e-Profile

Release Guide

3.5.7

18 January 2011
Version 1.0
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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 Soldier's 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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>You will get a pop up allowing you to enter the UIC to add to all permissions.</td>
</tr>
</tbody>
</table>

![Image of e-Profile interface showing Manage Permissions page with Add UIC link and options to update permissions]
<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>The selected UICs will automatically be added to the user’s account for all permissions.</td>
</tr>
</tbody>
</table>

![Select UIC Dialog]

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.

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).

[Add] [Remove] [Save] [Cancel]
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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
</table>
| 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 provider's 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 theProfiling Officers email address. This will allow users, including the Unit Commanders, to easily notify the Provider via email with questions or comments.

<table>
<thead>
<tr>
<th>User Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Select View Profile and click on the Profiling Officers or Approval Authorities name.</td>
<td>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’.</td>
</tr>
</tbody>
</table>

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.

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

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

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider submits permanent profile indicating Soldier has a new P3/4 condition and has been through MMRB or MEB (Profile Code W or Y).</td>
<td>When Provider submits profile, a message is displayed asking if a new board is required.</td>
</tr>
<tr>
<td>User Action</td>
<td>What to Check/System Response</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Click ‘Board Required’ if the new profile requires a board.</td>
<td>The disposition tab will be returned, allowing you to remove the Profile Code ‘W’ or ‘Y’ to ensure the profile triggers a new board.</td>
</tr>
<tr>
<td>Click ‘No New Board Required’ if the profile should not trigger a new board.</td>
<td>A popup will be displayed confirming profile is to be submitted.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider would post Profile Code ‘W’ or ‘Y’ on P3/4 profile when Soldier has been through MMRB or MEB and found RTD / FFD.</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider indicates diagnosis is not duty related and Solder does not meet retention standards</td>
<td>The NEEDS MEB on the DA 3349 will be crossed out, replacing with 'NA, refer to AR 40-501, Chapters 9 &amp; 10' in block 7</td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the Quick Capture Results link from the MMRB tab</td>
<td>A screen will be displayed for you to enter in the Soldier name or SSN.</td>
</tr>
<tr>
<td>User Action</td>
<td>What to Check/System Response</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enter in the Soldier’s Name or SSN</td>
<td>Any approved profiles initiated in e-Profile, as well as those uploaded into the system will be listed.</td>
</tr>
<tr>
<td>If the profile representing the needed board action exists, click the Select box next to the appropriate profile</td>
<td>You will be prompted to enter the MMRB board date and final disposition.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>User Action</th>
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</thead>
<tbody>
<tr>
<td>If the profile representing the needed board action is not listed, you will need to enter in the PULHES and Profile Codes from that profile and upload/scan in the paper DA 3349.</td>
<td>You can now enter in the MMRB board data.</td>
</tr>
<tr>
<td>User Action</td>
<td>What to Check/System Response</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enter in the Board Date, Final Disposition and click ‘submit’</td>
<td>A popup message will be displayed indicating the board data has been captured.</td>
</tr>
<tr>
<td>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</td>
<td>A list of board records will be displayed for your site / MTF.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Soldier Name</th>
<th>SSM</th>
<th>Date of the Board</th>
<th>Result Disposition</th>
<th>Date of Results Entry</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT STEWART16 SOLDIER S</td>
<td>SSSS1111</td>
<td>20110105</td>
<td>Return To Duty</td>
<td>1/10/2011 4:49:48 PM</td>
<td>-1 SystemAdmin, MNO</td>
</tr>
<tr>
<td>PT STEWART11 SOLDIER S</td>
<td>SSSS11111</td>
<td>20110202</td>
<td>Reclassification</td>
<td>1/17/2011 5:47:24 PM</td>
<td>CIV MEBDR1, Pt Stewart</td>
</tr>
</tbody>
</table>
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.

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

Welcome

System Messages

**NEW RELEASE and SCHEDULED DOWNTIME**

- posted by e-Profile Support Team
- A new release of e-Profile will be deployed this coming Tuesday. This will include many enhancements and changes, including implementing new business logic to support the revised AR 40-501. As with many deployments, this will require some downtime. The system will be unavailable from approximately 1600 - 2400 EST, Tuesday, 18 34J. Please note this is a rather large deployment, so more time may be required. We will update this message once the deployment is complete and the system is available. A Release Guide, outlining the changes, will be posted to the application shortly.

Action Items

- No items found

Help Center

FAQs:

- How do I get access UIDs to view profiles or referrals?
- How can I gain additional access to sign profiles or view referrals?
- Why am I not able to view a profile I created for a soldier?
- Why can I not log back into e-Profile when the account was approved?
- Can I delete a duplicate profile that was created as a soldier or when an error was made on the profile?
- I am trying to create a profile on a soldier, but my SSN is not matching.
- A new created a profile and the provider assigned cannot see the profile.
- I am creating a profile and trying to associate the provider, but the application will not allow me to.
- Is there a maximum amount of case profiles that can be created on a soldier?
- I have gotten back a profile where the first provider signing the profile was also the approving authority on the same profile.
- When a provider enters comments on a rejected profile, why is the proxy unable to see the comments?
- When the rejected profile is selected, the profile is void of ANY information. How can proxies see the comments entered by the providers?
- A soldier was boarded and was put on approval for one year. e-Profile says the soldier was referred to MED/PED. It will not let me change the result. So how can I do this so that the soldier can be boarded again?

Newsletters:

- 1st Qtr Newsletter
- 2nd Qtr Newsletter
- 3rd Qtr Newsletter
- 4th Qtr Newsletter
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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>The Profiles you selected will be removed from your Action Items Inbox.</td>
</tr>
<tr>
<td>User Action</td>
<td>What to Check/System Response</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>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.</td>
<td>The Profiles you selected will be returned to your inbox.</td>
</tr>
</tbody>
</table>

![Image](image1.png)

**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.

<table>
<thead>
<tr>
<th>User Action</th>
<th>What to Check/System Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profiling Officer or Approval Authority approves profile</td>
<td>A link will be displayed allow provider to print approved DA 3349.</td>
</tr>
</tbody>
</table>