



Australian Government

Civil Aviation Safety Authority

www.casa.gov.au

Medical Records System (MRS)

Specialist

User Manual

Version 1.0



1 Introduction

All Australian Aviation medicals are conducted online. The Specialist module assists designated aviation Specialists 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MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents including certificates.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 Specialists with a user guide in using MRS when conducting aviation reviews.

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2.0 Specialists Tasks

This section details tasks required in order to complete Specialists 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 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.

2.2 Finding an applicant

What should this look like

The screenshot shows the 'Specialist InTray' interface. At the top, there is a header for 'Medical Records System' and 'Specialist InTray'. Below this is a navigation menu with 'Home', 'My Details', 'Useful Links', and 'Email AvMed'. The main content area is titled 'Specialist InTray' and contains a table of applicants. The table has columns for ARN, Applicant, Date Of Birth, Age, Status, Date Sent, and Nominated Due Date. A yellow arrow points to a filter button in the top right corner of the table.

ARN	Applicant	Date Of Birth	Age	Status	Date Sent	Nominated Due Date
[Redacted]	[Redacted]	21/12/1970	45	With Specialist	05/01/2016	10/01/2016

Specialist InTray

ARN	Applicant	Date Of Birth	Age	Status	Date Sent	Nominated
[Redacted]	[Redacted]	21/12/1970	45	With Specialist	05/01/2016	10/01/2016

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. Double on the correct applicant to open the file.

2.3 Reviewing an applicant's file

What should this look like

Applicant's Name: [redacted] Applicant's Aviation Reference Number (ARN): [redacted] Application Status: **With Specialist**

General Attachments

Documents For Review

Search [magnifying glass] [refresh] [trash]

- 05/01/2016 Examiners Summary 05/0
- 05/01/2016 Applicant Summary 05/01

Report Details

Date of Test [calendar icon]

Report Comments

Please enter comments here...

Documents For Reference

Search [magnifying glass] [refresh] [trash]

- [redacted] - [redacted]
- Medical 05/01/2016

What do I need to do:

1. Documents for review will be in the top left hand corner.
2. Report your findings in the comments section.
3. Additional files maybe attached under the 'documents for reference' section.

2.4 Uploading files

What should this look like

Applicant's Name: [redacted] Applicant's Aviation Reference Number (ARN): [redacted] Application Status: **With Specialist**

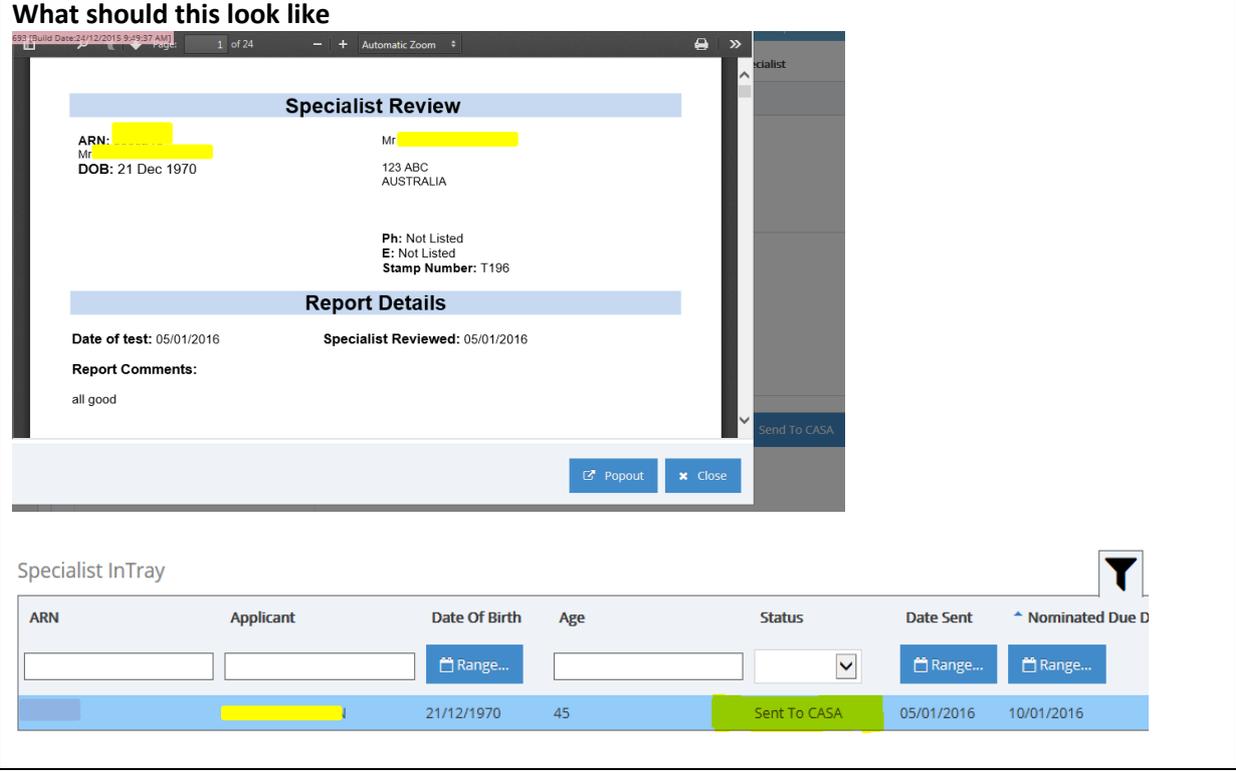
General Attachments

The following reports have been uploaded:

Report Type	File Name
-------------	-----------

2.4 Specialist Review

What should this look like



The image shows a software interface for specialist reviews. The top part is a window titled "Specialist Review" with a light blue header. It contains personal details for an applicant, including ARN, name, DOB, address, and contact information. Below this is a "Report Details" section with dates for the test and review, and a comment. The bottom part of the window has "Popout" and "Close" buttons. Below the window is a "Specialist InTray" table with columns for ARN, Applicant, Date Of Birth, Age, Status, Date Sent, and Nominated Due Date. A single row is visible with a yellow highlight on the Applicant column and a green highlight on the Status column.

Specialist Review

ARN: [REDACTED]
Mr [REDACTED]
DOB: 21 Dec 1970

Mr [REDACTED]
123 ABC
AUSTRALIA

Ph: Not Listed
E: Not Listed
Stamp Number: T196

Report Details

Date of test: 05/01/2016 Specialist Reviewed: 05/01/2016

Report Comments:
all good

Popout Close

Specialist InTray

ARN	Applicant	Date Of Birth	Age	Status	Date Sent	Nominated Due D
	[REDACTED]	21/12/1970	45	Sent To CASA	05/01/2016	10/01/2016

What do I need to do:

1. You can view print or create a pop out of the review summary.
2. Select close when completed.