



## Department of Health Regulatory Services

### Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice on Publishing*

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#### 1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Health Regulatory Services to making information available to the public as part of its normal business activities.

The Department of Health Regulatory Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

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The Department of Health Regulatory Services will generally not publish:

- information in draft form;
- information that is not held by the Department of Health Regulatory Services, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Health Regulatory Service's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

## **3. Methods of access**

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Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are having trouble locating information listed under our scheme, please contact Davina Wilson, Information Manager or Mrs. Lyria Lawson-Josephs, Information Manager (Designate) on 946-2084 or at [foi.hrb@gov.ky](mailto:foi.hrb@gov.ky)

### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.hrb@gov.ky](mailto:foi.hrb@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mrs. Davina Wilson or Mrs. Lyria Lawson-Josephs on 946-2084 to request information.

### Post

All information listed in the publication scheme will usually be available in hard copy.

Requests may be addressed to:

**Information Manager  
Department of Health Regulatory Services  
Government Administration Building  
P.O. Box 132  
Grand Cayman KY1-9000  
CAYMAN ISLANDS**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mrs. Davina Wilson or Mrs. Lyria Lawson-Josephs on 946-2084 or at [foi.hrb@gov.ky](mailto:foi.hrb@gov.ky) .

The Department of Health Regulatory Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Health Regulatory Services is legally required to translate any information, it will do so.

#### **4. Fees and charges**

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The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Health Regulatory Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email (if the document does not already have a charge attached to it) will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

**Photocopies:**

Black & White copy (all sizes) -\$1.00 per page;  
Color copies (all sizes) \$1.50 per page.

**Fee for a copy of any part of register, for every sheet copied:**

- a) if certified - \$10
- b) if uncertified - \$7

**Computer Discs:**

\$2.00 per disc

**Search & Inspection of Records:**

Health Practitioner Register - \$5.00 for each record inspected.

An official search of documents held by the Health Practice Commission will be at a cost of \$50 per hour or part thereof. Please note that the fees for the search and inspection of the Health Practice register is mandated under section 5 and 6 of the Health Practice Regulations, (2005 Revision).

These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).  
Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Health Regulatory Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Health Regulatory has received your payment.

## **5. Requests for information outside the Publication Scheme**

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Information held by the Department of Health Regulatory Services that is not published under this scheme can be requested in writing and emailed to [foi.hrb@gov.ky](mailto:foi.hrb@gov.ky) or posted to

**Government Administration Building**

**Box 132**

**133 Elgin Avenue**

**Grand Cayman KY1-9000.**

**CAYMAN ISLANDS**

For additional details you can also go on our website at [www.dhrs.gov.ky](http://www.dhrs.gov.ky). Your request will be considered in accordance with the provisions of the FOI Law.

## **6. Complaints**

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The Department of Health Regulatory Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Ms. Davina Wilson or Mrs. Lyria Lawson-Josephs and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from the Information Manager or Information Manager Designate. You may contact her on 946-2084 or email her at [foi.hrb@gov.ky](mailto:foi.hrb@gov.ky).

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,  
2<sup>nd</sup> Floor, Elizabethan Square, Building 1  
George Town, Grand Cayman

PO Box 1375  
Grand Cayman KY1-1108  
CAYMAN ISLANDS

Telephone: +1 345 747 5402  
Email: [appeals@ico.gov.ky](mailto:appeals@ico.gov.ky)

## **7. Categories of information**

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- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations

- Lists & Registers
- Our Services

## **ABOUT US**

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The Department of Health Regulatory Services (DHRS) was formed on the 1<sup>st</sup> July 2008 as a result of the merge between the Health Insurance Commission (HIC) and the Health Practice Commission (HPC). The Department of Health Regulatory Services monitors and regulates the health insurance and health care industries in the Cayman Islands. The Department also provides assistance to the public in resolving disputes regarding the provision of health insurance and health care services.

The principal officer of the DHRS is Mr. Mervyn Conolly, Director of the Department of Health Regulatory Services and Superintendent of Health Insurance. The contact detail for the principal officer is listed below.

