

EFMP Enrollment Checklist

Determine Eligibility,

check if you or your family member have a special medical or educational need that qualifies for EFMP enrolment.

Start your enrollment case in E-EFMP website,

- **E- EFMP:** <https://efmp.army.mil/EnterpriseEfmp/>
- **How to create an Enrollment or an update:** <https://efmp.army.mil/EnterpriseEfmp/Training>

Gather required Documents & Make medical appointments.

Collect necessary documents, such as medical records, Individualized Education Plans (IEPs), and other relevant paperwork supporting the special needs of the family. Make a 40-minute EFMP appointment with your Primary Care Manager (PCM). ****EFMP DOES NOT MAKE APPOINTMENTS ON BEHALF OF THE FAMILY MEMBERS**** If you need a sooner appointment, please contact patient advocacy 915-742-2692/2508.

Complete DD Form(s) 2792 (Family Member Medical Summary)

Page 2, 3, and the headers of pages 4-8 are completed by the Sponsor (if completing for dependent under the age of 18) or patient (if over the age of 18). Pages 4-8 are completed by the PCM or specialist doctor. **** PAGES 4-8 OF THE DD2792 MUST BE SIGNED, EVEN IF THE PAGE IS BLANK****.

Complete DD Form 2792-1 (Special Education/Early Intervention Summary)

If applicable, complete this form to provide information related to educational needs and services received by the family member with special needs. Page 2 is completed by the Sponsor (if completing for dependent under 18) or dependent (if over the age of 18). IEP must be from West Texas or New Mexico.

Upload the DD Form(s) 2792 to the E-EFMP website.

If the dependent is seen at a Military Treatment Facility (MTF), the EFMP office can forward the case to the provider. Contact EFMP at least 72 hours before the appointment so we can forward your case appropriately. For civilian providers, the sponsor must submit forms for minors, while the dependents over 18 are responsible for their own submission. ****Make sure pages 2 & 3 are signed****

Tracking your package

Please note that the EFMP office will not be doing status update on your package. If you would like to see the status of your package, please refer to the E-EFMP website. For questions on tracking a package, refer to the training site for more information at <https://efmp.army.mil/EnterpriseEfmp/Training>.

Decision on enrollment is made.

The sponsor will receive an email confirmation with a decision on enrollment. You do not need to contact the EFMP office for any further action.

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