



Your Independent Medical Exam

For Employees of Self Insured Businesses



Answers to some commonly asked questions about independent medical exams (IMEs).

Why has an independent medical exam been scheduled for me?

A medical exam is scheduled to ensure you receive appropriate care for your workplace injury or occupational disease. Independent medical examinations are required for any of the following reasons:

- Your doctor, employer or claim manager asked for an evaluation of your condition.
- You asked to have your claim closed, reopened or allowed.
- There is a question about the type or duration of treatment you need.
- The Department of Labor & Industries (L&I) or your employer needs to evaluate the extent of your impairment.
- You appealed a decision or asked L&I to reconsider a decision about your claim.

Do I have to attend an IME?

Yes. You must attend an IME. Your benefits may be reduced, suspended or denied if you fail to attend or cooperate with an examination without a good reason.

How will I be notified about the IME?

Your employer or their representative will mail you an appointment letter at least 14 days before the scheduled exam. The letter will list the date, time and location where the examination will take place. The letter will also contain the name(s) of the doctor(s). It is your responsibility to keep your appointment.

What if my exam needs to be rescheduled?

You must notify your employer or their representative when you have good reason to reschedule the exam. Call your claim manager at least five working days before the exam date.

Will I have to pay for the exam?

No. The employer or their representative will pay for the examination. However, if you fail to attend or cooperate without a good reason, your time-loss benefits may be reduced by the cost of the examination.

Who will do the exam?

A doctor approved by L&I will review your medical file and examine you. In some cases, several doctors may conduct the exam or there may be a series of exams. You can look up the doctor's qualifications at www.imes.lni.wa.gov under "Find a Medical Examiner".

May I bring a friend or relative to the exam?

Yes. The person accompanying you may attend to provide comfort and reassurance. The person coming with you cannot be paid for attending or reimbursed for travel or meals. An attorney or attorney's staff or your doctor or doctor's staff are not permitted to attend with you. If you are scheduled for a psychiatric exam, no one will be allowed in the room except you and the doctor.

Do not bring minor children to an IME.

What if I am asked to bring x-rays, MRIs or CT scans to the exam?

Contact your doctor's office if you need help obtaining the x-ray, MRI or CT scan. The IME doctor is qualified to read and interpret the actual film or image. The employer or their representative will mail relevant

medical records to the doctor. You may take copies of medical reports in your possession.

What will happen at the exam?

Most of the appointment time will be spent reviewing the medical file and asking you questions. Sometimes, doctors ask questions you may not think are related to your injury or illness. Be patient. The doctor is trying to be fair, objective and address many aspects about your injury and medical care.

The physical examination may be brief. You should not expect a complete physical exam. The doctor is not a treating doctor. However, in some cases a full exam, lab tests and x-rays may be needed. Requesting additional tests will be the examining doctor's decision.

The report will be mailed to the employer or their representative within 14 days after the exam or within 14 days after the test results are available. You may request in writing a copy of the report from the employer or their representative.

What if I am late to the exam or the exam is not conducted at the scheduled time?

Call the number listed on your appointment letter if you will be more than 15 minutes late or you leave after waiting for 1 hour. Your exam may need to be rescheduled.

An IME typically takes an hour. Arriving on time means:

- Your exam is not rushed.
- Other workers are seen on time.
- Other workers' exams are not rushed.

What if I have to miss work?

You will be paid your regular salary for the actual hours you miss work to attend an IME. You will need to submit a request to your claim manager. Attached is a reimbursement form for your use.

Who will pay my travel expenses?

Your employer or their representative will reimburse your travel expenses. Most of the time you will only be paid for mileage. Mileage or other expenses such as meals, hotel room expense, taxi fare, parking, etc. will be paid at the current L&I rate. Please obtain receipts for these expenses and record your miles to and from the examination.

Overnight stays and travel by airplane, train or bus require prior approval by the employer or their representative. Call the number listed on the appointment letter for more information or instructions.