### **Health Insurance Regulatory Services/Health Insurance Commission**

Mr. Mervyn Conolly  
Government Administration Building  
133 Elgin Avenue, Grand Cayman

Government Administration Building  
Box 132  
133 Elgin Avenue  
Grand Cayman KY1-9000  
CAYMAN ISLANDS  
946-2084 (P)  
946-2845 (F)  
Email: hic@gov.ky

### **Health Practice & Facilities Regulatory Services/ Health Practice Commission**

Government Administration Building  
Box 132  
133 Elgin Avenue  
Grand Cayman KY1-9000  
CAYMAN ISLANDS  
949-2815 (P)  
946-2845 (F)  
Email: hpbusers@gov.ky

Freedom of Information website [www.foi.gov.ky](http://www.foi.gov.ky)

Opening Hours: 8:30 am to 5:00 pm

## **About the Ministry Health, Environment, Youth, Sports & Culture**

The Ministry of Health, Environment, Youth, Sports and Culture is committed to empowering people in the Cayman Islands to achieve optimal well-being through strategic policies, innovative programs, and proactive services governed by the highest principles of justice, personal and public integrity and excellence of standards.

The Chief Officer for the Ministry of Health, Environment, Youth, Sports and Culture is Mrs. Jennifer Ahearn. The contact details for the Ministry of Health, Environment, Youth, Sports and Culture is as follows:

New Government Administration Building  
Grand Cayman KY1-9000,  
CAYMAN ISLANDS  
244-2318 (P)  
949-1790 (F)

Opening Hours: 8:30am to 5:00pm, Monday to Friday

## **Organisation and functions**

The mission of the Department of Health Regulatory Services is to effectively monitor and regulate the health insurance and health care industries in the Cayman Islands. The Department also provides assistance to the public in resolving disputes regarding the provision of health insurance and health care services.

The following Councils and Commissions are associated with the DHRS:

- Health Insurance Commission Board
- Health Practice Commission Board
- Medical & Dental Council
- Nursing & Midwifery Council
- Pharmacy Council
- Council for Professions Allied with Medicine

The above mentioned Councils and Boards usually meet once per month at the Department of Health Regulatory Services Conference Room located at the Government Administration Building. However, these meetings are not generally open to the public.

## **Functions of the Department of Health Regulatory Services**

### **Function – Investigate and Resolve Complaints/Inquiries**

#### Description of Function:

Complaints/inquiries are investigated and resolved based on the Health Insurance Commission's policy and procedures.

### **Function – Public Education Campaign**

#### Description of Function

A sustained public education campaign on health insurance and functions of the Health Insurance Commission in the Cayman Islands.

### **Function – Enforcement Issues Pertaining to the Health Insurance and Health Practice Law and Regulations**

#### Description of Function:

- Investigation of all report on non-compliance with the Health Insurance and Health Practice Law and Regulations;
- Preparation of cases for legal action;
- Onsite inspections of approved insurers;
- Onsite inspections of health care facilities;
- Onsite inspections of employers.

## **Function – Collection of Segregated Insurance Fund**

### **Description of Function:**

- Collection of Segregated Insurance Fund Payments;
- Deposit of Segregated Insurance Fund Payments;
- Review reports on the number of insured persons;
- Monitor the number of indigent persons;
- Preparation of Segregated Insurance Fund financial statements for audit.

## **Function – Administrative Services**

### **Description of Function:**

- Contribution to Cabinet Papers, speeches, statements, responses to Parliamentary Questions, replies to correspondence and board minutes;
- Advise the Minister generally on any pertinent matter(s) relating to health insurance and health practice;
- Administrative services to the Board;
- Review and research Legislation;
- Development of budget reports (quarterly & annually) and invoices to the Ministry.

## **Function – Registration of Practitioners and Facilities**

### **Description of Function:**

- Registration of health care practitioners;
- Regulation of the professional conduct and discipline of registered practitioners;
- Regulation of the training requirements for both applicants and the purpose of practitioners retaining their registration;
- Promoting high standards of professional conduct and performance;
- Advising the Ministry on policy relating to health practice in the Islands including determining the type of health professions which should be permitted in the Islands.

## **Function – Facility Inspections**

### **Description of Function:**

- Inspection of healthcare facilities;
- Certification of healthcare facilities;
- Advising the Director of Planning on applications for the development of healthcare facilities.

## **Frequently Asked Questions**

- **Can a corporation be registered as a facility?**



In section 4 (10) of the Health Practice Registration Regulations state that “Where an applicant is a non-Caymanian health practitioner (full-time resident or visiting) he shall provide written evidence at the date of application that he is or will be affiliated with a registered Caymanian health practitioner in the Islands or with one of the registered health care facilities in the islands.” Therefore, providing that the corporation has Caymanian ownership, consistent with the Health Practice Law (2005 Revision) and Trade and Business laws, then the application for registration will be accepted. Please click here for the Guidelines and Application for Facility Registration.

