

Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2016-0012
Schedule Status	Approved
Agency or Establishment	Office of the Secretary of Defense
Record Group / Scheduling Group	Records of the Office of the Secretary of Defense
Records Schedule applies to	Major Subdivision
Major Subdivision	Under Secretary of Defense for Personnel and Readiness, Assistant Secretary of Defense for Health Affairs
Minor Subdivision	Defense Health Agency
Schedule Subject	Coagulation Clinic (CoagClinic)
Internal agency concurrences will be provided	No
Background Information	<p>The Defense Health Agency (DHA) is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands in both peacetime and wartime. The DHA supports the delivery of integrated, affordable, and high quality health services to MHS beneficiaries and is responsible for driving greater integration of clinical and business processes across the MHS by: •Implementing shared services with common measurement of outcomes; •Enabling rapid adoption of proven practices, helping reduce unwanted variation, and improving the coordination of care across time and treatment venues; •Exercising management responsibility for joint shared services and the TRICARE Health Plan; and •Acting as the market manager for the National Capital Region (NCR) enhanced Multi-Service Market, which includes Walter Reed National Military Medical Center (WRNMMC) and Fort Belvoir Community Hospital (FBCH). CoagClinic is a web-based Commercial-off-the-Shelf (COTS) system that is managed by DHA. The military health system (MHS) uses CoagClinic to manage patients on anticoagulation medication (Coumadin). In particular, the system measures the effectiveness anticoagulation medication on the patient versus the treatment goals of their physician. In addition, CoagClinic consistently monitors patient anticoagulation medication treatments to ensure the drugs' effectiveness. By improve the monitoring of anti-coagulation therapy levels the CoagClinic improves patient safety and reduces the likelihood of the patient developing further complications that could result in hospitalization.</p>

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2016-0012

Sequence Number	
1	Coagulation Clinic (CoagClinic) System
1.1	CoagClinic Master Files Disposition Authority Number: DAA-0330-2016-0012-0001

Records Schedule Items

Sequence Number																	
1	<p>Coagulation Clinic (CoagClinic) System The Coagclinic system maintains anticoagulation medical treatment statistical record data for following trends and conducting patient population studies, research and other activities. The system produces patient treatment reports, however the official patient medical record (treatment) is transferred to and maintained in the AHLTA system. Coagclinic is deployed at 32 military health system hospitals and treatment facilities.</p>																
1.1	<p>CoagClinic Master Files Disposition Authority Number DAA-0330-2016-0012-0001</p> <p>Coagclinic master files include patient demographic information such as: name, SSN, gender, race, DOB, address, telephone number, medical information, family member program category, sponsor SSN, and e-mail address, anticoagulation treatment dosage by patient appointment date and days of the week, dosage, dosage frequency and route, treatment start and end dates, international normalized ratio (INR) of prothrombin time of blood coagulation rates and reactions, and additional medications and medication information including name, dosage, dosage frequency and route, drug classification, start and stop dates, and in rates and reactions.</p> <table> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr> </table> <p>Disposition Instruction</p> <table> <tr> <td>Cutoff Instruction</td><td>Cut off upon system decommissioning</td></tr> <tr> <td>Retention Period</td><td>Destroy 10 year(s) after cut off</td></tr> </table> <p>Additional Information</p> <table> <tr> <td>GAO Approval</td><td>Not Required</td></tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off upon system decommissioning	Retention Period	Destroy 10 year(s) after cut off	GAO Approval	Not Required
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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/10/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/04/2016	Submit for Concurrence	Mark Ferguson	Archives Specialist	National Archives and Records Administration - Records Management Services
08/11/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist