



Australian Government

Civil Aviation Safety Authority

www.casa.gov.au

Medical Records System (MRS) Optometrist & Ophthalmologists User Manual

Version 1.1



1 Introduction

Certified Optometrist (CO) & Designated Aviation Ophthalmologist (DAO) complete aviation examinations within CASA's Medical Records System (MRS). This ensures other designated examiners and CASA have adequate information to enable them to issue or deny aviation certificates.

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MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents including certificates.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 Optometrist & Ophthalmologists with a user guide in using MRS when conducting aviation examinations.

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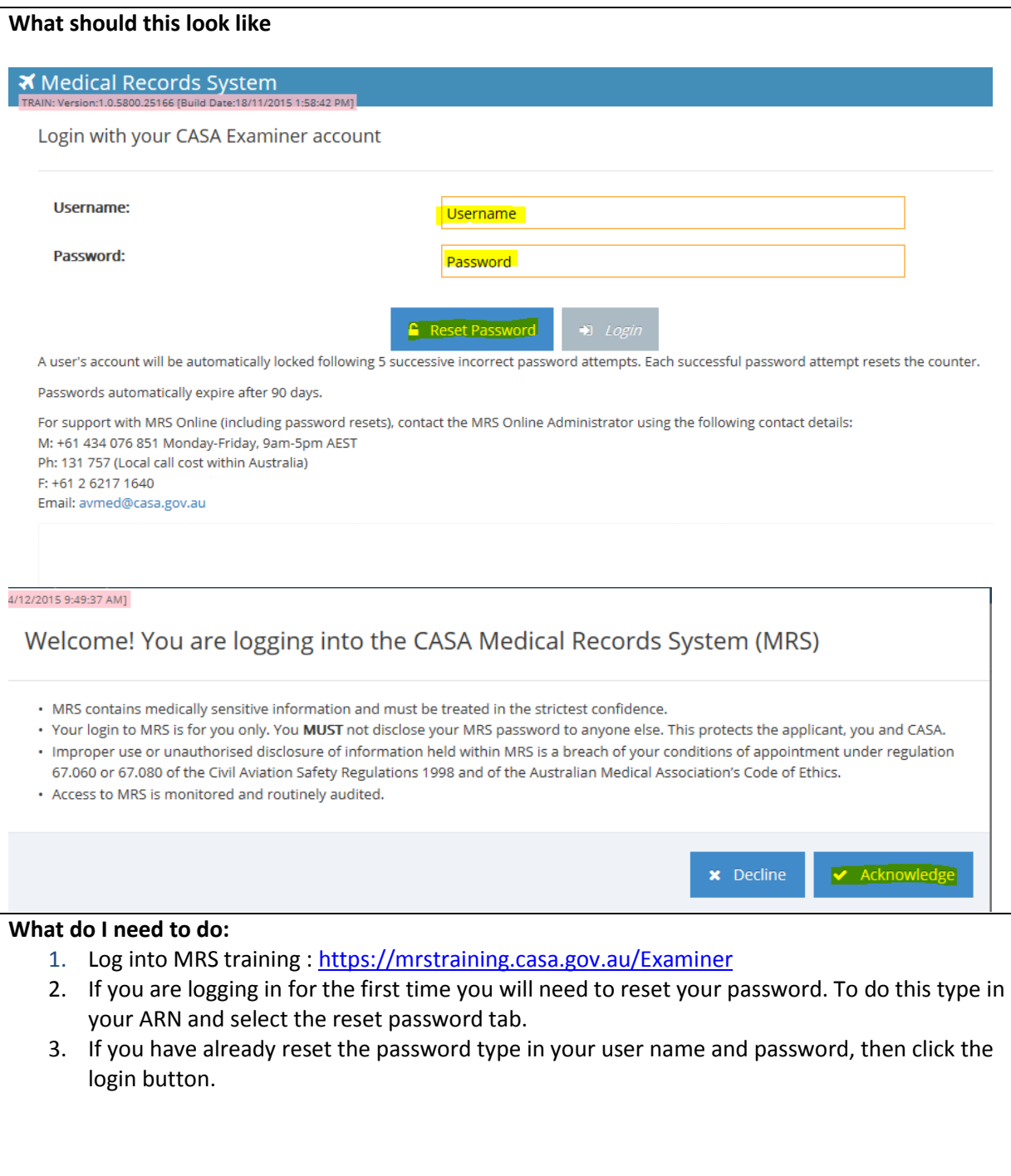
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2.0 Optometrist & Ophthalmologist Tasks

This section details tasks required in order to complete Optometrist & Ophthalmologist tasks within MRS.

