

20 August 1997

Medical Administration

HEALTH CARE ADVISORY COUNCIL

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Air Force Policy Directive 41-1, *Healthcare Programs and Resources*, applies. This instruction outlines the purpose, policy, and procedures for establishing and conducting the 22d Medical Group Health-Care Advisory Council (HCAC). It applies to the entire community authorized care by the 22d Medical Group at the medical treatment facility (MTF).

SUMMARY OF REVISIONS.

Format changed from regulation to instruction. Membership corrected, and name of sponsoring organization changed from 384th Medical Group to 22d Medical Group.

1. PURPOSE . The HCAC is a means of nurturing meaningful and effective communication between providers and recipients of care, and permits the exchange of information, ideas, and viewpoints, and promotion of improvements of health care, as well as effective utilization of the MTF and the Uniformed Services Health Benefits Plan. It stresses the concept that health care is a “two-way street” and significant inputs may be made by both providers and health-care recipients. The HCAC provides an opportunity for providers of care to explain MTF capabilities; provide information as to local problems; explain the needs, reasons, and methods for changes; and offers avenues of education to inform health-care recipients of the means to indicate sources of dissatisfaction; to acquire information on how to gain access to and effectively utilize the health-care system; to express their concerns; to introduce topics of interest to themselves; and to gain the information and knowledge necessary to permit them to maintain good health.

2. POLICIES AND PROCEDURES . The HCAC will meet, at a minimum, once each quarter, or more frequently at the call of the chairperson. Minutes will be taken and a copy will be furnished to each member and organizations deemed appropriate by the membership (barring prohibition by instruction, public law, or directive by higher authority). An agenda will be prepared and submitted to each member prior to each meeting. Members having inputs to the agenda should submit them to the chairperson at least 15

days prior to the scheduled meeting date. The members will serve on subcommittees, as appropriate, and as assigned by the chairperson, to consider specific areas of questions or concerns.

3. MEMBERSHIP. Members of the HCAC will be appointed by unit commanders (method of selection will be at their discretion) or selected by written nomination from the group concerned. Representatives should remain on the council for a minimum of one year. If a member receives permanent change of station (PCS) orders or separates, the unit commander will forward the name of a replacement to the 22 MDG/CCS. Members include:

3.1. 22d Medical Group:

3.1.1. Members:

- 3.1.1.1. Commander (Chairperson)
- 3.1.1.2. Commander's Secretary (Recorder)
- 3.1.1.3. First Sergeant

3.1.2. Advisors:

- 3.1.2.1. Commander, 22 ADOS (SGG)
- 3.1.2.2. Commander, 22 MDOS (SGO)
- 3.1.2.3. Commander, 22 MDSS (SGS)
- 3.1.2.4. Clinic Administrator (SGA)
- 3.1.2.5. Chief, Medical Services (SGH)
- 3.1.2.6. Chief Nurse Executive (SGN)
- 3.1.2.7. Commander, Health Promotions Flight (SGGZ)
- 3.1.2.8. Commander, Business Operations & Beneficiary Support Flight (SGSB)
- 3.1.2.9. Family Advocacy Representative (SGOHF)
- 3.1.2.10. Health Benefits Advisor (SGSBT)

3.2. 22d Air Refueling Wing:

- 3.2.1. Accounting and Finance (22 ARW/CPTF)
- 3.2.2. Chapel (22 ARW/HC)
- 3.2.3. Public Affairs (22 ARW/PA)
- 3.2.4. Senior Enlisted Advisor (22 ARW/CCC)

3.3. 22d Operations Group - First Sergeant for the Group

3.4. 22d Logistics Group:

- 3.4.1. Logistics Support Squadron (22 LSS)
- 3.4.2. Maintenance Squadron (22 MXS)
- 3.4.3. Supply Squadron (22 SUPS)

3.4.4. Transportation Squadron (22 TRNS)

3.5. 22d Support Group:

3.5.1. Civil Engineer Squadron (22 CES)

3.5.2. Communications Squadron (22 CS)

3.5.3. Mission Support Squadron (22 MSS)

3.5.4. Family Support Center (22 MSF)

3.5.5. Security Forces Squadron (22 SFS)

3.5.6. Services Squadron (22 SVS)

3.6. Other Representatives:

3.6.1. 184th Bomb Wing Clinic (Kansas Air National Guard)

3.6.2. Enlisted Spouses Club

3.6.3. Officers Wives Club

3.6.4. American Red Cross

3.6.5. Retiree Activity Office

3.6.6. Society of Military Widows

3.6.7. The Retired Officers Association (TROA)

3.6.8. The Retired Officers Wives (TROW)

3.6.9. Since the HCAC is advisory in nature, any MTF health-care beneficiary is welcome to attend the meetings and have a voice in council matters and deliberations.

4. AGENDA . HCAC meetings will be informal. Any item involving provision/availability of health care at McConnell Air Force Base may be discussed. Normally, an update of the following areas will be discussed at each meeting:

4.1. Availability of Care Briefing

4.2. Clinic Staffing

4.3. Facilities Update

4.4. TRICARE/CHAMPUS/Health Benefits

4.5. Health Promotions

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Commander