



DEPARTMENT OF THE NAVY

NAVAL DENTAL CENTER
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NAVDENCENS DIEGO INST 5310.1F

04
11 JAN 1996

NAVDENCEN SAN DIEGO INSTRUCTION 5310.1F

Subj: MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS)

Ref: (a) DODIR 6010.13-M
(b) MEPRS Users Guide (MUG)

Encl: (1) Instructions for MEPRS Input Form
(2) Frequently used MEPR Codes
(3) Guidelines for Reporting Available/Non-Available Time
(4) MEPRS Summary Form
(5) Individual MEPRS Input Form

1. Purpose. To provide consistent procedures for accounting and reporting of expense, manpower and performance by the Department of Defense (DoD) fixed military medical/dental treatment (MTF/DTF) facilities, as required by reference (a) and as prescribed by reference (b), utilizing enclosures (1), (2) and (3).

2. Cancellation. NAVDENCENS DIEGO INST 5310.1E.

3. Discussion. MEPRS is a DoD wide program and is the basis for establishing a uniform reporting methodology that provides consistent financial and operating performance data to assist managers who are responsible for healthcare delivery. It is important that resource and performance data reflect the actual resources used in delivering dental care. This data must be recorded on a current, accurate and complete basis in sufficient detail to permit management to review and audit the recorded reported data. In addition to the expense data provided by DTF comptroller and the accounting system, the MEPRS requires workload statistics performed by work center. Also, DTF is required to record all available and non-available work hours for all personnel. Work hours at each work center will be expressed in full-time equivalents (FTEs) by personnel category and skill type for each work center.

4. Responsibilities

a. Clinic Directors

(1) Implement MEPRS at their respective clinics as prescribed by this instruction.

(2) Appoint in writing to Headquarters, Code 04, Clinic MEPRS Coordinator and an alternate.



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b. Command SPMS Administrator. Update and maintain the manpower module of SPMS and forward to the Command MEPRS Coordinator the "department/table organization" "workload file" and "status file" computer disks from this module no later than the first working day of the month.

c. Command MEPRS Coordinator. The Comptroller has responsibility for overall coordination of the MEPRS program and is delegated to the command Management Assistant who will:

(1) Be responsible, via the Comptroller, to the Commanding Officer for implementing the MEPRS program.

(2) Review and understand the applicable portions of references (a) and (b).

(3) Prepare and submit reports in accordance with reference (a) and (b).

(4) Serve as principal advisor to branch clinic coordinators.

(5) Receive the SPMS "department/table organization", "workload file" and "status file" computer disks from the SPMS Administrator. Enter them into the SPMS military labor module.

(6) Compile and reconcile MEPRS data received from branch clinics and submit this information electronically to higher authority.

d. Clinic MEPRS Coordinators

(1) Review and understand the applicable portions of references (a) and (b).

(2) Forward enclosure (4) to command's MEPRS Coordinator no later than the 5th workday of the following month.

(3) Submit time sheet for personnel on loan to other commands and/or unable to submit a Time Sheet.

(4) Inform SPMS administrator and the MEPRS coordinator about personnel changes during reporting period.

5. Action. Clinic Directors, Department Heads, shall become thoroughly familiar with the contents of this instruction and it shall be used as guidance in the performance of their duties.

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6. Forms and Assistance. All personnel shall record all hours worked using enclosure (5) and can be obtained from the NDC Comptroller department. Local reproduction is authorized.



R. S. MELENDEZ

Dist:
List 1, Case 1, 2

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INSTRUCTIONS FOR COMPLETING THE MEPRS
INDIVIDUAL INPUT FORM (NDCSD FORM 6320/6)

1. An individual's time may be recorded to the nearest hour (for example, 20 minutes shall be reported as "1 hour" and 1 hour and 10 minutes shall be reported as "1 hour", and one hour and 45 minutes shall be reported as "2 hours"). Rounding will be done at the end of the month.
2. At the end of the month total the number of hours for each MEPR code used and return the completed form to the Branch Clinic MEPRS Coordinator.
3. Only MEPR codes routinely used by your branch or department will appear on the form. If a MEPR code is used that is not preprinted on the form use one of the blank columns and write-in that MEPR code at the top of the column.

