

e-Profile

Release Guide

3.5.7

18 January 2011
Version 1.0

Contents

Purpose.....	3
Registration / Administrative Functions	6
Adding UIC’s to All Permissions in a Single Session.....	6
Registration - Including Medical Department.....	8
Provider’s Email Link included in Profile View	9
Registration - Including APO/FPO Addresses.....	10
Registration - Including Non-Army Ranks	11
DA 3349 / AR 40-501 Changes	12
Profile Routing.....	12
Confirming New Board is Required	13
DA 3349 (Block 7) Reflecting Completion of Board.....	15
DA 3349 (Block 7) When Non-Duty LOD (ARNG / USAR).....	16
Profile Approval Dates Sent to MEDPROS	17
Profile (DA 3349) Approval Dates.....	17
MMRB Module Enhancements	18
MMRB Quick Capture	18
e-Profile Help Center	22
Help Center	22
Miscellaneous	23
Adding Ability to Remove Rejected Profiles from Inbox.....	23
Add Print Link after Profile Approval.....	25

Purpose

This Release Guide provides a brief synopsis of the new features within the next release of e-Profile. The User Guides will be modified to reflect the new changes of the application and will be made available to the users for review/download.

These changes include the following:

Registration / Administrator Functions

- e-Profile administrators will have the ability to expand a user's scope (UIC) for all permissions in a single step.
- Registration has been modified to support the following –
 - Users can now select AA/AE/AP under the State to indicate overseas addresses
 - Providers can indicate the medical department they work in. When supplied, the medical department will be included in the routing pool to help identify the provider.
- Installation Administrators will receive notification when a users account is about to expire
- Added link to the signature blocks of the DA 3349 Profile View that includes the Profiling Officers email address. This will allow users, including the Unit Commanders, to easily notify the Provider via email for questions or comments.
- Removed e-Profile CAC dependency on AKO ID. This will allow non-Army (non-AKO) providers the ability to access e-Profile. The registration page has been modified to accept ranks from other services.

DA 3349 / AR 40-501 Requirements - e-Profile implemented some key business logic IAW the revised AR 40-501

- Physician Assistants / Nurse Practitioners will be first signature on P2/3/4 profiles, routing to the approval authority for final approval. However, Physician Assistants with AOC 65DM1 certified in orthopedics can be sole signature on P2 profiles.
- ARNG P2 profiles initiated by physicians will only require one signature.
- Included new link for Table 7-2 (Profile Codes). Modified dropdown in profile wizard to eliminate the Profile Codes that were removed from regulation (C, G, L, M and P).
- MMRB and MEB determination on DA 3349 (block 7)
 - NEEDS MMRB on the printed DA 3349 will be crossed out when the Profile indicates Soldier meets retention standards and has been through board and found Returned to Duty / Reclassified (Profile Code W).
 - NEEDS MEB on the printed DA 3349 will be crossed out when the Profile indicates Soldier does not meet retention standards and has been through board and found Fit for Duty (Profile Code Y).

- NEEDS MEB will be crossed out, with comment referring to AR 40-501, Chapters 9 & 10 will be displayed when diagnosis is in the LOD and Soldier does not meet retention standards
- When a Permanent Profile is created that documents a new P3/4 condition and indicates the Soldier has been through a board (Profile Code W/ Y), a message will be displayed asking if a new board is required.
- Providers can now downgrade profiles that were approved under old DA 3349 form.
- If an ARNG or USAR Soldier is reassigned to a new Unit before his profile is approved, the pending profile will be available in the losing and gaining regions in box for action.

Temporary Profiles Reflected in MEDPROS – temporary profiles from e-Profile are now reflected in MEDPROS

- Temporary profiles greater than 30 days are sent to MEDPROS and displayed in MWDE and the MODS Mainframe.
- Temporary 3/4 profile greater than 30 days will set the MND flag to Y. When the temporary profile expires, the MND will automatically revert to N if there is no other active Temporary or Permanent 3/4.
- Please note that outside the auto-generated temporary profiles that are initiated upon 1st signature of the permanent and expire when the permanent profile is approved or rejected, temporary profiles 'stand alone'. Initiating a Permanent profile or another temporary profile does not expire or affect another temporary profile. A Soldier can have multiple temporary profiles documenting a variety of conditions. They would only expire at their natural expiration date or if a provider manually downgraded or expired the temporary profile.

Profile / DA 3349 Approval Date – MEDPROS will reflect the date the Profile was approved vice the date the profile was initiated

- The date the profile was approved will be sent to MEDPROS and represent the Profile Date.
- Profile grids and reports within e-Profile will include the date the profile was approved

MMRB – several enhancements have been made to the MMRB and MMRB Quick Capture functions within e-Profile.

- Implemented the Quick Capture function to allow specific users to post MMRB results. The intent of this feature is to capture the board results that have been adjudicated, but not captured within MEDPROS. A board record will be created and sent to MEDPROS when the Soldier was found Returned to Duty or Reclassification, resulting in a Profile Code 'W' being posted to the Soldier's record.
- Board documents for completed and archived boards can now be retrieved.
- Created MMRB Summarized Report

Management Reports – Several Management Reports have been added to e-Profile. A separate quick reference guide will be created to outline the report capabilities.

