

SPECIAL EXAM PROTOCOL

FEES:

Special Exams = \$2,500.00 Pre-Pay **(this includes the \$250.00 non-refundable initiation fee)**

- Medical Records more than one inch will be invoiced at \$125.00 per inch thereafter.
- No Show / Late Cancellation Fee- \$250.00

REQUIRED DOCUMENTATION:

(Please follow the requirements below to ensure request will be accepted and completed timely)

- The enclosed OrthoCarolina Special Exam Form
- A cover letter and/or questionnaires outlining the specific concerns to be addressed- **must be received prior to appointment.**
- Medical Records in the following order: (One attachment **ONLY**)
 1. Operative Notes- if applicable
 2. Diagnostic Test Results/Procedure Notes
 3. Clinical Notes
 - **Placed in ascending order (current to oldest dates of services) includes OrthoCarolina office visits**
 - Urgent Care, Occupational Medicine, and ED/ER Notes
 - FCE, Prior IME/CSO's and miscellaneous results with medical significance pertaining to the exam

Documents Not Required: Attorney Correspondence, PT /OT Notes, Nursing call logs, HCFA Bills, Fax Cover Sheets, Immunization Records, Work Status Notes, Provider Scribble Sheets, ED After-Care/Discharge Instructions for Patient, Electronic Orders, Medication Orders/Lists, Insurance Reports, Patient Education Sheets. **Please eliminate all duplicate copies.**

- Medical Records must be sent via email to special.exams@orthocarolina.com
 - *Cannot accept USB drives*

SPECIAL EXAM PROCESS:

- Special Exam Appointment Request received.
- Forward Special Exam Packet for Physician review/consideration.
- Invoice submitted for pre-payment.
- Provider agrees/declines and prepay received appointment can be scheduled

PLEASE NOTE: The Special Exam process timeframe can vary dependent upon request sent in the correct order (listed above), provider response, and/or receipt of pre-payment.

CONTACT INFORMATION:

Special Exam Coordinator: Tele # 704-323-2317

Email Address: special.exams@orthocarolina.com

WORKERS' COMPENSATION SPECIAL EXAM INFORMATION FORM

Type of Exam must be selected

IME: This is an Independent Medical Evaluation

CSO: This is a Comprehensive Second Opinion

On the above, there will be no diagnostic tests performed unless the MD requires them to complete his/her evaluation. These are one-time evaluations only.

CSO WITH TRANSFER OF CARE (The requesting party authorizes total and complete transfer of care.)

All evaluations consist of review of all medical records, x-rays, and any other diagnostic studies.

PATIENT INFORMATION:

NAME: _____ DOB: _____ SSN: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

EMPLOYER INFORMATION:

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Occupation: _____

BILLING INFORMATION:

PARTY SCHEDULING: _____ PHONE: _____ FAX: _____

SCHEDULING PARTY'S E-MAIL: _____

BILL TO _____

ADJUSTER: _____ PHONE: _____ FAX: _____

ADJUSTER'S E-MAIL: _____

CARRIER ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JURISDICTION: _____ CLAIM NO. _____ DATE OF INJURY: _____

BODY PART(S) TO BE EVALUATED: _____

SPECIFY REQUESTED PROVIDER: _____

By signing this Form below, you are providing approval for OrthoCarolina to conduct the following services: (EXCEPTION: IME / CSO)

<p>Consultation Treatment Labs X-ray CT Scans- (Hand Center / Foot and Ankle Center) SAME DAY CT SCANS</p>	<p style="text-align: center;"><u>Hand Surgeon Request:</u></p> <p>Occupational Therapy, Physical Therapy, and DME provided at OrthoCarolina.</p> <p><i>** If utilizing an outside facility, please provide the Hand Therapist's name for O.C. Hand Surgeon agreement</i></p>
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Authorizing Party: _____	Date: _____
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*OrthoCarolina - Workers' Compensation Department
 Email Address: special.exams@orthocarolina.com*

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OUT-OF-STATE WORKERS' COMPENSATION LETTER OF AGREEMENT


PLEASE READ CAREFULLY AND SIGN THE APPROPRIATE SECTIONS

The requesting party agrees to pay North Carolina's Industrial Commission (NCIC) Fee Schedule for all billed charges net 60 days and accept the NC Industrial Commission (NCIC) Rating Guidelines.

Patient Name:	Date of Birth:
Injured Body Part:	Date of Injury:
WC Claim #:	Jurisdiction:
Employer:	Employer Phone #:
Address:	Occupation:
Case Manager Name: please circle (Telephonic/Field)	Phone#:
Email Address:	Fax #:
WC Insurance Carrier:	Phone#:
Adjuster Name:	Fax #:
Email Address:	

By signing: The Insurance Carrier/ Adjuster agree to the North Carolina's Industrial Commission (NCIC) Fee Schedule for all billed charges net 60 days / NCIC rating guidelines.

Carriers Signature:

	Date:
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OrthoCarolina - Workers' Compensation Department

Email: special.exams@orthocarolina.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. OrthoCarolina, PA	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. P.O. Box 117444	Requester's name and address (optional)
6 City, state, and ZIP code Atlanta, GA 30368-7444	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
5	6		1	0	9	3	7	2	2

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Julia L Bingham</i>	Date ▶ <i>5/22/20</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.