



**EMPLOYEE HANDBOOK
OF
OVERSEAS BENEFITS
AND
ENTITLEMENTS
OSAN and KUNSAN AB KOREA**

OVERSEAS BENEFITS/ENTITLEMENTS

Your permanent change of station (PCS) move to the overseas area will be smoother if you take the time to read the helpful information we are providing below. It is not all-inclusive and is subject to change without prior notice. If you need clarification of your entitlements, ask the question before making your PCS move. Your servicing Civilian Personnel Flight may be able to answer some of your questions. If not, then have them ask us. **YOUR WELFARE IS OUR CONCERN, BUT IT IS OUR JOINT RESPONSIBILITY!**

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1. PASSPORT/VISA

You are responsible for ensuring that your passport/visa and those of your dependents are current and valid. It takes approximately 6-8 weeks to obtain an official passport from Washington, DC. DoD civilians and their dependents are authorized no-fee passports. To preclude long delays in processing no-fee passports, application for passports should be submitted as soon as the selectee accepts position offer. Passports must contain a multiple reentry visa for Korea, status A-3. Employees may at their discretion and cost, travel on fee (tourist) passports for PCS to Korea when there is a delay in obtaining the no-fee passport. Reimbursement for the cost of tourist passports is *not* authorized. If selectee elects to travel on tourist passport he/she must ensure the visa (i.e. multiple entry A-3) is included or obtained within 30 days of arrival in Korea. U.S. citizens can enter and stay in Korea without a visa for 30 days. Visas may be obtained at the Osan AB AMC Terminal. Travel arrangements on AMC contract flights to Korea require an A-3 visa to board the plane. It is advisable since travel arrangements may not be known in advance to obtain a visa prior to departure.

An individual with an expired passport is technically considered an unauthorized alien in Korea and is subject to deportation. Check your passport periodically.

2. PRIVATELY OWNED VEHICLE (POV) SHIPMENT

A POV may be shipped to Korea at government expense. Recommend POV be shipped to Seoul, Korea (Camp Kim) which is the POV processing center nearest to Osan AB. If position is located at Kunsan AB, POV must be shipped to the Pusan port. Note: A POV may not be shipped from Korea unless he/she was authorized and shipped a POV to Korea at Government expense.

3. HOUSEHOLD GOODS (HHG)

Authorized shipment of household goods to and from Osan AB and Kunsan AB is 18,000 lbs. The Furniture Management Office provides all employees with a refrigerator, stove, washing machine and dryer. Therefore, employees are discouraged from bringing these appliances.

In addition to the weight limit, each family member 12 years old or older may ship 350 lbs of unaccompanied baggage. Children less than 12 years old may ship 175 lbs. Cost for storage and shipment of property in excess of the stated amount will be borne by the employee.

NON-TEMPORARY STORAGE OF HOUSEHOLD GOODS: If you made arrangements to place your household goods in non-temporary storage at government expense in the U.S., please provide us with the name and address of the military Transportation Office that arranged for the storage. We require this information to renew your storage contract each fiscal year. **NOTE:** Civilian employees are not authorized to store a POV at government expense.

The maximum combined weight allowance for household goods shipped overseas and placed in non-temporary storage is 18,000 lbs net.

4. SEPARATE MAINTENANCE ALLOWANCE (SMA)

Separate maintenance allowance is to offset the additional expenses an employee incurs by maintaining a separate household for dependents. The grant of SMA may be temporary or permanent based on your particular needs. SMA must be requested and approved by the MAJCOM prior to overseas assignment. PACAF has a form, which must be completed and forwarded to HQ PACAF/DPFC, 25 E. Street Suite D208, Hickam AFB, HI 96853-5411 (Appendix A).

