

**Supporting Document for Paperwork Reduction Act Submission**  
TRICARE Prime Enrollment Application/Disenrollment/PCM Change Form

A. Justification

1. Need and Use

These collection instruments serve as applications for Enrollment, Disenrollment and Primary Care Manager (PCM) Change for the Department of Defense's (DoD) TRICARE Prime program established in accordance with Title 10 U.S.C. Section 1099 (which calls for a healthcare enrollment system). Monthly payment options for retiree enrollment fees for TRICARE Prime are established in accordance with Title 10 U.S.C. Section 1097a(c). The information collected on the TRICARE Prime Enrollment Disenrollment Application /PCM Change Form provides the necessary data to determine beneficiary eligibility, to identify the selection of a health care option, to disenroll and to change the designated PCM when the beneficiary is relocating or merely requests a local PCM change, in accordance with the National Defense Authorization Act for Fiscal Year 2001 (P.L. 106-398, Section 723(b)(E)).

2. Purpose and Users of the Information

This information will be collected by the Managed Care Support Contractors (MCSC), TRICARE Service Centers (TSC) or administrative support staff located at Military Treatment Facilities (MTFs) from beneficiaries requesting enrollment into TRICARE Prime; Primary Care Management (PCM) changes; or disenrollment from TRICARE Prime. When collected, this information will be used to effect enrollment into TRICARE Prime, disenrollment from TRICARE Prime, or to change a TRICARE Prime enrollee's primary care manager.

3. Improved Information Techniques

The data collected will be entered into the Defense Enrollment Eligibility Reporting System (DEERS) which must be updated on a change of event to ensure that the information is current and accurate and to ensure that health care claims are paid properly.

A Web-based version of the form will be available for beneficiaries who wish to enroll, disenroll or make a PCM Change online. This means that beneficiaries will have the option to complete the enrollment form either in hard copy or electronically. We estimate that in the first year, 10% of the respondents will complete the enrollment/disenrollment/PCM Change forms on the Web. This estimate may change depending upon how the Web forms are marketed. The Web enrollment forms will mirror the approved paper enrollment form.

The forms will serve as documentation that the requirements of the law have been satisfied. Since the information requested is readily available to the respondent, we feel the completion of the form is not unduly burdensome.

#### 4. Duplication and Similar Information

This information is not being collected by any other agency or component nor is it currently available in any other format. The forms have simplified and standardized the process for collecting the required information. Duplication of information to be collected has been eliminated.

#### 5. Small Business

No small business or other small entities are involved in this collection of information.

#### 6. Less Frequent Collections

Data cannot be collected on a less frequent basis. The TRICARE Prime Enrollment / Disenrollment /PCM Change Applications are the only means of gathering the necessary data for Military Health System beneficiaries applying for coverage under the TRICARE program (32 CFR 199.17). The failure of beneficiaries to complete the TRICARE Prime Enrollment Application will result in the denial of enrollment into TRICARE Prime. In turn, the beneficiary's status would remain TRICARE Standard. Data cannot be collected on a less frequent basis. The Disenrollment Application is needed to implement disenrollment from TRICARE Prime. Failure to provide information will result in continued enrollment and beneficiaries' responsibility for payment of an enrollment fee, under the TRICARE program (32 CFR 199.17).

#### 7. Special Circumstances

There are no special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.5(d) (2).

#### 8. Federal Notice and Consultations

The Federal Register Notice for this collection of information was published 8/21/06 (Vol 71 FR Page 48539). Copy attached. No public comments were received. This collection is being conducted in accordance with the guidelines outlined in 5 CFR 1320.8.

#### 9. Payment/Gift to Respondents

There will be no payment or gifts provided to respondents.

#### 10. Confidentiality

A Privacy Act Statement is provided on the form. The specific uses for the information are provided on the form; respondents are advised that disclosure is voluntary and are made aware of the consequences of non-disclosure.

### 11. Sensitive Questions

Questions of a sensitive nature are not asked.

### 12. Burden Estimate

Include statement on enrollment, PCM and disenrollment.

A review of previous enrollment workload data revealed that there is an average of approximately 65,850 beneficiaries enrolling in TRICARE Prime or changing their PCM annually. To document program compliance, all beneficiaries must complete at least a portion of the questionnaire, which is maintained by the MCSC. We estimate beneficiaries will need an average of 20 minutes or .33% of an hour to complete the TRICARE Prime Enrollment Application/PCM Change Form. The estimated annual burden is 21,730.50.

In addition, a review of previous disenrollment workload data revealed that there is an average of approximately 7,055 beneficiaries disenrolling from TRICARE Prime annually. To document program compliance, all beneficiaries must complete at least a portion of the questionnaire, which is maintained by the MCSC. We estimate beneficiaries will need an average of 5 minutes or .083% of an hour to complete the TRICARE Prime Disenrollment Application. The estimated annual burden is 585.57 hours.

$$21,730.50 + 585.57 = 22,316.07$$

The cost to the respondent of providing the information is negligible and beyond our ability to calculate.

### 13. Cost to Respondents

None.

### 14. Cost to the Federal Government (include disenrollment costs)

The average annualized costs are itemized as follows:

\$ 15,337	(printing = \$.03 X 511,232)
\$270,953	(clerical costs = \$0.53* X 511,232)
<u>\$400,000</u>	Contractor Costs
\$686,290	Total Annual Costs

\*Prorate salary costs for GS-5, step 5 admissions clerk

15. Changes

Burden increased due to an increase in the number of respondents. The administration has placed an increase emphasis upon recovery under the Federal Medical Care Recovery Act. Completion of the form, either in paper form or electronically, is the only way that beneficiaries can elect enrollment, disenrollment, or change of PCM with the TRICARE health plans. These elections are voluntary for all beneficiaries except active duty service members.

16. Publication/Tabulation

There are no plans to publish or tabulate the information collected.

17. Expiration Date

Approval is not sought for avoiding display of the expiration date for OMB approval.

18. Certification Statement

There are no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-1.

B. Collections of Information Employing Statistical Methods

Statistical methods are not employed for collection of this information.