Help Center – a Help Center has been created that provides a central repository for pertinent information for e-Profile, such as user’s guides, training videos, FAQs, etc. The Help Center icon is located on the right side of each page.



New Imaging Software – e-Profile has migrated from Image Now to a new enterprise imaging solution that will be used for all MODS applications. This is the software used to upload, scan and store the images used in e-Profile, such as HIPAA certificates, DA 3349 PDFs and board documents.

Importing AHLTA Profiles – a process was built to import the temporary and permanent profiles from AHLTA and store them in e-Profile for historical purposes. These profiles will be displayed in a separate grid when pulling up a Soldiers profile history.

Miscellaneous Tasks

- Save position on grids in specific Profile and User Management modules when returning to previous screen
- Add ability for users to hide the rejected profiles from their inbox
- The View All Profiles now includes profiles that are pending first signature
- Installation Administrators now have the ability to upload / scan in profiles for their site
- The export capability has been added to the Manage Users function for e-Profile administrators
- Added link to print the DA 3349 PDF after profile is approved

Looking Ahead....

The following capabilities will be implemented in the follow on release, scheduled for deployment on or about 8 February 2011.

- Dual Role – Providers will have the ability to have dual roles. For instance, a PA for the Georgia National Guard can have a separate account if he is also a civilian PA at Ft Stewart.
- Multiple Locations – Providers who have privileges at other hospitals / MTFs can request to have another account at the visiting hospital.

For questions, please contact the MODS Help Desk at 1-888-849-4341 or medpros-eprofile@asmr.com.

Registration / Administrative Functions

Adding UIC's to All Permissions in a Single Session

Administrators will have the ability to add UICs to a user's scope for all permissions in a single session vice having to add a UIC per permission. Children UICs will automatically be included when a Parent UIC is listed.

User Action	What to Check/System Response
While logged in as the e-Profile Administrator, hover over the Administration tab and click Manage Users. Locate the user that needs additional UIC access. At the bottom of the page will be an "Add UIC" link, click on this link to update all permissions with the UIC you are adding.	You will get a pop up allowing you to enter the UIC to add to all permissions.

The screenshot shows the 'Administration > Manage Permissions' page for user SFC. CCC FTSTEWART. The user's details are: AKO ID: 1.CCC.FTSTEWART, Status: Active, Registered: 20110103, Expires: 20130103, Compo: Army, Location: FT STEWART, Email, UIC: W0VAAA, and User Role: Company Commander Clerk. A link to show current permissions is available. The permissions table below shows various actions with 'Grant' and 'Scope' checkboxes. The 'Add New UIC' button at the bottom is circled in blue.

Permission Name	Permission Description	Provision
Profile :: Create Post-Board MMRB Profile	Create a post-board MMRB Profile to send to MEDPROS	<input type="checkbox"/> Grant Scope
Profile :: Enter commander review	Provide commander review for a Profile.	<input checked="" type="checkbox"/> Grant Scope
Profile :: Expire	Manually expire a Profile before its set expiration date. (deprecated)	<input type="checkbox"/> Grant Scope
Profile :: Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.	<input type="checkbox"/> Grant Scope
Profile :: Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.	<input type="checkbox"/> Grant Scope
Profile :: Submit permanent	Submit Permanent Profiles	<input type="checkbox"/> Grant Scope
Profile :: Submit temporary	Submit Temporary Profiles	<input type="checkbox"/> Grant Scope
Profile :: View drafts	View profiles that are in Draft status.	<input type="checkbox"/> Grant Scope
Profile :: View existing	View existing Profiles for Soldiers.	<input checked="" type="checkbox"/> Grant Scope
Reports :: View Uploaded Document	View Uploaded Document	<input checked="" type="checkbox"/> Grant Scope
Reports :: wrong UIC Profiles	View Report of Profiles With Wrong UIC	<input type="checkbox"/> Grant Scope
Reports Provider Profile History	View Provider Profile History	<input type="checkbox"/> Grant Scope

RECORDS FOUND 44

Buttons: Add New Permission Wizard, Reset Permissions, **Add New UIC**

User Action	What to Check/System Response
Select the UICs that need to be added to the user's scope and click Add. Check if the Children UICs should be included and click Add	The selected UICs will automatically be added to the user's account for all permissions.

Select UIC

Child UICs will not be added to the permission scope for any UIC that has more than 75 child UICs. Please contact the Help Desk to add them individually.

Search For:

Limit To: FT STEWART

Select UIC(s) from the list below

- W0KE2E - USA TRIAL JUDICIARY
- W0VA07 - MP CO GAR HQ B HQ
- W0VA1B - TRANSIENT
- W0VAAA - USAG FT. STEWART

←

Selected UIC

- W0DA68 - LSE 3RD ID FT STEWART
- W0KE43 - USA TRIAL DEFENSE SERV

Include all the Children UICs for the selected UIC(s).

Registration - Including Medical Department

Providers can indicate the medical department they work in. When included, the profile routing list will contain the provider's medical department along with their name. This will assist in assigning the profile to the correct provider. Select the medical department during the initial registration or through My Account → Registration Information function.

