



# Defense Health Agency

## PROCEDURAL INSTRUCTION

NUMBER 6025.37

May 6, 2021

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DAD-HCO

SUBJECT: Birth Certificate and Birth Reporting Procedures

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Procedural Instruction (DHA-PI), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (k), establishes the DHA's procedures for Birth Certificate and Birth Reporting Procedures at military medical treatment facilities (MTFs).
2. APPLICABILITY. This DHA-PI applies to DHA and DHA Components (activities under the authority, direction, and control of the DHA), the Military Departments (MILDEPs) including the Coast Guard at all times, including when it is in the Department of Homeland Security by agreement with the Department, and MTFs within the Military Health System (MHS).
3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (d) through (k), that MTF personnel will register the infant or child (in cases of adoption of non-infant dependent) using the procedures outlined in Reference (d).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.

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6. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director, Health Care Operations. When Activities are unable to comply with this publication, the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the DAD-HCO to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release**. This DHA-PI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-PI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. FORMS

a. Department of State (DS) 2029, Application for Consular Report of Birth Abroad of a Citizen of the United States of America is available at <https://eforms.state.gov/>.

b. DS Foreign Forms are available from: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>.

/S/  
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Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) DHA Procedural Instruction 6010.01, “Healthcare Benefit Eligibility Verification and Patient Registration Procedures,” January 14, 2020
- (e) DoD Instruction 1341.02, Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures,” August 18, 2016
- (f) DoD Instruction 6040.45, “DoD Health Record Life Cycle Management,” Incorporating Change 1, April 11, 2017
- (g) Department of Defense Instruction (DoDI) 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- (h) Department of Defense Manual (DoDM) 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019
- (i) DoDI 6025.18, “Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs” March 13, 2019
- (j) DoDI 8580.02, “Security of Individually Identifiable Health Information in DoD Health Care Programs,” August 12, 2015
- (k) Section 552a of Title 5, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will:

- a. Ensure the enterprise electronic systems supporting the Birth Registration functions are managed and sustained.
- b. Develop and issue implementation and procedural guidance to specify documentation and management procedures for record systems supporting the Birth Registration procedures and other components of the DoD Health Record.
- c. Ensure the Directors, MTF, comply with, oversee, and execute the procedures outlined in this DHA-PI.

2. SECRETARIES OF THE MILDEPS. The Secretaries of the MILDEPs, in coordination with the Director, DHA, will ensure MTFs under their authority, direction, and control comply with this DHA-PI.

3. DIRECTOR, HEALTH, SAFETY, AND WORK-LIFE, U.S. COAST GUARD. The Director, Health, Safety, and Work-Life, U.S. Coast Guard will ensure the U.S. Coast Guard compliance with this DHA-PI.

4. DEPUTY ASSISTANT DIRECTOR, HEALTH CARE OPERATIONS. The Deputy Assistant Director, Health Care Operations, must:

- a. Develop implementation and procedural guidance, in accordance with Reference (b), to specify documentation management procedures that support Birth Registration functions.
- b. Collaborate with appropriate stakeholders to make necessary changes to MTF procedures to ensure the implementation of the Birth Registration procedures outlined in this DHA-PI.

5. DIRECTORS, MARKETS, SMALL MARKETS AND STAND-ALONE MEDICAL TREATMENT FACILITY ORGANIZATION, AND DEFENSE HEALTH AGENCY REGIONS. The Directors, Markets, Small Markets and Stand-Alone Medical Treatment Facility Organization, and Defense Health Agency Regions must:

- a. Monitor compliance with the registration and identity management procedures in this DHA-PI for the MTFs in their areas of responsibility, and report compliance to the Chief, DHA PAD, as necessary.

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b. Perform inspections of MTF registration and identity management processes and procedures and report findings to the Chief, DHA PAD and other MHS governance as necessary.

6. DIRECTORS, MTF, OR DESIGNEES. Directors, MTF, or Designees, will establish and execute necessary procedures and actions for verifying eligibility, proper registration, health record management, the proper and compliant use of Personally Identifiable Information (PII) and Protected Health Information (PHI) (as outlined in References (g) through (j), and patient identity management, outlined in this DHA-PI.

