



Australian Government

Civil Aviation Safety Authority

www.casa.gov.au

Medical Records System (MRS)

Cardiologist

User Manual

Version 1.0



1 Introduction

All Australian Aviation medicals are conducted online. The Cardiologist module assists designated aviation Cardiologists located anywhere in the world to interact with CASA and review requested medical information as directed.

CASA Medical Records System (MRS) is a way to manage the end to end application and processing of Aviation medicals.

MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents including certificates.

MRS allows class 1, 2 and 3 medical certificate holders to complete an online medical questionnaire, make payment and obtain their printed certificate from the Designated Aviation Medical Examiner (DAME) where CASA's medical standards have been met. The system retains all information entered making it easier at future examinations.

MRS adds value to CASA, Designated Aviation Medical Examiners, support staff and Applicants by providing:

- Visibility and transparency.
- Streamlined end to end management of aviation medical applications.
- Quicker processing – DAME can print certificate (conditions apply.)
- Applicants enter full medical history and then only update before their next renewal.
- Secure online medicals, payments and reminder notifications.
- See medical history and previous test results.
- Live status updates which include application processing progression and certificate validation.

To assist users with the use of MRS, this user manual and a suite of self-help tools have been made available on the casa website.

1.1 Purpose

The purpose of the user manual is to provide Cardiologists with a user guide in using MRS when conducting aviation reviews.

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2.0 Cardiologists Tasks

This section details tasks required in order to complete Cardiologists tasks within MRS.

2.1 Login Screen

What should this look like

Medical Records System
TRAIN: Version:1.0.5800.25166 [Build Date:18/11/2015 1:58:42 PM]

Login with your CASA Examiner account

Username:

Password:

[Reset Password](#) [Login](#)

A user's account will be automatically locked following 5 successive incorrect password attempts. Each successful password attempt resets the counter. Passwords automatically expire after 90 days.

For support with MRS Online (including password resets), contact the MRS Online Administrator using the following contact details:
M: +61 434 076 851 Monday-Friday, 9am-5pm AEST
Ph: 131 757 (Local call cost within Australia)
F: +61 2 6217 1640
Email: avmed@casa.gov.au

4/12/2015 9:49:37 AM

Welcome! You are logging into the CASA Medical Records System (MRS)

- MRS contains medically sensitive information and must be treated in the strictest confidence.
- Your login to MRS is for you only. You **MUST** not disclose your MRS password to anyone else. This protects the applicant, you and CASA.
- Improper use or unauthorised disclosure of information held within MRS is a breach of your conditions of appointment under regulation 67.060 or 67.080 of the Civil Aviation Safety Regulations 1998 and of the Australian Medical Association's Code of Ethics.
- Access to MRS is monitored and routinely audited.

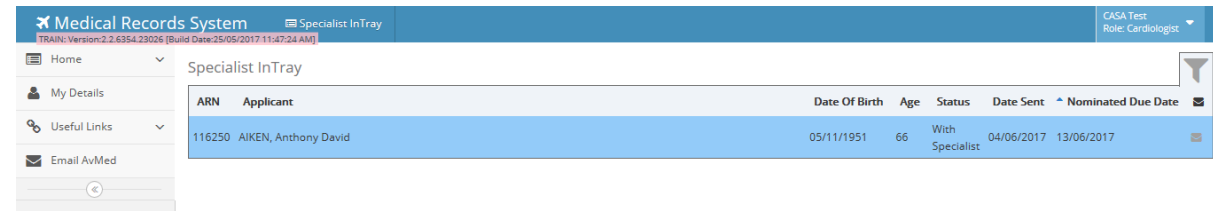
[Decline](#) [Acknowledge](#)

What do I need to do:

1. Log into MRS via the CASA website.
2. If you are logging in for the first time you will need to reset your password. To do this, select the reset password button.
3. If you have already reset the password type in your user name and password, then click the login button.

