

# Employers Guide:

## How to write a letter of instruction for an Independent Medical Examination



If you've never had to refer an employee for an Independent Medical Examination before, you might be unsure of what to include in the letter of instruction. We've put together some tips to help you.

### Key information

A letter of instruction serves as a formal instruction for an Independent Medical Examination (IME). While sometimes referred to as a 'referral letter', this is not a medical referral for treatment, but rather a request for an independent, non-treating opinion to assist with managing a claim and/or return to work planning.

Please ensure the letter of instruction is on a formal letterhead and addressed to the specialist that is undertaking the assessment and report.

Providing this information upfront ensures timely and accurate reports and invoices from our office and helps prevent delays in receiving reports.

### About your employee

It helps our assessing specialist to have background information about the employee.

Specific details include:

- Full name and date of birth.
- Role and inherent duties – what duties does the person need to do to effectively do their job?
- Details of the incident / injury or illness.
- Medical information available to you. You don't need to source information from doctors or allied health (e.g. physiotherapists). If the assessing doctor needs any information, our team will follow up with you.
- Any other information you think is relevant.

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## Series of questions

You need to ask the specialist specific questions that you would like addressed to help manage the employee's claim / safe return to work. The specialist's report will give you answers to the questions you ask.

Questions may address:

- Accuracy of diagnosis.
- Appropriateness of treatment.
- Recommendations for return to work.
- If the employee's recovery is progressing as expected.
- Employee's fitness for work, either in full or suitable duties.

## Supporting documents

The specialist will require some supporting documents, if applicable and available. These documents could be:

- Job Description / Position Description
- Job Task Analysis (JTA)
- Modified duties
- Incident Report
- Medical Certificates
- Return to Work (RTW) plans
- GP / Specialist Reports
- Radiology / Pathology Reports (if received)

## About your business

We will require some business information to be able to correctly address the report and invoice. Incorrect information could further delay the sending of the report.

- Who the report should be addressed to.
- Who the report should be sent to.
- Who the invoice should be addressed to.
- Who the invoice should be sent to.