

## **PHA CHECKLIST**

### **Utilizing the Reserve Health Readiness Program (RHRP) process**

This is intended for use by all SELRES members NOT on active duty 31 days or more and for AD members who do not receive their primary care at a CG clinic

\*\*\*UPDATE WITH YOUR UNIT AND POC INFORMATION

**[ ] SELRES MEMBERS MUST CALL 1-888-MYPHA99 or (1-888-697-4299) TO MAKE A PHA APPOINTMENT.** Call during your birth month period = the actual month of birth and the preceding two months. Have several dates and times in mind that you are available. **You will need to provide the address of your CG “Health Record Custodian” (HRC)** which will be where your health record is kept (it may be the address a CG clinic, your Station CO/XO, etc). **You will also need to know your OPFAC #** which will be used when completing your Fleet Health Risk Assessment (HRA).

**[ ] COMPLETE THE FLEET HEALTH RISK ASSESSMENT (HRA), WHICH MUST BE DONE ONLINE, AND BRING IT TO YOUR APPOINTMENT.**

**(Step 1)** – Go online to the Navy and Marine Corps Public Health Center (NMCPHC) – <https://nmcpeh-web2.med.navy.mil/pls/newhra/dsc6pop.NEHCha> **Login.**

**(Step 2)** – On the Health Risk Assessment (HRA) homepage, in the UIC space, enter your 7 digit OPFAC (with no dashes or spaces). All reservists must type in the letter R in front of their 7 digit OPFAC (e.g. R1437350). Contact your cognizant yeoman if you do not know your OPFAC number.

**(Step 3)** – The self-assessment consists of 21 questions. As soon as you finish the assessment you will receive a personalized report based on the responses provided. You are required to PRINT the report and bring it to your scheduled appointment.

**[ ] BRING YOUR “PHA KIT” TO THE APPOINTMENT.** (The “PHA Kit” will be sent to your home by the RHRP contractor, prior to your appointment. **Each PHA Kit will have an inventory list. Members must review the checklist and verify the contents in the kit match the checklist. If there is a missing item, the member must contact the RHRP call center at 1-888-697-4299 to inform them of the missing contents.** Do not bring your health record because all required info will be in the PHA Kit. All results will be automatically entered into the CG’s Medical Readiness Reporting System (MRRS) within 10 – 14 days and copies of test results will be sent back to your “Health Record Custodian” within 30 – 60 days of your appointment.

**[ ] BRING YOUR MEDICAL DEVICES TO THE PHA APPOINTMENT IF YOU ARE REQUIRED TO HAVE THEM.** Examples include: (i) Hearing aids, glasses or dental orthodontic equipment. If you have them, bring two pairs of glasses (members are required to have two pairs) if they are in need of vision correction. (ii) CG members who have documented allergies and/or conditions which would delay treatment or render routinely indicated treatment as dangerous (e.g. allergic reaction to drugs, or insect bites) shall have a red medical tag. (iii) CG members who are issued protective gas masks and require vision correction will possess the appropriate optical insert compatible with the protective/gas mask to be used. If you don’t have a medical tag and/or optical insert contact your HRC for assistance.

**MAKE AN APPOINTMENT FOR YOUR ANNUAL DENTAL EXAM.** (Your dental exam may be provided by a licensed / private civilian dentist or it may be coordinated during your two week period of ADT. Documentation shall be recorded on the Dental Exam form (DD-2813) and must include your dental readiness classification). Once done, forward to your HRC for entry into DENCAS.

**COORDINATE TIME FOR YOUR HIV TESTING.** (At this time, HIV testing will not be done by the PHA doctor. HIV testing will be performed by your cognizant CG medical personnel. Call your HRC to determine when testing is available or if medical staff will be traveling to your unit.)

**COMPLETE REMAINING TESTS/ DOCUMENTATION FOR OMSEP PROGRAM IF YOU ARE ENROLLED IN OMSEP.** (This only applies if you are part of OMSEP).

**YOUR PHA CLINICAL PROVIDER SHOULD BE WITHIN 50 MILES OF YOUR HOME OR UNIT.** (Members can not negotiate who the provider (PHA Doctor) will be. The provider will most likely not be your civilian or military primary care provider. If the RHRP call center can not find a clinical provider within 50 miles of your home or unit, you will be contacted when a participating clinical provider is located. Notify your supervisor if this has occurred. If you would like to go outside the 50 mile range, please contact CG-1311 for further assistance.)

**SELRES MEMBERS ARE AUTHORIZED AND SHOULD REQUEST ONE READINESS MANAGEMENT PERIOD (RMP) IN DIRECT ACCESS FOR THE DATE OF THE PHA.** (This constitutes official orders for the PHA, thus the members must not miss their appointment. The CG incurs a significant cost (under contract) for no shows. Members who are marked as a no show will be notified by the Health, Safety, and Work-Life Service Center (HSWL SC), as well as their Chain of Command.)

**ALL CANCELLATIONS MUST BE DONE AT LEAST 72 HRS PRIOR TO YOUR SCHEDULED APPOINTMENT.** (If you need to cancel or reschedule your appointment, you must call 1-888-MYPHA99 (1-888-697-4299) no later than 72 hrs prior to the appointment.)

**MAKE FOLLOW UP APPOINTMENTS AS NEEDED.** (After your PHA appointment is complete you may be notified to make a follow up appointment with your Primary Care Manager. This will be determined based upon your lab and test results. All follow up appointments are the member's responsibility to complete. Results from follow up appointments should be sent, faxed or brought in to your HRC for final review within 30-60 days of your PHA for entry into your medial record.)

**VERIFY PHA UPDATES IN CGBI.** Should be GREEN if entered and captured properly in MRRS. (To check, launch <http://cgbi.osc.uscg.mil/2.0/portal/> and choose "Personal" from top right screen (vs unit). "My Readiness" pops up showing 11 items- to verify date performed, click "show details".

MEMBERS WHO HAVE COMPLETED THE PHA PROCESS  
CAN COMPLETE AN ANONYMOUS PHA SATISFACTION SURVEY LOCATED AT  
<https://surveys.uscg.mil/Community/se.ashx?s=6F20F77478B4751F>