User Action	What to Check/System Response
During registration process, select the appropriate medical department. If including post registration, select My Account → Registration Information and select the appropriate medical department.	A list of medical departments will be provided for you to select from. Click 'save'.

 **Note: The selected medical department (abbreviation) will be displayed next to the providers name in the profile routing list.**

Provider's Email Link included in Profile View

A link has been added to the signature blocks of the DA 3349 Profile View that includes the Profiling Officers email address. This will allow users, including the Unit Commanders, to easily notify the Provider via email with questions or comments.

User Action	What to Check/System Response
Select View Profile and click on the Profiling Officers or Approval Authorities name.	Your default email management tool (i.e., Outlook) will open, automatically creating a blank email including the Provider's email address with subject of 'e-Profile, Profile Follow up'.

Profile > View Profile help center

Protected Health Information

View PDF Form Modify / Downgrade Extend

[Create Post MEB/MMRB Profile](#) ?

SOLDIER INFORMATION																					
PID: 2465 Parent: 0 Profile: Permanent Name: FT STEWART9 SOLDIER S SSN: xxxxx1109 DOB: 19620405 Grade: LTC Unit: W0VA07 PMOS: 42D																					
1. MEDICAL CONDITION: (Description in lay terminology)		2. ALC	3. PULSES																		
*knee pain <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?		CODES (Table 7-2 AR 40-501) B	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>P</td><td>U</td><td>L</td><td>H</td><td>E</td><td>S</td> </tr> <tr> <td>Temporary</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> <tr> <td>Permanent</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td> </tr> </table>	P	U	L	H	E	S	Temporary	<input type="checkbox"/>	Permanent	<input checked="" type="checkbox"/>								
P	U	L	H	E	S																
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Permanent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																
4. PROFILE TYPE																					
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)		YES	NO																		
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)		<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULSES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:																					
Carry and fire individual assigned weapon?		YES	NO																		
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
Evade direct fire?		<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS		9. RESTRICTIONS: Optional, use as needed																			
block, no ruck sack, no pt		No Twisting of Right Knee. No Lifting/Lowering/Carrying for more than 40 pounds.																			
10. NAME, GRADE AND TITLE OF PROFILING OFFICER		11. SIGNATURE	12. DATE (YYYYMMDD)																		
PANP1 Ft Stewart, PA ←		<<electronic signature>>	20110103																		
13. NAME AND GRADE OF APPROVING AUTHORITY		14. SIGNATURE	15. DATE (YYYYMMDD)																		
Walt Wisdom, LTC, MD ←		<<electronic signature>>	20110103																		
MISCELLANEOUS																					
Administrative Comments:		Duty Related: Yes Disposition: Duty with permanent assignment limitation.																			

View PDF Form Modify / Downgrade Extend



Note: This feature is available for any use that has access to view profiles.

Registration - Including APO/FPO Addresses

The e-Profile registration has been modified to include the APO addresses for OCONUS. Users can now select AE (Europe/Middle East/Africa), AP (Pacific) and AA (Central America). Select the appropriate value in the state dropdown during the initial registration or through My Account → Registration Information function.

User Action	What to Check/System Response
During registration process, select the appropriate state or FPO. If including post registration, click My Account → Registration Information and select the appropriate military rank.	AE/AA/AP will be available in the state dropdown to denote the OCONUS areas. Click 'save'.

The screenshot shows the 'My Account > Registration Information' page. The 'State' dropdown menu is open, displaying a list of states and FPO/APO codes. The 'AE', 'AA', and 'AP' options are circled in blue. The form includes fields for AKO ID, First Name, Last Name, SSN, COMM, Fax, Military Address, City, State, Zip, Email Address, Medical Specialty, Medical Department, Issuing Clinic, and Rank. A 'help center' link is visible in the top right corner.

Registration - Including Non-Army Ranks

e-Profile is removing the requirement for Providers to have an AKO account to register and access e-Profile. This will allow the ability for non-Army providers to write profiles for Army Soldiers. Ranks for Air Force, Navy and Marines have been added to the registration process. Select the appropriate rank during the initial registration or through My Account → Registration Information function.

User Action	What to Check/System Response
During registration process, select the appropriate rank. If including post registration, select My Account → Registration Information and select the appropriate military rank.	A list of ranks for Army, Air Force, Navy and Marines will be provided for you to select from.

Military Personnel and Civilian Employees

Management Compo *:

User Role *:

Rank *:

Issuing Clinic :

Duty AOC/MOS * :

MTF *:

Primary UIC *: [Look-up](#)

NOTE: If your MTF is not included in the list below, then you are not currently permitted to use e-Profile. If this is not correct, please contact your designated e-Profile application contact.

is should denote an AOC of 65DM1

Next

provided for USG-authorized use only.

to the following conditions:

purposes including, but not limited to, penetration testing, conduct (PM), law enforcement (LE), and counterintelligence (CI)

ect to routine monitoring, interception, and search, and may be

ols) to protect USG interests--not for your personal benefit or

M, LE or CI investigative searching or monitoring of the content of itation or services by attorneys, psychotherapists, or clergy, and confidential. See User Agreement for details.