2.2 Finding an applicant

What should this look like



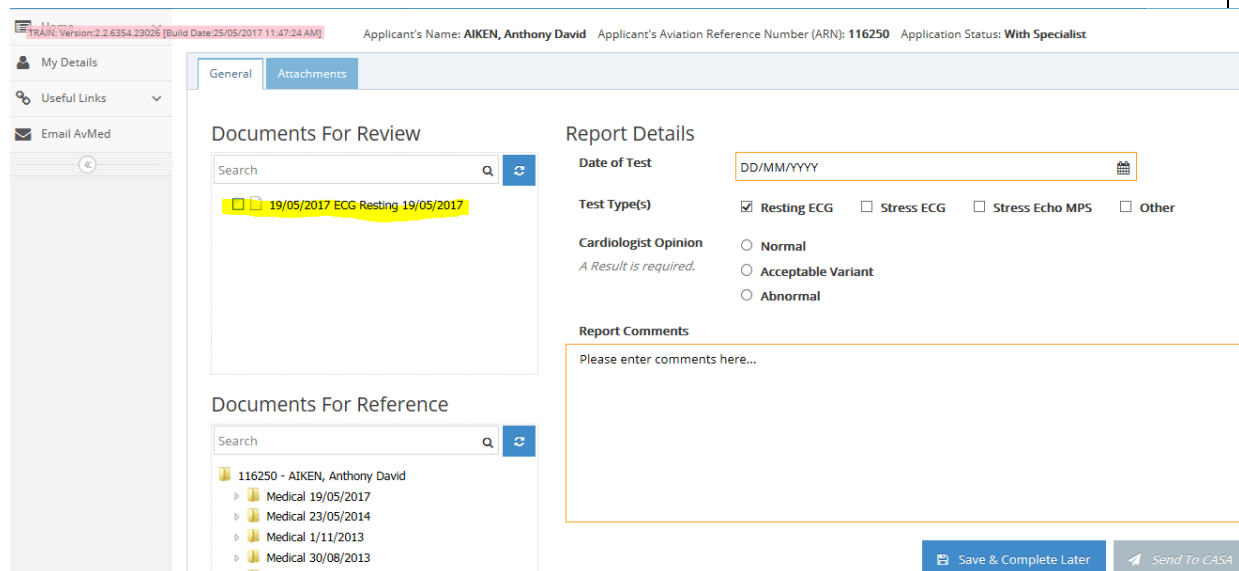
What do I need to do:

1. The applicants file will have been assigned to you by CASA.
2. Alternatively you can search for an applicant using the filter button.
3. Click on the most recently received applicant to open the file.

Note. You can use the filter  to rearrange the InTray by Due Date.

2.3 Reviewing an applicant's file

What should this look like



What do I need to do:

1. Documents for review will be in the top left hand corner.
2. Double-click on the ECG document to open and review the ECG trace.
3. Report your findings in the comments section.
4. Additional files may be attached under the 'documents for reference' section. (To compare previous ECGs if required.)

2.4 Sending review back to CASA.

What should this look like

The screenshot shows the 'Report Details' form with the following elements:

