Australian Government

Civil Aviation Safety Authority

www.casa.gov.au

Medical Records System (MRS)

Nurse

User Manual

Version 1.0

1 Introduction

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MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents including certificates.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

Nurses are able to check and update applicants personal contact information and advise the applicant of what tests they need based on their age and estimated date of examination. They can start an examination and complete the measurements fields in order to streamline the consultation for the DAME.

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

CASA recognises every practice is different. As such this user manual is a guide of what tasks a nurse can perform within MRS. Some practices may choose for their nurses and receptionists to not use the system. The purpose of the user manual is to provide nurses with a user guide in using MRS if they are to conduct nurse activities relating to aviation medicals within MRS.

Table of Contents

2.0 Nurse Tasks

This section details tasks required in order to complete nurse tasks within MRS. Nurses can do everything a receptionist can but in addition to those tasks nurses can complete some of the clinical measurements and examination questions.

2.1 High Level Process
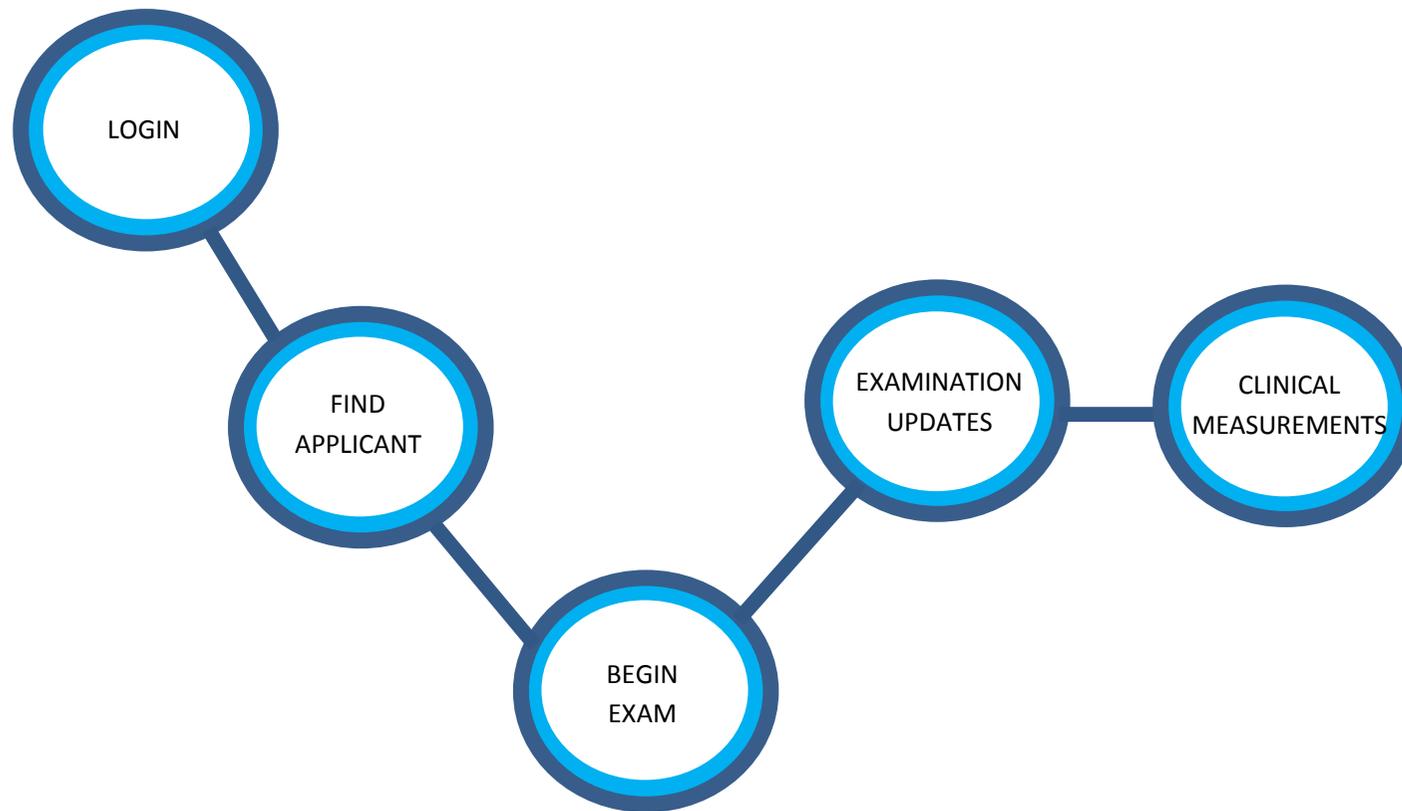
Other sub tasks a nurse can perform

LOGIN

FIND APPLICANT

BEGIN EXAM

EXAMINATION UPDATES

CLINICAL MEASUREMENTS

ADVISE/ASSIST REQUIRED TESTS

MAKE PAYMENT

ATTACH REPORTS

2.2 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:	Username
Password:	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

What do I need to do:
1. Log into MRS training : https://mrstraining.casa.gov.au/Examiner
2. If you are logging in for the first time you will need to reset your password. To do this type in your ARN and select the reset password tab
3. If you have already reset the password type in your user name and password, then click the login button

2.3 Home page

What should this look like

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

HOMER LOGAN
Role: Examiners Receptionist

🏠 Home
🔍 Find Applicant...
👤 My Details
🔗 Useful Links
✉ Email AvMed

Assessments

▲ Start Date	⇕ ARN	⇕ Applicant	⇕ Class	⇕ Status	⇕ Initiated By
📅 Range...					
