



THE DEPARTMENT OF HEALTH REGULATORY SERVICES
Health Practice Commission

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Dear Practitioners,

RE: Registry Maintenance Administrative Form (RMAF)

Please be advised that the RMAF must be completed in order to assist the department of Health Regulatory Services with maintaining accurate practitioner records in accordance with requirements legislated in Section 30(6) (a) to (d) of the Health Practice Law (2005 Revision) and Form D. The RMAF has been updated with the information provided in your Retention of Registration documents and is accompanying your Registration Certificate. Further to the receipt of the RMAF kindly consider the following points to ensure that it is not returned to you for completion:

- If you are a work permit holder you will need to fill in the overseas address and phone number field if it is empty or incorrect.
- If you are working at an undocumented facility we will need a letter of affiliation and a letter of practitioner agreement.
- If you work in an establishment (i.e. the affiliate) such as a school or college where you are not performing healthcare services then include a brief letter stating this. Otherwise the establishment should be a registered healthcare facility.
- Caymanians are asked to document the registered healthcare facility where they perform healthcare services – we are no longer allowed to record general terms such as “self” or “other” as the affiliate/facility.
- Caymanians must have proof of Status using either a copy of their Caymanian Passport or the Voters Registration Card. Permanent Residents and Right-to-Work status holders also need to provide documentation of this. Please include the document with the RMAF if you have never provided it.
- We are obliged under the Health Practice legislation to post an email address in Form D for public knowledge. If an email address is not written in this field then the email listed as personal will be published.
- We must receive the original form completed and signed within one month of receipt – please do not send a fax or scan.

On behalf of the Department we sincerely thank you, one and all, for taking the time to ensure that your information has been correctly entered in the Health Practice Database.

Regards,

Dr. Angella Glidden, MD, DABFP
Registrar, Health Practice Commission, and
Deputy Director, Department of Health Regulatory Services