Mail the attached request for reimbursement, along with your receipts, to your employer or their representative within one year of the exam. **Keep a copy of your request and receipts.**

What if I have a physical or mental disability that limits how I can travel to a medical exam?

Call the number listed in your appointment letter so arrangements can be made to assist you in traveling to the exam. Your disability does not need to be related to your claim.

Here's how to get more help

- **Questions about your claim:** Call your employer or their representative
- **Self Insurance Ombudsman:** Call 1-888-317-0493
- **Comments about your exam experience:**
 - Provide your comments in writing and mail them to either your employer or their representative.

You can also mail your comments to:

Department of Labor & Industries
Self Insurance IME
P.O. Box 44890
Olympia, WA 98504-4890

- An IME comment form is not required but L&I provides a form at www.Lni.wa.gov. Conduct a search for F245-053-000.

 **On the Web:** Visit the L&I Web site at:
www.Lni.wa.gov

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.



INDEPENDENT MEDICAL EXAM (IME) TRAVEL & WAGE REIMBURSEMENT REQUEST

DO NOT
WRITE IN >
SPACE

Worker Information			Claim No.
Worker's name (Last, First, Middle Initial)			Date of injury
Worker's home address (not PO Box)		Apt #	Social Security No. (for ID only)
City	State	ZIP	Worker's Phone Number ()

Travel Information

Read the instructions on the back of this form before you complete this section.

A Date of Each Trip (mm-dd-yyyy)	B Travel Code (one per line)	C From: (City)	D To: (City, Person Seen)	E No. Of Miles (Round Trip)	F Cost For Food, Lodging, Fares, Parking, Wages (one per line)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Reimbursement for Missed Wages:

You will be paid for missed wages if you are absent from work more than 30 minutes. Complete the following:

Time missed from work to attend the IME: _____ Hrs _____ Min. Hourly wage at the time of the IME: \$ _____

Employer's name			Employer's phone number		
Address		City	State	ZIP + 4	

Worker's Signature (forms not signed will be returned)

These expenses are related to attending the IME scheduled by my employer or their representative. I have not been reimbursed for these expenses. I understand it is a crime to submit information that I know is false.

Date	Worker's signature
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Read the instructions carefully before you complete this form! We can only reimburse you if your form is complete, correct and signed.

1. Use this form only for IME travel and missed wages.

2. Send your form soon.

It must be received within 1 year of the date of the exam.

3. Fill out each column correctly.

Column A: Write the date you traveled (only one date per line).

Column B: From below, find the code that describes your expense.

Travel Codes for Independent Medical Exams (IME)

- 0411A Total time you lost from work to attend the IME
- 0412A Private vehicle mileage to and from the IME
- 0402A Parking (receipt required for \$10 and over)
- 0403A Bridge and ferry tolls (receipt required)
- 0405A Commercial transportation (receipt required)
- 0406A Lodging (receipt required)
- 0407A Breakfast (receipt required)
- 0408A Lunch (receipt required)
- 0409A Dinner (receipt required)
- 0414A Taxi (receipt required)

Column C: Write the city you were traveling from.

Column D: Write the city you traveled to for your medical exam and the name of the doctor(s).

Column E: Total number of round trip miles you traveled. You will be paid at the current L&I mileage rate based on the shortest direct route from your home.

Column F: Write the dollar amount for each expense. Prior approval may be required in some instances. Attach copies of your receipts. Credit card statements are not accepted in place of a receipt.

Example:

A Date	B Code	C From	D To	E Miles	F Cost
03/02/2012	0412A	Olympia	Seattle Dr. Smith	60 R/T miles	Cost will be calculated for you.
03/02/2012	0411A			90 minutes or 1 hr & 30 minutes.	Amount will be calculated for you.
03/02/2012	0402A				\$3.00

4. Complete Missed Wages section if absent from work.

5. Sign and date.

6. Mail this form to:

The self-insured employer or their representative who scheduled the IME.
Their name and address will be on the IME notification letter you received.