17/12/2015		MARSH, DENNIS	Class 1, 2	CASA Issued Certificate	Applicant

What do I need to do:
1. Once logged in you can find applicants, review details, go to links or email AvMed.

2.4 Searching for an applicant

What should this look like

What do I need to do:
1. To find a new applicant select the find applicant button
2. Type in the persons ARN and select search
3. To find someone who has recently seen your DAME or who is already booked into the DAME select the filter button and type in the persons ARN

2.5 Begin Exam

What should this look like

What do I need to do:
1. Check the applicants details and click next
2. Select examination type and certificate type then select begin exam

2.6 Examination Updates

What should this look like

Applicant's Name: **Mr** � Applicant's Aviation Reference Number (ARN): ▮ Application Status: **Application With Examine**

History has not been obtained

| ✖ General | ✖ History | ✖ Clinical Measurement | ✖ Examination | ✔ Required Reports | ✔ Attachments | ✔ Submission |

✖ Application Details

✖ Applicant Details

✔ Examiner Details

✔ Certificate Details

Medical Examination Date
N/A

Expected Medical Examination Date
18/12/2015

ℹ ❓ **Certificates Applied for** ⇄ Change
Class 1, 2

ℹ **Class 1 - Type of operations intended** *This question is required*
☐ Air Transport Pilot ☐ Commercial Pilot ☐ Flight Engineer/Navigator
☐ Other

ℹ **Class 2 - Type of operations intended** *This question is required*
☐ Private Pilot ☐ Student Pilot ☐ Other

ℹ **Do any of the following apply?** *This question is required*
☐ Single Pilot ☐ Multi-crew ☐ Instructor
☐ Charter ☐ Mustering ☐ Aerobatics
☐ Agricultural flying ☐ Angel flight or similar ☐ Instrument Flight Rules
☐ Formation Flying ☐ Visual Flight Rules ☐ Observer

ℹ **Type of Aircraft** *This question is required*
☐ Fixed-Wing <5700 kg MTOW ☐ Fixed Wing 5700kg-15,000kg ☐ Fixed Wing >15,000kg
☐ Rotary Wing
☐ Balloon Pilot

⟳ Exit & Complete Later   → Next

What do I need to do:
1. Under the 'General' tab you can change the certificate type being applied for by selecting the ⇄ Change button
2. Select the type of class operations that applies to the applicant
3. Select the appropriate description i.e. 'multi-crew'
4. Select the next button to proceed

Please note: History Tab is completed by the Applicant beforehand and the Examination tab is completed by the DAME.

