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7 Nov 2003

From: Officer in Charge, Naval Healthcare Support Office, Jacksonville

Subj: BUSINESS PLANNING TRAINING SESSIONS

Ref: (a) BUMED ltr 6000 Ser M3M11/0052 of 5 Nov 2003; Subj: Business Planning for Naval Medicine

Encl: (1) Business Planning Assumptions/Guidance/Observations  
(2) BUMED Business Planning Training Agenda for 2-5 Dec 03 for selected Naval Ambulatory Care Centers and Branch Medical Clinics

1. Reference (a) announced and described the new BUMED Business Planning Process for Naval Medicine. The letter also announced the training that will be conducted for all activities over the next few months with the first training session to be held from 2-5 December 2003 at the Armed Forces Reserve Center, NAS Jacksonville, Florida. Commands/Naval Ambulatory Care Centers/Branch Medical Clinics invited to the initial training session are noted on the enclosure to reference (a).

2. The purpose of this letter is to provide further details for that initial training session and is directed to all MTF Commanding Officers within the three HSO areas of responsibility and to the invited activities of the first training session. Enclosure (1) provides a detailed list of business planning assumptions/guidance/observations that were developed by BUMED and HSO representatives at a recent planning offsite for business planning development. This enclosure should be reviewed carefully as it will be the basis for discussions and follow-on planning that will occur during each of the training sessions held over the next few months. The planning assumptions document may also be found at the BUMED Business Planning link at the following TRI-HSO website: <https://nhso.med.navy.mil>. Enclosure (2) provides a detailed agenda for the initial training session and incorporates both an overview of Naval Medicine Business Planning and details regarding the specific sessions. The overarching objective of the business planning training is to have the participants actually build a pseudo-business plan while at the training session using the BUMED Business Planning Tool (BBPT) which will be introduced to the participants at the training. Participating activities should bring their current command Mission and Vision Statements.

3. The BBPT incorporates, in a web-based product, those components of business planning which will be pertinent under the operational environment expected under the next generation of TRICARE Contracts. The BBPT has interactive areas incorporating the following specific sections:

- **Mission/Vision** – Allows each activity to enter their specific mission and vision supporting the primary Naval Medicine Strategic Plan

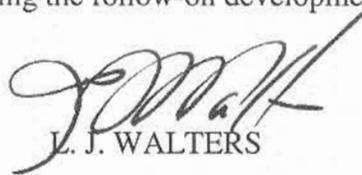
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- **Market** – Each activity will be able to identify and describe their market area and the population that they support as well as the level of network care being provided to eligibles.
- **Access** – Each activity will be able to detail the ease of the availability of care for enrollees and eligible patients as that will be an important determinate of whether patients continue to come to our facilities or not.
- **Workload** – This area of the BBPT provides detailed workload for the DMIS-ID entered at a discreet level down to fourth level MEPRS.
- **Personnel** – This section provides the current Manpower/Personnel and FTEs associated with each activity. Commands will review the processes that lead to improved labor reporting and distribution of hours in various centers.
- **Alignment** – The BBPT provides the capability to determine whether the individual activity business plan is aligned both internally to the activity and externally with the market area and Naval Medicine.
- **Net Value** –The purpose of this module is to provide visibility of the facility expenses compared to the value of the medical care provided if you were billing Health Affairs.
- **Prioritization and Strategy** – Allows the activity to internally prioritize and develop an overall strategy for what they are going to produce as identified in their business plan.
- **Financial Plan** – Ties the Business Plan to the supporting Financial Plan of the Command/Activity within the constraint of existing resources
- **Production Plan** – Identifies, in the TMA mandated format, the production plan for the Command/Activity.
- **Executive Summary & Final Plan** – Provides the area where the Command/Activity gives an overview of their Business Plan as represented within the BBPT.

4. Individual attendees to this first training session are asked to register at the TRI-HSO website (<https://nhso.med.navy.mil>) by clicking on the BUMED Business Planning link. Additionally, detailed logistical information regarding this initial training session may also be found at the TRI-HSO website. Click on the BUMED Business Planning link for information including course overview, agenda, lodging and restaurants, directions, specific training site information and base access.

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5. This initial training session on the BBPT will set the foundation for Naval Medicine business planning for Fiscal Year 2005 and is an exciting step in the overall plan for medical operations in that Fiscal Year and a foundation for future years planning. I look forward to our staffs interacting during the initial training and during the follow-on development and monitoring of each command's business plan.



L. J. WALTERS

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