

Active Duty Predischarge Appointment Scheduling Instructions - Active Duty/Reserve or Guard (title 10/32 only)
(Due to COVID-We are only conducting appointments by telephone)

APPOINTMENT SCHEDULING

1. Email natalie.turck@va.gov no earlier than 8 months prior to your actual retirement date/separation date (not terminal leave date). I am unable to take your claim prior to 180 days prior to discharge.

Please provide all of the requested information:

Please note: Appointments will not be scheduled until I receive of the following information.

- Name, Rank, Contact phone number
 - indicate if you are AD or NG/Reserve under Title 10/Title 32
 - Date you entered active duty
 - Terminal leave date and discharge date
 - Location of service medical records
 - If records are located at Scott AFB, please provide the date you requested the request and provide whether they were requested through flight medicine or patient administration
 - If your records have not been requested, I will not be able to schedule your appointment.
2. There is only one MSC assigned to Scott AFB. It can take up to 3 weeks to get an email response as emails are answered in order they are received.
 3. DO NOT SEND MULTIPLE EMAILS REQUESTING AN APPOINTMENT UNLESS YOU HAVE NOT HEAR FROM YOUR ORIGINAL EMAIL WITHIN 2 WEEKS.
 4. Once you get an appointment, read the instructions and all attachments in their entirety and confirm your appointment. If you do not follow the instructions, your appointment will be rescheduled based on availability
 - Each appointment will be allotted a certain amount of time. Unfortunately, there are times that am 30-60 minutes behind for appointments. Your allotted time will start when I contact you.

RECORDS FOR YOUR APPOINTMENT

- We must have a complete copy of your service treatment records. You will need to request these from the medical clinic 4-6 weeks in advance.
- If you have mental health/dental records and are claiming a condition related to that treatment, you will need to request these records from the dental and mental health clinic
- If you are NG/Reserve, you will need to provide a copy of DD form 214's and current point summary sheet prior to meeting
- If you are claiming sleep apnea, please ensure that you have a copy of your sleep study to submit
- If you have entrance exams in your possession, please ensure that you have a copy of your sleep study to submit

You will receive detailed instructions on how to submit records to me, once I schedule your appointment.

MEDICAL STANDARDS AND SIGNING OFF DOD FORMS

If you have not already completed or initiated your separation or retirement physical, please log into <https://asimimr.health.mil/imr/myimr.aspx>

select "SHPE", then "Start a new SHPE"

This will let the medical standards office know you need to make an appointment

This is for starting your retirement/separation physical ONLY and has no impact on your VA claim