



WORKERS' COMPENSATION APPLICATION INSTRUCTIONS

1. Complete the application with attachments and return to:

Monroe County Medical Society
132 Allens Creek Road
Suite 100
Rochester, NY 14618
ATTN: Laurie Phillips

2. Attach check in the amount of \$500, made payable to "MCMS", if you are NOT a member of Monroe County Medical Society. (If you are a full dues paying active member of Monroe County Medical Society, this service is free of charge. If you are not a member, there is a \$500 processing fee.)
3. Note #4 on the application regarding your registered office address(es). The Workers Comp board will reject the application if the address(es) are not listed.
4. Attach appropriate documentation as per questions #10 and #11.

NOTE: The application needs to have original signature. Faxes or emailed applications are not accepted. Please follow the instructions carefully to avoid delays in processing.

If you have any questions, please contact Laurie Phillips at (585) 473-4072.

12. Are you employed by any health provider, organization, commercial firm, union or hospital to render care or conduct independent medical examinations?
 Yes No If "Yes," explain _____
13. Are you presently, or were you previously, authorized to (a) render care under the Workers' Compensation Law? Yes No If "Yes", give date and authorization number: _____ (b) conduct independent medical examinations? Yes No If "Yes", give date and authorization number: _____
14. Have you ever previously applied for authorization to render care or conduct independent medical examinations under the Workers' Compensation Law, which application was not granted? Yes No
15. Was your name ever removed (voluntarily or otherwise) from a list of health providers authorized to render care or conduct independent medical examinations under the Workers' Compensation Law of any state or under any Federal program? Yes No If "Yes," give state or program involved and explain reason for removal: _____
- If your authorization was reinstated, give date of reinstatement _____
16. Have you ever had a professional license suspended or revoked? Yes No If "Yes," give state or jurisdiction and explain reason: _____
17. Have you ever had restrictions or limitations placed on a professional license? Yes No If "Yes," give state or jurisdiction and explain reason: _____
18. Can you accommodate claimants whose language is other than English? Yes No If "Yes," please specify: _____

The applicant acknowledges that any authorization granted by the Chair is conditioned upon compliance with the Workers' Compensation Law and Board Rules, including but not limited to the following:

- The applicant shall submit all records and evidence needed for any investigation upon direction by the Chair, Workers' Compensation Board or the local County Medical Society, or the New York State Osteopathic Medical Society, or the appropriate Practice Committee.
- The applicant shall file timely, complete and accurate reports of treatment rendered to claimants, as required by law or regulation or directed by the Chair or the Board, whenever applicant renders such treatment. Such reports of treatment shall be timely filed as required by the Chair or Board, and shall be provided upon request to the employer or employer's insurance carrier. The applicant shall transmit copies of medical reports to claimant's licensed representative or attorney upon receipt of a written request or consent signed by the claimant and accompanied by a notice of retainer, where applicant is acting as claimant's attending physician or medical consultant.
- The applicant shall submit a signed, certified copy of each report of an independent medical examination on the same day and in the same manner to the Board, the insurance carrier, the claimant's attending physician or other attending practitioner, the claimant's representative and the claimant. If authorized to conduct independent medical examinations, the applicant further agrees to provide such reports and submit to such investigation as may be required by the Chair.
- The applicant shall not undertake or continue the care, or conduct an independent medical examination, of a claimant whose condition requires a professional service for which he/she is not qualified and authorized by the Chair, Workers' Compensation Board, or which is outside the limits prescribed by the New York State Education Law for podiatrists, chiropractors, or psychologists, as the case may be. In the event that a case develops a complication beyond applicant's qualification and authorization, applicant shall promptly refer such case for consultation and/or to the service of a health provider qualified and authorized to render the needed care or conduct the independent medical examination.
- The applicant shall appear before the Board or answer upon request of the Chair, the Board, a Workers' Compensation Law Judge, the appropriate Practice Committee (if applicable), or any duly authorized officer of the State, any questions in connection with a workers' compensation, volunteer firefighter or volunteer ambulance worker claim.
- The applicant shall refrain from treating subsequently for remuneration, as a private patient, any person seeking medical treatment or submitting to an independent medical examination in connection with, or as a result of, any injury covered under the Workers' Compensation Law, the Volunteer Firefighters' Benefit Law, or the Volunteer Ambulance Workers' Benefit Law, if he/she has been removed from the list of health providers authorized to render such medical care or to conduct such independent medical examination or if the person seeking treatment has been transferred from his/her care in accordance with the law.
- The applicant further shall abide by the provisions of the Workers' Compensation Law and the Rules adopted thereunder.

The undersigned applicant affirms that the foregoing answers are true to the best of his/her knowledge and belief and agrees that if he/she has made any materially false statement in this application, any authorization granted as a result of this application may be revoked pursuant to the provisions of the Workers' Compensation Law.

Signature of Applicant _____ Date _____

APPLICATION RECOMMENDED: Treatment - Rating Recommended _____ IME
 APPLICATION NOT RECOMMENDED _____ Physicians only

By: Medical Society of the County of _____ New York State Osteopathic Medical Society
 Podiatry Practice Committee Chiropractic Practice Committee Psychology Practice Committee

Medical Society or Practice Committee Chair _____	_____	_____
_____	Signature	Date
Practice Committee Member _____	_____	_____
_____	Signature	Date
Practice Committee Member _____	_____	_____
_____	Signature	Date