



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
WASHINGTON, D.C. 20372

IN REPLY REFER TO

BUMEDINST 5450.75B  
BUMED-3111  
11 August 1982

BUMED INSTRUCTION 5450.75B

From: Chief, Bureau of Medicine and Surgery  
To: Commanding Officer, Naval Medical Data Services Center,  
National Naval Medical Center, Bethesda, Maryland 20814  
Subj: Naval Medical Data Services Center, Bethesda, MD; mission  
and functions of  
Ref: (a) OPNAVNOTE 5450 ser 09B33/4135 of 1 Jun 73 (canceled  
frp: Nov 73)  
Encl: (1) Mission and functions of the Naval Medical Data  
Services Center, Bethesda, MD

1. Purpose. To promulgate the mission and functions of the Naval Medical Data Services Center set forth in reference (a).
2. Cancellation. BUMEDINST 5450.75A.
3. Status and Command Relationships. The center is a shore (field) activity in an active operating status under a commanding officer, and under the command and support of BUMED. The center is under the area coordination authority of the Commandant, Naval District, Washington, DC.
4. Action. In accomplishment of the assigned mission, the commanding officer shall perform the functions set forth in enclosure (1). Requests for changes or modifications to the assigned mission or functions shall be submitted to BUMED with a copy to the area coordinator.

  
J. WILLIAM COX

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(See next page)

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**MISSION AND FUNCTIONS OF THE  
NAVAL MEDICAL DATA SERVICES CENTER,  
BETHESDA, MARYLAND**

1. Mission. To provide, coordinate, and control centralized data processing services for naval medical statistical and other data systems on a world-wide basis as directed by Chief, Bureau of Medicine and Surgery, and higher authority. To cooperate with other bureaus, offices, and agencies in matters pertaining to data processing.
2. Functions. As directed by the Chief, Bureau of Medicine and Surgery:
  - a. Develop and coordinate all automatic data processing (ADP) systems under BUMED cognizance.
  - b. Develop and maintain standard ADP procedures and coding systems for use by naval hospitals.
  - c. Initiate and coordinate the development of standard ADP forms and data cards for use by naval activities in submission of input data to naval medical regional data centers for processing.
  - d. Prepare BUMED instructions and notices relative to coding systems and submission of input data for all standard naval medical data processing systems.
  - e. Maintain and distribute the **Naval Medical Data Services Handbook** to naval medical activities with ADP equipment and to other naval medical activities as required for information, guidance, and training.
  - f. Exercise technical review for procurement and rental of ADP and accessory equipment incident to general standardization in naval medical activities.
  - g. Conduct readiness and performance evaluations of ADP installations in naval medical activities as directed by BUMED.
  - h. Provide ADP services and reports as required by BUMED and higher authority.
  - i. Perform all ADP services and reports, including ADP contractual services for programming and operations, as required by the National Naval Medical Center and tenant activities.
  - j. Perform ADP **services and serve as a naval medical regional data center** for assigned naval medical facilities.

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k. Provide ADP services, duplicate data cards, and reports as may be required by naval medical activities.

l. Provide advice and assistance in ADP procedural and statistical matters to the Bureau; NNMC Bethesda; and naval medical activities.

m. Cooperate with the Chief of Naval Operations and other higher authority in all ADP matters, including equipment procurement, equipment utilization, performance evaluations, standardization of data elements and codes, information interchange, and administrative meetings.

n. Conduct, advise, and otherwise provide the necessary training and information on ADP operations in naval medical activities, including area conferences on Navy medical data processing matters.

o. Cooperate and provide medical statistical and research data to the Army, Air Force, and civilian medical organizations as authorized by BUMED.

p. Provide for planning, coordination, and development with other cognizant components of the Bureau in connection with the various studies, reviews, procedures, directives, and forms in which the **data services center** engages.

A) q. Participate with the Army and the Air Force in the development, evaluation, and implementation of health care delivery information systems within the Tri-Service Medical Information System (TRIMIS) program.

r. Provide or undertake such other appropriate functions as may be authorized or directed by higher authority.