
PROCEDURES FOR ENSURING CONFIDENTIALITY OF MEDICAL REPORTS AND RECORDS

1.0 PURPOSE

1.1 This Order is issued to provide guidelines for Ensuring Confidentiality of Medical Reports and Records generated in the process of Personnel Licensing through the Medical Examination of Applicants.

2.0 REFERENCE

2.1 Civil Aviation (Personnel Licensing) Regulations as amended;

2.2 Prescribed Medical Examination Forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The Authority is responsible for oversight and management of the AMEs and establishes policies, plans, procedures, standards and regulations governing the AME. In the course of conducting the Examination, the AME will ensure Confidentiality. Subsequently when the Medical Reports and Records come into its Custody, the Authority has to ensure Confidentiality as well.

3.1.2 Applicants are free to present themselves to an AME of their choice for Medical Examination for the purposes of obtaining a Licence. In the course of the Examination, they are required to give a detailed account of their medical history which is essentially very personal and for all purposes confidential. The subsequent physical Examination and Laboratory tests further reveal additional information on the applicant. It is incumbent upon the AME to ensure that all these information is held with the confidentiality that it deserves.

3.2 Procedures

The following procedures will apply:

3.2.1 The Applicant presents himself to the AME and requests for a Medical Examination to facilitate issuance of the licence. All the information obtained has to be treated as “Medical in Confidence” and should not be disclosed without the Authority of the applicant or the CAA based on the “need to know basis”.

3.2.2 The AME will conduct the Aviation Medical in an Approved/designated Medical Facility.

3.2.3 The Applicant fills the Confidential Medical Form.

3.2.4 The AME conducts a Confidential interview with the Applicant.

3.2.5 All Correspondence relating to the Medical Reports or Records must be clearly marked “Medical in Confidence”. This may be done through appropriate Stationery or through Stamping of the Documents.

3.2.6 Once the AME has ensured that all parts of the Medical Form 46 are duly filled and signed by the Applicant, he will fill his part and sign as appropriate. He will then attach all the support Records and Forward to the Licensing Section of the Authority for the Attention of the Authority’s Medical Assessor (AMA) or in his Absence the Authorised Officer.

3.2.7 The AMA will evaluate the Report and Records in Confidence and give feedback to the Licensing office.

3.2.8 The AMA will then on behalf of the Authority hold the Reports and Records in the Applicants individual file which will be kept in a fireproof filing Cabinet under lock and key.

Civil Aviation Authority