You are accessing a U.S. Government information system. By using this IS (which includes the following information):

- The USG routinely intercepts and monitors communications for COMSEC monitoring, national security investigations.
- At any time, the USG may intercept and monitor your communications and your information for national security purposes, and the information disclosed or used for a national security purpose.
- This IS includes security features that may limit your ability to use certain features and services.
- Notwithstanding the above, your use of this IS constitutes consent that your communications and information will be intercepted, monitored, collected, stored, searched, analyzed, used, and disclosed by the USG and its authorized contractors, including but not limited to, penetration testing, law enforcement (LE), and counterintelligence (CI) activities.

licaiton constitutes consent that your communications and information will be intercepted, monitored, collected, stored, searched, analyzed, used, and disclosed by the USG and its authorized contractors, including but not limited to, penetration testing, law enforcement (LE), and counterintelligence (CI) activities.

HIPAA Policy Privacy and Security

DA 3349 / AR 40-501 Changes

Profile Routing

Modifications were made to e-Profile to support changes outlined in the AR 40-501.

- Physician Assistants / Nurse Practitioners will be first signature on P2/3/4 profiles, routing to the approval authority for final approval. However, Physician Assistants with AOC 65DM1 certified in orthopedics can be sole signature on P2 profiles.
 - Military and Civilian PAs certified in orthopedics must include the AOC of 65DM1 during registration in order to be the sole signature on P2 profiles. The AOC can also be updated through the My Account → Registration Information function.
- ARNG P2 profiles initiated by physicians only require one signature.
- Included new link for Table 7-2 (Profile Codes). Modified dropdown in wizard to eliminate the Profile Codes that were removed from regulation (C, G, L, M and P).

Confirming New Board is Required

When a Permanent Profile is created that documents a new P3/4 condition and indicates the Soldier has been through a board (Profile Code W / Y), a message will be displayed asking if a new board is required when submitting for signature / approval.

User Action	What to Check/System Response
Provider submits permanent profile indicating Soldier has a new P3/4 condition and has been through MMRB or MEB (Profile Code W or Y).	When Provider submits profile, a message is displayed asking if a new board is required.

Diagnosis | Activities | Restrictions | Disposition | Review and Submit

Profile Details

Is the Primary Diagnosis: Injury Illness

Is the Diagnosis Duty Related: Yes No Unknown (Note: Does not imply an LOD has been started)

Permanent Profile: should be reviewed annually during the PHA.

Assignment Limitations: B,D,W [Table 7-2 AR40-501](#) [Table 7-2 AR40-501 \(Revised\)](#)

Diagnosis | Activities | Restrictions | Disposition | Review and Submit

Review and Submit Profile

PHYSICAL PROFILE FUNCTIONAL CAPACITY GUIDE

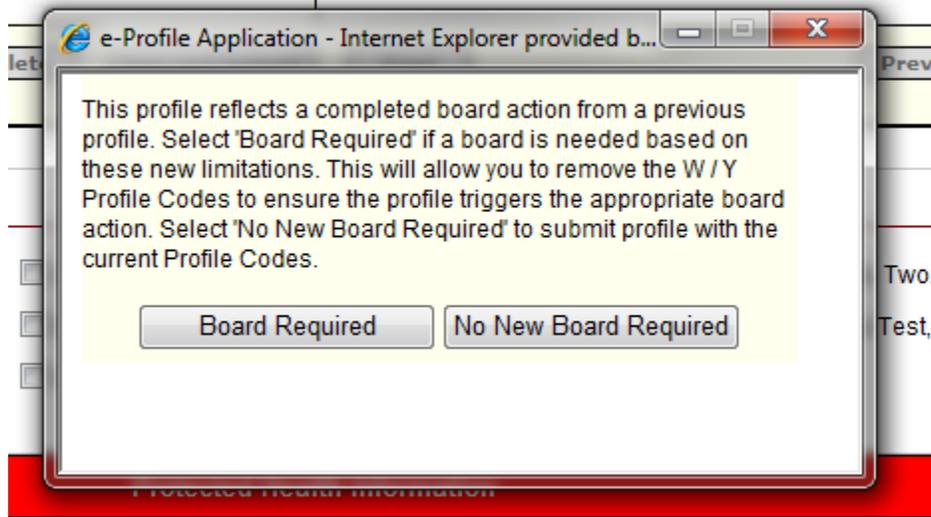
	P	U	L	H	E	S
Cumulative Temporary:	1	1	1	1	1	1
For this profile:	-	-	-	-	-	-
Current Permanent:	3	3	1	2	1	1
For this profile:	3	3	3	2	1	1

Auto-Calculate PULHES values [Table 7-1, AR40-501](#)

Enter comments concerning PULHES (1000 characters max)

Meets Chapter 3 Retention Standards: Yes No Unknown
[AR 40-501](#)

User Action	What to Check/System Response
Click 'Board Required' if the new profile requires a board.	The disposition tab will be returned, allowing you to remove the Profile Code 'W' or 'Y' to ensure the profile triggers a new board.
Click 'No New Board Required' if the profile should not trigger a new board.	A popup will be displayed confirming profile is to be submitted.



