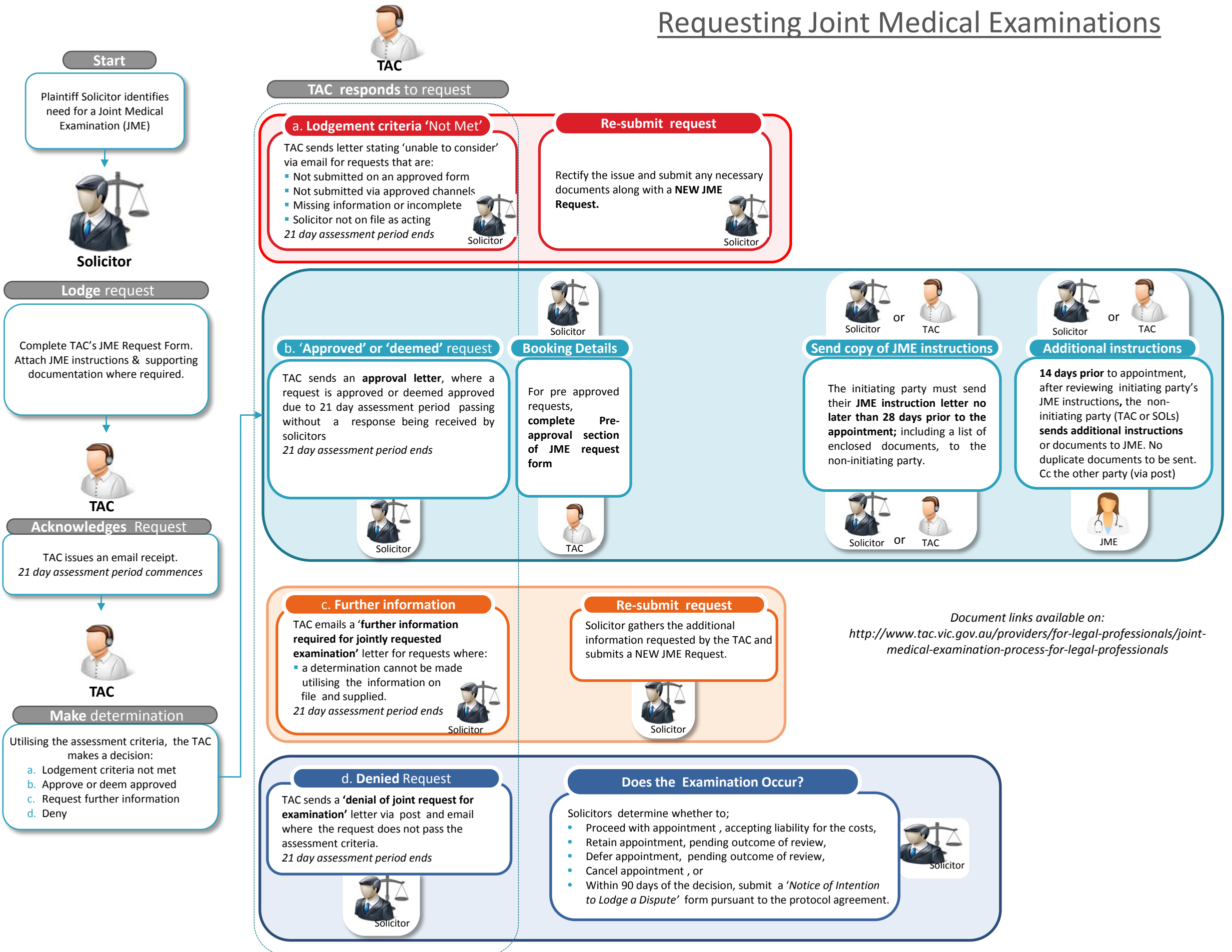


Requesting Joint Medical Examinations



What happens when a request is submitted?

- Upon lodging a JME Request form, the TAC issues an email acknowledgment of your request. When using the web-based form, the TAC response to online submissions contains a copy of the request details submitted.
- The TAC considers the request and issues a response within 21 days .
- If no response is received from the TAC within 21 days and the **lodgement criteria has been met**, the request will be deemed approved for a JME appointment.
- Pre Approval: Within 3 months of approval being granted, complete the Pre Approved JME Booking Form and submit to the JME inbox along with the JME Instruction letter and a **list** of documents where possible. (Minimum of 28 days prior to appointment)
- The initiating party sends a copy of the JME Instructions along with a **list** of documents to the non initiating party **and** the JME within 28 days.
- The non initiating party sends their additional questions and any supporting documents (no duplicates of initiating party documents) directly to the JME 14 days prior to the appointment, copying in the initiating party.
- The JME conducts the exam and provides an identical report to the Solicitor and the TAC.
- The JME bills the TAC directly for approved JMEs using the appropriate item codes.
- The TAC pays the JME directly for the joint examination and report.

THINGS TO REMEMBER

- Utilise the attachment field on the online submission form to send through new, relevant supporting documents.
- If the 'Primary Reason for Examination' field does not contain an appropriate option for your JME request, submit a manual request form with justification for the JME. The TAC will only consider these requests where detailed justification is provided.
- Questions can be directed to the JMECommunications@tac.vic.gov.au
- Where the TAC issues an 'Incomplete' letter or seeks further information regarding the JME request, the response must be submitted as a **new request**, meeting all lodgement and assessment criteria. No information carries forward, and a new 21 day assessment period commences.
- Where a request is deemed accepted, JME instruction letters can be issued prior to the receipt of the TAC's approval.
- The TAC must be advised in writing of cancellations and reschedules of JME bookings, via the JME inbox, using the Request to Change an Existing Approved JME form.
- Send the TAC a copy of the JME Instruction letter and a list of documents provided to the JME, no later than 28 days prior to appointment date either;
 - with the initial request
 - with the Pre Approved JME booking form or
 - on its own.