INSTRUCTIONS FOR COMPLETING MEPRS
SUMMARY FORM (NDCSD FORM 6320/7)

1. The hours by MEPR code reported on the individual MEPRS Input Form should be verified and necessary corrections made by the Branch Clinic or Headquarters Department MEPR Coordinators. An individual's reported hours, including the total hours, should be transferred to the appropriate line on the summary form.
2. The preprinted Summary Forms list personnel by skill type. Bottom-line totals are required for the following skill types: dental officer (1D), contract dentist (1D), civilian hygienist (2), and contract hygienist (2). All other skill types do not require bottom-line totals. Skill types used by this command are as follows:

<u>TYPE</u>	<u>DESCRIPTION</u>
1D	CLINICIAN - OFFICER (DENTAL OFFICER)
1D	CLINICIAN - CONTRACT (CONTRACT DENTIST)
2	DIRECT CARE PROFESSIONAL - CIVILIAN (CIVILIAN HYGIENIST)
2	DIRECT CARE PROFESSIONAL - CONTRACT (CONTRACT HYGIENIST)
4	DIRECT CARE PARAPROFESSIONAL - ENLISTED (DENTAL TECHNICIANS)

Enclosure (1)

- 4 DIRECT CARE PARAPROFESSIONAL - CIVILIAN (CIVILIAN DENTAL ASSISTANTS)
- 5 ADMIN/CLERICAL/LOGISTICS - OFFICER (MEDICAL SERVICE CORPS OFFICERS)
- 5 ADMIN/CLERICAL LOGISTICS - ENLISTED (ANY RATING OTHER THAN DENTAL TECHNICIAN)
- 5 ADMIN/CLERICAL/LOGISTICS - CIVILIAN (ANY NON-DENTAL ASSISTANT)

4. The last page of each clinic or department's MEPRS Summary Form must be signed by the Branch Clinic Director or Headquarters Department Head.

FREQUENTLY USED MEPRS CODES

1. CAA DENTAL CARE

a. Reporting man-hours for CAA applies to personnel such as officers, enlisted, reservists, civil service employees and civilian contractors. Includes clinical management, patient education, oral examination, diagnosis, treatment and care, and all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry and X-Rays to eligible dental beneficiaries. Include time spent in:

- (1) Consulting with other staff providers
- (2) Checking status of cases in the laboratory
- (3) Daily cleanup and resupply of the Dental Operating Room
- (4) Daily filling out of DIRS/DENMIS and MEPRS forms
- (5) Documenting treatment in dental record
- (6) Time at reception desk operations
- (7) Time at central appointment desk
- (8) Preparation and overall maintenance of dental records
- (9) Determining patient eligibility (DEERS)
- (10) Review of dental records

2. CBA DENTAL LABORATORY

a. Reporting of man-hours for CBA applies to personnel working in a dental laboratory, and is required for the comprehensive dental practice at a specific facility. It is essential to the daily practice of dentistry. Include time spent in:

- (1) Completing DIRS/DENMIS/MEPRS forms
- (2) Tabulation and preparation of Gold Audit Report (prosthetics) - daily clean-up
- (3) Providing on-the-job training of dental technicians
- (4) Performing full/partial dental fabrication
- (5) Performing gold casting and metal ceramic fabrication
- (6) Performing base metal casting
- (7) Repairing dentures
- (8) Finishing dentures
- (9) Fabricating transitional, temporary, or orthodontic appliances
- (10) Straining and glazing porcelain restorations

3. DEA CENTRAL STERILE SUPPLY

a. Central sterile supply prepares, maintains and issues dental sterile supplies, packs, trays, gloves, syringes, needles, equipment, instruments, and solutions to dental facilities. Additional duties may include, but are not limited to, preparing sterile irrigating solution; collecting, assembling, sterilizing, and redistributing reusable items; and cleaning, assembling, maintaining and issuing portable apparatus.

4. EAC DENTAL DEPRECIATION

a. This account provides depreciated investment equipment costs for equipment used in supporting dental work centers. The purpose of this account is to assign the depreciable cost of equipment to dental final accounts.

5. EBA COMMAND

a. The Commanding Officer of a dental center commands, organizes, administers and supervises all professional and administrative aspects of that center; exercises command jurisdiction over all personnel assigned or attached to the dental center; determines the center's dental capability in relation to available dental care providers, supporting staff, and facilities; implements directed programs; is responsible for the care, treatment and welfare of all patients to comply with the requirements set by generally accepted standards of hospital operations, as practiced in the United States. The Commanding Officer delegates authority to the immediate staff to assist in performing command responsibilities. Included in this account are:

- (1) Commanding Officer
- (2) Executive Officer
- (3) Command Master Chief
- (4) Immediate secretarial and administrative

6. EBB SPECIAL STAFF

a. Special staff provides specialized staff services to command, command staff, assigned and/or attached personnel and the patient population of the DTF. Establishment of discrete special staff work centers shall vary depending on the scope, size and complexity of the DTF. Included in this account are:

- (1) American Red Cross volunteers
- (2) Command Safety Manager
- (3) Equal Employment Opportunity

- (4) Infection Control
- (5) Internal Review
- (6) Public Affairs Officer
- (7) Quality Assurance Coordinator
- (8) Religious activities

