DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

Reply to
Attention of
MCHO-CL-Q (40)

15 DEC 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Interfacility Credentials Transfer Brief for Privileging during Reserve Component Annual Training

1. This memorandum is to clarify the documentation required in support of the Interfacility Credentials Transfer Brief (ICTB) when privileging Reserve Component (RC) providers at Army health care facilities.

2. The Department of Defense (DOD) and the Joint Commission for the Accreditation of Healthcare Organizations have recognized and approved the use of the ICTB to privilege providers at DOD facilities. When processing ICTBs on RC providers, copies of current privileges from civilian employers or other appropriate documents supporting competency in requested privileges and a DA Form 5754, Malpractice and Privileges Questionnaire, dated within the last 24 months will be attached. If there is additional adverse performance or licensure information, it will be made available to the privileging facility upon request.

3. The privileging facility will initiate a National Practitioner Data Bank Query if none has been done by a military facility in the current 2-year privileging cycle. In addition, the privileging facility will send the National AMEDD Augmentation Detachment (NAAD) provider or unit point of contact the following documents when notified of the provider's or unit's annual training schedule.

a. Facility specific DA Form 5440A-R Delineation of Privileges

b. Facility specific release of information and attestation letter

c. Facility specific DA Form 5440XX-R, Delineation of Privileges for specialty

4. The credentialing unit will be responsible for ensuring that there are current peer reference letters, civilian privileges or job description, curriculum vitae, DA Form 5754-R, and release of information letters in the provider's credentials file. Current is defined as within 2 years of the requested privileging period at the medical treatment facility (MTF). Additionally, the credentialing unit will be responsible for ensuring that the provider's documents are provided to the MTF within the time frame specified.

5. Our point of contact is LTC Dinah Halopka, Quality Management Division, Office of the Assistant Chief of Staff for Health Policy and Services, at DSN 471-6195 or Commercial (210) 221-6195.

FOR THE COMMANDER:

JOHN S. PARKER
Brigadier General, MC
Deputy Chief of Staff for Operations,
Health Policy and Services

DIST:
Commanders, MEDCOM RMCs/MEDDACs/MEDCENs/DENTACs
National Guard Bureau, ATTN: Surgeon's Office, 111 South George Mason Drive, Arlington, VA 22204-1382
USARC Surgeon's Office, ATTN: AFRC-MD, 1401 Deshler Street South West, Fort McPherson, GA 30330
Commander, ARPERCEN, ATTN: ARPC (HSO-QA/MAJ Henderson), 9700 Page Avenue, St. Louis, MO 63132-5200
National AMEDD Augmentation Detachment, ATTN: LTC Haskell, 1401 Deshler Street South West, Fort McPherson, GA 30330