When an employee is temporarily prohibited from maintaining dependents at the overseas post for 90 days after his/her arrival due to the unavailability of housing, a SMA will be authorized on the 91st day, retroactive to the date of the employee's arrival. There is no exception to this minimum 90-day requirement. **YOU MUST ELECT SMA PRIOR TO ISSUANCE OF TRAVEL ORDERS. IF YOUR DEPENDENTS ARE ON YOUR TRAVEL ORDERS, YOU MAY NOT ELECT SMA DURING THE FIRST 90 DAYS IN THE OVERSEAS AREA. THERE ARE NO EXCEPTIONS** (COMPTROLLER GENERAL DECISION B-252000, AUGUST 30,1993). The following entitlements will be affected while in receipt of SMA:

- a. No government paid travel and transportation allowed for the family member (includes permanent change of station, renewal agreement, environmental and morale leave, and separation travel).
- b. Family members are not considered "members of your family" for housing and Living Quarters Allowance, Temporary Quarters Subsistence Allowance, Post Allowance, Civilian Identification and Privilege Card, and any other entitlement otherwise afforded to family members.
- c. The SMA grant will decrease or cease should any family member temporarily join you in the overseas area. You are responsible for immediately notifying us of any change in family status or if a family member joins you in the overseas area.

The above only applies to family members drawing SMA. Our office approves termination of temporary SMA; the MAJCOM approves termination of permanent SMA.

5. TRAVEL VOUCHER

Submit your travel voucher (DD Form 1351-2) to the local Accounting and Finance Office within 5 working days of your travel.

6. ADVANCED PAY

Employees on PCS to or within a foreign area may request an advance of up to 3 months of net base pay. This advance may be made 3 weeks prior to the estimated departure date and up to 2 months after arrival. Employees must agree to repay the advance by payroll deductions over a maximum of 26 pay periods beginning the first pay period after receipt of the advance. Partial or lump sum repayments in addition to payroll deductions are acceptable.

To request an advance in pay prior to arrival at Osan AB or Kunsan AB complete SF-1190 and fax to DSN: 315-784-5201. The SF-1190 can be accessed at <http://hydra.gsa.gov/forms/one.htm>.

7. FOREIGN TRANSFER ALLOWANCE (FTA)

If you are required to occupy temporary quarters prior to your departure from your old duty station in the U.S., you may be eligible for the subsistence expense portion of the FTA. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. You will have to complete a "Foreign Transfer Allowance Claim Form (Appendix B)," and provide all lodging, meals (single meals over \$25), and laundry/dry cleaning receipts, and submit them to the Benefits & Entitlements Section, Civilian Personnel Flight.

8. TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

TQSA reimburses you the cost of reasonable lodging, meals, and laundry expenses for up to 90 days after arrival in the overseas area. Temporary government quarters will be used whenever available. If

government quarters are not available, a certificate of non-availability must be obtained from the base Billeting Office before using commercial accommodations. The amount of TQSA is based on the local per diem rate according to the following formula:

1ST 30 DAYS

Initial occupant.
(daily rate not in excess
of 75% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

2ND 30DAYS

Initial occupant.
(daily rate not in excess
of 65% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

3RD 30DAYS

Initial occupant.
(daily rate not in excess
of 50% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

Receipts will be required for lodging. Claims for reimbursement will be made on SF-1190 and submitted with the "TQSA Claim" form to the CPF. Post Allowance is not paid for any period for which TQSA is paid or any period for which travel per diem is paid.

9. TOURS OF DUTY

The tour of duty at Osan AB is 24 months, accompanied or unaccompanied. The tour of duty at Kunsan AB is 12 months unaccompanied. An accompanied tour at Kunsan AB must be requested and approved by the 8 FW/CC. Contact the Osan CPF for instructions on requesting an accompanied tour (DSN: 784-8176). Kunsan AB is an isolated tour and facilities for dependent children are not available (i.e. child care, schools, etc).

10. HOUSING

The Base Housing Office is located in Building 765, across from the chapel. The telephone number is DSN 784-1840/5317/6791, Fax 784-2800. The office is open from 0800 to 1600, Monday to Thursday (0800-1530, Fridays) except holidays. Individuals occupying emergency and mission essential positions are *required* to live on-base. All others must procure housing on the economy. Your first stop in living off-base is the Housing Office. Finding a suitable place to live off base that meets American standards is not an easy task. The Housing Management Office can ease the problem somewhat. They keep track of acceptable housing in the area and offer a complete range of bilingual and off-base tour services. Korean apartments do not have closets, have very little kitchen counter space, plug-ins, shelves, and have minimal, if any, storage space. Korean apartments are not only smaller, but are different than American apartments. There is often no separate living room or dining room. One room can suffice for eating or recreation, depending on the time of day. Many apartments consist of bedrooms, a bathroom, and combined kitchen/living room. Clothes washers, dryers, dishwashers, and ovens usually are not provided with an apartment. Apartment deposits can be very expensive (one months rent in advance and security deposit equivalent to one month rent). If you qualify, there are additional overseas entitlements to assist you with your off base rental costs. Once you find a place off base, you must have the quarters inspected and approved by the housing office prior to moving in. All leases will be in Korean currency (Korean Won). It is common practice in Korea for the landlord to require payment of 1-years rent in advance. The government will provide that advance to you upon signing the lease. No furniture support other than appliances (range, refrigerator, washer, and dryer) is available for off base apartments.

