

Virtual MPF: Base Medical Out-Processing

Instructions for completing Medical In/Out-Processing Worksheet

The Medical In/Out-processing Worksheet is a tool designed to identify medical concerns to be addressed at your gaining base. It's also a way to receive guidance on medical concerns prior to departing JBER. This form should be completed within 2-3 weeks prior to departure.

NOTE: This may take a few days to process because we do a complete medical review. Coordinating with other departments may be necessary.

This is separate from the Medical Records and EFMP out-processing task on your checklist.

- **Sponsor:** Complete the Medical In/Out-Processing Worksheet, all questions require an answer. DoD ID Number is preferred over Last 4 SSN. If there are any questions, our team we will contact you.
- **SPONSOR W/FLYING STATUS or PRP or 1042 holder:** You will need to get bring the screener to Flight Med Clinic to have them clear you for medical out processing.
- Attach the **ENCRYPTED** Medical Screener worksheet and send to the Base Medical Out-Processing Org box.
 - **Note:** You will need to encrypt the email before you send it. The Encrypt button is at the top right hand side of the Outlook "message" tab.
 - Send the completed and encrypted copies to: **673mdg.sghh.bmop@us.af.mil.**
- Other option: You can return screener to the hospital. Drop it off at the Family Health Clinic check in desk.
Note: This is just to drop-off only. The front desk staff do not have access to sign anyone out of the vMPF Out-processing checklist.
- The Out-processing e-mail org box will be checked once daily.
- **Based on the review of the medical screener, you or dependents may need to see your primary provider before you PCS.**
- Finally, make a hard copy of the completed Medical In/Out-Processing Worksheet. Make sure this document is in your hand carried baggage and not packed with household goods. If there are any changes in medical conditions of you/dependents while en route to your gaining base, annotate on hard copy worksheet.
- The sponsor will submit the hard copy of the Medical In/Out-Processing Worksheet during In-Processing at the gaining base. This tool will give your new Air Force Medical Home team a snapshot of your medical needs, and help provide continuity of medical care.

POC Location:

**673 Medical Group
5955 Zeamer AVE
JBER, AK 99506**

**OIC: Capt Jan Dockery
Alt: SSgt Joelle Marioni**

**Phone: 580-2661
Phone: 580-0226**

V-MPF CHECKLIST:

DESCRIPTION: Base Medical Out-processing

SUSPENSE DATE: 35 days prior to final out appt.

OVERDUE SUSPENSE: 15 days prior to final out appt.