

Independent Medical Panel Service Level Agreement

To allow for inclusion (new or on-going) on InjuriesBoard.ie's independent medical panel, (not a guarantee of referrals), Practitioners must;

- Provide a copy Curriculum Vitae along with any other appropriate or relevant documentation confirming experience
- Hold a primary qualification recognised by the Medical Council of Ireland and be a fully registered practitioner on the General Medical Register with the Council
- Have an appropriate registerable additional qualification in accordance with his / her specialisation. Where the speciality is included on the Register of Medical Specialities recognised by the Medical Council of Ireland, the doctors should provide proof of either (i) registration of that Speciality Register or (ii) evidence of satisfactory completion of such specialist training if not on the speciality Register
- Provide timely (and updated where appropriate) confirmation of PPS number, all relevant contact/address/secretary details, proposed fees, Tax Clearance Certificate (copy documentation required - Section 1095 of the Taxes Consolidation Act 1997 refers)
- Be able to provide, over the phone (1890 829121 to a dedicated medical team) medical examination appointments for dates within four weeks of request and to supply a typed report within two weeks of examination ensuring that as an independently commissioned medical practitioner by InjuriesBoard.ie you have not treated or reported previously on the claimant. Reports where appropriate should be completed on InjuriesBoard.ie's Form B (the report should be comprehensive with a long term outlook for the Claimant's condition contained. A prognosis for the injury should also be included as InjuriesBoard.ie is bound by statute to make assessments within a nine month period from the date of consent. If a prognosis is not available at the time of examination, please advise InjuriesBoard.ie when the prognosis is likely to be available)
- Make reference to InjuriesBoard.ie's statutory obligations when requesting records / consultations and allow one month only for response to such requests before reporting to or updating InjuriesBoard.ie
- Include injury e.g. scarring photographs where requested or if deemed appropriate
- Submit an invoice to InjuriesBoard.ie (Finance Department, InjuriesBoard.ie, PO Box 9732) at the same time as the report and in the following format;
 - on headed paper to include practitioner's name and address
 - InjuriesBoard.ie, Tallaght, Dublin 24 detailed as payer
 - titled "Independent Medical Examination"
 - no references to medico-legal or court attendance
 - InjuriesBoard.ie claim reference, claimant name and date of examination included
 - invoice date and invoice number included
 - confirmation of fee amount included
 - tax registration number if applicable
- In the event of a non-attendance phone / fax InjuriesBoard.ie the same day providing an alternative timely appointment if so required
- Refer back to the claimant's own treating practitioner as regards any treatment issues necessary or requiring review
- Transfer reports securely by hard copy post / fax or encrypted e-mail
- Comply fully with the provisions of the Data Protection Acts 1998 & 2003 in performing services for InjuriesBoard.ie
- Engage, where appropriate, with InjuriesBoard.ie in respect of new technologies / applications / service delivery initiatives, as a means to providing excellent customer service and maximising efficiencies

Information sent by InjuriesBoard.ie is intended only for the person or entity to which it is addressed and may contain confidential and / or privileged material. Any review, re-sending, dissemination or other use of, or taking of any action in reliance upon the information by persons or entities, other than intended recipients is prohibited. If you receive information in error please contact InjuriesBoard.ie and destroy, delete or return the material.