

**SECTION 51 MANUAL FOR
GENESIS MEDICAL SCHEME**

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

The following information is provided by Genesis Medical Scheme ("the Scheme") in compliance with Section 51 of the Promotion of Access to Information Act, 2000 ("the Act").

The Scheme is a medical scheme registered in terms of section 24(1) of the Medical Schemes Act, 1998. The Scheme is a private body as defined in the Act.

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Registration number:	339
Head of the Scheme:	D van der Merwe (Principal Officer)
Registered Address:	The Terraces, 4 th Floor Black River Park Fir Street Observatory 7925
Postal Address:	P.O. Box 144 Observatory 7935
Telephone Number:	(021) 4429900
Fax Number:	(021) 4474707
Email address:	<u>dvandermerwe@genesismedical.co.za</u>

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION
51(1)(b):**

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein.



Postal Address: Private Bag X2700, Houghton 2041
Telephone Number: (011) 877 3600
Telefax Number: (011) 403 0625
Website: www.sahrc.org.za

THE LATEST NOTICE IN TERMS OF SECTION 52(2):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

RECORDS AVAILABLE IN TERMS OF THE MEDICAL SCHEMES ACT, 1998, WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT: SECTION 51(1)(d)

- (a) Copies of the following records of the Scheme are available on request by a member of the Scheme after payment of any fees determined by the rules of the Scheme:
 - i. The rules of the Scheme as stamped and signed by the Registrar of Medical Schemes
 - ii. The latest audited financial statements of the Scheme including the report of Trustees
- (b) The documents referred to in (a) above are available on request by a member for inspection at the registered address of the Scheme (see 1 above) at no charge.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Medical Schemes any record referred to in (a) above and make a copy thereof or take extracts there from, or obtain from the Registrar a copy thereof or extract there from. The contact details are as follows:

Registrar of Medical Schemes

Address: Block A
Eco Glades 2 Office Park
420 Witch-Hazel Avenue
Eco Park
Centurion
0157

Telephone: (012) 431 0500
Facsimile: (012) 430 7644
Website: www.medicalschemes.co.za

RECORDS HELD BY THE SCHEME: SECTION 51(1)(e)

(a) Scheme Records

- i. Rules of the Scheme
- ii. Certificate of registration of the Scheme
- iii. Latest audited financial statements, returns, trustees' and auditor's report of the Scheme
- iv. Fidelity and indemnity cover contracts
- v. Contracts with service providers
- vi. Agendas and minutes of Trustees and sub-committee meetings
- vii. Agendas and minutes of Audit Committee meetings
- viii. Register of Trustees
- ix. Correspondence with members and external parties
- x. Any other record kept in terms of the Medical Schemes Act
- xi. Operational records

(b) Member Records

- i. Member communications including member explanatory leaflets
- ii. Member personal details including (but not necessarily limited to): date of birth, gender, marital status, record of dependants, benefit option selected, contribution history
- iii. Member medical claim details including (but not necessarily limited to): benefit amounts claimed, doctor/dentist visits, medication prescribed, hospital admissions

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e):

- The requester must complete Form C and submit this form together with a request fee, to the head of the Scheme.
- The form must be submitted to the head of the Scheme at his/ her address, fax number, or electronic mail address.
- The form must:
 - provide sufficient particulars to enable the head of the Scheme to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
 - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,

- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the Scheme.

The fee for access to records shall be the prescribed fees in respect of private bodies as set out in the regulations promulgated under the Act, unless otherwise determined in accordance with the Medical Schemes Act 131 of 1998.

A handwritten signature in black ink, consisting of several loops and curves, positioned above a horizontal line.

D. VAN DER MERWE