

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-330-86-1
1. FROM <i>(Agency or establishment)</i> Office of the Secretary of Defense		DATE RECEIVED	10-21-85
2. MAJOR SUBDIVISION Washington Headquarters Services		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Norma Cook	5. TELEPHONE EXT. 695-72501	DATE 4-16-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bandy</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE October 8, 85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>H. D. Neeley</i>	D. TITLE OSD Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	Revision to the Records Disposal Schedule for Categories Numbers 911-01; 911-04; and 911-06.1, OSD Administrative Instruction No. 15 CHAMPUS RECORDS. (See Attached sheets)		

REVISION TO THE RECORDS DISPOSAL SCHEDULE FOR CATEGORY NUMBER 911-01; 911-04; and 911-06.1, OSD ADMINISTRATIVE INSTRUCTION NO. 15.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
911-01	<p><u>CHAMPUS Contractor Claims Records</u></p> <p>These files consist of the following forms:</p> <p>DA 1863-1, Request for Payment - Hospital; DA 1863-2, Request for CHAMPUS Payment - Physician; DA 1863-3, Request for Payment - Program for the Handicapped; DA 1863-4, Request for Payment - Pharmacies; DA 1863-5, Statement of Personal Injury - Possible Third Party Liability;</p> <p>CHAMPUS Form 20 - Outpatient Deductible Certificate; CHAMPUS Form 88R - Determination of Eligibility; CHAMPUS Form 126 - Approval of Program for the Handicapped; CHAMPUS Form 127 - Approval of Hospitalization of Over 90 Days; CHAMPUS Form 141 - Diagnostic Evaluation, Program for the Handicapped; CHAMPUS Form 148 - Recapitulation of CHAMPUS Claims; CHAMPUS Form 190 - Request for Approval - Program for the Handicapped and Request for Approval of Hospitalization of Over 90 Days; CHAMPUS Form 193R - Explanation of CHAMPUS Benefits; CHAMPUS Form 198 - Consolidated Prescription Reimbursement; CHAMPUS Form 199 - Administrative Cost Proposal; DD Form 1251 - Statement of Nonavailability.</p> <p>Also included are itemized bills, correspondence and comparable documents used to support payments to beneficiaries, physicians, and other suppliers of service under CHAMPUS. These files may be the original claims record or a microfilm reproduction of the record.</p>	<p>NC1-330-77-16</p> <p>Close out at the end of the calendar year in which paid, or voided, as applicable; hold 1 additional year; and transfer to the FRC. The FRC will destroy after an additional 5 years' retention.</p>
911-04	<p><u>Appeals and Hearings Case Files - CHAMPUS Program</u></p> <p>These files accumulate when a beneficiary/sponsor, physician, or supplier of service is dissatisfied with the contractor's determination denying a request for payment, or with the amount of the payment, or when he believes that the request for payment is not being acted upon with reasonable promptness.</p>	<p>Place in inactive file upon final action on the case. Close out inactive file at the end of the calendar year in which action was taken, hold 1 additional year, and transfer to the FRC. Destroy after an additional 5 years' retention.</p>

Included are copies of claimants' request for review, together with relevant written statements or evidence, notices of review decision, requests for a hearing to protest adverse decisions, hearing procedures, hearing officers' final decisions, and other papers resulting from the appeals process.

911-06.1

Certification of Institutional
Providers of Health Care Case
Files

NCl-330-81-8

These files consist of certifications of institutional providers of health care as authorized CHAMPUS providers which meet all applicable provisions of law and regulation. These files include: CHAMPUS forms; correspondence, and related documents certifying that each provider (institutional entity that provides medical services or supplies on an outpatient or inpatient basis) meets the criteria set forth in the CHAMPUS Regulation, DoD 6010.8-R. They also include documents relating to: accreditation status, evaluation surveys to insure compliance with CHAMPUS Standards, investigation of complaints, termination and reinstatement of providers, and assessment of the operational effectiveness of the provider certification program.

Place in inactive file upon completion of the final action, cutoff inactive file at the end of the calendar year in which final action was taken, hold 1 additional year and transfer to FRC. Destroy after an additional 5 years' retention.