2.1 Login Screen

What should this look like



The screenshot shows the login interface for the Medical Records System (MRS). At the top, there is a blue header with the text 'Medical Records System' and a version/build date: 'TRAIN: Version:1.0.5800.25166 [Build Date:18/11/2015 1:58:42 PM]'. Below the header, the text 'Login with your CASA Examiner account' is displayed. There are two input fields: 'Username' and 'Password', both with yellow highlights. Below these fields are two buttons: 'Reset Password' (with a lock icon) and 'Login' (with a right-pointing arrow icon). A warning message states: '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.' Contact information for MRS Online support is provided: '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'. Below this is a timestamp '4/12/2015 9:49:37 AM'. The main content area says 'Welcome! You are logging into the CASA Medical Records System (MRS)'. A list of four bullet points provides important information about 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.', and 'Access to MRS is monitored and routinely audited.' At the bottom right of this section are two buttons: 'Decline' (with an 'x' icon) and 'Acknowledge' (with a checkmark icon).

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.

2.2 Searching for an applicant

What should this look like

The screenshot displays the Medical Records System interface. At the top, the system name and version are shown: "Medical Records System" (Version: 1.0.5800.25166, Build Date: 12/11/2015 1:58:42 PM) and the user's role: "HOMER LOGAN, Role: Examiners Receptionist".

The main area is titled "Assessments" and includes a "Filter On" section. Below this, there are search criteria fields for Start Date, ARN, Applicant, Class, Status, Initiated By, Stamp, Paid, and CASA Au. A "Range..." button is also present.

The "Enter Your Search Criteria" section features two search options: "Search by ARN" (highlighted in yellow) and "Search by Name & DOB". Below these is a text input field for the "Aviation Reference Number (ARN):" with a yellow highlight. At the bottom of this section are "Cancel" and "Search" buttons.

The "Search Results" section shows a table with the following columns: ARN, Applicant, Date Of Birth, Class, Start Date, Status, Paid, Req. Reports, Notify CASA, and Begin Exam. A single result is displayed with a yellow highlight on the ARN and Applicant columns. The status is "Medical History Not Obtained". Below the table are "Search Again" and "Close" buttons.

The bottom section shows the "Medical Records System" header with the user's role "Examiner InTray" and the system version (1.0.5836.17693, Build Date: 24/12/2015 9:49:37 AM). The "Applicant Details" tab is active, showing "Examination Details". Under "Examination Type", "Medical" is selected with a radio button, and "Ophthalmic" is selected with a radio button and a yellow highlight. At the bottom are "Back" and "Begin exam..." buttons.

What do I need to do:

1. If the person has been assigned to you by CASA you will see them in your in-tray.
2. To find a new applicant select the find applicant button.
3. Type in the persons ARN and select search.
5. Select the begin exam play button when you have found the right applicant.
6. Select ophthalmic, then select begin exam button.

2.3 Conducting Exam – General

What should this look like

Applicant's Name: [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application with Exam**
Medical History has not been obtained

General Examination Required Reports Attachments Submission MAR Ap

Application Details

- Applicant Details
- Examiner Details
- Certificate Details

Certificates Applied for
Ophthalmic

Class 1 - Type of operations intended

- Air Transport Pilot
- Commercial Pilot
- Flight Engineer/Navigator
- Other

Class 2 - Type of operations intended

- Private Pilot
- Student Pilot
- Other

Class 3 - Type of operations intended

- Air Traffic Controller
- Other

Do any of the following apply?

- Single Pilot
- Multi-crew
- Instructor
- Charter
- Mustering
- Aerobatics
- Agricultural flying
- Angel flight or similar
- Instrument Flight Rules
- Formation Flying
- Visual Flight Rules
- Observer

Exit & Complete Later Next

What do I need to do:

1. Select the appropriate certificate the applicant is applying for followed by the status.
2. Select the next button.

2.4 Medical Condition

Under the examination section there will be six tabs that will need to be completed by you.

Medical condition, colour vision, visual acuity, binocular vision, physical eye exam and conclusion.

Once you have completed a tab use the 'next' button to go to the next tab or use the tab sections to the left of your screen.

