

**SPECTRAMED MEDICAL SCHEME  
MANUAL FOR PROMOTION OF ACCESS TO  
INFORMATION ACT, 2000**

## INTRODUCTION

The following information is provided by Spectramed Medical Scheme (“the Fund”) in compliance with Section 51 of the Promotion of Access to Information Act, 2000 (“the Act”). The Fund is a medical scheme registered in terms of Section 24(1) of the Medical Schemes Act, 1998. The Fund is a private body as defined in the Act.

### 1. Contact Details of the Fund

#### **Spectramed Medical Scheme**

Registration number: 1141

Registered/Postal Address: Private Bag X1, Gardenview, 2047

Telephone Number: 0860 246 637

Telefax Number: 086 506 8505

Email Address: [schemeg@spectramed.co.za](mailto:schemeg@spectramed.co.za)

### 2. South African Human Rights Commission guide to the Act

In terms of section 10 of the Act, the Human Rights Commission is required, before August 2003, to issue a guide to assist a person wishing to exercise any right contemplated in the Act.

The contact details for the Human Rights Commission are as follows:

#### **Human Rights Commission**

Postal Address: Private bag 2700 Houghton 2041

Telephone Number: (011) 484 - 8300

Telefax Number: (011) 484 - 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### 3. Records available in terms of the Medical Schemes Act, 1998 without a person having to request access in terms of the Act

- (a) Copies of the following records of the Fund are available on request by a **member** of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The rules of the Fund;
  - (ii) The latest audited financial statement, returns, trustees’ report and auditors report of the Fund;
  - (iii) Management accounts in respect of the Fund and all of the benefit options.
- (b) The documents referred to in (a) above are available on request by a **member** for inspection at the registered address of the Fund (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 therefrom, or obtain from the Registrar a copy hereof or extract therefrom.

The contact details are as follows:

**Registrar of Medical Schemes**

Address: 1267 Pretorius Street, Block E, Hadefield Office Park, Hatfield, Pretoria

Telephone: (012) 431 - 0500

Facsimile: (012) 430 - 7644

Website: [www.medicalschemes.com](http://www.medicalschemes.com)

## **4. Description of records held by the Fund**

### **(a) Scheme Records**

- (i) Rules of the Fund
- (ii) Latest audited financial statement, returns, trustees', report and auditors report of the Fund
- (iii) Latest management accounts
- (iv) Fidelity and indemnity cover contracts
- (v) Contracts with service providers: Administrator, Managed Care organizations, investment managers and Auditor
- (vi) Agendas and minutes of Trustee and sub-committee meetings
- (vii) Register of Trustees
- (viii) Correspondence with members and external parties

### **(b) Member Records**

- (i) Member communications including member explanatory booklets
- (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

Some of the above records, especially those containing personal information relating to individual members of the Fund and supplier agreements, may be subject to a confidentiality agreement or to confidentiality and secrecy requirements in the Medical Schemes Act, of 1998.

## **5. Availability of the manual**

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see 1. above).

A link to the manual may further be placed on the website of the Scheme at [www.spectramed.co.za](http://www.spectramed.co.za)