DA 3349 (Block 7) Reflecting Completion of Board

If a P3/4 profile indicates a Soldier has been through MMRB or MEB board and found RTD / FFD, block 7 of DA 3349 will have the appropriate board crossed out to denote no new board is needed.

User Action	What to Check/System Response
Provider would post Profile Code 'W' or 'Y' on P3/4 profile when Soldier has been through MMRB or MEB and found RTD / FFD.	Block 7 on the DA 3349 indicating if the Soldier Meet Retention Standards IAW Chapter 3 AR 40-501 will have the NEEDS MMRB or NEEDS MEB crossed out

PHYSICAL PROFILE	
For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.	
1. MEDICAL CONDITION: (Description in lay terminology) <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE? shoulder dislocation	2. CODES (Table 7-2 AR 40-501) B W
3. Temporary Permanent	P U L H E S 3 3 3 1 1 1
4. PROFILE TYPE	YES NO
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)	<input type="checkbox"/> <input checked="" type="checkbox"/>
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)	<input checked="" type="checkbox"/> <input type="checkbox"/>
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:	
FUNCTIONAL ACTIVITY:	YES NO
SIT-UPS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
APFT PUSH UPS	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
APFT SWIM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
APFT BIKE	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?	
YES <input checked="" type="checkbox"/> NEEDS MMRB ← NO <input type="checkbox"/> NEEDS MEB	
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:	

DA 3349 (Block 7) When Non-Duty LOD (ARNG / USAR)

When provider indicates the diagnosis is not duty related and the ARNG or USAR Soldier does not meet retention standards, the NEEDS MEB in block 7 of the DA 3349 will be crossed out, with comment referring to AR 40-501, Chapters 9 & 10.

User Action	What to Check/System Response
Provider indicates diagnosis is not duty related and Soldier does not meet retention standards	The NEEDS MEB on the DA 3349 will be crossed out, replacing with 'NA, refer to AR 40-501, Chapters 9 & 10' in block 7

Diagnosis
Activities
Restrictions
Disposition
Review and Submit

Profile Details

Is the Primary Diagnosis: Injury Illness

Is the Diagnosis Duty Related: Yes No Unknown (Note: Does not imply an LOD has been started)

Permanent Profile: should be reviewed annually during the PHA.

Diagnosis
Activities
Restrictions
Disposition
Review and Submit

Review and Submit Profile

PHYSICAL PROFILE FUNCTIONAL CAPACITY GUIDE

	P	U	L	H	E	S
Cumulative Temporary:	3	1	3	1	1	1
For this profile:	-	-	-	-	-	-
Current Permanent:	1	1	1	1	1	1
For this profile:	3	1	3	1	1	1

Auto-Calculate PULHES values [Table 7-1, AR40-501](#)

Enter comments concerning PULHES (1000 characters max)

Meets Chapter 3 Retention Standards: Yes No Unknown
[AR 40-501](#)

6. APFT	YES	NO	ALTERNATE APFT (Fill out if unable to do APFT run otherwise N/A)	N/A	YES	NO
2 MILE RUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	APFT WALK	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APFT SIT-UPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT SWIM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APFT PUSH UPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT BIKE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?
 YES NEEDS MMRB NO NEEDS-MEB- NA, refer to AR 40-501, Chapters 9 & 10

8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:

Profile Approval Dates Sent to MEDPROS

Profile (DA 3349) Approval Dates

The date the profile was approved will now be sent to MEDPROS and represent the Profile Date. Previously MEDPROS reflected the date the profile was initiated. Note - Previously loaded profiles will not be resubmitted or updated.

User Action	What to Check/System Response
When a Profiling Officer or Approval Authority approves a profile, the date the profile was approved will be sent to MEDPROS.	Profile grids and reports within e-Profile will include the date the profile was approved

Profile > Find Profile help center

1LT. FT STEWART17 SOLDIER S

SSN: xxxxx1117	Rank: 1LT	DOB: 19860201	Gender: Female
Unit: W2MSAA (USA MEDDAC FT STEWART)		Active Army MOS: 11D Active PULHES: 333111 (Last Issued: 20100924)	
Region: FT STEWAR		Email: (not available)	

Display Temporary Profile Statistics (Show Details...)

MEDPROS PULHES (Show Details...)

Create/Upload/Scan Profiles (Show Details...)

Display Profiles (Hide Details...)

