

Secretary of Army Designee



Step 1: All Clinics will perform a DEERS eligibility check.

Step 2: Patient Administration Division completes the memorandum to be signed by the Hospital Commander.

Step 3: Patient will be notified if approved or disapproved made by the Hospital Commander.

Step 4: Upon approval patient/newborn will be under Secretary of Designee Status.

Step 1:

- Potential designees will fill out SEC DES Request.
- Clinic/patient will submit request to PAD via drop off or email.
- PAD will re-verify eligibility.

Step 2:

- PAD will review patient request.
- PAD will initial the Hospital Commander's memo for approval.

Step 3:

- Patient will receive a copy of the approved/ disapproved memorandum.
- If disapproved patient/newborn is not authorized care.

Step 4:

- A copy of approved SECDES will be provided to the Patient, BOD and annotated in CHCS.