Approximate Off-Base Housing Cost (*monthly*):

Number of Bedrooms	Total Square Feet	Rental Amount
1	350-650	\$300-400
2	550-1050	\$400-600
3	650-1450	\$550-900
4	1300-1600	\$900-1200

Utilities:

- Electricity runs between \$40-45 per month (does not include A/C or dryer)
- Water \$5-10 per month
- Trash \$3-5 per month
- Phone - Approx. \$65.00 installation (non-refundable) and \$5 per month for basic service
- Oil \$1.29 per gallon (average)

NOTE: If you run an air conditioner or dryer, the cost of electricity rises considerably.

Furnishing Management Support

Limited furnishings support is provided. Full appliance support is given and must stay in your quarters permanently--they cannot be removed. Customers receive basic support items for the duration of their tours. Basic support items include appliances (range, refrigerator, washer, dryer). Do not ship your appliances, or you will have to store them at your own expense. If necessary, a temporary loaner set of furniture is available not to exceed 90 days upon assignment, or 90 days prior to termination after shipment of household goods. Furnishings support is limited to loaner sets only and **cannot** be used for your entire tour at Osan. Upon arrival, contact the Furnishing Management Office (FMO) to schedule delivery. FMO provides delivery and pick-up service free of charge.

11. LIVING QUARTERS ALLOWANCE (LQA)

LQA is payable to eligible civilian employees when government owned or leased quarters are not provided without charge at the employees' permanent duty station in a foreign area. The allowance is not intended to reimburse 100 percent of all employees' quarters costs or to provide ostentatious housing. It is designed to substantially cover the costs of suitable, adequate quarters including utilities such as heat, light, fuel, gas, electricity, and water. It does not cover costs for telephone installation, bottled water, cable television, maintenance or service charges, servant wages, cleaning or storage, garden or lawn services, or any other expenses not directly related to rent or basic utilities. The maximum amount payable, which is subject to change, is governed by the Department of State Standardized Regulations (DSSR) and is dependent upon your grade, duty station, and size of family. Payment of LQA and TQSA covering the same period is not authorized. It is common practice in Korea to pay rent one-year in advance, the government will provide this advance upon receipt of an approved lease.

12. MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

The MEA is for the purpose of defraying various contingent costs associated with the relocation of residence in connection with an authorized permanent change of station.

Amount Allowable:

	<u>Employee Only</u>	<u>Employee with Dependent</u>
Minimum	\$350 or equivalent of one week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.	\$700 or equivalent of two week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.
Maximum	One week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.	Two week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.

In no instance will the allowable amount exceed the maximum rate of grade GS-13.

A DD Form 1351-2, Travel Voucher, will be used for submitting claims for reimbursement of MEA. You are required to submit the DD Form 1351-2 to the Accounting and Finance Office.

13. POST ALLOWANCE (PA)

Employees assigned to a foreign area where the cost of living is substantially higher than Washington DC are paid a post allowance. The amount is a flat rate based on salary and size of family in the overseas area. The State Department administers this allowance. It is subject to change without prior notice. PA is not subject to Federal income tax. Currently there is no PA in Korea.

14. FEDERAL INCOME TAX

Miscellaneous Expense Allowance (MEA) and Post Allowance (PA) are included as gross income for tax purposes. All other allowances described are non-taxable.

15. IN-PROCESSING

Report to the Civilian Personnel Flight, 51MSS/DPC, extension 784-8176, Bldg. 403, Osan Air Base, Korea, for in-processing. Office hours are 0730 to 1630 hours, Monday through Friday. Your in-processing will take approximately 2 hours.