What should this look like

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

✕ General ✕ **Examination** ✓ Required Reports ✓ Attachments Show All [v] [MAR] [App]

✓ Submission

✓ **Medical Condition**

- ✕ Colour Vision
- ✕ Visual Acuity
- ✕ Binocular Vision
- ✕ Physical Eye Exam
- ✕ Conclusion

Eye / Medical History

Does the applicant have a history of? (select which apply)

<input type="checkbox"/> Diabetes/Pre Diabetes	<input type="checkbox"/> Arthritis / Inflammatory Cond.
<input type="checkbox"/> Vascular Condition	<input type="checkbox"/> Retinopathy
<input type="checkbox"/> Optic Nerve Disease	<input type="checkbox"/> Glaucoma
<input type="checkbox"/> Corneal Disorder	<input type="checkbox"/> Keratoconus
<input type="checkbox"/> Lens Abnormality	<input type="checkbox"/> Vitreous Disorder
<input type="checkbox"/> Other	

Colour Vision Deficiency

<input type="checkbox"/> Deutan	<input type="checkbox"/> Protan
<input type="checkbox"/> Tritan	<input type="checkbox"/> Unknown
<input type="checkbox"/> Other	

Please provide details

Eye Surgery

<input type="checkbox"/> Cataract	<input type="checkbox"/> Multifocal Lense
<input type="checkbox"/> Unifocal Lenses	<input type="checkbox"/> LASIK
<input type="checkbox"/> Squints	<input type="checkbox"/> Other

Please provide operative notes

← Previous ⏻ Exit & Complete Later → Next

What do I need to do:

1. Tick any applicable medical ailment/s.
2. Select the next button.

2.5 Colour Vision

What should this look like

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

✘ General ✘ Examination ✓ Required Reports ✓ Attachments Show All [v] [MAR] [App]

✓ Submission

✓ Medical Condition

✘ Colour Vision

✘ Visual Acuity

✘ Binocular Vision

✘ Physical Eye Exam

✘ Conclusion

ISHIHARA 24 Plate Book

Did the applicant make 3 or more errors reading the first 17 plates?

Yes No

← Previous Exit & Complete Later → Next

What do I need to do:

1. Tick yes or no and follow the prompts.
2. Select the next button when completed.

2.6 Visual Acuity

What should this look like

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

General
 Examination
 Required Reports
 Attachments
 Submission
 Show All [v]
 MAR
 Applicant Signat

Medical Condition
 Colour Vision
 Visual Acuity
 Binocular Vision
 Physical Eye Exam
 Conclusion

Main type of correction worn (single select)

None
 Distance Specs
 look-over
 Contacts
 Progressive Focus

Bifocal
 Trifocal

Standby type of correction worn (multiple select)

Distance Specs
 look-over
 Progressive Focus
 Bifocal
 Trifocal

Visual Acuity	Uncorrected			Corrected			Standby Correction		
	Right	Left	Both	Right	Left	Both	Right	Left	Both
Distance Visual Acuity 6m	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]
Intermediate Visual Acuity 1m (Std N:14)	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]
Near Visual Acuity 30-50cm (Std N:5)	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]	[v]

Current Prescription

Left Eye Spherical value Spherical Cylindrical Axis Add

What do I need to do:

1. Select the main type of correction worn.
2. Select one of the options if the applicant has standby correction required.
3. Complete the visual acuity table.
2. Select the next button when completed.

2.7 Binocular Vision

What should this look like

Applicant's Name: Mr [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application With Examination**
Medical History has not been obtained

✕ General ✕ **Examination** ✓ Required Reports ✓ Attachments ✓ Submission Show All [v] [MAR] [Ap]

✓ Medical Condition
✕ Colour Vision
✕ Visual Acuity
✕ **Binocular Vision**
✕ Physical Eye Exam
✕ Conclusion

Binocular Vision / Extraocular Muscle Balance

Is the eye movement range and control abnormal?
 Yes No

← Previous Exit & Complete Later → Next

What do I need to do:

1. Select the appropriate answer.
2. Select the next button when complete.

2.8 Physical Eye Exam

What should this look like

Applicant's Name: Mr [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application With Examination**
Medical History has not been obtained

General Examination Required Reports Attachments Submission Show All [v] MAR App

Medical Condition
Colour Vision
Visual Acuity
Binocular Vision
Physical Eye Exam
Conclusion

Is there any abnormality of the:

