



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1614 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

ATSA-TPY

19 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 10 - Missed Medical Appointments.

1. Purpose. To provide guidance on the requirements for Soldiers to make their medical appointments and defines corrective actions if missed.
2. Applicability. This policy applies to all Soldiers and Civilians assigned, attached, or under operational control of the 2-6 Air Defense Artillery Battalion.
3. Background. There have been several cases of missed medical appointments within the battalion. Soldiers must understand that Military Treatment Facilities (MTF) are not authorized to bill patients for missed appointments unlike civilian medical practices. Thus, the Soldier's chain of command must take action towards missed medical appointments. The Fort Sill MTF is operating at maximum capacity, causing it to refer patients off-post which increases the cost of healthcare to Soldiers. Every missed appointment at a MTF costs an average of 100 dollars, wastes care providers' time, and increases the backlog and wait time for other Soldiers to receive timely and necessary medical appointments.
4. Policy.
 - a. All Soldiers have an individual responsibility to make it to their assigned appointments at MTFs or off-post facilities. Once an appointment is made, the specified time and location is that Soldier's place of duty.
 - b. A Soldier's failure to be at his or her appointed place of duty is punishable under the Uniform Code of Military Justice (UCMJ) and will result in counseling (written and/or verbal), corrective training, adverse administrative and/or punishment. The following checks are in place to ensure accountability:
 - (1) First missed appointment. For enlisted personnel, the unit's First Sergeant (1SG) will counsel that Soldier and forward a copy of that counseling to the Battalion Command Sergeant Major (BN CSM). For officers, after the first missed appointment, the Battalion Executive Officer (BN XO) will counsel the offending officer.
 - (2) Second missed appointment. At this point, the BN CSM will counsel that Soldier with his/her Battery chain of command present. For officers, the Battalion Commander will counsel the offending officer.

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(3) All subsequent missed appointments will initiate UCMJ consideration against the Servicemember (SM) and/or hold the SM financially responsible for the missed appointment.

c. Soldiers are responsible for:

(1) Informing their supervisor of any appointments made at and MTF or off-post treatment facility.

(2) Informing their supervisor of any conflicts regarding appointments or any situation – personal or professional – that requires additional assistance.

(3) Canceling or rescheduling appointments as necessary and within the allowed timeframe of the respective MTF or off-post treatment facility.

d. Supervisors are responsible for:

(1) Tracking subordinates' appointments.

(2) Deconflicting subordinates' work schedules.

(3) Assisting subordinates with making it to their appointment, if necessary.



CEDRIC G. LEE
LTC, AD
Commanding

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