2.7 Clinical Measurements Tab

What should this look like
Applicant's Name: **Mr ~~JOSEPH OSBORNE~~** Applicant's Aviation Reference Number (ARN): ~~~~ Ap History has not been obtained **✖ General**　　**✖ History**　　**✖ Clinical Measurement**　　**✖ Examination**　　**✔ Required Reports** **✖ General** **✖ Vision** **✖ Hearing** 　　　State the applicants: 　🛈　Height (to nearest cm) 　　　[ ] 　🛈　Weight (to nearest kg) 　　　[ ] 　🛈　Body Mass Index (BMI) 　🛈　Pulse Rate (BPM) 　　　[ ] 　　　Blood Pressure 　🛈　Systolic BP in mmHg 　　　[ ] 　🛈　Diastolic BP in mmHg 　　　[ ] 　　　Please state the applicants fasting serum LIPIDS levels 　🛈　Total Cholesterol (mmol/L) 　　　[ ] 　🛈　HDL Cholesterol (mmol/L) 　　　[ ] 　🛈　Triglycerides (mmol/L) 　　　[ ]
What do I need to do: **Please note:** CASA recognises every practice is different. As such this user manual is a guide of what tasks a nurse <u>can</u> perform within MRS. Some practices may choose for their nurses to not use the system. 　1. Should your practice processes allow, complete all questions within the tabs (General, Vision and Hearing) that will allow you to update them

2.8 Required Reports

What should this look like

What do I need to do:

1. After completing the 'General tab' you will be directed to the required reports tab
2. Each practice is managed differently but if your practice processes allow, you can assist the applicant to obtain the necessary referrals they require before they see the DAME. These reports are based on the age of the applicant and the timing of the medical examination date
3. If your practice does not assist applicants with organising the referrals you can advise the applicant they will need the following tests

2.9 Attachments

What should this look like

Applicant's Name: Mr ▮▮▮▮▮▮▮▮▮   Applicant's Aviation Reference Number (ARN)▮▮▮▮ Application Status: **Application With Examiner**
Note: **The Medical History has not been obtained**

✔ General   ✔ Required Reports   ✔ Attachments   ✔ Submission   Applicant Signature

✔ Attachments

Please upload the following reports:
- ○ Audio
- ○ ECG
- ○ LIPIDS
- ○ GLUCOSE

The following reports have been uploaded:

Report Type	File Name

🔗 Upload

← Previous   ⏻ Exit & Complete Later   → Next

What do I need to do:
1. Select the 'Upload' button
2. Search and attach the file/s required
3. Select the next button when finished

2.10 Submission

What should this look like

Applicant's Name: Mr ▮▮▮▮▮   Applicant's Aviation Reference Number (ARN): ▮▮▮▮ Application Status: **Application With Examiner**
Note: **The Medical History has not been obtained**

✔ General   ✔ Required Reports   ✔ Attachments   ✔ Submission   Applicant Signature

✔ Submit

Submit Medical

Documents

Search 🔍 ⟳ 🖨 ✉

📄 No documents found!

💳 Make Payment   ⚙ Process Exam

← Previous   ⏻ Exit & Complete Later

Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Reference Number	15.1
Customer Reference Number	015-TDTS
ARN	
Amount	$75.00 AUD

* **Cardholder Name**	
* **Credit Card Number**	VISA MasterCard
* **Expiry Date (mm/yy)**	01 / 15
* **Card Verification Number (CVN)**	What is the CVN?

Cancel   Next

✔ Submit

Submit Medical

All questions must be completed before examination submission.
This medical is not ready for submission to CASA. The following errors must be rectified before the examination can be submitted.

- History
- Clinical Measurement
- Examination

Docume

Search

No docur

Make Payment   Process Exam

← Previous   ⏻ Exit & Complete Later

What do I need to do:

Most applicants will pay the CASA administration fee prior to attending the medical appointment. For those that have not, payment to CASA must occur before any examination can be submitted.

1. If the Process Exam button is greyed out it may indicate the applicant has not paid the CASA administrative fee that is required prior to the submission of an exam
2. To make payment select the 'Make Payment' button
3. A new Westpac page will open. The applicant will need to provide their credit card details to make payment
4. Enter in the applicant's card details and select next
5. A confirmation screen will appear
6. After payment has been made select the 'Process Exam' button