



## FORMS AND INFORMATION

All forms can be found on the web at:

### **507 MDS SharePoint:**

<https://afrc.eim.us.af.mil/sites/507ARW/507MDS/SitePages/Home.aspx>

### **507 MDS Public Webpage:**

<https://www.507arw.afrc.af.mil/Units/Medical-Squadron-507-MDS/>

### **Profile Forms:**

Request for Medical Information (CPL)  
DD2870 Release of Information

## About Us

MDS Mission: Recruit, train, and retain personnel to provide operationally capable medical manpower augmentation, medical support functions, and logistical support to mobilized and deployed expeditionary treatment facilities while delivering quality health care services to the 507th Air Refueling Wing and associated units.

## Contact Us

Phone: 405-582-6730

Fax: 405-736-3754

Email: 507 MDS Records & Case  
Management Workflow

[507mds.sga.medicaldocuments@us.af.mil](mailto:507mds.sga.medicaldocuments@us.af.mil)

Submit medical documents, dental forms (DD2813), questions, status requests, and re-enlistment worksheets to the 507 MDS Records & Case Management Workflow:  
[507MDS.SGA.MedicalDocuments@us.af.mil](mailto:507MDS.SGA.MedicalDocuments@us.af.mil)



### **507<sup>TH</sup> MEDICAL SQUADRON**

7455 Reserve Rd  
Bldg 1094  
Tinker AFB, OK 73145

Temp VA Expires 31 Aug 22



## WELCOME TO THE 507 MDS PATIENT BROCHURE

- **Clinic Hours**
- **Profiles**
- **Forms and Information**

### **CLINIC HOURS DURING THE MONTH:**

All MDS customer service operations will be handled virtually to the greatest extent possible. We are not able to accommodate walk-ins during this time.

### **CLINIC HOURS DURING THE UTA:**

PHA/Clinic Operations – Primarily on Saturday of UTA unless otherwise directed

Sunday of UTA – Closed for training and meetings

## PROFILES

All documentation **MUST** be received NLT **COB** on the **Friday prior to UTA** in the 507 MDS Records & Case Management Workflow.

507MDS.SGA.MedicalDocuments@us.af.mil

Profiles **MUST** have medical records that support the requested limitations!

Acceptable medical records are:

- Treatment/examination notes to include:

1. Diagnosis
2. Any physical limitations/restrictions
3. Treatment Plan
4. Estimated date restrictions will resolve
5. Imaging reports
6. Physical therapy notes
7. Lab Results
8. Medication List

- If a member submits documents for profile after the cut-off, the member will need to see their commander for fitness assessment rescheduling.

**\*\*DO NOT SUBMIT LETTERS,  
PATIENT DISCHARGE  
INSTRUCTIONS, PATIENT/VISIT  
SUMMARIES, MEMORANDUMS, OR  
SCHOOL/WORK NOTES, ETC.**

**Examples of acceptable clinical records  
can be found on the 507 MDS Share  
Point Page**



## INJURIES

Potential Line of Duty Determinations

When receiving care for potential LOD Injury, members must request billing to be manually submitted to TRICARE.

- Members must provide the following documentation via the MDS org box:

1. Treatment/examination notes
  - ER
  - Urgent Care
  - Primary Care Manager
2. PCARS via unit CSS (MilPDS)
3. Certified orders, 40A, UTAPS printout
4. AF Form 978 Mishap Report through Wing Safety Office
5. Police Report (if Motor Vehicle Accident)

- After member has been seen by the civilian clinic, member **MUST** send email notification to 507 MDS Records & Case Management Workflow at [507mds.sga.medicaldocuments@us.af.mil](mailto:507mds.sga.medicaldocuments@us.af.mil)

- Members will provide relevant supporting medical documentation within 5 days of notification of injuries.

- See AFI 36-2910 for member responsibilities.

## DOCUMENTATION THAT YOU CAN TURN IN TO THE 507 MDS Records & Case Management Workflow

1. Security Clearances
2. Re-Enlistment Worksheets
3. Civilian Documentation
4. Volunteer Deployment Checklists
5. Civilian Dental Form DD2813

### PLEASE ALLOW UP TO 30 DAYS FOR PROCESSING

- Exceptions will be Volunteer Deployment Checklists (5 day turnaround)
- Will receive an auto-reply message from org box
- We will email the item back to the originator
  
- All medical and dental documents must be sent to the 507 MDS Records & Case Management Workflow or faxed to 405-736-3754
  
- Do **NOT** courtesy copy other members of the 507 MDS
  
- Members are **NOT** allowed to drop off paperwork at the clinic