



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

*DHA-IPM 21-003*  
*February 22, 2023*

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Military Health System GENESIS Training

- References:
- (a) Department of Defense (DoD) Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
  - (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
  - (c) United States Code, Title 10, Section 1073c
  - (d) DHA-Procedural Instruction (PI) 5025.01, "Publication System," April 1, 2022
  - (e) DoD Instruction 6040.45, "DoD Health Record Life Cycle Management," November 16, 2015, as amended
  - (f) DHA-Procedural Instruction DHA-PI 6040.10, "Military Health System (MHS) GENESIS Resolution of Procedural Conflicts," June 23, 2021
  - (h) DHA- Procedural Instruction 6015.03, "Medical Readiness Services Provided to Members of the Reserve Components (RC) in Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities," October 23, 2021

This Defense Health Agency-Interim Procedures Memorandum (DHA-IPM), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (g), establishes the Defense Health Agency's (DHA) procedures to specify mandated training for the Military Health System health information technology system, MHS GENESIS.

This DHA-IPM applies to the DHA, DHA components (activities under the authority, direction, and control of DHA, including all DHA Markets, the Stand-Alone Military Medical Treatment Facility Organization, Defense Health Agency Regions, Military Medical Treatment Facilities, Dental Treatment Facilities, and Veterinary Treatment Facilities), Military Departments, and all personnel, including assigned or attached active duty and reserve members, federal civilians, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties within the DoD.

The MHS is transitioning to MHS GENESIS, the DoD's modernized Electronic Health Record (EHR) system, to provide enhanced, secure technology to manage health information. While enterprise solution standards control the MHS GENESIS design across the entire MHS and are not specific to one site, the individual components are responsible for ensuring proposed MHS GENESIS end users are properly trained prior to being granted access to the EHR system.

The DHA strategy for MHS GENESIS training uses a combination of computer-based training (CBT) and instructor-led training (ILT) in an intentional sequence that builds end-user skills incrementally. The training is purpose-built to maximize learning and retention and to limit students' time away from their duties. It consists of effective, workflow-focused, role-based courseware that enhances end-user adoption using standardized curriculum for MHS GENESIS.

It is important to note that end-user competency is assessed during MHS GENESIS training. A competency assessment must be successfully completed for each MHS GENESIS system position the end user will perform. Once competency has been validated for all assigned system positions, the provisioning authority may then process the end-user request for a production MHS GENESIS account. This step ensures the production environment is accessed by properly trained personnel only.

DHA component Directors (including leaders of Military Medical Treatment Facilities and Dental Treatment Facilities) may, at their discretion, require supplemental training for end users at their sites for MHS GENESIS; however, neither Component Commanders, Directors, nor other parties may reduce or eliminate the standardized DHA-Health Informatics catalog and regimen of ILT and CBT training requirements for access.

To provide our end users the opportunity to share their training experiences and opinions, feedback is solicited at the conclusion of training. The collected feedback is regularly reviewed to identify areas for improvement within the training or materials or to address supplemental training needs within a specific track or system position. The collected feedback will be used to support any training changes proposed during the MHS GENESIS curriculum review.

DHA components are responsible for identifying personnel that need training; registering personnel for the appropriate training from the DHA catalog of courses, and validating competency for each position before the production account is requested.

If you have any questions regarding this guidance, please contact the Health Informatics End User Engagement global organizational mailbox at [dha.ncr.dir-support.mbx.hi-eue@health.mil](mailto:dha.ncr.dir-support.mbx.hi-eue@health.mil).

**This DHA-IPM is cleared for public release** and is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

The proponent of this publication is the MHS Chief Health Informatics Officer (CHIO). When activities are unable to comply with this publication, the activity may request a waiver by providing justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader will endorse the waiver request and forward it through their

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supervisory chain to the MHS CHIO to determine if the waiver may be granted by the Director, DHA or their designee.

This DHA-IPM is effective upon signature. It will expire 1 year from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (d).

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TELITA CROSLAND  
LTG, USA  
Director

Attachments:

1. References
2. Glossary

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Tidewater Market, Defense Health Agency  
Small Market and Stand-Alone Military Medical Treatment Facility Organization  
Directors, Defense Health Agency Military Medical Treatment Facilities

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cc:

Principal Deputy Assistant Secretary of Defense for Health Affairs  
Surgeon General of the Army  
Surgeon General of the Navy  
Surgeon General of the Air Force  
Medical Officer of the Marine Corps  
Director of the Joint Staff  
Director of Health, Safety, and Work-Life, U.S. Coast Guard  
Surgeon General of the National Guard Bureau

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CBT	computer-based training
CMIO	Chief Medical Informatics Officer
DHA	Defense Health Agency
DHA-IPM	Defense Health Agency-Interim Procedures Memorandum
EHR	electronic health record
ILT	instructor-led training
MHS	Military Health System