

# TRICARE Operations and Patient Administration (TOPA)

## 21st Medical Group

Clinics located at Peterson/Schriever SFB and Cheyenne Mountain SFS

### Information for Retiring or Separating Members

#### IMPORTANT

DoD policy 6040.43 June 10, 2004 states that no member will hand carry their medical records. They are the property of the U.S. Government and positive control of the medical records must be maintained at all times.

TOPA office hours:

Monday-Friday,  
0730-1630

Closed on weekends, Federal Holidays, AFSPC family days and training days (every 4<sup>th</sup> Tuesday 0730-1230)

Mailing Address:  
21 MDSS/SGST  
110 W. Ent Ave  
Peterson SFB, CO  
80914

- Members must present two (2) copies of orders to the Medical AND Dental treatment facilities
- Patients are authorized **one** copy free of charge of their medical record(s). It is recommended that you make a personal copy as the DVA will keep the copy you provide them.
- Copies are made on a first come/first serve basis. The Release of Information office is authorized a 20 day turnaround for Active Duty and dependents. Please plan accordingly. If you make your appointment before receiving records, we cannot guarantee they will be ready.
- Request your copy **BEFORE** you make your VA appointment.
- Request copies of records no earlier than 179 calendar days, but no later than 45 calendar days prior to the start of terminal leave.
- If you are remaining in the local area, your dependent's records will remain at your enrolled MTF.
- If you plan on relocating from the area and have school aged children, please request copies of physicals/shot records before you depart. Dependent records can be forwarded to the nearest MTF at your new location.
- In order to receive copies of your records, a DD Form 2870, Authorization for Disclosure of Medical & Dental Information must be completed and proper identification must be presented to the TOPA Front Desk personnel.

Peterson Clinic



Schriever Clinic



If you have questions, please call the TOPA office at 556-1223