- **How many Continuing Education Credit hours do I require for the retention of my registration?**

Each Council is tasked with the duty to assign a minimum number of Continuing Education hours. Please check your Council for their requirements. Click your Council below to access the Continuing Education information for:

1. The Council for Professions Allied with Medicine – Continuing Education Information  
[www.dhrs.ky/councils.php](http://www.dhrs.ky/councils.php)
2. The Medical and Dental Council – Continuing Education Information  
[www.dhrs.ky/councils.php](http://www.dhrs.ky/councils.php)
3. The Nursing and Midwifery Council – Continuing Education Information  
[www.dhrs.ky/councils.php](http://www.dhrs.ky/councils.php)
4. The Pharmacy Council – Continuing Education Information  
[www.dhrs.ky/councils.php](http://www.dhrs.ky/councils.php)

- **I want to practice in the Cayman Islands. What do I need to know right away?**

You must be registered/licensed in one of the approved jurisdictions (i.e. Australia, Canada, Jamaica, New Zealand, South Africa, the United Kingdom, or the United States of America). In addition, you must provide a letter of good standing from the registering/licensing authority in the place where you are currently working. Please note that the letter of good standing can take up to 6 weeks to reach this office.

- **How do I request a letter of good standing?**

Please send your request to [HPBUSERS@gov.ky](mailto:HPBUSERS@gov.ky). Include the Council you are registered with and the address that the certificate should be sent to. Most registering/licensing authorities request that the letter of good standing is sent directly to them from our office. Your request will take up to 5 business days to process. A fee of CI\$ 25.00 (or US\$ 31.00) is payable to the Cayman Islands Government by cheque or bank draft. Overseas and personal cheques are not accepted.

- **How do I find work in the Cayman Islands?**

The Health Practice Commission provides registration for the health care practitioners in the Cayman Islands. We cannot assist you with finding employment.

- **I am a recent graduate of St Matthews University. What is required to obtain a letter of eligibility?**

The Medical and Dental Council will require a copy of your current license/registration from one of the approved jurisdictions (i.e. Australia, Canada, Jamaica, New Zealand, South Africa, the United Kingdom, or the United States [US] of America). A request letter that states you are a St Matthews graduate.

- **What if I need the letter of eligibility in order to obtain my license?**

Some States in the US require this letter of eligibility in order to process your application for a license. In this event you are advised to register with another state that does not require a letter of eligibility from the jurisdiction that your medical school is located in.

- **Where do I send the Z-Form?**

The Texas State Board requires a Z-Form for their application process. The form should be filled in by the graduate and signed by the Permanent Secretary (or their delegate) at the Ministry of Education in the Cayman Islands [www.brighterfutures.gov.ky](http://www.brighterfutures.gov.ky).

- **I have decided not to work in the Cayman Islands. Can I receive a refund on my registration fee?**

- a. The registration fee is refundable prior to the Councils review or if the Council denies registration.
- b. The registration fee is refundable if a mistake was made by the Health Practice Commission.
- c. The registration fee is not refundable once the file reaches the Council and is subsequently approved for registration.

The request for a refund of the registration fee must be made within 90 days of the date of the payment. Please note that the registration fee is unrelated to the duration of employment and is only prorated between the dates 10 October to 31 December when the upcoming renewal registration fee is due.

- **What is the Standard Health Insurance Contract 1?**

The Standard Health Insurance Contract One (SHIC 1) is the minimum contract of prescribed health care benefits established in the Health Insurance Regulations (2005 Revision) and sold by approved health insurance companies.

- **Who is responsible for providing health insurance coverage?**

Employers are responsible for providing health insurance for all of their employees, the employee's unemployed spouse and any of the employee's dependent children who reside in the Cayman Islands. The health insurance coverage must be obtained through an approved health insurance company. A self-employed person must provide their own cover with an approved health insurance company and their unemployed spouse and dependent children should also be covered.