ENCLOSURE 3

BIRTH CERTIFICATE PROCEDURES

1. OVERVIEW. The purpose of this enclosure is to ensure DHA guidance is adhered to regarding Birth Registration in the United States and outside the United States. Information collected as part of the birth certificate reporting process will be added to DHA's electronic health record systems for the purpose of providing medical care and registering newborns for healthcare benefits, and will be shared with the appropriate public health and/or consular authorities for registering new births with vital records authorities. All PII stored must be in compliance with the References (g) and (h). Moreover, for the proper access, uses, and disclosure of PHI, should PHI be stored on a system of records, such system must meet the requirements of the Health Insurance Portability and Accountability Act Security Rule, References (i) and (k). Contact the DHA Privacy and Civil Liberties Office for any further clarification on Privacy issuances and guidance.

2. UNITED STATES PROCEDURES

a. The MTF personnel will follow State laws with regard to the forms used, format, and number of copies required.

b. Updating Personnel Records. The MTF personnel will advise parents to report to the Defense Enrollment Eligibility Reporting System office as soon as practical to update the personnel record in accordance with Reference (e). This must be accomplished within 90 days in the United States or 120 days outside of the United States or the member will receive a bill for care. When both of the parents are active duty Service members (ADSMs), the same sponsor will be identified in the electronic health record system and Defense Enrollment Eligibility Reporting System in order to eliminate confusion with the record.

c. MTF Beneficiary Counseling and Assistance Coordinators will refer parents to the TRICARE customer service phone number for healthcare plan options, including TRICARE Prime enrollment.

d. MTF personnel will register the infant or child (in cases of adoption of a non-infant dependent) using the procedures outlined in Reference (d).

3. OUTSIDE OF THE UNITED STATES PROCEDURES

a. MTFs will coordinate with the United States embassy or consular offices in registering births of infants born to United States citizens in areas outside of the United States. As an exception, MTFs will register births in American Samoa, Guam, Puerto Rico, the Trust Territories, and the United States Virgin Islands, through the special offices of the Vital Statistics Division, Public Health Services, United States Department of Health and Human

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Services, or specified local United States Government offices. For additional information on a Consular Report of Birth Abroad, refer to <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>.

b. The infant's parents will complete DS-2029, Application for Consular Report of Birth Abroad of a Citizen of the United States of America. The (United States citizen) parent will sign each copy of the form under oath before a military officer qualified to administer oaths. If both parents are not U.S. Citizens, the U.S. Citizen will sign the DS-2029. If there is any question about citizenship status, contact the United States Consular Office.

c. If the U.S. Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by visiting the Department of State Web site or to obtain guidance on adoptive parents without United States citizenship or special circumstances, refer to <https://fam.state.gov/fam/07fam/07fam1440.html#M1440>.

d. The MTF personnel will advise the parents that a fee for registering the infant's birth will be charged. The United States Consular Office issues a copy of the DS Foreign Form FS-240, Consular Report of Birth Abroad. Additional details on registration of birth can be located at the website listed below:  
[https://www.health.ny.gov/health\\_care/medicaid/publications/docs/gis/06ma021att.pdf](https://www.health.ny.gov/health_care/medicaid/publications/docs/gis/06ma021att.pdf).

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

|        |   |
|--------|---|
| A&D    | Admissions and Dispositions                   |
| ADSM   | Active Duty Service Member                    |
| DHA-PI | Defense Health Agency -Procedural Instruction |
| DS     | Department of State                           |
| MHS    | Military Health System                        |
| MTF    | military medical treatment facility           |
| PAD    | Patient Administration Division               |
| PHI    | Protected Health Information                  |
| PII    | Personally Identifiable Information           |

### PART II. DEFINITIONS

ADSM. This term includes the following: active duty, active duty retired, reserve, and reserve retired members.

Birth Certificate. An official form recording the birth of a baby and containing pertinent data, as name, sex, date, place, and parents.

MTF. Is any fixed facility of the DoD that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing healthcare services as designated by the Secretary of Defense.

PII. Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

PHI. Individually identifiable health information that is transmitted or maintained by electronic or any other form or medium. PHI excludes individually identifiable health information in employment records held by a DoD-covered entity in its role as employer. Information which has been de-identified in accordance with Reference (h) is not PHI. PHI is a subset of PII, with respect to living persons.



Privacy Act. A federal statute, codified in Section 552a of Title 5, U.S.C., that, among other things, protects the confidentiality of federal records maintained on individuals. In contrast to the Health Insurance Portability and Accountability Act, applicability of the Privacy Act is limited to the federal government.

Private sector care. The military's managed healthcare program, overseen by the DoD in cooperation with regional civilian contractors. TRICARE uses the MHS as the main delivery system augmented by a civilian network of providers and facilities serving ADSMs (including Reservists/National Guard), their families, and retired military/families and survivors worldwide.