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Health Services

MEDICAL MULTIMEDIA SERVICES

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This instruction implements AFD 41-1, *Health Care Programs and Resources*, and guides the use of medical multimedia services in Air Force medical treatment facilities (MTF). It discusses the establishment and activities of a medical multimedia center (MMC) as well as the responsibility and qualifications of MMC personnel, as prescribed by AFI 33-117, *Multimedia Management* (formerly AFI 33-117, *Visual Information Management*). This instruction does not apply to the Air National Guard or US Air Force Reserve. See **Attachment 1** for the glossary of references, abbreviations, and acronyms.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It has been revised to reflect current manning authorizations and responsibilities as prescribed in AFMS 5703, *Professional and Technical Training (Hospitals)*, and to align with revisions proposed for AFI 33-117, *Multimedia Management*. It deletes responsibility to provide photographic support for law enforcement agencies that duplicates Base Visual Information Support Center's alert photography responsibility. Additionally, it deletes the requirement to store medical illustration records (original photographic material, work orders, and related completed medical artwork) at the Armed Forces Institute of Pathology (AFIP), and directs MMCs to maintain permanent digital file archives of medical illustration records at their facility.

Chapter 1

MEDICAL MULTIMEDIA CENTERS (MMC)

1.1. Establishing MMCs

1.1.1. MTFs may establish a MMC when base Multimedia Centers cannot support their medical needs. **Attachment 2** lists the Air Force medical facilities authorized to establish MMCs.

1.1.1.1. Within an MTF, the MMC is a function of Graduate Medical Education and Training.

1.1.1.2. Wilford Hall Medical Center/Education and Training, is the consultant for Air Force MMCs.

1.2. MMC Services

1.2.1. MMCs employ medical illustrators, photographers, and visual information specialists for medical illustrative, graphic, photographic, and multimedia products and services.

1.2.2. Products and services support presentations directly related to graduate medical education and training and in the evaluation or treatment of patients.

1.2.3. Health care mission essential products and services not related to graduate medical education and training nor to the evaluation or treatment of patients, may be accomplished, at the direction of the MTF Commander, only when primary activity requirements are met.

1.2.4. MMC personnel must adhere to copyright restrictions according to AFI 51-303, "*Intellectual Property--Patents, Patent Related Matters, Trademarks and Copyrights*".

1.3. Equipment And Work Orders

1.3.1. Using Materials and Equipment.

1.3.1.1. All illustration, photographic, and multimedia products and services must be of a medical nature.

1.3.1.2. Original MMC artwork and photographs are government property and subject to restrictions according to AFI 33-117.

1.3.2. MMC Work Orders and Releases.

1.3.2.1. Use AF Form 365, *Medical Visual Information Request*.

1.3.2.2. Include release information with all patient photography that has been signed by the patient.

1.4. MMC FILE MAINTENANCE

1.4.1. Work Order Control System: Must complete, maintain and refer to for tracking the status and location of work.

1.4.1.1. File work orders in the MMC for one year then destroy.

1.4.1.2. Maintain work order reference log for current year plus four additional years.

1.4.2. Medical Illustration Files.

1.4.2.1. Maintain permanent archive in the MMC of original digital files, or digital scans of traditional media, along with index on photo-CD or other electronic storage media.

1.4.3. Medical Photography Files.

1.4.3.1. Digital: Maintain permanent archive in the MMC of original digital files including patient release information, along with index, on photo-CD or other electronic storage media.

1.4.3.2. Film: File patient photographic slides or negatives in the medical facility warehouse for two years (the current year plus one additional year), then digitally scan/archive images and destroy original in accordance with AFMAN 37-139.

1.4.3.3. Patient Register File: Maintain a reference file for all registered patients. Cross-reference by record number, patient, and subject index.

Chapter 2

RESPONSIBILITIES AND QUALIFICATIONS

2.1. Medical Illustration Personnel

- 2.1.1. Prepare sketches and graphics to illustrate surgical and medical research, procedures, anatomical and pathological specimens, unusual clinical disorders, microorganisms, and animal tissue.
- 2.1.2. Work on special projects and exhibits involving artistic renderings of medical subject matter. Translate intangible or invisible parts into conceptual visualizations based on descriptions and general knowledge.
- 2.1.3. Work with health care providers to layout, design, and prepare illustrations, graphics, and text for reproduction and publication purposes.
- 2.1.4. Create models from drawings, computer graphics, photographs, or written instructions to use as teaching aids.
- 2.1.5. Provide initial creation and design of web pages, but are not normally assigned administrator responsibilities for web page.

2.2. Medical Photography Personnel

- 2.2.1. Provide preoperative, intraoperative, postoperative, pathological and autopsy photographs.
- 2.2.2. Produce slides and prints for lectures, displays, and publications.
- 2.2.3. Produce digital image scans and use photo/illustration software for editing.
- 2.2.4. Index digital images and maintain archival database.
- 2.2.5. Provide other photographic services as needed.

2.3. Information Management / Information Technology Support

- 2.3.1. MMC personnel provide presentation services that may include conference room scheduling, Video Teleconferencing (VTC) and Video Teletraining (VTT) operations, audio and video recording and playback. MMC personnel may provide functional support, operational familiarization, and design and development of presentation systems.

2.4. Qualifications for Personnel

- 2.4.1. See AFMAN 36-2108, *Airman Classification*, and AFI 36-2110, *Assignments*, for specific personnel qualifications. Assign only airmen in grades Amn through MSgt awarded Special Experience Identifier (SEI) 476 or SEI 477. HQ AFMPC/DPMMUE will process the qualification review for award of SEI 476 or 477 according to AFI 36-2110.
- 2.4.2. Airmen who want to work in an Air Force MMC should submit a Special Duty Assignment application as required by AFI 36-2110.
- 2.4.3. Civilian qualifications for employment in an Air Force MMC are outlined in the following OPM Positional Classification-Standards series: GS-1020, Medical Illustrator; GS-1060, Medical Photographer; and GS-1084, Medical Visual Information Specialist.

2.5. Forms Prescribed in this Publication. Air Force Form 365, Medical Visual Information Request.

GEORGE PEACH TAYLOR, JR., Lieutenant General, USAF, MC, CFS
Surgeon General

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

AFPD 41-1, *Health Care Programs and Resources*

AFI 33-117, *Multimedia (MM) Management*

AFI 36-2110, *Assignments*

AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks and Copyrights*

AFMAN 36-2108, *Airman Classification*

AFMAN 37-139, *Records Disposition--Standards*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

HQ AFPC—Headquarters Air Force Personnel Center

HQ USAF—Headquarters United States Air Force

MMC—Medical Multimedia Centers

MTF—Medical Treatment Facility

OPM—Office Of Personnel Management

SEI—Special Experience Identifier

Attachment 2

**AUTHORIZED FACILITIES, MEDICALVISUAL INFORMATION SUPPORT
CENTERS**

CALIFORNIA

60th Medical Group, David Grant USAF Medical Center, Travis AFB CA

FLORIDA

96th Medical Group, Eglin AFB FL

ILLINOIS

375th Medical Group, Scott AFB IL

MARYLAND

89th Medical Group, Malcolm Grow Medical Center, Andrews AFB MD

MISSISSIPPI

81st Medical Group, Keesler Medical Center, Keesler AFB MS

NEBRASKA

55th Medical Group, Ehrling Bergquist Hospital, Offutt AFB NE

OHIO

74th Medical Group, Wright-Patterson AFB OH

TEXAS

*59th Medical Wing, Wilford Hall Medical Center, Lackland AFB TX

*Consultant Center for Air Force MMCs