



**DEFENSE HEALTH AGENCY**  
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DHA Privacy  
Office Review:

**MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY  
DIVISION**

**SUBJECT: Justification for the Use of the Social Security Number (SSN) for TRICARE  
DoD/CHAMPUS Medical Claim-Patient's Request for Medical Payment (DD Form 2642)**

This memorandum is to satisfy the requirements of the *Department of Defense Instruction (DoDI) 1000.30, Reduction of Social Security Number (SSN) Use Within DoD*, dated August 1, 2012, that requires justification of the collection and use of SSNs on DoD forms. This justification memorandum pertains to the revision and renewal of (DD Form 2642), TRICARE DoD/CHAMPUS Medical Claim - Patient's Request for Medical Payment(Attachment 1).

DD2642, TRICARE DoD/CHAMPUS Medical Claim - Patient's Request for Medical Payment, is used to collect personally identifiable information (PII) and protected health information (PHI) from beneficiaries. The form is covered by System of Records Notice EDTMA 04, Medical/Dental Claims History Files (October 27, 2015, 80 FR 65720) (Attachment 2).

DD 2642 is used by TRICARE beneficiaries to request reimbursement for their out-of-pocket costs for medical services. Historically, the SSN has been the primary identifier on the DD Form 2642 which the health care contractors use to verify beneficiary eligibility through the Defense Eligibility Enrollment Reporting System (DEERS).

TRICARE managed care support contractors/purchased care contractors are required to enter the information contained in the Form into DEERS using the Defense Online Enrollment System application, which will reflect the beneficiary's eligibility. Over all, the SSN has been the primary identifier on the form, with the renewal and revision of DD Form 2642 we included the DoD Benefits Numbers (DBN). The TRICARE Systems Manual requires health care contractors to modify their systems to include DBN in addition to data fields for the SSN.

In order to verify eligibility against DEERS, the SSN still needs to be collected on DD 2642 until all DoD beneficiaries are cognizant of alternate identifiers and where to locate them on their military identification card to use on the claim form as a replacement for the SSN.

In accordance with DoDI 1000.30, continued use of SSNs within DD 2642 must be justified by one or more of the Acceptable Use Cases set forth in DoDI 1000.30, Enclosure 2. The Acceptable Use Case applicable to DD 2642 is 2.c.(11), Legacy System Interface. The

above information regarding eligibility verification reflects why the SSN is still a requirement for DD Form 2642 due to the DEERS legacy system interface.

If there are any questions, my point of contact is Ms. Vonda Lawson. Ms. Lawson can be reached via e-mail at [vonda.d.lawson2.civ@mail.mil](mailto:vonda.d.lawson2.civ@mail.mil), or by phone at (703) 275-6221.

Dr. Danita Hunter  
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Attachments:  
As Stated