- Pupillary reaction to light and accommodation**
 Yes No
- Anterior Segment**
 Yes No
- Posterior Segment**
 Yes No
- Visual fields normal (If No, attach computerised perimetry report)**
 Yes No

Right Eye
Intraocular Pressures (mmHg)

Left Eye
Intraocular Pressures (mmHg)

← Previous Exit & Complete Later → Next

What do I need to do:

1. Answer the yes/no questions.
2. Enter in the intraocular pressures for both eyes.
3. Select the next button.

2.9 Conclusion

What should this look like

Applicant's Name: Mr [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application With Examir**
Medical History has not been obtained

✕ General ✕ Examination ✓ Required Reports ✓ Attachments ✓ Submission Show All [v] [MAR] [Ap]

✓ Medical Condition

✕ Colour Vision

✕ Visual Acuity

✕ Binocular Vision

✕ Physical Eye Exam

✕ Conclusion

Do you have any concerns about the applicants vision or its stability?

Yes No

← Previous Exit & Complete Later → Next

What do I need to do:

1. If you have any concerns about the applicants vision or its stability answer yes and follow the prompts adding more information.
2. If you have no concerns select no and the next button.

3.0 Required Reports

What should this look like

Applicant's Name: Mr [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application With Examir**
Medical History has not been obtained

✓ General ✕ Examination ✕ Required Reports ✓ Attachments ✓ Submission [MAR] [Ap]

✕ Required Reports

There are **no outstanding** Required Reports in this Sub-Section.

← Previous Exit & Complete Later → Next

What do I need to do:

1. This page will show you if there are any outstanding required reports for the applicant.

4.0 Attachments

What should this look like

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

General Examination Required Reports **Attachments** Submission MAR Applicant Signature

Attachments

There are no outstanding reports.
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.

5.0 Submission

What should this look like

Applicant's Name: Mr [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: **Application With Exam**
Medical History has not been obtained

The screenshot shows a web interface for submitting a medical report. At the top, there is a navigation bar with tabs for 'General', 'Examination', 'Required Reports', 'Attachments', and 'Submission' (which is highlighted in yellow). To the right of the tabs is a 'MAR' button. Below the navigation bar, the main content area is titled 'Submit Medical' and 'Examiner Declaration'. It contains a paragraph of instructions and three checkboxes for confirmation. Below the checkboxes is an 'OR' section with another checkbox. At the bottom of the form are four buttons: 'Previous', 'Cancel Examination', 'Process Exam' (highlighted in yellow), and 'Exit & Complete Later'. On the right side, there is a 'Documents' section with a search bar and a message 'No documents found!'.

Submit

Submit Medical

Examiner Declaration

You are about to submit this report of an aviation medical examination. Please confirm the following to proceed:

- I have advised the Applicant that the information provided is being submitted to CASA for Assessment.
- By selecting confirm you are agreeing that an electronic copy of your signature will be placed on the Declaration form.
- I know or have reason to believe that the applicant is who the applicant claims to be.

OR

- I have sighted current photographic Identification of the applicant.

Cancel Examination Process Exam

Previous Exit & Complete Later

Documents

Search [REDACTED] [REDACTED] [REDACTED]

No documents found!

What do I need to do:

1. If there are any incomplete tabs they will be highlighted under the heading. Go back and complete any unfinished sections.
2. Complete the disclaimer by selecting the appropriate boxes.
3. Select process exam.

6.0 Applicant Declaration

This section allows you to process the exam. The DAME signature should state 'Examiner,' this will be fixed in production.

What do I need to do:

1. Select the Applicant signature button
2. A box will appear allowing you to capture the signature. The procedure for capturing the signatures will depend on the device you are using.

What should this look like

Application for Aviation Medical Certificate – Declaration
 Australian Government
 Civil Aviation Safety Authority
 Application ID: 2015-ALU

Applicant to complete
 I (name of Applicant) ARN Date of Examination
 Mr [redacted] [redacted] 09 Dec 2015

