PRIMARY CARE MANAGER TRAINING -

NON-MEDICAL ATTENDANTS
AGENDA - NMA TRAINING FOR PCMs

- Non-Medical Attendant Definition
- Soldier Eligibility Requirements
- PCM Requirements
- Termination of NMA Orders and
- NMA Duties and Responsibilities
WHAT ARE NON-MEDICAL ATTENDANTS

Non-Medical Attendants

• An individual designed by the Soldier
• Determined appropriate by the physician and the military treatment facility commander to be appropriate to serve as a NMA
• Whose presence may contribute to the health and welfare of the Soldier
WHO IS ELIGIBLE FOR A NMA?

- Eligible Population
  - A Soldier who as a result of a wound, illness, or injury has been determined by the attending physician or surgeon to be in the category known as “very seriously wounded, ill or injured” or “seriously wounded, ill, or injured”
  - **AND** is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wounds, illness, or injury.
• **Very Seriously Injured (VSI):** classified by medical authorities to be of such severity that life is imminently endangered.

• **Seriously Ill or Injured (SI):** classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.

• **Incapacitating Illness or Injury (III):** requires hospitalization, but medical authority does not classify as very seriously ill or injured or seriously ill or injured; the illness or injury makes the person physically or mentally unable to communicate with the next of kin.

• **Not Seriously Injured (NSI):** may or may not require hospitalization but not classified by a medical authority as very seriously injured (VSI), seriously injured (SI), or incapacitating illness or injury (III); the person is able communicate with the Next of Kin (NOK).
### VERY SERIOUSLY ILL/SERIOUSLY ILL/SPECIAL CATEGORY PATIENT REPORT

**TO:**
- [ ] PATIENT ADMINISTRATOR
- [ ] ADMINISTRATIVE OFFICER OF THE DAY
- [ ] PERSON TO BE NOTIFIED

**1. DATE**

**2. HOUR**

**3. RELIGION OF PATIENT**

**4. WARD**

**ACTION TAKEN BY MEDICAL OFFICER**

**7. BRIEF DIAGNOSIS** (Use lay terminology)

**8. STATUS OF PATIENT**
- [ ] BASED ON ROSTER
  - [ ] VERY SERIOUSLY ILL
  - [ ] NOT EXPECTED
  - [ ] QUESTIONABLE
  - [ ] SERIOUSLY ILL
  - [ ] QUESTIONABLE
  - [ ] EXPECTED
- [ ] NON SERIOUSLY ILL
- [ ] SPECIAL CATEGORY
**d. SPECIFY**

**8. CHANGE OF STATUS**
- [ ] SI TO VSI
- [ ] RECOVERED
- [ ] TRANSFERRED

**9. REMARKS**

**10. TYPED OR PRINTED NAME OF MEDICAL OFFICER**

**11. SIGNATURE**

**ACTION TAKEN BY PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY**

**12. REPORT RECORDED**
- [ ] PERSON
- [ ] INFORMATION OFFICE
- [ ] RED CROSS
- [ ] CHAPLAIN
- [ ] UNIT COMMANDER
- [ ] OTHER
**13. NOTED**

**PATIENT'S IDENTIFICATION** (For typed or written entries give Name - last, first, middle; grade, family member prefix)

**14. TYPED OR PRINTED NAME OF PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY**

**15. SIGNATURE**
INITIATING THE NMA PROCESS

PCM identifies Soldier as candidate for NMA; completes DA 2984, sends to PAD

PCM Counsels Soldier on his/her eligibility for a NMA – documents in ALHTA

PCM approves NMA selection; completes WTU NMA Worksheet – sends to command

PCM counsels Soldier and NMA on projected length of NMA orders

30 Days prior to the end of NMA orders, PCM will re-evaluate the Soldier’s continued need for an NMA
PCM RESPONSIBILITIES

Determine the length of time a NMA is required

- **Up to 180 days** – Initial NMA orders for all Very Seriously Ill or Injured (VSI) may be **up to** 180 days based upon their medical needs.

- **Up to 90 days** - Initial NMA orders for seriously Ill or Injured (SI) Soldiers may be between for up to 90 days based upon their medical needs.

- **Time specific for convalescent leave** – Soldiers that require assistance during their convalescent leave periods may have a NMA for the part or all of their convalescent leave.

- Psychological / Emotional support should be considered when making a determination of the need for a NMA and the length of time a Soldier may need a NMA.
  - As a reminder, Soldiers are not always forthcoming about their psychological health. Ask the NMA for insight.
PCM RESPONSIBILITIES

Documentation of the NMA need

• ALHTA
  • Prescribe as a medical order the need for a NMA and include the length of time.
  • Soldier’s Patient Category must be documented as well (SI/VSI)
  • The need for a NMA must be documented in ALHTA in your clinical notes to include the rationale for the need and document your counseling of the Soldier and the NMA.

