Australian Government

Civil Aviation Safety Authority

www.casa.gov.au

Medical Records System (MRS) Specialist

User Manual

Version 1.0

safe skies for all

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MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents including certificates.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

Table of Contents

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

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

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: _____ Applicant's Aviation Reference Number (ARN): _____ Application Status: **With Specialist**

General | Attachments

Documents For Review

Search 🔍 | ↻ | 🖨

☐ 📄 05/01/2016 Examiners Summary 05/0
☐ 📄 05/01/2016 Applicant Summary 05/01,
< >

Report Details

Date of Test DD/MM/YYYY 📅

Report Comments

Please enter comments here...

Documents For Reference

Search 🔍 | ↻ | 🖨

📎 _____ - _____
▷ 📁 Medical 05/01/2016

💾 Save & Complete Later   ✈ Send To CASA

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: _____ Applicant's Aviation Reference Number (ARN) _____ Application Status: **With Specialist**

General | Attachments

The following reports have been uploaded:

Report Type	File Name

🔗 Upload

2.4 Specialist Review

What should this look like

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.