JME Protocol Process Map

Lawyer ●TAC ●Decisions

Pathway

Acronyms

JME- Joint Medical Examination
JLOI- Joint Letter of Instruction
SDs- Supporting Documents

If JME Request is _within 90 days_ from scheduled exam appointment

Submission of JME request 📁

Lawyer submits JME Request with JLOI/s and SDs to be provided to examiner/s as per Documentation Guide

If within 28 days of exam date - Expedited JME request applied for extenuating circumstances

Lawyer must contact TAC via Solicitor Contact Guide

NO → If no contact made prior to submission- Automatic denial

YES → Proceed with JME request

Within 21 days from request 📅

TAC reviews the JME request, JLOIs/SDs and file to make decision

Uncoditional approval + additional questions and SDs

Deemed approval

Denial Letter

Information required: Insufficient information

Remedy Chapter if disagreement on sufficient information

Raise new JME request

At least 14 days prior to exam 📅

Lawyer reviews any TAC additions and may add any further questions, *if required.*

Lawyer sends JLOI & SDs to examiner and **copies TAC in**

JME Examination (TAC to pay invoice within 14 days)

JMEs scheduled **<35 days** from request , lawyer to send JLOI and SD's ASAP after TAC's approval, ideally 7+ days before exam

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Pathway

If JME Request is _greater than 90_ days from scheduled exam appointment

Submission of JME request 📁

Lawyer submits JME Request with sufficient information as per Protocols Documentation Standards

Within 21 days from request 📅

This acts as lawyer reminder/call to action to collect necessary docs within timeline

TAC reviews JME request and file to make decision

Conditional approval letter

Deemed conditional approval

Denial Letter

Information required: Insufficient information

Remedy Chapter if disagreement on sufficient information

Raise new JME request

Conditional approval letter

TAC accepts liability for the cost of the JME report under section 60(2F), provided that the joint letter of instruction and supporting documents are received at least 45 days prior to the scheduled examination.

Deemed Conditional Approval

If TAC does not respond within 21 days, the exam is deemed a Joint Medical Examination under S60(2F). TAC retains the right to add questions to the Joint Letter/s of Instruction and provide additional supporting documents. Therefore, the condition that that the joint letter of instruction and supporting documents are received at least 45 days prior to the scheduled examination applies.

At 60 days prior to exam 📅

TAC to send auto reminder to lawyer (*Subject to execution of automated reminder process*)

If meeting the 45 days deadline is at risk, the lawyer should notify the TAC promptly to discuss options such as an extension or rescheduling

At least 45 days prior to exam 📅

Lawyer submits new online form JLOI/s and SDs in bulk

If 45 day deadline not met ⏳

Post 44 days prior to the scheduled exam, TAC will write to the lawyer (CC Examiner):
1. The required materials have not been received in time
2. The 45 day timeline has been missed and the conditional approval has lapsed
3. The exam will no longer be considered joint
4. Any associated costs will the responsibility of the client.

JME Cancelled

JME examination proceeds (Lawyer to pay invoice)

Raise new JME request

At least 21 days prior to exam 📅

Is the Conditional Approval Criteria met

Yes → Confirmation of approval letter +- additions

If TAC do not respond within 21 days prior to exam it is considered as deemed approval

No → Raise new JME request with missing criteria information

Confirmation of approval letter

At least 21 days prior to the scheduled exam, TAC will provide the clients lawyer with either
• A confirmation of approval, advising that no additions will be made to the JLOI and/or supporting documents
Or
• A confirmation of approval, along with any proposed additional questions for the JLOI and/or supporting documents

At least 14 days prior to exam 📅

Lawyer reviews any additions and may add any further questions, *if required.*

Lawyer sends JLOI & SDs to examiner and **copies TAC in**

JME Examination (TAC to pay invoice within 14 days)