• PCM Worksheet
  • To communicate the need for the Soldier to have a NMA, use the PCM worksheet and forward to the command.
  • If a NMA is required, the worksheet must be forwarded to the command within 1 business day of the decision.
MEMORANDUM For Commander, WTU/CBW Tu (write in unit specific information)
THRU Commander, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier:

                      (Last Name, First Name; last 4 SSNs)

2. The Soldier medical condition is considered (check box):

   - Very Serious
   - Serious
   - Guarded due to the needs for cognitive guidance/direction
   - Guarded due to behavioral health stability

3. The Soldier will need assistance with the following (circle any that apply):

   - Eating
   - Bathing/Hygiene
   - Dressing/Grooming
   - Toileting
   - Walking/Transferring
   - Continence
   - Cognitive Guidance/Direction
   - Emotional Stability

4. Based upon the medical determination the Soldier will need a NMA for approximately (circle one):

   - 180 days
   - 90 days
   - 30 days

   Renewal Orders for (circle one): 30 days 90 days

   No longer has the medical need for a NMA

5. The POC is the Soldier's PCM and can be reached at: ____________________________.
PCM RESPONSIBILITIES

Re-evaluate the need for a NMA

• **30 days prior to the end of NMA orders** – re-evaluate the Soldier’s continuing need for a NMA.

• If the NMA is still needed, order length should be based upon the needs of the Soldier.
  • You must document findings in ALHTA and use the PCM worksheet as with the initial set of NMA orders.

• If the NMA is no longer needed to assist the Soldier, the PCM must counsel the Soldier and the NMA on why this decision has been reached.
  • Counseling must be documented in ALHTA.
  • A medical order must be written to discontinue the NMA.
  • A PCM worksheet must be submitted to the command documenting that the Soldier no longer needs a NMA.
  • If the Soldier is no longer SI/VSI, submit an updated DA Form 2984 to remove from SI/VSI list.
MEMORANDUM For Commander, WTU/UBWTU (Write in unit specific information)

THRU Commander, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier:

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   - Eating
   - Bathing/Hygiene
   - Dressing/Grooming
   - Toileting
   - Walking/Transferring
   - Continence
   - Cognitive Guidance/Direction
   - Emotional Stability

4. Based upon the medical determination the Soldier will need a NMA for approximately (circle one):
   - 180 days
   - 90 days
   - 30 days

   (Red) Renewal Orders for (circle one): 30 days 90 days

   (Red) Renewal Orders for specified time of:
   _____________

   (Red) No longer has the medical need for a NMA

5. The POC is the Soldier’s PCM and can be reached at: ________(Red) phone number

   ________
### VERY SERIOUSLY ILL/SERIOUSLY ILL/SPECIAL CATEGORY PATIENT REPORT

**TO:**
- [ ] PATIENT ADMINISTRATOR
- [ ] ADMINISTRATIVE OFFICER OF THE DAY
- [ ] PERSON TO BE NOTIFIED

**DATE**

**RELIGION OF PATIENT**

**WARD**

**ACTION TAKEN BY MEDICAL OFFICER**

**BRIEF DIAGNOSIS**

**STATUS OF PATIENT**

- [ ] VERY SERIOUSLY ILL
- [ ] SERIOUSLY ILL
- [ ] NON SERIOUSLY ILL

**PROGNOSIS: RECOVERY IS**

- [ ] NOT EXPECTED
- [ ] QUESTIONABLE
- [ ] EXPECTED

**EXPECTED LENGTH OF HOSPITALIZATION:**

**CHAGE OF STATUS**

- [ ] VSI TO VSII
- [ ] VI TO VSI

**REMARKS**

**ACTION TAKEN BY PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY**

**REPORT RECEIVED**

**PERSON:**

**INFORMATION OFFICE:**

**RED CROSS:**

**CHAPLAIN:**

**UNIT COMMANDER:**

**OTHER:**

**REMARKS**

**PATIENT'S IDENTIFICATION:**

**TYPE OR PRINTED NAME OF PATIENT ADMINISTRATOR OR ADMINISTRATIVE OFFICER OF THE DAY**

**SIGNED:**

**DATE**

**REMARKS**

**METHOD OF NOTIFICATION**

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<tr>
<th>INITIAL</th>
<th>TELEPHONE</th>
<th>TELEGRAM</th>
<th>LETTER</th>
<th>IN PERSON</th>
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A Soldier may appeal the denial of a NMA or a decision to terminate NMA orders.

- Appeals are directed to the MTF DCCS.
- Soldiers are required to provide rationale to the DCCS on the need (or continuing need) for a NMA.
- The DCCS will use MD notes to understand the decision. Documentation should clearly articulate why the NMA is not/no longer needed.
QUESTIONS