- am applying for an Aviation Medical Certificate Class 1 and 2 in accordance with CASR Part 67; and
- have carefully considered every question the examiner has asked me in relation to the medical certificate I am applying for and I have reviewed the answers in the Medical Questionnaire and Examination form. I have answered every question correctly and completely (see Note 1 below); and
- except as provided in CASR 67.180(5) (see Note 2 below), authorise the disclosure to CASA and the examiner of any information about me that may help CASA to decide whether I meet the relevant medical standard, being information that is held by a person, organisation, body or authority referred to in CASR 67.180(6). I also authorise CASA to disclose to any DAME that has assessed me, any medical or other information about me (see Note 3 below); and
- understand that CASA will use relevant medical information for internal audit or research (results will be de-identified), and disclose relevant medical information to another ICAO State's civil aviation regulator if I hold, or apply for, medical certification in that State; and
- acknowledge that a fee applies to the processing and consideration of a medical certificate application and CASA may not process my application until the appropriate fee has been paid.
- consent to CASA's use of my email for communicating personal and medical information

Applicant's signature Date
 [redacted] 09 Dec 2015

DAME Signature **Applicant Signature** Confirm Signatures Cancel

3. If you are unhappy with the signature you can select the try again button, select sign when happy.

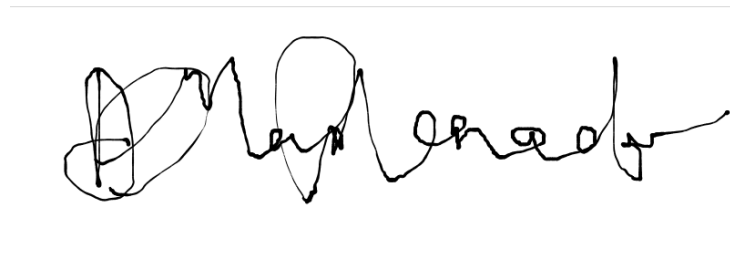
4. Once both yours and the applicant's signatures are captured you can select 'confirm signatures.'

Repeat the process to capture your signature.

Once you have finished select the confirm signatures button.

Applicant Signature

Please sign on-screen within the box below. If you make a mistake, press 'Try Again' to clear your signature and start again.



Cancel Try Again Sign

How do I sign: if you are using a mouse, place the cursor in the box and hold down the right button to record the signature.

If you are using a signature pad you may need to tap the screen to commence and tap the screen upon completion of the signature capture.

7.0 Submit to CASA

What should this look like

Examination Summary

Application ID: [REDACTED] 2016-DFLW

Status: System Processing Successful

Certificates Applied For: Ophthalmic

Applicant Aviation Reference Number (ARN): [REDACTED]

Applicant Name: [REDACTED]

Examination Date: 04/01/2016

Stamp: T195

Examiner Aviation Reference Number (ARN): [REDACTED]


Examiner Name: [REDACTED]

Submission Date: 04/01/2016 3:21:39 PM


Submitted By: [REDACTED]


Documents

Search    

 No documents found!

 [View Completed Application](#)

 [Upload Attachment](#)

 [Send to CASA to Assess](#)

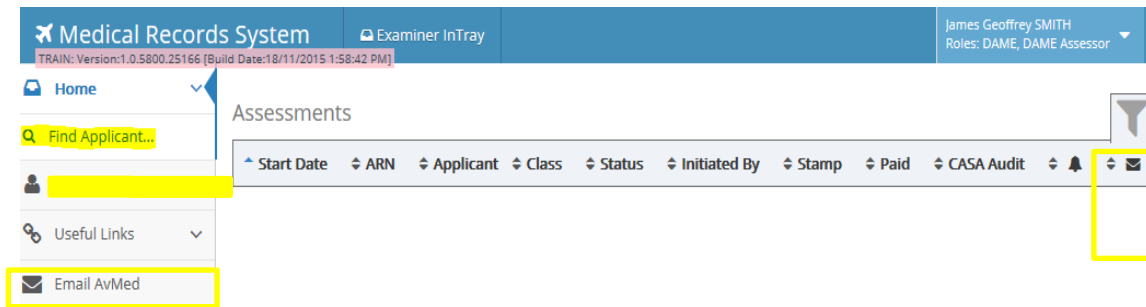
What do I need to do:

1. Applicant.
2. DAO/DAME.
3. Confirm signatures.

8.0 Notifying CASA

There are two ways to notify casa of a change in Medical condition for an applicant. These are shown in the screen shot below.

What should this look like



What do I need to do:

1. Select the 'email AvMed' to the left of your screen. This will open up your email page and you can send them an email.
2. Search for the applicant by selecting the 'find applicant' tab to the left of the screen or find the applicant in your in-tray.
3. Once you have found the applicant, click the mail icon to the right of the name, and type in your message. Your message will then be sent to CASA and be linked to that persons file.