



SECRETARY OF THE ARMY DESIGNEE PROGRAM

PATIENT ADMINISTRATION DIVISION

Ocean Side Room 1A 301 A (0800-1600)
CPT Velez, Issael 808-433-6318
SFC Gonzalez, Melisa 808-433-2327/2494

After hours Ocean Side Admissions & Disposition Room 1A 017
(24 Hour Operations)



TRIPLER ARMY MEDICAL CENTER
1 JARRETT WHITE ROAD
TRIPLER AMC, HAWAII 96859

**Secretarial Designee (SECDES)
Patient Request**

Patient Name & Contact Info:

Name (Print): _____ **SSN:** _____

DOB: _____ **AGE:** _____

Address:

Phone: _____ **E-Mail:** _____

Location of Prenatal Care: ___ Tripler AMC ___ Schofield Barracks

___ Other (Specify) _____

Estimated Due Date: _____

Patient Category:

___ Dependent Daughter ___ Un-Remarried Widow
___ Former SM over 20 weeks ___ Spouse of Former SM over 20 weeks

Sponsor Information:

Rank & Name: _____ **SSN:** _____

Status: _____

Address:

Phone: _____ **E-Mail:** _____

Aware of Pregnancy? ___ Yes ___ No

**Secretarial Designee (SECDES)
Patient Request**

Acknowledgement of Patient Request:

I am requesting Secretarial Designee status for the Army to absorb the cost associated with the initial hospitalization of my newborn along with one well-baby visit upon discharge from Tripler Army Medical Center.

Patient (Print): _____ Date: _____

Patient (Sign): _____

Sponsor (Print): _____ Date: _____

Sponsor (Sign): _____

If you have any additional questions, please feel free to contact the Tripler AMC Patient Administration Division representative, SFC Gonzalez, Melisa, at melisa.gonzalez.mil@mail.mil or 808-433-2494.

SEC DES Requested Completed:

_____ Approved _____ Denied Date: _____

My Secretarial Designee Request has been completed. I understand that a copy of my request will be sent to the Billing Office and I must maintain a copy of the complete memorandum for my records.

Patient (Print): _____ Date: _____

Patient (Sign): _____

Sponsor (Print): _____ Date: _____

Sponsor (Sign): _____

Secretarial Designee (SECDES)

Patient Request

Secretary Designee Program for Newborns FYIs:

- The granting of Secretarial Designee status allows the Army to absorb the cost associated with the initial hospitalization of your newborn as well as one well-baby visit upon discharge from Tripler Army Medical Center (TAMC). In order to qualify your newborn for this benefit, a formal request for SECDES status must be approved prior to the delivery of your baby. Once approved, the SECDEC status is only applicable at TAMC and is NOT transferrable to other Military Treatment Facilities or civilian hospitals.
- If you have not yet informed the sponsor of your current pregnancy, you may want to consider doing so as he/she may be responsible for the associated costs of birth if the SECDES request is not approved.
- Any additional medical services rendered beyond those described above (either at TAMC or any outside entity) will be your responsibility to pay. You and your newborn may also accrue a daily inpatient per diem rate of approx, \$18.70 depending on your sponsor's status (active, retired, national guard, deceased) that will require payment.