Profile History All All

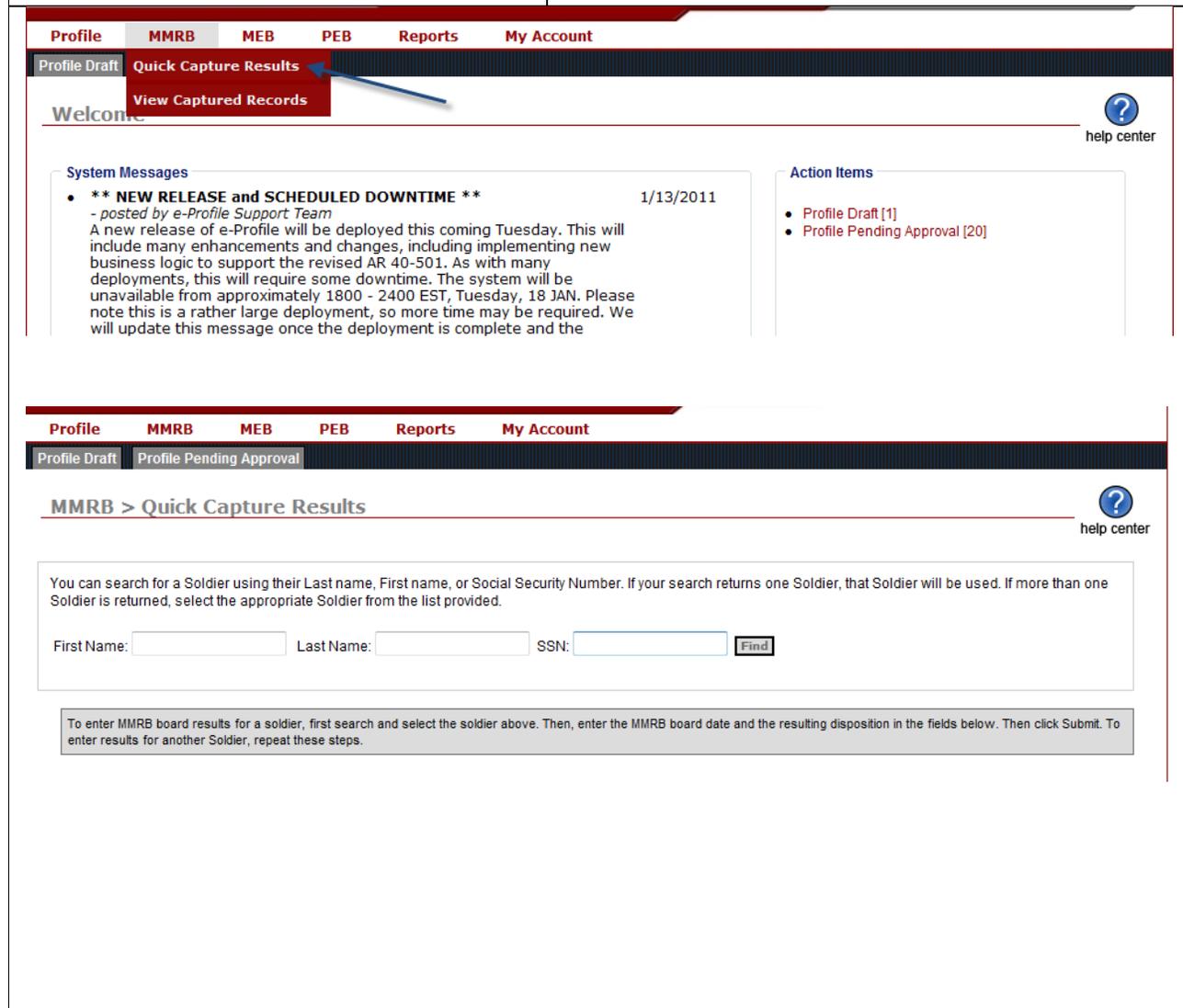
Submitted	Approve Date	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	CMDR View
20100924	20100924	Physician1, Ft Stewart	20101223	Temporary	113111	Lower Back Strain, Back Pain	Approved	View
20100924	20100924	Physician1, Ft Stewart	20150924	Permanent	333111	Chronic Shin Splints, Hearing Loss	Approved	View
20100924		Physician1, Ft Stewart	20100924	Temporary	333111	Chronic Shin Splints, Hearing Loss	Expired	View
20100924	20100924	Physician1, Ft Stewart	20100924	Permanent	333311	Chronic Shin Splints, Hearing Loss	Expired	View
20100924		Physician1, Ft Stewart	20100924	Temporary	333311	Chronic Shin Splints, Hearing Loss	Expired	View
20100924	20100924	Physician1, Ft Stewart	20100924	Permanent	323111	Chronic Shin Splints	Expired	View
20100924		Physician1, Ft Stewart	20100924	Temporary	323111	Chronic Shin Splints	Expired	View

MMRB Module Enhancements

MMRB Quick Capture

Implemented the Quick Capture function to allow specific users to post MMRB results. The intent of this feature is to capture the board results that have been adjudicated, but not captured within MEDPROS. A board record will be created and sent to MEDPROS when the Soldier was found Returned to Duty or Reclassification, resulting in a Profile Code 'W' being posted to the Soldier's record.

User Action	What to Check/System Response
Click on the Quick Capture Results link from the MMRB tab	A screen will be displayed for you to enter in the Soldier name or SSN.



The screenshot displays the user interface for the MMRB Quick Capture Results page. At the top, a navigation menu includes 'Profile', 'MMRB', 'MEB', 'PEB', 'Reports', and 'My Account'. The 'MMRB' tab is selected, and a sub-menu shows 'Quick Capture Results' (highlighted with a blue arrow) and 'View Captured Records'. Below the navigation, a 'Welcome' message is visible. The 'System Messages' section contains a notice: '** NEW RELEASE and SCHEDULED DOWNTIME **' dated 1/13/2011, posted by the e-Profile Support Team. The 'Action Items' section lists 'Profile Draft [1]' and 'Profile Pending Approval [20]'. The main content area is titled 'MMRB > Quick Capture Results' and features a search form with fields for 'First Name', 'Last Name', and 'SSN', along with a 'Find' button. A grey instruction box at the bottom states: 'To enter MMRB board results for a soldier, first search and select the soldier above. Then, enter the MMRB board date and the resulting disposition in the fields below. Then click Submit. To enter results for another Soldier, repeat these steps.'

