

The MHSPHP (Population Health Navigator) has undergone extensive revisions. All current and new PHN account holders are required to submit a new SAAR Form to the Navy & Marine Corps Public Health Center (NMCPHC) to establish their new CarePoint accounts and have access to the revised MHSPHP (PHN). A digital SAAR Form is required when applying for either Functional (patient-level) or Headquarters (aggregate-level) data.

**First**, log on to the “Registration” site for MHSPHP CarePoint at one of the following: [https://carepoint.afms.mil/\\_layouts/CarePoint/Pages/Public/RequestAccountForm.aspx](https://carepoint.afms.mil/_layouts/CarePoint/Pages/Public/RequestAccountForm.aspx) or <http://bit.ly/i9iiIT>

**Second**, complete the blocks on the request form, i.e., Service, Rank, First Name, etc., and click Submit.

**Third**, click on “Download SAAR” and complete it according to the guidance below. This process may take a number of days when routing the form for review and electronic signatures:

PLEASE BE AWARE WE NO LONGER ACCEPT FAXED OR SCANNED SAARs. ALL REQUESTS MUST BE ELECTRONIC AND DIGITALLY SIGNED BY ALL PARTIES INVOLVED.

BLOCKS 11-12 (USER)

BLOCK 13 (USER) Specify your duty position; specify the DMIS ID(s) and Name of Facility(s) to which you need access; selecting a parent DMIS will automatically provide access to child DMISs; special requests for senior analysts can be accommodated

BLOCK 14 (SUPERVISOR) Specify level of access required; typically “Authorized”

BLOCK 15 (SUPERVISOR) Following the “Other” box, specify either FUNCTION LEVEL (patient data) or HEADQUARTERS LEVEL (aggregate data) access.

BLOCKS 16-20b. (SUPERVISOR) Supervisor must certify the request

BLOCK 21 **Leave Blank**

BLOCK 22-25 (IAO) Information Assurance Officer **at local MTF** must complete this section. SAAR will not be processed without local IAO approval.

BLOCK 27 Complete on contract employees

BLOCKS in Part III (SECURITY MANAGER) Security Manager must complete this section  
Part IV **Leave blank**

**Fourth**, when your SAAR is completed, log back on to the Registration site. Under the heading “Service Representatives” click on Navy Representative. This will generate an email to the Navy and Marine Corps Public Health Center. Attach your completed SAAR and forward to [phn-help@nehc.mar.med.navy.mil](mailto:phn-help@nehc.mar.med.navy.mil). The email does not need to be encrypted. Once the SAAR Form is reviewed and processed by the NMCPHC, individuals that requested access to patient-level data can schedule the 90-minute mandatory orientation with the Healthcare Informatics Division. The schedule for this training will also be posted on the MHSPHP (PHN) website.

Navy staff should contact the Help Desk at [PHN-HELP@NEHC.MAR.MED.NAVY.MIL](mailto:PHN-HELP@NEHC.MAR.MED.NAVY.MIL) or (757) 953-0717/0954 (DSN 377) for questions.