

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Enclosure 1

LEAVE BLANK

JOB NO.

NC1 880 77 16

DATE RECEIVED

21 JUL 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-12-77
Date

James R. Rhea
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Defense

2. MAJOR SUBDIVISION Office of the Civilian Health And
Medical Program of the Uniformed Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

JOHN C. CURRAN

5. TEL. EXT.
FPTS
327-4685

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 25 JUL 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph S. Rhea</i> Chief, Records Management Branch	E. TITLE JOSEPH C. RHEA Director OCHAMPUS
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>1. <u>CHAMPUS Contractor Claims Records</u></p> <p>These files consist of the following forms:</p> <ul style="list-style-type: none"> 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; 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; 		

115-107

Sent to agency; all FCC's, NEW, NNNN - 8/18/77

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	<p>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. The files may be the original claims record or a microfilm reproduction of the record.</p> <p>Disposition: Close out at the end of the calendar year in which paid, or voided, as applicable, hold one additional year, and transfer to the FRC. The FRC will destroy after an additional 4 years retention.</p> <p>2. <u>CHAMPUS Benefit Check Records</u></p> <p>These files consist of paid checks which Contractors receive from banks covering amounts paid to beneficiaries/sponsors, physicians, and other suppliers of service under the CHAMPUS Program. Also included are check vouchers and canceled or voided checks resulting from nonreceipt, loss, theft, or non-delivery where the beneficiary/sponsor cannot be reached.</p> <p>Disposition: 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> <p>3. <u>Explanation of CHAMPUS Benefit Records</u></p> <p>These files consist of explanation of CHAMPUS benefit notices (CEOB's) used to advise beneficiaries/sponsors about CHAMPUS claims. Included are forms that are developed locally by Contractors regarding explanation of CHAMPUS benefits.</p> <p>Disposition: Close out at the end of the calendar year in</p>		

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	<p>which benefit was paid or denied, as applicable. Hold for one year, then transfer to the FRC. The FRC will destroy after 5 years additional retention.</p> <p>4. <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. Included are copies of claimants' requests for review, together with relevant written statements or evidence, notices of review decisions, requests for a hearing to protest adverse decisions, hearing proceedings, hearing officers' final decisions, and other papers resulting from the appeals process.</p> <p>Disposition: 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 two additional years, and transfer to the FRC. Destroy after 5 years retention in the FRC.</p> <p>5. <u>Contractor Subcontract Files</u></p> <p>These files consist of copies of Contractor agreements with subcontractors, leases for building space, equipment, and consulting and other services. Included are OCHAMPUS approvals, amendments, and similar papers.</p> <p>Disposition: Close out at the end of the calendar year in which administratively completed, hold one additional year, and transfer to the FRC. The FRC will destroy after an additional 4 years retention.</p>		