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Medical

**PEDIATRIC INTAKE TRI-SERVICE
WORKFLOW FORMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col James Shields)

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This instruction implements Air Force Policy Directive 44-1, *Medical Operations*. This instruction implements clinic intake forms that are properly formatted to be stored in the medical record if needed. This publication applies to all personnel assigned, attached, or under contract to the Pediatric Clinic. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 55, *Medical and Dental Care*, and E.O. 9397 (SSN). The applicable SORN F044 AF SG D, and Automated Medical/Dental Record System is available at: <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. This instruction applies to all personnel assigned, attached, or on contract to the 59th Medical Wing (59 MDW). This instruction does not apply to the 959th Medical Group, 359th Medical Group, Air National Guard, or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

1. Tri-Service Workflow (TSWF).

1.1. These documents have been modified from the original Tri-Service Workflow (TSWF) intake forms provided by the Air Force Medical Operations Agency that were not approved through a 59 MDW Instruction. They have been revised to include appropriate patient identification, form number and relevant patient history. The appropriate form is chosen by the front desk staff based on the reason for the visit and given to the patient/parent to

complete. If Armed Forces Health Longitudinal Technology Application (AHLTA) is not functioning, the entire encounter can be documented on the form by the technician and physician and later scanned into AHLTA. After the information from the form is entered into AHLTA, it is either directly shredded or given to the provider to review and then shredded.

2. 59 MDW Form 176.

2.1. 59 MDW Form 176, *Screening Questionnaire Newborn-3 month Visit*, is an intake form for well newborns to be completed by the parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

3. 59 MDW Form 177.

3.1. 59 MDW Form 177, *Screening Questionnaire 4-11 month Visit*, is an intake form for well infants to be completed by the parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

4. 59 MDW Form 178.

4.1. 59 MDW Form 178, *Screening Questionnaire 12-23 month Visit*, is an intake form for well children to be completed by the parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

5. 59 MDW Form 179.

5.1. 59 MDW Form 179, *Screening Questionnaire 2-5 year Visit*, is an intake form for well children to be completed by the parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

6. 59 MDW Form 180.

6.1. 59 MDW Form 180, *Screening Questionnaire 6-11 year Visit*, is an intake form for well children to be completed by the parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

7. 59 MDW Form 181.

7.1. 59 MDW Form 181, *Screening Questionnaire 12-18 year Visit*, is an intake form for well adolescents to be completed by the patient/parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

8. 59 MDW Form 182.

8.1. 59 MDW Form 182, *Pediatric Asthma Visit*, is an intake form for routine asthma visits to be completed by the patient/parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

9. 59 MDW Form 183.

9.1. 59 MDW Form 183, *Pediatric Acute/EST Visit*, is an intake form for acute visits or other concerns [not asthma or attention deficit hyperactivity disorder (ADHD)] to be completed by the patient/parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

10. 59 MDW Form 184.

10.1. 59 MDW Form 184, *Pediatric ADHD Visit*, is an intake form for routine ADHD visits to be completed by the patient/parent prior to the visit. The information provided is entered into AHLTA by the technician on the appropriate TSWF template.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 44-1, *Medical Operations*, 1 September 1999

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

59 MDW Form 176, *Screening Questionnaire Newborn-3 month Visit*

59 MDW Form 177, *Screening Questionnaire 4-11 month Visit*

59 MDW Form 178, *Screening Questionnaire 12-23 month Visit*

59 MDW Form 179, *Screening Questionnaire 2-5 year Visit*

59 MDW Form 180, *Screening Questionnaire 6-11 year Visit*

59 MDW Form 181, *Screening Questionnaire 12-18 year Visit*

59 MDW Form 182, *Pediatric Asthma Visit*

59 MDW Form 183, *Pediatric Acute/EST Visit*

59 MDW Form 184, *Pediatric ADHD Visit*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AHLTA—Armed Forces Health Longitudinal Technology Application

ADHD—Attention Deficit Hyperactivity Disorder

IAW—In Accordance With

MDW—Medical Wing

OPR—Office of Primary Responsibility

TSWF—Tri-Service Workflow