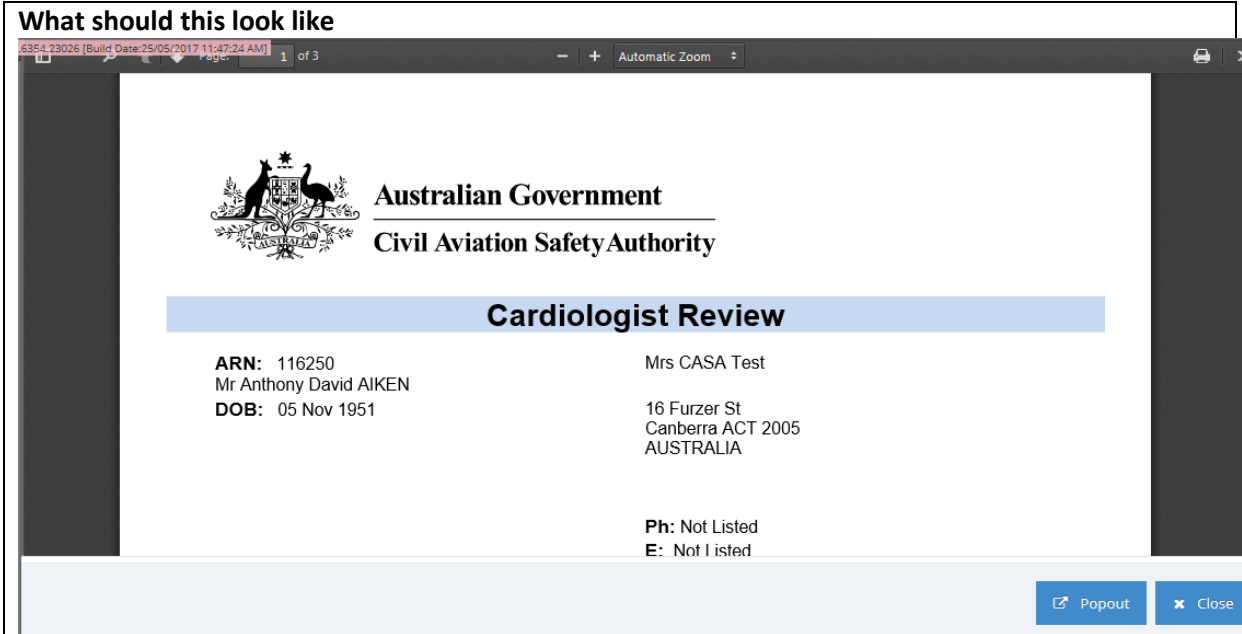
- 1** **Date of Test**: A date picker field containing '05/06/2017'.
- Test Type(s)**: Radio button options for 'Resting ECG' (checked), 'Stress ECG', 'Stress Echo MPS', and 'Other'.
- 2** **Cardiologist Opinion**: Radio button options for 'Normal', 'Acceptable Variant', and 'Abnormal' (selected). Under 'Abnormal', there are sub-sections for 'Abnormality' (with 'Technical' checked and 'Clinical' unchecked) and 'Action' (with 'Repeat ECG' checked and other options unchecked).
- 3** **Report Comments**: A text area containing the text 'Needs repeat testing. Current ECG not calibrated.'
- 4** **Buttons**: 'Save & Complete Later' and 'Send To CASA' (highlighted with a red box).

What do I need to do:

1. Enter the date of your review.
2. Select your opinion based on Normal, Acceptable Variant, or Abnormal. Please note that Acceptable Variant and Abnormal requires further info.
3. Enter any free text comments regarding the ECG, including any follow-up actions or management that may be required.
4. Press the 'Send to CASA' button.

2.5 File sent to CASA.

What should this look like



Australian Government
Civil Aviation Safety Authority

Cardiologist Review

ARN: 116250
Mr Anthony David AIKEN
DOB: 05 Nov 1951

Mrs CASA Test
16 Furzer St
Canberra ACT 2005
AUSTRALIA

Ph: Not Listed
E: Not Listed

Popout Close

Specialist InTray

ARN	Applicant	Date Of Birth	Age	Status	Date Sent	Nominated Due Date	
116250	AIKEN, Anthony David	05/11/1951	66	Sent To CASA	4/06/2017	13/06/2017	

What do I need to do:

1. You can view, print or create a pop out of the review summary.
2. Click 'Close' to complete submission to CASA
3. The file in the Specialist InTray will read "Sent to CASA" in the status field.

2.6 Additional: Uploading files


What should this look like

Applicant's Name: **RAMSEY, CLINTON** Applicant's Aviation Reference Number (ARN): **9999213** Application Status: **With Specialist**

General Attachments

The following reports have been uploaded:

Report Type	File Name
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Upload Report

Main Category File Type:

Sub Category File Type:

Date of Report:

File:

You must select a File to upload.

N.B. The maximum file upload is 10MB.

What do I need to do:

1. Select 'Upload' button
2. Select the relevant Category, Sub Category, and Date of report.
3. Select 'Browse' to locate file off your computer.
4. Select 'Upload'