Kunsan AB Employees: Newly assigned civilian personnel to Kunsan AB are to in-process during a.m. hours through Osan AB, and should depart same day (p.m.) to Kunsan AB by contract bus (\$10.00 fee per person). The contract flight from the U. S. arrives at Osan AB at approximately 0630. Employees can in-process at Osan AB and catch the contract bus at 1600. Bus arrives at Kunsan AB at approximately 1900.

16. ANNUAL LEAVE ACCUMULATION

Employees recruited in the US for overseas employment may accumulate a maximum of 45 days annual leave. Please ensure that a change of address is processed with the losing payroll office so that your last leave and earning statement (LES) will be forwarded to your P.O. Box at Osan/Kunsan AB Korea. Your last LES will be used to transfer your annual and sick leave balances.

17. HOME LEAVE

Employees recruited in the US for overseas employment earn and accrue five days of home leave during each 12-month period overseas. Home leave can only be taken in the US or its territories. An employee must complete at least 24 months (12 months for Kunsan) of service in the overseas area before home leave may be used. Employees must return to a foreign area for a substantial period of service. You may use home leave in conjunction with renewal agreement travel, TDY, EML, or personal leave in the US or its territories.

18. BASE FACILITIES

Employees and their families may use all base facilities including the Base Exchange, Commissary, Education Center, recreation, childcare, and open mess facilities. Active duty military members have priority in many recreation facilities.

Enrollment of dependents in the DoD Dependents Schools is on a space required, tuition-free basis. Specific information on schools can be obtained via the web at: www.odeadodea.edu/ then click on schools; areas/district/schools; then schools/pacific; then scroll down to Osan.

19. MEDICAL FACILITIES

Medical facilities are available for a fee. Dental service is on a space-available and limited basis. If you or your dependents have special medical or dental needs, contact us for specific information. Attached are the latest medical and dental rates (subject to change without notice).

20. EDUCATIONAL TRAVEL

Employees with college-age students may send their children on government-paid travel to the US for college education. College education is full-time attendance at the undergraduate level at an accredited university or college located in the US. The authority is for one round trip between the overseas post and the school in the US within a 12-month period. The 12-month baseline begins from the first annual trip to the US from the overseas post. Subsequent annual trips will not be authorized until 12 months have elapsed. Any portion of the round trip not taken in the 12-month period does not accrue to a subsequent period.

Children traveling to an overseas post must remain in the overseas area a minimum of 14 calendar days before starting educational travel again.

Educational travel may be authorized until age 22 (before 23rd birthday) or until graduation whichever occurs earlier. Upon graduation, the student may travel back to the overseas area on educational travel; however, no educational travel will be authorized for the return trip to the US.

21. EMERGENCY TRAVEL

Eligible civilian employees and their spouses may be granted space available travel to the U.S. if the presence of the employee or his/her spouse is required due to an emergency that has occurred in either the employee's or the spouse's immediate family. Travel is to the first port of entry in the U.S. Cost of travel within the U.S. is solely at the expense of the traveler. The regulation also permits civilian employees and/or their spouse to elect space-required travel at their own expense, and at the U.S. Government rate tariff. Absences are chargeable to annual leave, leave without pay, or home leave (if eligible). Emergency leave travel is authorized only after the emergency has been verified through

American Red Cross channels. Civilian employees and their spouses are encouraged to advise families in the U.S. to contact the nearest American Red Cross Chapter in the event of an emergency.

22. ENVIRONMENTAL AND MORALE LEAVE (EML)

Employees recruited from the US are eligible for two EML trips within a 12-month period to designated overseas locations or the US. Travel is on a space-available basis on military aircraft. Upon arrival at the overseas post, check with your organization for specific details. The Civilian Personnel Flight does not administer this program.

23. RENEWAL AGREEMENT TRAVEL (RAT)

Employees may be eligible for renewal agreement travel after completing the initial 24 month tour of duty (12 months for employees assigned to Kunsan AB). Eligibility is subject to negotiating a new overseas agreement for 24 months (12 months for Kunsan). Employees may travel to and from their home of record (place of actual residence at time of hire) or to an alternate destination. You will need to check with our office for *specific conditions* governing travel to alternate destinations.

The 24-month tour of duty may be administratively reduced up to 6 months to permit scheduling of leave during slack periods or school vacations. The newly entered transportation agreement will increase by the length of the reduction.

