

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0009

Status: APPROVED
Date Approved: 10/09/2024

General Information

Agency or Establishment	Administration for Strategic Preparedness and Response
Record/Scheduling Group	0611 - Records of the Administration for Strategic Preparedness and Response
Records Schedule Applies To	Agency-wide
Schedule Subject	National Disaster Medical System (NDMS) Records
Additional Schedule Information	<p>The National Disaster Medical System (NDMS) partners with health care facilities to ensure a network is in place to provide care for American Citizens and/or military casualties requiring additional or complex care unavailable within an area impacted by a natural, man-made disaster, military health emergency, or other public health emergency. HHS through NDMS is the lead Federal agency for definitive care through a coordinated partnership with the Departments of Homeland Security, Veterans Affairs (VA), and Defense (DoD).</p> <p>In the event of a public health emergency, NDMS, the 65 VA and DoD Federal Coordinating Centers, manages the medical evacuation from areas impacted by a disaster to designated reception facilities within the NDMS health care facility network.</p> <p>The NDMS Definitive Care Program is designed to provide care for:</p> <ul style="list-style-type: none">• Injuries or illnesses resulting directly from the specified public health emergency.• Injuries, illnesses, and condition requiring essential medical services necessary to maintain a reasonable level of health temporarily not available as a result of the public health emergency.• Injuries or illnesses affecting authorized emergency response and disaster relief personnel responding to the public health emergency. <p>The NDMS Disaster Medical Assistance Team (DMAT) is responsible for providing medical care and support during public health and medical emergencies such as natural and technological disasters, acts of terrorism, disease outbreaks, and special events including National Special Security Events (NSSE). The Trauma and Critical Care Teams (TCCT) are an operationalized team consisting of a scalable 48 member task force supported by critical care physicians, surgeons, emergency medicine physicians, physician assistants, nurse practitioners, registered nurses, nurse anesthetists, paramedics, respiratory therapist, radiology technologists, surgical technologists, pharmacists, and command and control elements.</p>

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Records created before June 29, 2022 are scheduled under DAA-0468-2012-0006.

Is There a Classified Version of This Schedule? No

Is consultation and coordination with Tribal Governments required? No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0611-2023-0009

Item #	Title	Disposition
0001	Medical Care Records : Definitive Medical Care Records	Temporary
0002	Records of the NDMS Definitive Medical Care Claims Review Board : Records of the NDMS Definitive Medical Care Claims Review Board	Temporary
0003	Records of the NDMS Definitive Medical Care Claims Review Board : Definitive Care Claims- Database	Temporary

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Records Schedule Items

Group Title	Medical Care Records
Group Description	HHS may activate NDMS to provide definitive medical care in response to a public health incident. Past activations include responses to Hurricane Katrina, the Haitian Earthquake, Hurricanes Irma/Maria/Harvey, and COVID-19. These responses to public health emergencies required relocation of patients to hospitals and other facilities for Definitive Medical Care, NDMS may authorize its Definitive Medical Care component as appropriate for the specific public health emergency. Patient records are created in the Electronic Medical Records system and stored in the Health Information Repository under Records Schedule Number DAA-0468-2013-0014-0001 and GRS-0611-2023-0014.
DAA-0611-2023-0009-0001 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Definitive Medical Care Records
Item Description	Records that document NDMS providing definitive medical care, defined as providing in-patient and out-patient health and medical services, health related social services, and other appropriate human services in non-federal or private sector healthcare facilities on behalf of the U.S. government, during a response to a public health incident, including but not limited to definitive care authorizations, patient movement and evacuation, incident action plans, correspondence, provider claims, transaction records and task orders. These records may be used by ASPR to conduct studies or evaluations on whether or not medical transfer objectives were met.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Definitive Medical Care Records
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the patient was provided definitive care.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Records of the NDMS Definitive Medical Care Claims Review Board
Group Description	<p>In 2018, ASPR finalized an agreement to use a contractor that utilizes the Center for Medicare and Medicaid Services (CMS) “Personal Computer (PC) Pricer” Tool. The contractor uses the CMS “PC Pricer” program to determine the reimbursement rate for the claim submitted. CMS makes available each year PC-based versions of the mainframe Common Business Oriented Language (COBOL) programs they use to calculate reimbursement for all claims that fall under various prospective payment systems including:</p> <ul style="list-style-type: none"> • End Stage Renal Disease (dialysis claims) PC Pricer • Hospital Inpatient Prospective Payment System (PPS) PC Pricer • Hospice PPS PC Pricer • Skilled Nursing Facilities (SNF PPS) PC Pricer • Home Health Prospective Payment System (HH PPS) PC Pricer • Inpatient Rehabilitation Facility PPS PC Pricer • Long-Term Care Hospital PPS PC Pricer • Inpatient Psychiatric Facility Prospective Payment System (IPF PPS) PC PRICER
	In addition, CMS makes the Hospital Outpatient PPS Pricer Code freely available to industry each year so that they can implement the same logic into their Medicare hospital outpatient claim pricing tools.

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	<p>The NDMS Definitive Medical Care Claims Review Board meets if the facility/provider submits any appeals to resolve claims disputes resulting from the activation of definitive medical care. The NDMS Definitive Medical Care Claims Review Board is an internal review board comprised of NDMS Medical Officer, Definitive Care Lead (a Registered Nurse), and Federal Patient Movement Section Chief to review the appeal and make a final determination. The decisions reached by the review board are relayed to the contractor, who will relay to the facility/provider the answer to the appeal.</p>
DAA-0611-2023-0009-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records of the NDMS Definitive Medical Care Claims Review Board
Item Description	The NDMS Definitive Medical Care Claims Review Board is an internal review board comprised of specific NDMS and ASPR staff. The records include, but are not limited to, inquiries, information on the claims that require further review, agendas and meeting minutes.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Records of the NDMS Definitive Medical Care Claims Review Board
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the decision was made.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0611-2023-0009-0003 STATUS: Active	

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ITEM GENERAL INFORMATION	
Item Title	Definitive Care Claims- Database
Item Description	The definitive care claims database includes information on the frequency of International Classification of Disease version 10 (ICD-10) codes, numbers of claims received, billed charged, claims in process, and dollar amounts approved for payments and dollar amounts of denied claims, among other information. The statistics provided reports, particularly on the frequency of ICD-10 codes provide insight into the frequency of diseases or other related health problems for which definitive care is being provided.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Definitive Care Claims- Database
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the decision was made.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024