7. EBC ADMINISTRATION

a. Administrative support is responsible for financial management, personal management, information systems, manpower management services and administration. Establishment of discrete special work centers will vary depending on scope, size and complexity of the DTF mission. Included in this account are:

- (1) Preparing financial and manpower reports
- (2) Processing work requests for Public Works
- (3) Preparing command performance evaluations
- (4) Administrative boards
- (5) Sailor of the Quarter/Year (SOQ/SOY) Boards
- (6) Ranking boards - include travel time
- (7) Branch career counselors
- (8) Command tabulation and preparation of DIRS/MEPRS reports
- (9) Military collateral duties
 - (a) Command DAPA
 - (b) Military Inventory
 - (c) Master-at-Arms
 - (d) Zone Inspection

8. EBE GRADUATE MEDICAL EDUCATION (GME) SUPPORT

a. This account is provided to accumulate expenses incurred in operating and maintaining organized training and educational functions defined under GME. This account specifically excludes salaries of students receiving the training. Program includes continuing postgraduate education for dentists.

9. EBF EDUCATION AND TRAINING PROGRAM SUPPORT

a. This account is provided to accumulate expenses incurred to conduct and support authorized in-house, organized training and education (other than (GME) programs assigned to the dental facility. Programs included are continuing training and education for dentists, administrators, hygienists, dental technicians and assigned non-medical/dental personnel. Also included are enlisted personnel training and education programs such as the Navy's Class C schools. Inservice training for other

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than assigned work center, shall be charged to this account.
Included in this account are:

- (1) Class C training
- (2) CPR training (instructors only)
- (3) Advanced Cardiac Life Support (AALS) training
- (4) Advanced Trauma Life Support (ATLS) training

10. EBG PEACETIME DISASTER PREPAREDNESS AND/OR RESPONSE

a. This account is provided to accumulate time and expenses incurred by fixed dental facilities while participating in any peacetime disaster exercises, related training, or actual disasters. Disaster preparedness is concerned with natural disasters such as tornadoes, hurricanes, floods, etc., as well as chemical spills, fires and mass casualties. Planning and administrative requirements associated with any of these activities shall also be reported in this account.

11. EC SUPPORT SERVICES - NON-REIMBURSABLE

a. The various support services - non-reimbursable sub-accounts are Public Works and or civil engineering, personnel support services, communications and other facility support activities which are managed and provided by organizations that are not part of the DTF. Since these services (free receipts) are received without direct expense to the DTF, an estimate of the DTF's prorated share of the cost of services shall be made. The following accounts are used by DTF's and may be established depending on facility requirements:

- (1) ECA. Plant management
- (2) ECB. Operation of utilities
- (3) ECC. Maintenance of real property
- (4) ECD. Minor construction
- (5) ECE. Other engineering support
- (6) ECF. Leases of real property
- (7) ECG. Transportation
- (8) ECH. Fire protection
- (9) ECI. Police protection
- (10) ECJ. Communication
- (11) ECK. Other base support services

12. EEA MATERIAL MANAGEMENT SERVICES

a. This account provides or arranges for the supplies, equipment, and certain services necessary to support the mission

of the DTF. The basic responsibilities are procurement, inventory control, receipt, storage, quality assurance, issue, turn in, disposition, property accounting, and reporting actions for supplies and equipment. Examples are:

- (1) Procurement of supplies and equipment and services
- (2) Inventory of supplies and equipment
- (3) Receipt of supplies, equipment and services
- (4) Storage of supplies and equipment
- (5) Issue of supplies and equipment
- (6) Turn-in (survey) of supplies and equipment
- (7) Disposition of supplies and equipment
- (8) Property accounting

13. EFA HOUSEKEEPING - CONTRACT

a. The housekeeping service is responsible for maintaining the interior of the DTF at the highest level of cleanliness and sanitation achievable by contract services. Also the service is responsible for debris removal from entrances and walks adjacent to buildings and trash removal from buildings.

14. EGA DENTAL EQUIPMENT REPAIR - IN HOUSE

a. This repair service provides preventive maintenance, inspection and repair of medical and dental equipment; conducts a systematic inspection of equipment to determine operational status and assigns serviceability condition codes; performs scheduled preventive maintenance of medical and dental equipment; repairs or replaces worn or broken parts; rebuilds and fabricates equipment or components; modifies equipment and installs new equipment; inspects equipment; maintains audio and/or video equipment; tests the ground contact alarm of dental treatment rooms and the conductivity of floors; test and performs preventive maintenance on war readiness material and/or pre-positioned war reserve; and monitors contract maintenance.