24. SELF PROCUREMENT OF AIRLINE TICKETS

All Air Force funded official travel must be arranged through the Traffic Management Flight. Individuals who make their own travel arrangements and purchase their own tickets will not be reimbursed.

**REQUEST FOR SEPARATE MAINTENANCE ALLOWANCE
BASED ON SPECIAL NEEDS OR HARDSHIP**

1. I, _____ (employee's name), request that the following dependents not be placed on my travel orders and instead be placed on SMA (voluntary). I understand that after this initial election, I may request a change in election only once during my tour for each member of my family. I further understand that any request to change my election cannot occur during my first or last 90 days on base.

2. Dependents:

<u>Name</u>	<u>Relationship</u>	<u>DOB</u>

(Note: DOB is not necessary for spouse.)

3. Location of Dependents: _____

4. Reason For Separation (with supporting documentation):

5. I certify that the circumstances of my special need or hardship do not:
- a. Include legal separation (see Section 263.3) from my spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final; or
 - b. Involve a child whose legal custody is vested wholly, or in part, in a person other than myself or my current spouse. If I have joint legal custody, I certify that my child will not reside with his/her other parent;
 - c. Include a child, brother or sister, 18 years of age or over (see Section 262.2). If my child will be attending secondary school beyond the age of 18, I certify that SMA will be terminated within three months from the day the child leave secondary school.
6. I further certify that the information given on this application is true and correct to the best of my knowledge and belief. I understand that I am obligated to notify the authorizing office immediately of any change in conditions, which may affect the amount of allowances and/or differential authorized therein. I also understand that false statements made to the United States Government on this form may subject me to criminal penalties (including fines and imprisonment) under 18 U.S.C. 1001 and 287 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802.

Employee Signature

Date

Civilian Personnel Representative Signature

Date

FOREIGN TRANSFER ALLOWANCE (FTA) CLAIM FORM

DATE 2001	LODGING	MEALS			LAUNDRY
		BREAKFAST	LUNCH	DINNER	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Notes: Actual expenses incurred should be documented. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. Provide all lodging and laundry/dry cleaning receipts with this form to the Financial Services Office.

I certify that all information given on this claim is true and correct to the best of my knowledge and belief. I understand that false statements made to the U.S. Government may subject me to criminal penalties including fines and imprisonment under 18 U.S.C. 1001 and 287 and or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802.

Print Name

Signature

Date

Information our 51 MDG Pay Patients Should Know About Medical Care Appointments

The 51st Medical Group provides care for many civilians and their family members who pay for medical services received. We want to be your provider of choice, but the care provided is on a space available basis based on policies that are established by the Office of the Assistant Secretary of Defense.

Charges: (see rates on next page) Outpatient care is based on outpatient rates, which are set annually by the Department of Defense (DoD). A clinic visit occurs when a patient-provider encounter involves one or more of the following: an examination, diagnosis, treatment, evaluation, consultation, counseling, and/or medical advice. All ancillary services (i.e., x-rays, laboratory tests and prescriptions), provided during a single visit, are included in the outpatient charge. Patients are charged for each individual clinic appointment. When patients are referred to other services or care providers each clinic is charged separately. An example of this situation is a patient being referred from Primary Care to the Surgery Clinic. In this example the patient would be billed for both visits.

Follow-up visits: Are chargeable even if the condition or diagnosis is the same as that treated earlier unless the follow-up visit is for the sole purpose of verifying the success of previous treatment (i.e., suture removal, checking surgical sites, bandage checks) and no additional treatment is provided.

Prescriptions: Patients are not charged for prescriptions or refills. A provider may write a prescription for an initial quantity limited to a 30-day supply with a maximum of eleven refills, however it is important to note that a prescription for a controlled drug cannot be written for refills. All prescriptions with the exception of controlled drugs expire one year from the date of original filling. Health Care Providers are prohibited from writing prescriptions for controlled drugs without first evaluating the condition of the patient; hence these evaluations are chargeable visits. If the same prescription is being administered again, a telephone consultation can be done to avoid having to pay again when the prescription will be the same and no changes will occur. New prescriptions for medications previously obtained via an expired prescription are chargeable visits because the Health Care Provider must evaluate the condition of the patient to determine if the new prescription is necessary.

