

COMSCINST 6320.2	COG CODE N00M	DATE 12 OCT 1995
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DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 6320.2  
N00M  
12 October 1995

## COMSC INSTRUCTION 6320.2

Subj: CIVILIAN MARINER (*CIVMAR*) MEDICAL CLAIMS OUTSIDE THE CONTINENTAL UNITED STATES (*OCONUS*)

Ref: (a) COMSCINST 12810.1B  
(b) OPNAVINST 12810.1  
(c) COMSCINST 6000.1C  
(d) NAVMEDCOMINST 6320.3B (Appendix F)

Encl: (1) Policy and Guidance for Chargeback, Billing and Payment of CIVMAR Medical Expenses

1. Purpose. To provide guidance and delineate responsibilities related to processing CIVMAR medical claims for healthcare provided outside the continental United States (*OCONUS*).

2. Applicability. This instruction applies to medical claims incurred by CIVMARs only. Medical claims incurred by other federal employees, contract operator employees and charter operator employees may not be processed under the authority provided in this directive.

### 3. Background

a. While CIVMARs are eligible for occupational healthcare services provided at overseas military medical facilities, often, one is not locally available when medical care is required. Additionally, civilian healthcare resources may be better suited to provide certain specialized care. Medical claims arising from receipt of occupationally-related healthcare is properly charged to the Office of Worker Compensation Program (*OWCP*), Dept. of Labor, as per references (a) and (b). When care is received, payment may be significantly delayed due to multilayer processing within MSC and OWCP. In the instance the healthcare provider demands immediate payment for services rendered,

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most CIVMARs are not financially able to make such payment. To avoid cultural missteps which may reduce opportunities for future medical care of CIVMARs or jeopardize MSC's military mission, this directive addresses responsibilities at each level of the organization.

b. Medical claims arising from non-occupational healthcare are the responsibility of the CIVMAR and may be paid, in part or in full, by a health insurance plan. Permanent CIVMAR employees are afforded the opportunity to obtain healthcare coverage through Federal Employee Group Health Insurance Programs. It is the CIVMAR's responsibility to make sure he/she is properly insured.

#### 4. Action

a. COMSC (N00M) shall ensure medical referral procedures are clearly outlined in reference (c).

b. COMSC (N1) shall ensure Federal Employee Compensation Act compliance as per references (a) and (b).

c. COMSC (N8) policy and guidance for chargeback, billing and payment for each of the scenarios below is included in enclosure (1):

- (1) OWCP/FECA cases treated by military medical facilities;
- (2) OWCP/FECA cases treated by civilian medical facilities;
- (3) Non-occupational cases treated by military medical facilities; and
- (4) Non-occupational cases treated by civilian medical facilities.

d. Field Activities (*Medical*) shall ensure shipboard referrals are conducted in compliance with reference (c).

e. Field Activities (*Personnel*) shall ensure compliance with references (a) and (b) for Worker Compensation Claims, case processing, issuance of local instructions and promulgation of procedures.

f. Field Activities (*Comptroller*) shall ensure compliance with the provisions of enclosure (1) in the processing of medical claims.

g. Masters shall ensure compliance with the provisions of enclosure (1) by shipboard personnel.

5. Coordination. This directive has been coordinated between COMSC medical, comptroller and personnel directorates.

C. R. BURCHELL  
Chief of Staff

Distribution:

COMSCINST 5000.19

List I (*Case A, B, C*)

SNDL 41B (*MSC Area Commands*)  
41C (*MSC Subarea Commands*)  
41D3 (*MSC Offices*)  
41G (*COMFSRON*)  
41J (*OICMILDEPTs*)  
41K (*MSCUs*)  
41L (*COMPSRONs*)  
41M (*MSC TAGOS Units*)  
T-100 (*Master, civil service manned ships*)  
T-102 (*Masters & operators, contract-operated FSS*)  
T-103 (*Masters & operators, contract-operated TAGOS*)  
T-104 (*Masters & operators, MPS*)

**POLICY AND GUIDANCE FOR CHARGEBACK, BILLING AND PAYMENT  
FOR CIVMAR MEDICAL EXPENSES**

**1. OWCP/FECA Cases Treated By Military Medical Facilities**

a. A CIVMAR receiving treatment from a military medical facility for an occupational injury/illness will receive care at the expense of OWCP. Occupationally-related charges are not the CIVMAR's responsibility. Employees must obtain an Authorization for Examination and/or Treatment (CA-16), prepared by the supervisor and medical personnel, prior to seeking care. OWCP claims should be filed by the military treatment facility comptroller, as per reference (d).

b. In cases where DOL rejects the OWCP claim, bills should be handled in accordance with paragraph 3 and 4 of this enclosure.

**2. OWCP/FECA Cases Treated By Civilian Medical Facilities**

a. A CIVMAR receiving treatment from a civilian medical facility for an occupational injury/illness will receive care at the expense of OWCP. Occupationally-related charges are not the CIVMAR's responsibility. Employees must obtain an Authorization for Examination and/or Treatment (CA-16), prepared by the supervisor and medical personnel, prior to seeking care. Bills should be provided by the mariner to either the Master or MSO for certification and forwarded to the servicing personnel office. OWCP claims shall be filed by the servicing personnel office.

b. In cases where DOL rejects the OWCP claim, bills should be handled in accordance with paragraphs 3 and 4 of this enclosure.

**3. Non-Occupational Cases Treated By Military Medical Facilities**

a. CIVMARS with non-occupational injury/illness may seek treatment from a military medical institution when time and space permits. Traditionally, military hospitals and clinics limit this to emergency care. These charges will be the sole responsibility of the CIVMAR.

b. The bill for these expenses will be paid by the CIVMAR and/or his health insurance plan and is not the responsibility of MSC or OWCP. In instances where the CIVMAR cannot pay his/her bill and the military treatment facility demands payment, the Master or the Area Commander in whose AOR the CIVMAR is treated, will pay for care. All pertinent information will be forwarded to the CIVMAR's servicing payroll

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office to establish an Account Receivable (A/R) and collect from the CIVMAR. Collections will be in the form of cash, a check or money order. If CIVMAR is unwilling or unable to pay directly, pay checkage action will be initiated.

**4. Non-Occupational Cases Treated By Civilian Medical Facilities**

a. CIVMARS with non-occupational injury/illness may seek treatment from a non-military medical institution. These charges will be the sole responsibility of the CIVMAR.

b. The bill for these expenses will be paid by the CIVMAR and/or his health insurance plan and is not the responsibility of MSC or OWCP. In instances where the CIVMAR cannot pay his/her bill, and the medical facility demands payment, the Master or the Area Commander in whose AOR the CIVMAR is treated, will pay for care. In some foreign ports, communications with and payment to civilian medical facilities may be handled via the local agent. All pertinent information will be forwarded to the CIVMAR's servicing payroll office to establish an Account Receivable (A/R) and collect from the CIVMAR. Collections will be in the form of cash, a check or money order. If CIVMAR is unwilling or unable to pay directly, pay checkage action will be initiated.