



DEPARTMENT OF THE ARMY
ARMY RESERVE HEADQUARTERS
ARMY RESERVE MEDICAL MANAGEMENT CENTER
2801 GRAND AVENUE
PINELLAS PARK, FL 33782-6140

AFRC-MMC

08 May 2023

MEMORANDUM FOR RECORD

SUBJECT: Behavioral Health Provider Letter of Current Diagnosis and Condition Status

1. **From ARMMC to the Provider/Counselor:** Your patient is a US Army Reserve Soldier. In order to ensure safety of all Soldiers and maintain the ability to deploy around the globe at any time, we need a clear picture of this Soldier's behavioral health status. The Soldier will need to turn in behavioral health encounter notes with this form. There is an alternate form that can be used if you choose. The alternate form is titled Behavioral Health Evaluation (BHE). It is fill in the blank and check mark style. This Soldier only needs to turn in a letter with current encounter notes **OR** the BHE form with current encounter notes (form available upon request).
2. **Letter structure Instructions:**
 - a) Must be a credentialed and privileged Behavioral Health specialist.
 - b) Letter must be on Treatment Facility or Business letterhead.
 - c) Include provider printed name, specialty credentials (MD, PsyD, PMHNP, LCSW, LPC, etc).
 - d) Include date and signature.
3. **Letter content:**
 - a) DSM V diagnosis.
 - b) Initial visit date. Initial date of diagnosis.
 - c) Current symptoms.
 - d) Any active thoughts of suicide or homicide (if yes, add date of last SI/HI).
 - e) Past treatments: remark on if there was response or no response to each past treatment.
 - f) Current Treatment Plan: please state clearly if there is no current treatment plan.
 - g) Current Medications: medication, dosage, date.
 - h) Prognosis.
4. **Returning the form:** Pick any one of the following methods:
 - i) Return letter to the patient/veteran to return to ARMMC.
 - ii) Group mailbox: usarmy.usarc.usarc-hq.mbx.armmc@army.mil

iii) ARMMC Nurse Case Reviewer email: _____,
phone number: _____, additional comments:

iv) Fax (use either): 910-771-5354 or 910-771-5350

v) Mail: see address on letterhead. Attention: AR-Medical Management Center

5. **POC.** The point of contact for this memorandum is the undersigned at Phone: 910-771-5052 or Email: emily.r.hollis.mil@army.mil.

EMILY R. HOLLIS
MAJ, SP
AR-MMC Profiling Officer