

CHECKLIST FOR A SECTION 12 EXAMINATION
(Formerly INDEPENDENT MEDICAL EXAMINATION)

If United or Gallagher Bassett (GB) requests that you submit to an examination as a result of an occupational claim, you must comply under the Illinois Workers= Compensation Act. If you do not, or change the appointment without good reason, your benefits may be suspended. However, there are certain procedures that should be followed before and during the examination by both the employer and employee. Some of them are required by the Illinois W. C. Act and others are Company policy. The following is a checklist that should be referred to when you are asked to go for a Section 12 examination. It also indicates which are required under the Illinois W.C. Act and/or which are Company policy.

- Company policy is that you should be given at least 10 days notice prior to the date of your appointment to make arrangements for child care, etc. If you have not been given the 10 days & you find you cannot arrange your schedule to make the appointment, call your GB claims adjuster to discuss rescheduling the appointment. The reason for not attending must be a valid one. Do not just skip the appointment without speaking with your GB claims adjuster. Even without the 10 days notice, if you can make the appointment it is best to do so.
- Illinois law & Company policy say you do not have to travel for the Sec 12 exam if you are not physically able to do so. Have your treating doctor write a note to your GB claims adjuster explaining why you cannot travel.
- Illinois law states you must be sent, in advance, reasonable expenses to cover the cost of the travel to & from the Sec 12 exam. This includes transportation, meals etc. If you do not receive expense money in advance, you may reschedule the appointment. Again, speak with your GB claims adjuster before rescheduling. Do NOT just skip the appointment.
 - Illinois law & Company policy say these travel expenses should cover the cost of transportation from your home regardless of where you live.
 - Illinois law provides that this money is NOT a per diem. After you return from the Sec 12 exam, you must submit receipts for expenses that cover or exceed the amount sent in advance. Otherwise, you will have to return any money not covered by paid receipts. If you spend more than the amount sent to you, GB will reimburse you. If GB requests you bring medical documents, they should pay for the cost to get them.
- Company policy provides that if you live far enough away from ORD to make travel in one day unmanageable, expenses for a hotel will be provided. This usually means if you live west of Denver or outside the US, but will depend on your circumstances. If you live in a remote area it might also apply. Discuss this with your GB claims adjuster.
 - You might be asked to give your credit card to Aguarantee@ your hotel room if you will be needing one.
 - If you do not have a credit card or if the credit limit does not allow you to use it to guarantee the room, you should call your GB claims adjuster to make other arrangements.
- Bring the AFA job description with you for the Sec 12 doctor so s/he can understand your job, especially if you & your treating doctor feel you should not return to work yet.
- Bring a notepad with you to take notes during the exam. Write down what the doctor did & said. If the Sec 12 doctor suggests treatment, write it down to consult with your treating doctor. You do not have to follow the prescriptions of the Sec 12 doctor if your doctor does not concur. Remember, this doctor works for GB not you.
- Company policy & Illinois law says you may obtain a copy of any report the Sec 12 doctor writes & sends to GB. Send a written request to your GB claims adjuster and send a copy of the letter to the supervisor at GB as well. If your claims adjuster will not send the report, call the supervisor at GB.
- If the Sec 12 doctor states you may return to work (RTW) & your treating doctor disagrees, go to Company Medical for their opinion. GB will probably terminate your WC benefits if the Sec 12 doctor states you may RTW. You should speak with a W.C. lawyer to discuss appealing the decision to terminate W.C. benefits.
 - Call the Administrative Supervisor at your domicile to determine your status if the Sec 12 doctors states you may RTW. Do not fail to do this. See ***Guidelines for Procedures after Section 12 Exam.***
 - If Company Medical releases you against your treating doctor=s advice, you may request medical arbitration. AFA has developed a medical arbitration checklist for you to follow if you request it.