User Action	What to Check/System Response
Enter in the Soldier's Name or SSN	Any approved profiles initiated in e-Profile, as well as those uploaded into the system will be listed.
If the profile representing the needed board action exists, click the Select box next to the appropriate profile	You will be prompted to enter the MMRB board date and final disposition.

Profile Draft | Profile Pending Approval

MMRB > Quick Capture Results ? help center

1LT, FT STEWART10 SOLDIER S

SSN: xxxxx1110 Rank: 1LT DOB: 19780105 Gender: Female
 Unit: W0VA07 (MP CO GAR HQ B HQ) Active Army | MOS: 11B | Active PULHES: 112111 (Last Issued: 20110104)
 Region: FT STEWAR Email: (not available)

To enter MMRB board results for a soldier, first search and select the soldier above. Then, enter the MMRB board date and the resulting disposition in the fields below. Then click Submit. To enter results for another Soldier, repeat these steps.

Display Profiles

Profile History

* Filtered Results: Displaying existing Permanent, Approved Profiles with PULHES 2, 3 or 4.

Submitted	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	Select
20110104	Ft Stewart, PANP1	99990101	Permanent	112111	ortho PA test	Approved	View <input type="checkbox"/>

Uploaded Profiles

Not Uploaded using Quick Capture. Uploaded using Quick Capture.

* Filtered Results: Displaying checkbox on existing Uploaded Profiles that have not been attached to any Board Results.

No uploaded profiles found

If the profile representing the needed board action exists, click the Select box next to the appropriate profile	You will be prompted to enter the MMRB board date and final disposition.
--	--

Display Profiles

Profile History

* Filtered Results: Displaying existing Permanent, Approved Profiles with PULHES 2, 3 or 4.

Submitted	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	Select
20110104	Ft Stewart, PANP1	99990101	Permanent	112111	ortho PA test	Approved	View <input checked="" type="checkbox"/>

Uploaded Profiles

Not Uploaded using Quick Capture. Uploaded using Quick Capture.

* Filtered Results: Displaying checkbox on existing Uploaded Profiles that have not been attached to any Board Results.

No uploaded profiles found

Enter Results

MMRB Board Date: Resulting Soldier Disposition:

User Action	What to Check/System Response
If the profile representing the needed board action is not listed, you will need enter in the PULHES and Profile Codes from that profile and upload / scan in the paper DA 3349.	You can now enter in the MMRB board data.

Display Profiles

Profile History
 * Filtered Results: Displaying existing Permanent, Approved Profiles with PULHES 2, 3 or 4.

Submitted	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	Select
20110104	Ft Stewart, PANP1	99990101	Permanent	112111	ortho PA test	Approved	View <input type="checkbox"/>

Uploaded Profiles
■ Not Uploaded using Quick Capture. ■ Uploaded using Quick Capture.
 * Filtered Results: Displaying checkbox on existing Uploaded Profiles that have not been attached to any Board Results.

No uploaded profiles found

Scan/Upload Profile

PULHES: 1 3 3 1 1 2 ▲ Assignment Limitations: C.U [Table 7-2 AR40-501](#)

Approve Date: 20100714

Document Upload - Internet Explorer provided by ASM Research

DA Form 3349 Permanent
 for xxx-xx-1110

Document Date: 11/17/2010

Description: DA Form 3349 Permanent Profile

Location: Texas

Source: File Scanner

Filename: C:\e-Profile\MANTIS\Test F

: Unloaded using Quick Capture.

User Action	What to Check/System Response
Enter in the Board Date, Final Disposition and click 'submit'	A popup message will be displayed indicating the board data has been captured.

Uploaded Profiles

■ Not Uploaded using Quick Capture.
 ■ Uploaded using Quick Capture.

* Filtered Results: Displaying checkbox on existing Uploaded Profiles that have not been attached to any Board Results.

Description	Date Added	Added By	Status	View	Select
DA Form 3349 Permanent Profile	20110117	1.MEBDR.FTSTEWART	Approved		<input checked="" type="checkbox"/>

Enter Results

MMRB Board Date: Resulting Soldier Disposition:

Click on the View Captured Records link from the MMRB tab to view all board records documented through the Quick Capture function in e-Profile	A list of board records will be displayed for your site / MTF.
--	--

[Profile](#) [MMRB](#) [MEB](#) [PEB](#) [Reports](#) [My Account](#)

[Profile Draft](#) [Quick Capture Results](#)

[View Captured Records](#)

MMRB [View Captured Records](#)

Below is a list of MMRB results for Soldiers. These results were entered via the MMRB >> Quick Capture Results module. Use the search filter to minimize the results as necessary.