- **Who pays the premiums?**

The Health Insurance Law states that an employer shall be liable to pay the total cost of the premium of the Standard Health Insurance Contract One (S HIC1) but shall be entitled to recover directly from the salary, wage or other remuneration of each employee, 50% of the cost of the premium. The employer is not required to contribute to the premiums for the employee's dependent children or unemployed spouse and can deduct those amounts as arranged with the employee.

- **What can I do if I cannot afford health insurance?**

If a person, because of limited or inadequate financial resources is unable to pay for their health care services or pay for health insurance cover, an assessment of their financial circumstances can be carried out by the Department of Children and Family Services to determine their eligibility for assistance.

- **What happens if an employee refuses the insurance coverage offered by an employer?**

The Health Insurance Law requires that every person resident in the Cayman Islands have, at a minimum the Standard Health Insurance Contract One (SHIC 1). If an employee refuses health insurance provided by the employer, the employer should document the reasons why the employee refused the health insurance coverage and seek to verify if the employee has health insurance cover through another source. If the employer determines that the employee does not have other health insurance cover, the matter should be reported to the Health Insurance Commission.

Note: Under Section 10 (1) of the Health Insurance Law (2005 Revision) entitled "Employee to provide information to employer, every employee shall keep his employer informed of all facts related to the employer's liability under section 5(2) of the law and any change of circumstances which would affect the employer's liability under that section. An Employee who contravenes this section of the Law is liable to their employer for any expenses incurred by the employer for which he would otherwise not have been liable.

- **If I hire a new employee, when do I have to take out health insurance coverage on that employee?**

Health Insurance coverage should be taken out immediately. An employer, within fifteen days after the commencement of an employee's employment with that employer, shall give a written statement to the employee consisting of-

- (a) the name and address of the approved insurer with whom the employee's standard health insurance contract has been effected;
- (b) the effective date of cover under the contract; and
- (c) the insurance number of the health insurance contract.

The Health Insurance Commission recommends that the employer have the employee fill out the Health Insurance Enrollment Application (HIEA) form at the time of effecting the employment contract and submit the HIEA to the approved health insurance company on the first day that the employee commences employment.

- **Under the law, do I still have to pay for medical services in full and then submit my claims to my approved insurer?**

The law makes it the responsibility of the health practitioner or the health care facility to submit claims to the approved health insurance company for payment. Patients are required to present their health insurance identification card at the time of seeking treatment and the patient will be responsible for paying any deductibles, coinsurance amounts and any charges exceeding the standard fees at the time of treatment.

- **My health insurance policy includes a deductible and coinsurance. What does this mean?**

A deductible is the initial dollar amount you must pay out-of-pocket each calendar year before an insurance company pays its share. This is usually a flat dollar amount.

Coinsurance is the share or percentage of covered expenses you must pay after you have paid the deductible. For example, your policy may pay 80% of expenses after you have paid the deductible. You would then pay the remaining 20% as coinsurance until a maximum out-of-pocket expense is reached.

- **I am employed at two different places, who is responsible for my health insurance coverage?**

If a person is employed by more than one employer, then insurance must be effected on his behalf by his principal employer. Where a person is employed by two or more employers, the principal employer of that person shall be deemed to be the employer who employs that person for the most hours each week. Where each employer employs him for a similar amount of hours a week, the principal employer shall be that employer which first retained the services of the employee.

- **What happens if a person is refused coverage?**

If a person is refused health insurance coverage by two or more approved insurers, that person becomes an uninsurable person under the law. That person may then make an application for coverage with the Cayman Islands National Insurance Company (CINICO), an independent government-owned health insurance company, established to provide health insurance for those persons unable to obtain coverage either for health reasons or financial reasons. This person is still encouraged to seek coverage wherever possible to re-apply with their employer's group plan, if eligible, at a later date (for example: if a person is denied coverage due to being overweight and the extra weight is lost and kept off, the employee may usually reapply after a prescribed period of time).

- **What happens to my health insurance coverage upon termination of employment?**

Your health insurance coverage terminates on the first day of the month following the date of termination of employment. If you remain resident in the Cayman Islands and if you do not become insured under any other employer, upon your request to your former employer, your coverage can continue for a period of three (3) months. In these circumstances, the employee will be responsible for the full amount of the premium. It is recommended that arrangements be made with your employer for payment of the premiums at the time of the termination of employment.

- **How much time do Healthcare facilities and doctors have to file a claim?**

The law stipulates that health care providers and health care facilities must submit claims to the approved insurer within 180 days of the date of treatment. If the claim is not submitted within this 180 day time frame, the health care provider may be denied payment by the approved insurer and the provider cannot seek payment from the patient. The same time frame applies to individuals filing a claim on their own behalf.

