

Independent Medical Exam (IME) Checklist

Is an IME needed? First, make sure you have:

- Done a thorough file review, looking for and identifying unresolved issues.
- Asked the attending provider for:
 - A clear treatment plan.
 - Medical documentation regarding the worker's progress and ability to work.
 - Diagnostic test results.
 - Clarification of unresolved issues.
 - An impairment rating.
- Considered obtaining a consultation instead.
- Taken into account the frequency of prior IMEs.

If you do need an IME:

- Use only approved examiners and firms.
 - Decide whether you need a single or multiple examiners.
 - Select the correct specialty.
- Write a cover letter including:
 - Purpose of the exam.
 - Accepted conditions.
 - Specific questions to resolve known issues.
 - Billing information.
- Ten days before the IME, send the following:
 - Medical portion of the claim file, including any previous IME reports.
 - Vocational and ability to work information (Job analyses, Performance Based Physical Capacities Evaluation).

When reviewing the IME:

- Look for the following types of errors:
 - Incorrect side of body (right - left errors).
 - Spelling.
 - Incomplete sentences.
 - Dates, history, or other details.
- Make sure the examiner responded to your questions.
- Obtain corrections before you pay for the report.
- Make a timely request for an addendum within 30- 60 days.