15. EGB DENTAL EQUIPMENT REPAIR - CONTRACT

a. This subaccount provides preventive maintenance, inspection and repair of medical and dental equipment; conducts a systematic inspection of equipment to determine operational status and assigns serviceability condition codes to equipment; performs scheduled preventive maintenance of medical and dental equipment; repairs or replaces worn or broken parts; rebuilds and fabricates equipment or components; modifies equipment and installs new equipment; inspects and test contractors installed

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16. EHA LAUNDRY SERVICE - IN HOUSE

a. The laundry service is responsible for picking-up, sorting, issuing, distributing, mending, washing, and processing inservice linens including uniform and special linens.

17. EHB LAUNDRY SERVICE - CONTRACT

a. The laundry service is responsible for picking up, sorting, issuing, distributing, mending, washing, and processing inservice linens including uniform and special linens. Dry cleaning services are also included.

18. FAB AREA DENTAL PROSTHETIC LABORATORY (TYPE 1)

a. The area Dental Prosthetic Laboratory (Type 1) facility is an entity designated specifically to support other dental facilities on regional basis. Included in this account are:

- (1) Assignment of full-time board certified, board eligible, or trained prosthodontist
- (2) Consultation for uniformed services dental officers
- (3) Conducting a continuing education program for dental personnel

- (4) Preparing and processing education bulletins
- (5) Conducting user test of new prosthetic materials and refinement of techniques
- (6) Providing fixed prosthodontics capability
- (7) Providing removable prosthodontics capability
- (8) Providing all metal casting capability
- (8) Providing unique services, as required, such as orthodontic support and/or appliances, surgical implant appliances, maxillofacial appliances, teaching models and aids

19. FAL CONTINUING HEALTH EDUCATION

a. This account is provided to accumulate time and expenses incurred by the DTF in support of continuing health education requirements. This includes all continuing health education programs regardless of location or source of instruction.

20. FCB GUEST LECTURER AND CONSULTANT PROGRAM

a. Lecturer and/or consultant services may include didactic lectures, chair-side teaching and demonstration of procedures and techniques to encourage and enhance academic and scientific stimulation, and to monitor standards of professional practice.

21. FCD SUPPORT TO OTHER MILITARY ACTIVITIES

a. This account is provided to accumulate expenses incurred by a military DTF in providing dental care support at military MTFs/DTFs and performing regional and/or ancillary or administrative services to other MTFs/DTFs or non-MTFs/DTFs activities. Such services include augmentation for patient care support, regional and/or area medical/dental material and dental equipment repair.

22. GAA DEPLOYMENT PLANNING ADMINISTRATION

a. Report time spent in planning and administering military deployment.

23. GCA READINESS TRAINING CONDUCTED LOCALLY

a. Report time spent attending the Casualty Treatment Training for dental officers.

24. GCB OTHER READINESS TRAINING NON-LOCAL

a. Report time spent attending RDMF training, Combat Casualty Care Course and Fleet Hospital Training Course.

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25. GFA READINESS PHYSICAL TRAINING

a. Report time spent attending organized readiness training, remedial training sessions and physical fitness training.

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GUIDELINES FOR RECORDING AVAILABLE/NON-AVAILABLE TIME

1. Available Time - Those hours worked or expended in support of the healthcare mission. (See enclosure (2)).
2. Non-available Time - Those hours expended in support of activities unrelated to the healthcare mission. These activities include but are not limited to official leave, Permanent Change of Station (PCS) processing, medical visits or treatments, change of quarters, parades, formations, details and non-healthcare related training. The following are examples of the three types of non-available time.
 - a. Leave (Time Type 1)
 - (1) As approved on Leave Request and Authorization (NAVCOMPT Form 3065).
 - (2) Sick Leave
 - (3) Convalescent Leave
 - (4) TAD to ARC or PREVENT
 - (5) Special Liberty
 - b. Hospitalization/Sick Leave (Time Type 2)
 - (1) Absent for medical and/or dental visits, treatment.
 - (2) SIQ
 - (3) Convalescent Leave
 - c. Administrative Details (Time Type 3)
 - (1) Personal Affairs - Exchange, Barber Shop, Commissary, Chaplain.
 - (2) Pack-out prior to PCS.
 - (3) Unpack after PCS.
3. Non-reportable Time - Those hours not accounted for by a medical treatment facility of assignment because another facility has reporting responsibility or such hours are already excluded by the use of 168 as the standard work month used by MEPRS, such as, regularly scheduled days off, holidays not worked, meal and other breaks, etc.

Enclosure (3)

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4. General Rules

a. An individual's time may be recorded as either available or non-available for the same time period, but not both.

b. All available hours must be reported to an appropriate MEPRS account code.

c. An individual's time can be reported in as many as ten MEPRS account codes for a reporting period.

d. When an individual is TAD/TDY, the travel time and actual hours worked will be reported as available time to the benefiting work center(s).

e. Non-available time is reported by the primary work center of assignment.

