# Requesting Joint Medical Examinations

#### Start

Plaintiff Solicitor identifies need for a Joint Medical Examination (JME)



**Solicitor** 

### Lodge request

Complete TAC's JME Request Form. Attach JME instructions & supporting documentation where required.



#### Acknowledges Request

TAC issues an email receipt. 21 day assessment period commences



TAC

#### Make determination

Utilising the assessment criteria, the TAC makes a decision:

- a. Lodgement criteria not met
- b. Approve or deem approved
- c. Request further information
- d. Deny

#### TAC responds to request

#### a. Lodgement criteria 'Not Met'

TAC sends letter stating 'unable to consider' via email for requests that are:

- Not submitted on an approved form
- Not submitted via approved channels
- Missing information or incomplete
- Solicitor not on file as acting
- 21 day assessment period ends



#### Re-submit request

Rectify the issue and submit any necessary documents along with a **NEW JME** Request.



#### b. 'Approved' or 'deemed' request

TAC sends an approval letter, where a request is approved or deemed approved due to 21 day assessment period passing without a response being received by

21 day assessment period ends



For pre approved requests, complete

Preapproval section of JME request form





#### Send copy of JME instructions

The initiating party must send their JME instruction letter no later than 28 days prior to the appointment; including a list of enclosed documents, to the non-initiating party.







Additional instructions

14 days prior to appointment, after reviewing initiating party's JME instructions, the noninitiating party (TAC or SOLs) sends additional instructions or documents to JME. No duplicate documents to be sent. Cc the other party (via post)



#### c. Further information

TAC emails a 'further information required for jointly requested examination' letter for requests where:

 a determination cannot be made utilising the information on file and supplied.

21 day assessment period ends



#### Re-submit request

Solicitor gathers the additional information requested by the TAC and submits a NEW JME Request.



Document links available on: http://www.tac.vic.gov.au/providers/for-legal-professionals/jointmedical-examination-process-for-legal-professionals



#### d. **Denied** Request

TAC sends a 'denial of joint request for examination' letter via post and email where the request does not pass the assessment criteria.

21 day assessment period ends



#### **Does the Examination Occur?**

Solicitors determine whether to;

- Proceed with appointment, accepting liability for the costs,
- Retain appointment, pending outcome of review,
- Defer appointment, pending outcome of review,
- Cancel appointment, or
- Within 90 days of the decision, submit a 'Notice of Intention to Lodge a Dispute' form pursuant to the protocol agreement.



## 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 <u>list</u> 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 <u>additional questions and any supporting documents</u> (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 <u>JMECommunications@tac.vic.gov.au</u>
- 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 <u>list</u> 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