

How to obtain quality IME reports

Review the claim file:

- Do you really need an IME?
- Could the attending provider or a medical consultant answer the question or conduct the impairment rating?

Use only approved examiners and firms.

- Decide whether you need a single examiner or a multiple examiner exam. Avoid dueling specialties with multiple examiner exams. For example, asking for both a podiatrist and orthopedist, when only an orthopedist is needed.
- Select the correct specialty. Choose an examiner with equal or greater qualifications. For example, if the attending provider is an orthopedist, you could select an orthopedist or an orthopedist with additional training in a particular field.

Write a cover letter including the purpose of the exam, accepted conditions, questions and billing information. Put a copy of the cover letter in the claim file.

- Write a good purpose statement.
- Ask the right questions the first time.
- Avoid leading questions.

Send the medical portion of the claim file and relevant vocational information 10 days before the exam date. Include previous IME reports in the medical claim file.

Do a timely review of the report to avoid complications.

- Look for right – left errors, for example the accepted condition is the right shoulder and the IME report refers to the left shoulder.
- Look for the following types of errors:
 - Spelling.
 - Incomplete sentences.
 - Fact or detail.
- Did the examiner respond to your questions?
- Obtain corrections before you pay for the report. Put your request for corrections in writing and document it in the claim file.

Make a timely request for an addendum within 30- 60 days after the examination; and document addendum questions in the claim file.

Avoid requesting repeat IMEs, the appearance of a biased IME, and direct contact with the examiner. Reimburse per the IME fee schedule.