Other: An "occasion of service" is not counted as a clinic visit; therefore services are non-chargeable. Some of the most common occasions of service are consultation and/or advice on results of vaccinations and tests, telephone consultations, weight checks, blood pressure checks (only when requested by a physician as a follow-up with no other treatment or evaluation). Other non-chargeable visits are as follows:

- Pre-employment physical examinations.
- Vision test for driver's licenses.
- Visits by students to public health nurses in the school.
- Fitting or adjustment of spectacles and hearing aids.
- Blood alcohol tests required by law enforcement officials or other government officials.
- Interview, examinations, and follow-up of contacts with Tuberculosis, venereal diseases, and other communicable diseases.
- Detection and treatment of drug and alcohol abuse cases when requested by the employer.
- Outpatient visits in conjunction, with an admission to the hospital on the same day.
- The following Immunizations: Hep B, Chicken Pox, DPT, Polio, MMR, and all shots required for school
- Treatment or evaluations in schools, community centers, etc., including:
 - School sports and other types of student examinations.
 - Group therapy and/or instruction, such as expecting parents' classes, first aid, dental or oral hygiene classes, etc.
 - Occupational health services provided to employees.
 - Worker compensation cases.
 - Confidential medical care provided at the Teen Clinic.
 - Public health measures that required in the interest of the health of the command/Community.

The following visits are considered chargeable:

- All pre-natal, post partum and all well baby visits.
- Throat cultures are diagnostic procedures performed during a visit and are included with the charge for the visit.
- TB TINE test and blood tests for children at age 12 months are chargeable as part of the visit to the care, however, returning for the reading of these tests are non-chargeable.
- Civilian emergencies.

Each immunization is chargeable when no additional treatment is received. There is no charge for immunizations that are given in conjunction with a paid visit.

Outpatient Charges: The following list annotates DoD prices for outpatient charges in our clinics according to DoD for fiscal year 2002 (1 October 2001 - 30 September 2002).

<u>CLINIC</u>	<u>DoD</u>	<u>CONTRACT</u>
Emergency Care	\$264	\$278
Flight Medicine	\$183	\$192
Gynecology	\$182	\$191
Immunizations	\$ 34	\$ 36
Internal Medicine	\$199	\$210
Mental Health	\$219	\$231
Obstetrics	\$145	\$153
Optometry	\$106	\$112
Orthopedic	\$208	\$219
Pediatrics	\$133	\$140
Physical Therapy	\$ 81	\$ 85
Primary Care	\$152	\$160
Surgery, General	\$302	\$318
Well Baby	\$ 91	\$ 96

Dental Charges: Dental charges are based upon American Dental Association codes and DoD established weights. DoD employees will be charged at the intra-agency rate set by DoD of \$112.00 times the established weight. Contractors and non-DoD employees are charged at the rate of \$117.00 times the established weight.

Ambulatory Procedure Care: (Same Day Surgery) Charges are based on Ambulatory Procedure Visit rates. Example: any Orthopaedic Care will be \$2,319.00 (DoD) and \$ 2,446.00 (Contract) for the whole procedure.

Inpatient Charges: Inpatient Charges are billed by the MTF with the appropriate DRG-based rate for the day of admission and for the succeeding day. There is no charge for the day of discharge. If admission and discharge occur on the same day, the claim will be filed as a one-day admission with the appropriate DRG rate.

Example: (DoD) DRG weight for Viral Pneumonia is $0.6355 \times \$9,045.00 = \$5,748.10$ per day

(Contract) DRG weight for Viral Pneumonia is $0.6355 \times \$9,489.00 = \$6,030.26$ per day

The Medical Service Account (MSA) Window (cashier) is located on the Upper Level of the Hospital (Next to the TRICARE entrance) on the left hand side as you walk into the facility. The hours of operation for MSA Window are Monday thru Thursday 0700-1700, Fridays 0700-1630. You can reach the MSA Clerk at **784-5226** or stop by with any questions on your medical care and billing; we are happy to provide any assistance possible.

Points of Contacts:

Central Appointments: 784-1847

Emergency Room: 784-2500

Billing - 784-2595

Primary Clinic - 784-2565

Pharmacy - 784-2186

Patient Advocate - 784-2737