



DEFENSE HEALTH AGENCY
7700 ARLINGTON BOULEVARD, SUITE 5101
FALLS CHURCH, VIRGINIA 22042-5101

DHA-IPM 24-002
February 6, 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Form for Changing Non-Active Duty Health Care Beneficiaries' Elections for Information Sharing through the Joint Health Information Exchange Program

References: See Attachment 1

This Defense Health Agency Interim Procedures Memorandum (DHA-IPM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (f), establishes the DHA's procedures for non-active duty Military Health System (MHS) beneficiaries to opt out of information sharing through the joint Health Information Exchange (jHIE) program and for those who have already opted out to change their election and opt back in.

This DHA-IPM applies to the DHA enterprise (Components and activities under the authority, direction, and control of the DHA) to include assigned, attached, allotted, or detailed personnel, and DHA networks.

All MHS beneficiaries are automatically enrolled in information sharing through the jHIE program described in Reference (d). Following privacy opt-in and opt-out guidelines in Reference (e), non-active duty beneficiaries can change their election to participate in information sharing through the jHIE program by using the process described on the TRICARE jHIE website. At the time of publication, this website is located at <https://www.tricare.mil/Resources/MedicalRecords/jHIE>. Web links change over time. Nonetheless, a cyber-secured, publicly accessible TRICARE or Health.mil web page containing information about jHIE and the form to change your jHIE participation options will continue to be accessible by an internet search on "MHS jHIE."

At the time of publication, the method to opt out of or to opt back into information sharing through the jHIE program is to complete DHA Form 346, "Participation in the Joint Health Information Exchange by Non-Active-Duty Healthcare Beneficiaries," and send it by U.S. mail to the address below:

DHA/PAD/jHIE Participation
7700 Arlington Blvd, Suite 5101
Falls Church, VA 22042

jHIE information sharing election change requests will be processed within 30 business days of receipt. Notification of the processing of your election (provided to those who include an email address) may take up to 60 business days.

This DHA-IPM was developed by the Director for Health Informatics (HI), in collaboration with the DHA Health Care Operations Patient Administration Division.

This DHA-IPM is cleared for public release and available on the Internet from the Health.mil site at <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at <https://info.health.mil/cos/admin/pubs/>.

The proponent of this publication is the Director, HI. When activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the Director, HI to determine if the waiver may be granted by the Director, DHA or their designee.

DHA Form 346, Participation in the Joint Health Information Exchange by Non-Active-Duty Healthcare Beneficiaries, can be found at https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx or at the TRICARE website at Reference (f).

This DHA-IPM is effective upon signature. It will expire 1 year from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

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Date: 2024.02.06 16:32:45 -05'00'

TELITA CROSLAND
LTG, USA
Director

Attachments:

1. References
2. Glossary

DISTRIBUTION:

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Principal Deputy Assistant Secretary of Defense for Health Affairs
Surgeon General of the Army
Surgeon General of the Navy
Surgeon General of the Air Force
Medical Officer of the Marine Corps
Director of the Joint Staff
Director of Health, Safety, and Work-Life, U.S. Coast Guard
Surgeon General of the National Guard Bureau

ATTACHMENT 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022
- (d) DHA-Procedural Instruction 6040.02, “Sharing of Beneficiary Health Care Data through the Virtual Lifetime Electronic Record (VLER) Health Information Exchange (HIE) Initiative,” August 14, 2017
- (e) DoD Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019
- (f) TRICARE website, “Joint Health Information Exchange,” current edition ¹

¹ This reference can be found at: <https://www.tricare.mil/Resources/MedicalRecords/jHIE>.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DHA	Defense Health Agency
HI	Health Informatics
IPM	Interim Procedures Memorandum
jHIE	joint Health Information Exchange
MHS	Military Health System
PAD	Patient Administration Division

PART II. DEFINITIONS

jHIE. A set of programs that manages the electronic exchange of beneficiary health information among the Department of Veterans' Affairs, DoD, other federal agencies, and non-federal partners including the DHA-managed TRICARE program, and private-sector partners and health networks.

MHS beneficiaries. This term includes (but is not necessarily limited to) active-duty Service members, non-active-duty Service members, Reserve Component Service members, civilian employees of participating federal agencies, and family members of these groups who receive healthcare benefits through the MHS.

non-active-duty MHS beneficiaries. Individuals who are or were eligible to receive healthcare benefits through the MHS. This category excludes active duty or Reserve Component Service members.

opt in or opt back in. The choice by a beneficiary to begin or to resume sharing of healthcare data through the jHIE.

opt out. The choice by a beneficiary to not permit sharing of his or her healthcare data through the jHIE.

TRICARE. TRICARE is a healthcare program of the U.S. DoD MHS (see official website per Reference (f)). TRICARE provides civilian health benefits for U.S Armed Forces military personnel, military retirees, and their dependents, including some members of the Reserve Component. TRICARE is the civilian care component of the MHS, although historically it also included health care delivered in military medical treatment facilities. TRICARE functions similar to a single-payer healthcare system. The TRICARE program is managed by the DHA.