Foster improvement in the processes until the paper STR is decommissioned
- Ensure coordination between the DoD, VA, and National Archives and Records Administration (NARA)

Authority: This revised Charter is developed and issued under the authority of the Benefits Executive Council (BEC). The BEC is co-chaired by the Principal Deputy Under Secretary for Benefits, Department of Veterans Affairs (VA) and Deputy Assistant Secretary of Defense for Wounded Warrior Care and Transition Policy, Department of Defense (DoD). It is anticipated the MRWG will be a permanent working group and operate under the guiding principles of collaboration, stewardship, and leadership defined in the VA/DoD Joint Strategic Plan (JSP and achieve the mission noted above). The VA/DoD JSP documents initiatives to improve quality, efficiency, and effectiveness of the delivery of benefits and services to veterans, Service members, military retirees, and their families through an enhanced VA and DoD partnership.

Membership: The following organizations shall hold the MRWG membership:

- Office of the Under Secretary of Defense (OUSD), Personnel and Readiness Information Management (P&R IM) (Co-chair)
- Office of the Assistant Secretary of Defense (OASD), Health Affairs (HA), TRICARE Management Activity (TMA) (Co-chair)
- Veterans Benefits Administration (VBA) (Co-chair)
- Veterans Affairs Records Management Center (VA RMC), St. Louis (Co-chair)
- VBA Records Manager,
- OASD HA/TMA Records Manager
- OUSD Personnel and Readiness Records Manager
- Departments of the Army, Air Force, Navy, and Coast Guard (including Reserve and Guard Components); Surgeons General Representatives; and Records Managers involved with STR processing
- Departments of the Army, Air Force, Navy, and Coast Guard (including Reserve and Guard Components); Records Managers; and Official Military Personnel File (OMPF) Records Managers
- Departments of the Army, Air Force, Navy, and Coast Guard Dental Records Representatives
- National Personnel Records Center (NPRC), St. Louis

The Medical Records Working Group shall have four co-chair persons as noted.

Responsibilities:

a. The MRWG shall be responsible for:

- Reviewing and discussing changes necessary to improve and propose potential recommendations to resolve STR issues in a timely manner. Key aspects include:
 - STR disposition
 - Implementation of improved paper STR business processes
- Proposing milestones and requesting BEC approval for implementation of applicable business process changes
- Reviewing updated regulatory guidance and business processes and providing changes as needed
- Developing department specific (e.g., VA and DoD) and individual component/organization specific (e.g., Department of the Army and VA RMC) guidance and procedures with internal controls and accountability
- Monitoring execution of the implemented processes to ensure effective resolution of the identified issues
- Reporting the status of the MRWG efforts to the BEC, the Health Executive Council (HEC), and Joint Executive Council (JEC) on a quarterly basis

b. The MRWG members shall be responsible for:

- Representing their respective department, component, or organization in the accomplishment of the Medical Records Working Group activities
- Coordinating STR processing related matters with their department, component, or organization to ensure that issues may be identified and resolved in a timely manner
- Assisting in the development, review, and coordination of respective department and component or organization specific guidance to support resolution of STR processing activities
- Promulgating useful information to assist their respective organizations in resolving STR processing issues
- Implementing improved processes and monitoring execution to ensure effective resolution of the identified issues
- Keeping their leadership informed and abreast of the MRWG proceedings

Procedures and Ground Rules: The MRWG members must:

- Conduct open discussions in relation to STR processing issues as outlined in the mission
- Exhibit consistent, success-oriented, and proactive participation for win-win solutions to issues identified
- Provide reasoned disagreement
- Desire consensus within the working group and make recommendations in a timely manner

MRWG Meeting Guidelines:

a) FOCUS

- On the MRWG responsibilities as stated previously
- Discuss and resolve paper STR record issues

b) AGENDA

- Establish and coordinate prior to the meeting
- Distribute the agenda a minimum of two days prior to the meeting along with related supporting documentation

c) MEETING FREQUENCY

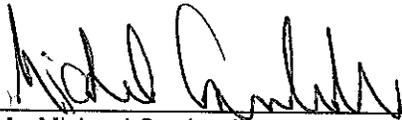
- Initially, MRWG will meet on a monthly basis
- As STR issues are resolved, MRWG will meet on a quarterly basis (at a minimum)
- Meetings will be scheduled in conjunction with resolution of issues/actions discussed in previous meetings

d) WORKING GROUP MEETING SUMMARIES

- Attendance shall be recorded
- Decisions/positions/agreements shall be documented
- Action item, suspenses, and the office having primary responsibility for the action item shall be noted
- All issues shall be framed for higher-level resolution and implementation
- Draft agenda for the next meeting may also be noted
- Draft working group meeting summaries shall be distributed via email ten business days after the meeting
- Final working group meeting summaries shall be posted to the an approved collaboration site and made available to MRWG membership

Effective Date:

This Charter is effective upon endorsement by the following signatories.



Mr. Michael Cardarelli
Deputy Under Secretary for Benefits
Veterans Benefits Administration
Department of Veterans Affairs

11/10/2011
Date



Mr. John R. Campbell
Deputy Assistant Secretary of Defense for Wounded Warrior
Care and Transition Policy, Department of Defense

11/10/2011
Date