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Health Services

**THE MEDICAL INFORMATION SYSTEMS
MANAGEMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 41-2, *Medical Support*. It helps health care personnel manage medical information systems in the Air Force Medical Service (AFMS). It applies to all personnel involved in the planning, acquisition, and management of medical information systems. This instruction consolidates the activities of information systems management into a coordinated effort supporting the initiatives and goals of the Air Force Surgeon General. It identifies integrated planning activities to support the design, development, implementation, and maintenance of automated systems within the AFMS. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AFMSA/SGSI, 2510 Kennedy Circle, Room 209, Brooks AFB, TX 78235-5121.

SUMMARY OF REVISIONS

This instruction replaces AFR 168-4, *Administration of Medical Activities*, chapter 14, April 27, 1990. This instruction implements the use of phased planning to support both long- and short-term management of information system resources. Long-term planning, identified as strategic planning, includes plans in excess of 2 years. Plans that are implemented within 2 years make up short-term planning, identified as tactical planning.

Section A—Program Aims

1. Medical Information Systems (MIS) Purpose. Air Force health care managers collect, maintain, and retrieve timely and accurate information for planning, organizing, directing, coordinating, and controlling information systems (IS) operations of the AFMS according to the priorities of the Air Force Surgeon General. The MIS program aims to:

- Identify and document system requirements to support current and future business practices.
- Minimize duplication in reporting and data collecting.

- Promote information sharing among medical treatment facilities (MTF), Major Command (MAJ-COM) Surgeons' offices, HQ USAF/SG, and the Defense Medical Systems Support Center (DMSSC).
- Simplify, integrate, and modernize MIS procedures.
- Ensure physical, administrative, and technical security measures and management standards are adequate for protecting sensitive information and classified data.
- Establish an effective MIS architecture to support the AFMS mission consistent with DMSSC and Air Force plans.
- Ensure procured or developed MIS applications are compatible with existing or planned standards.

Section B—MIS Support Activities

2. Activity Description:

2.1. HQ USAF Data Management Review Council (DMRC):

- 2.1.1. Establishes priorities and approves information systems acquisition, development, deployment, and life cycle management.
- 2.1.2. Consists of HQ USAF/SG directors.

2.2. Office of Assistant Secretary of Defense for Health Affairs - OASD (HA) - The Defense Medical Systems Support Center (DMSSC):

- 2.2.1. Develops and implements DoD information systems, related communications, and automated data processing systems for the Military Health Service System (MHSS) in peace and war.
- 2.2.2. Procures operational and planned systems for installation in MTFs.
- 2.2.3. Acquires, develops, tests, and implements MISs and standardizes them across the Air Force, Army, and Navy Medical Services.

2.3. Air Force Standard Systems Center (SSC):

- 2.3.1. Manages Air Force-wide, multiple command MIS programs.
- 2.3.2. Designs, develops, implements, and manages MIS to meet specific requirements.
- 2.3.3. Provides field support for Air Force medical standard systems.

2.4. Headquarters Air Force Medical Support Agency, Medical Information Systems Division (HQ AFMSA/SGSI):

- 2.4.1. Serves as the focal point for all Medical Service IS issues.
- 2.4.2. Develops and implements the Air Force MIS plans, policies, and procedures for both Air Force and DoD-level planning.
- 2.4.3. Provides strategic and tactical information systems planning to support HQ USAF/SG goals and implements an effective use of information resources.
- 2.4.4. Represents the HQ USAF/SG to the DoD and other Federal agencies involved with MIS activities.

2.5. MAJCOM Medical Systems Office:

2.5.1. Manages applications that satisfy special MAJCOM or organization-unique systems requirements that are not met by an Air Force Standard System.

2.5.2. Develops strategic and tactical information systems plans to support MAJCOM goals and implements an effective use of information resources.

2.5.3. Provides MTFs with policy and procedural information.

2.6. MTF Information Systems Office:

2.6.1. Provides information systems support to the MTF staff.

2.6.2. Develops strategic and tactical information systems plans to support MTF goals and implements an effective use of information resources.

2.6.3. Supports the implementation and management of MIS within the MTF, including site preparation, system installation, supply needs, configuration management, user orientation, and training.

