

29 JUNE 2005

Health Services

HEALTH CONSUMERS ADVISORY COUNCIL



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This instruction implements AFD 41-1, Health Care Programs and Resources and sets forth the means for the establishment and direction of the Health Consumers Advisory Council (HCAC) for Misawa Air Base. The provisions of this instruction apply to all units assigned or attached to Misawa Air Base and other persons authorized medical care and treatment at the 35th Medical Group (35 MDG). The HCAC is established to provide an avenue for discussing issues in health care delivery and gathering consumer comments on policies and procedures.

SUMMARY OF REVISIONS

This instruction was revised to correct and update HCAC membership and to update OPRs and signature block.

1. REFERENCE:

- 1.1. AFD 41-1, Health Care Programs and Resources.
- 1.2. AFI 41-101, Obtaining Alternative Medical and Dental Care.

2. RESPONSIBILITIES:

- 2.1. 35 MDG Commander will:
 - 2.1.1. Appoint a HCAC and provide a place for this council to meet.
 - 2.1.2. Ensure compliance with all provisions of AFI 41-101, Obtaining Alternative Medical and Dental Care, *pertaining to health programs*, especially those concerning changes in the 35 MDG's capability to deal with the medical problems unique to the local community.
 - 2.1.3. Serve as the chairperson for the HCAC.
 - 2.1.4. Ensure the HCAC meets at least quarterly.

2.2. Organizational members will:

2.2.1. Appoint primary and alternate members.

2.2.2. Review minutes and provide pertinent information to assigned personnel.

2.3. Members of the HCAC will:

2.3.1. Attend meetings as scheduled or ensure that a knowledgeable representative attends if member is excused.

2.3.2. Submit agenda items to chairperson or recorder seven calendar days in advance of a meeting.

2.3.3. Review minutes and provide pertinent information to the members of their organizations and to their commanders.

3. MEMBERSHIP:

3.1. 35 MDG/CC, Chairperson

3.2. Chief of Medical Staff, 35 MDG

3.3. Chief Nurse Executive, 35 MDG

3.4. Director of Quality Improvement, 35 MDG

3.5. Commander, 35th Aeromedical Medicine Squadron (AMDS)

3.6. Commander, 35th Dental Squadron (DS)

3.7. Commander, 35th Medical Operations Squadron (MDOS)

3.8. Commander, 35th Medical Support Squadron (MDSS)

3.9. Wing Health Promotion Coordinator

3.10. Health Benefits Advisor

3.11. Representative from 35th Fighter Wing Staff

3.12. Representative from 13th Fighter Squadron

3.13. Representative from 14th Fighter Squadron

3.14. Representative from 35th Mission Support Squadron

3.15. Representative from 35th Operations Support Squadron

3.16. Representative from 35th Services Squadron

3.17. Representative from 35th Security Forces Squadron

3.18. Representative from 35th Civil Engineer Squadron

3.19. Representative from 35th Supply Squadron

3.20. Representative from 35th Logistics Readiness Squadron

3.21. Representative from 35th Aircraft Maintenance Squadron

3.22. Representative from 35th Maintenance Squadron

- 3.23. Representative from 35th Maintenance Operations Squadron
- 3.24. Representative from 35th Communications Squadron
- 3.25. Representative from 301st Intelligence Squadron
- 3.26. Representative from 403d Military Intelligence Detachment
- 3.27. Representative from Naval Air Facility
- 3.28. Representative from Det 12, Armed Forces Network (AFN)

4. OTHER REPRESENTATIVES:

4.1. Representatives from non-active duty organizations within the health care consumer community are encouraged to attend the HCAC and participate in the discussion. Such organizations may include but are not limited to the various spouses' clubs, Edgren High School student organizations, DoDDS teachers, AAFES, DeCA, and any social club or organization represented at Misawa Air Base.

5. MEETINGS.

5.1. The HCAC will meet at least quarterly. Meetings will be scheduled by the Chairperson and announced 14 calendar days prior to the meeting indicating location, date and time.

6. MINUTES:

6.1. Minutes of each meeting will be prepared and published. They will be made available for review by all members and other health care beneficiaries by the recorder.

WILLIAM J. REW, Brigadier General, USAF
Commander