

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**AIR FORCE INSTRUCTION 41-210**

**MAXWELL AFB SUPPLEMENT**

**7 JUNE 2007**

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**Health Services**

**PATIENT ADMINISTRATION FUNCTIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 41-210, 22 March 2006, is supplemented as follows.**

This supplement implements AFI 41-210. It establishes local policy, procedures, and responsibilities for placing uniformed service members on quarters. Users must read this supplement in conjunction with implemented publications. It applies to uniformed service members and healthcare providers within the Medical Treatment Facility (MTF). The Chief of Medical Staff serves as program manager and the focal point for resolving any discrepancies regarding the use of quarters. This supplement directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996. System of Records Notice F044 AF SG E, *Medical Record System*, applies. Each form is subject to the provisions of AFI 33-332, *Privacy Act Program*, and required by this regulation, contains a privacy act statement accompanying the document. Submit an AF Form 847, *Recommendation for Change of Publication* to the OPR to recommend changes to this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms.afirms/afirms/rims.cfm>.

3.6.1. Quarters will be used for uniformed service members who, for health reasons, need to be excused from duty for a period of more than 24 hours, but normally less than 72 hours, and do not require hospitalization. Patients may be placed on quarters when personal illness or injuries prevent them from performing their duties effectively. Additional uses of quarters may include those patients receiving medications or specialized treatments that do not warrant hospitalization. Patients must be essentially independent and able to care for themselves. If some minor assistance is necessary, it must be nominal and someone should be identified to assist them as necessary. The patient's general welfare is of paramount concern. Requirements regarding

meals, a safe environment, and the ability to obtain medical aid if the condition worsens are primary factors in deciding if the use of quarters is appropriate.

3.6.2.1.1. (MAXWELL) Single members residing alone will not be placed on quarters without sufficient medical determination that precludes imminent danger to their well being. Providers desiring to authorize quarters for these individuals should notify the member's commander. Members will provide their telephone number to the commander or the first sergeant and the primary care team.

3.6.2.1.2. (MAXWELL) Providers will make a complete entry on SF 600, *Chronological Record of Medical Care*, or SF 603/603A, *Chronological Record of Dental Care* (both prescribed by 41 CFR 102-194, *Standard and Optional Forms Management Program*), to include duration of quarters authorized. Maxwell AFB Form 16, *Quarters Authorization*, will be used to document notification of quarters to commander or designee. The provider will complete Sections A and C of the Maxwell AFB Form 16. The length of quarters and return to duty sections are complete and consistent with the SF 600 or 603/603A.

3.6.2.1.3. (MAXWELL) After the provider completes the Maxwell AFB Form 16, Section A, medical personnel will notify the member's Commander's Support Staff (CSS) and complete Section B of Maxwell AFB Form 16.

3.6.2.1.4. (MAXWELL) The patient will be instructed to follow the instructions outlined in Section A.1 of Maxwell AFB Form 16.

3.6.2.1.5. (MAXWELL) The first page of Maxwell AFB Form 16 will be filed in the patient's medical record and the third page will be given to the patient to take to their CSS. The first two pages (with diagnosis) will not be provided to anyone outside the MTF.

3.6.2.2. The provider will forward the second page of Maxwell AFB Form 16 to Public Health for communicable disease tracking when applicable.

3.6.2.3.1. (MAXWELL) If a patient was placed on quarters for 48 or 72 hours, the patient must be seen by a provider before quarters status can be extended. This is to ensure the member is not fit for duty and to protect the welfare of the individual in case there may be serious medical complications.

3.6.2.3.2. (MAXWELL) When the illness exceeds the 72-hour limit, the member must be seen by a provider and may be placed on an extension of up to 72 hours. If the condition persists beyond the extension, consider the member for convalescent leave or hospitalization.

3.6.2.3.3. (MAXWELL) Providers may authorize an extension of 24 hours for patients placed on 24-hour quarters via telephone consultation.

3.6.3. Quarters authorized by a physician assistant or nurse practitioner for longer than 48 hours must have the concurrence and co-signature of a physician on Maxwell AFB Form 16, Section A.12.

10.13.7.29. (MAXWELL) Maxwell AFB Form 16, *Quarters Authorization*.

10.13.8. (MAXWELL) Forms adopted:

10.13.8.1. (MAXWELL) AF Form 847, *Recommendation for Change of Publication*.

PAUL H. MCGILLICUDDY  
Colonel, USAF  
Commander

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

41 CFR 102-194, *Standard and Optional Forms Management Program*

AFI 11-215, *USAF Flight Manual Program (FMP)*

***Abbreviations and Acronyms***

CSS—Commander Support Staff