Section C—IS Planning

3. Medical Information System Plan:

3.1. An MIS plan to support organizational needs. The plan must identify all resources (equipment, personnel, funding) required to implement the initiatives. Each level of planning supports the strategic plan of the AFMS. Those plans include:

- Air Force Strategic Medical Information Systems Plan (AFSMISP). The long-term, to 5 years, strategic plan of the HQ USAF/SG.
- Air Force Tactical Medical Information Systems Plan (AFTMISP). The short-term, 1-2 year plan, of the HQ USAF/SG, designed to implement standard and approved non-standard systems.
- MAJCOM Medical Information Systems Plan (MMISP). This plan includes both strategic and tactical planning developed by the MAJCOM IS office. It supports IS requirements for each MAJCOM with references to its MTF's information systems plans.
- MTF Medical Information Systems Plan (MTFMISP). The MTF IS office develops the strategic and tactical plans for an MTF, documenting medical information systems requirements.

3.1.1. All MIS system requests must be in concert with these plans.

3.1.2. A business case must support each IS request identified in a plan.

3.1.3. The review process must involve coordination with functional area OPRs and consultants.

Section D—IS Acquisitions

4. Programming and Budgeting:

4.1. Follow guidance in these documents:

- The AF 33-series publications (formerly the AF 700-series publications).

- AFI 65-601, volume 1, *USAF Budget Policies and Procedures*, (formerly AFR 172-1, volume I, chapter 4).
- The DoD guidelines on Planning, Programming, and Budgeting for Military Health Services Automated Information Systems.
- The Surgeon General's guidelines for developing funding requirements.

Section E—Submitting IS Requirements

5. New IS Requirements:

5.1. Form Required:

- Use the AF Form 3215, **Communications-Computer Systems Requirements Document (CSRD)**, to document your need for any information system (IS).
- Include detailed descriptions of the function, scope, and operation of the required IS.
- Identify in the narrative that the IS is an integral part of a program needed to support mission requirements.

5.2. CSRD Information Sources:

- MAJCOM Communications-Computer Systems Staff Officer.
- MAJCOM MIS Office.
- Local Communications-Computer Systems Office.

5.3. HQ AFMSA/SGSI Review:

5.3.1. Small computer systems, using local or MAJCOM operations and maintenance (O&M) funds, do not need HQ AFMSA/SGSI approval.

5.3.2. HQ AFMSA/SGSI will review requests requiring investment funding to ensure compliance with the strategic and tactical plans of the AFMS.

5.3.3. HQ AFMSA/SGSI will provide recommendations on MIS initiatives to the DMRC.

5.4. DMSSC Approval. DMSSC must approve IS requests supporting functionality which is within the scope of a DoD standard system.

5.4.1. Exceptions. You do not need DMSSC approval for:

- An improvement to an Air Force Standard System outside of DMSSC control, unless the improvement is a new system.
- An existing command or organization-unique system.
- A research and development activity not competing with a DMSSC activity.
- An office automation system.

5.5. SSC Approval. SSC must approve IS requests supporting functionality which is within the scope of an Air Force Standard System.

5.6. DMRC Approval:

5.6.1. DMRC must review requests and recommendations from HQ AFMSA/SGSI for MIS funding.

5.6.2. DMRC recommends approval of MIS initiatives to the Surgeon General that support the strategic and tactical plans of the AFMS.

Section F—Changing IS Requirements

6. IS Revision Document. As existing IS requirements change, send a written system change request (SCR) from the medical facility through the MAJCOM to the appropriate configuration control board for review and approval to assure systems standardization. All changes to DMSSC and Air Force Standard Systems require a written SCR.

Section G—IS Training

7. Medical IS Training. The Air Force offers training based on need and available funding by supporting fellowships and programs leading to advanced degrees.

7.1. Advanced Degree Programs. Includes Masters and Ph.D. programs under the auspices of AFIT in the operations, management, and technical aspects of Information Systems Management to meet Air Force requirements.

7.2. Education With Industry. Provides 1 academic year of training in information and computer science at a civilian health care corporation.

7.3. Medical IS Officer Fellowship. Provides 1 year of training for officers in the acquisition and management of automated systems in the AFMS at a MAJCOM or HQ AFMSA/SGSI.