[+] Click to show search filter

Soldier Name	SSN	Date of the Board	Result Disposition	Date of Results Entry	Entered By
FT STEWART16 SOLDIER S	xxxxx1116	20110105	Return To Duty	1/13/2011 4:49:48 PM	-1 SystemAdmin, MND
FT STEWART10 SOLDIER S	xxxxx1110	20101202	Reclassification	1/17/2011 5:47:24 PM	CIV MEBDR1, Ft Stewart

Records found: 2

e-Profile Help Center

Help Center

A Help Center has been created that provides a central repository for pertinent information for e-Profile, such as user's guides, training videos, FAQs, etc. The Help Center icon is located on the right side of each page.

User Action	What to Check/System Response
Click on the Help Center Icon located at the right of each page	The Help Center will be displayed, including a link to user guides, training videos, etc.

Miscellaneous

Adding Ability to Remove Rejected Profiles from Inbox

Providers will be able to hide the Rejected Profiles from their inbox. This will give the Providers the ability to remove the Profiles that need no further action from the Action Items Inbox.

User Action	What to Check/System Response
Click the “Rejected” link in your Action Items Inbox. Check the box beneath the “Hide” column on the profile grid to indicate which profile you would like hidden, and click the “Hide Selected” button.	The Profiles you selected will be removed from you Action Items Inbox.

The screenshot shows the user dashboard with a navigation bar containing 'Profile', 'MEB', 'PEB', 'Reports', and 'My Account'. Below the navigation bar are tabs for 'Profile Draft', 'Rejected', and 'Pending 1st Signature'. The main content area is titled 'Welcome' and includes a 'help center' link. There are two main sections: 'System Messages' and 'Action Items'. The 'Action Items' section contains a list of items: 'Profile Draft [11]', 'Rejected [2]', and 'Pending 1st Signature [3]'. The 'Rejected [2]' item is circled in blue.

The screenshot shows the 'Profile > Rejected Profiles' page. It features a search filter input field with the text '[+] Click to show search filter'. Below the search field is a 'View: Inbox' dropdown menu. A table displays the following data:

Hide	Rejection Date	Expires Date	SSN	Name	Profile Type	Perm PULHES	Primary Diagnosis	Status	ALC
<input checked="" type="checkbox"/>	20110114	99990101	xxxxx0009	TEST LESLIE	Permanent	333111		Rejected	E,W Comments Modify
<input type="checkbox"/>	20110114	99990101	xxxxx6666	FISK WILSON	Permanent	313111		Rejected	B,Y Comments Modify

Below the table, it says 'RECORDS FOUND 2'. At the bottom left, there are two buttons: 'Export' and 'Hide Selected'. The 'Hide Selected' button is circled in blue.

User Action	What to Check/System Response
Select 'Hidden' from the View dropdown to view the profiles that were previous hidden / removed from the action items. Click 'Unhide Selected' to move them back to your inbox / action items.	The Profiles you selected will be returned to your inbox.

Profile MEB PEB Reports My Account

Profile Draft Rejected Pending 1st Signature

Profile > Rejected Profiles help center

[+] Click to show search filter

View: **Inbox**

Hide	Date	Expires Date	SSN	Name	Profile Type	Perm PULHES	Primary Diagnosis	Status	ALC
<input type="checkbox"/>	20110114	99990101	xxxxx0009	TEST LESLIE	Permanent	333111		Rejected	E,W Comments Modify
<input type="checkbox"/>	20110114	99990101	xxxxx6666	FISK WILSON	Permanent	313111		Rejected	B,Y Comments Modify

RECORDS FOUND 2

Export Hide Selected

Profile MEB PEB Reports My Account

Profile Draft Rejected Pending 1st Signature

Profile > Rejected Profiles help center

[+] Click to show search filter

View: Hidden

Hide	Rejection Date	Expires Date	SSN	Name	Profile Type	Perm PULHES	Primary Diagnosis	Status	ALC
<input type="checkbox"/>	20100817	20150816	xxxxx3333	PATTERSON BRIAN M	Permanent	333111		Rejected	C,J1 Comments Modify
<input checked="" type="checkbox"/>	20100802	20150802	xxxxx1111	SMITH SOLDIER G	Permanent	322211		Rejected	F,J1,D Comments Modify

RECORDS FOUND 2

Export Unhide Selected

Note: No rejected profiles are rejected are deleted from the system. They are simply hidden and removed from the inbox.

Add Print Link after Profile Approval

Added link to print the DA 3349 PDF after profile is approved.

User Action	What to Check/System Response
Profiling Officer or Approval Authority approves profile	A link will be displayed allow provider to print approved DA 3349.

The screenshot shows the MEDPROS e-Profile system interface. At the top, there is a navigation menu with tabs for Profile, MEB, PEB, Reports, Administration, and My Account. Below this is a sub-menu with tabs for Profile Draft, Profile Pending Approval, Users Pending Approval, and Users Nearing Expiration. The main content area displays a success message titled "Profile Approval". The message text is: "You have successfully approved a profile. The MEDPROS system will reflect the Soldier's PULHES associated with the approval of this profile as of the morning of 1/18/2011. If you would like to view the PDF click here." A blue arrow points to the word "here". Below this, it says: "If you would like to view the pending approval profile list, click here. Otherwise, select an option from the menu above." The breadcrumb trail reads "Profile > Success Approve Profile" and there is a "help center" link in the top right corner.