## **STRATEGIC MANAGEMENT**

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Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

### **DHRS Laws & Regulations**

The Department of Health Regulatory Services carries out its functions under the following laws and regulations:

- Health Insurance Law, (2011 Revision).
- Health Insurance Regulations, (2005 Revision)
- Health Insurance Commission Law, (2010 Revision)
- Health Insurance (Amendment) Law, 2012
- Health Insurance (Amendment) Regulations, 2012
- Health Practice Law (2005 Revision)
- Health Practice Regulations (2005 Revision)
- Pharmacy Law, 1979

## **FINANCE & ADMINISTRATION**

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This involves administering the Department of Health Regulatory Services' internal functions and managing its resources efficiently and effectively as well as the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

### **Financial management**

Documents relating to the administration of the Department of Health Regulatory Services' monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

- Public Finance & Management Law, 2005

Copies of the above document can be obtained from the Legislative Assembly.

### **Administration**

Documents relating to other administrative functions carried out within our authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Public Service Management Law, 2007\*
- Freedom of Information Law, 2007\*
- National Archive & Public Records Law, 2007\*
- Health Insurance Commission Law, 2003
- Health Insurance Law, (2005 Revision)
- Health Insurance Regulations, (2005 Revision)
- Health Insurance (Amendment) Law, 2010
- Health Practice Law, (2005 Revision)
- Health Practice Regulations, (2005 Revision)

Copies of these laws may be obtained from the Legislative Assembly. All other laws listed above may be obtained from the DHRS website [www.dhrs.ky](http://www.dhrs.ky).

## **POLICIES & PROCEDURES**

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- Audit & Inspection Policy
- Complaint Resolution Policy
- Filing Policy
- Mail and Other Correspondence Policy
- Internal Complaint Policy
- Incoming FOI Request Policy

The Department of Health Regulatory Services' policies and procedures can be obtained upon your request to the Information Manager.

## **DECISIONS & RECOMMENDATIONS**

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Information about proposals, resolutions, assessments and results, including decision-making processes.

- Minutes of meetings

Copies of minutes may be obtained from the Information Manager when you make a FOI request. Please note that minutes of meetings may contain exempt matter that cannot be released. However applicants may still make their request and the Information Manager will make a formal decision as to whether the information can be released.

## **LISTS & REGISTERS**

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Information held in registers required by law and other lists or registers relating to the functions of the authority.

- List of registered practitioners\*

- The FOI Disclosure Log (can be found at <http://www.dhrs.ky/foi.php>)

\*The official list of registered practitioners in the Cayman Islands can be obtained for a fee from the Department of Health Regulatory Services.

**FORMS** – All forms can be obtained from our website at [www.dhrs.ky](http://www.dhrs.ky) , or by visiting our office at the Government Administration Building, 133 Elgin Avenue.

### **MEDICAL and DENTAL COUNCIL (MDC)**

#### ***New Applicants***

1. MDC - Registration Application Form
2. MDC - Registration Guidelines

#### ***Renewal / Retention Registration***

1. MDC - Registration Renewal Form
2. MDC - Administration Form
3. MDC - Continuing Education Form

### **NURSING and MIDWIFERY COUNCIL (NMC)**

#### ***New Applicants***

1. NMC - Registration Application Form
2. NMC - Registration Guidelines

#### ***Renewal / Retention Registration***

1. NMC - Registration Renewal Form
2. NMC - Administration Form
3. NMC - Continuing Education Form

### **PHARMACY COUNCIL (PC)**

#### ***New Applicants***

1. PC - Registration Application Form
2. PC - Registration Guidelines

#### ***Renewal / Retention Registration***

1. PC - Registration Renewal Form
2. PC - Administration Form
3. PC - Continuing Education Form

### **COUNCIL for PROFESSIONS ALLIED with MEDICINE (CPAM)**

#### ***New Applicants***

1. CPAM - Registration Application Form
2. CPAM - Registration Guidelines

#### ***Renewal / Retention Registration***

1. CPAM - Registration Renewal Form

2. CPAM - Administration Form
3. CPAM - Continuing Education Form

### **HEALTH INSURANCE COMMISSION FORMS**

Complaint Intake Form