7.4. Special Experience Identifiers (SEI):

7.4.1. According to AFMAN 36-2105, *Officer Classification* (formerly AFR 36-1), or AFMAN 36-2108, *Airman Classification* (formerly AFR 39-1), personnel with experience and training in systems analysis, design, or management may earn a systems SEI.

ALEXANDER M. SLOAN, Lt General, USAF, MC
Surgeon General

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

AFPD 41-2, *Medical Support*

AFI 33-102, *C4 Systems Long Range Planning*

AFI 65-601, Volume 1, *USAF Budget Policies and Procedures*

AFI 65-601, Volume 3, *Budget Management for Operations*

AFI 65-601, Volume 5, *US Air Force Budget Investment Appropriations*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

Abbreviations and Acronyms

AFSMISP—Air Force Strategic Medical Information Systems Plan

AFTMISP—Air Force Tactical Medical Information Systems Plan

AFMS—Air Force Medical Service

CIO—Chief Information Officer

CSRB—Computer-Communications Systems Requirements Board

CSRD—Computer-Communications Systems Requirements Document

DMSSC—Defense Medical Systems Support Center

DoD—Department of Defense

HQ AFMSA—Headquarters Air Force Medical Support Agency

HQ USAF—Headquarters United States Air Force

IS—Information System

MAJCOM—Major Command

MHSS—Military Health Service System

MMISP—MAJCOM Medical Information Systems Plan

MIS—Medical Information Systems

MTF—Military Treatment Facility

MTFMISP—Medical Treatment Facility Medical Information Systems Plan

OASD/HA—Office of Assistant Secretary for Defense, Health Affairs

O & M—Operations and Maintenance

OPR—Office of Primary Responsibility

SCR—System Change Request

SEI—Special Experience Identifier

SG—Surgeon General

SSC—Standard Systems Center

Terms

Air Force Standard Systems—Air Force-specific automated medical information systems that are standardized across more than one command, or a major system requiring centralized oversight in its planning, implementation, or maintenance.

Information System (IS)—Any collection of people, information, equipment, facilities, procedures, and other resources organized to process information. "Processing" includes creating, collecting, protecting, analyzing, storing, retrieving, manipulating, disseminating, and disposing of information.

MIS Applications—Software and hardware that process information for specific purposes, such as appointment scheduling, pharmacy, or clinical laboratory.

Air Force Strategic Medical Information Systems Plan (AFSMISP)—A strategic plan that HQ AFMSA/SGSI develops and reviews annually, in accordance with SAF/AQ's publication *The Planning and Architecture Guidance*, in order to define Air Force-wide IS plans, according to AFI 33-102, *C4 Systems Long Range Planning* (formerly AFR 700-2).

Air Force Tactical Medical Information Systems Plan (AFTMISP)—Planning that HQ AFMSA/SGSI develops, in accordance with SAF/AQ's publication *The Planning and Architecture Guidance*, to support the implementation of information systems in a short period of time, up to 2 years, according to AFI 33-102.

MAJCOM Medical Information Systems Plan (MMISP)—A plan that documents MAJCOM programs, objectives, strategies, and resource requirements for use by HQ USAF/SG during annual budget cycle.

MTF Medical Information Resources Plan (MTFIRMP)—A living plan that is developed at the facility to support the development and acquisition of information systems, according to AFI 33-102.

Base Communications-Computer Systems Plan (BCSP)—A plan that the Base Communications-Computer Systems Officer develops to support the development and acquisition of base-level information systems.

Chief Information Officer (CIO)—The person who is responsible for information systems planning, development, and management at each level within the Air Force Medical Service. This position is the equivalent of a civilian CIO for a large corporation.

Defense Medical Systems Support Center (DMSSC)—An organization under the Office of the Assistant Secretary of Defense for Health Affairs (OASD/HA) that coordinates health information planning and issues medical information system and communication policies and standards. It evaluates medical information systems within the DoD.

DMSSC Military Department (MILDEP) Information Plan—A plan reflecting and supporting DMSSC and AF Standard Systems in Air Force MTFs.

System Incident Report (SIR)—A mechanism used to document computer systems operations that malfunction or fail to perform as designed.