



Protocols and Policies for Medicolegal Clinic Services

Independent Medical Examinations (IME)/Medical Expert Examinations

1. All examinations shall be scheduled for 60 minutes unless the complexity of the case demands a longer appointment time. It is recommended that the client arrive 15-20 minutes prior to the start of the appointment for completion of necessary paperwork.
2. A cover letter is required outlining all interrogatories to be addressed and shall arrive at least 2 business days prior to the scheduled appointment.
3. All pertinent medical records, including imaging reports, shall arrive at least 2 business days prior to the scheduled appointment. Copies of the images from studies such as CT scans or MRIs are not required.
4. The collection, assimilation, and distribution of the medical records are the responsibility of the party requesting the exam.
5. The contact phone number for the client must be received within 5 business days of the scheduled exam in case of a need for the physician to cancel the appointment on short notice. The attorney will also be contacted by email or phone when an appointment is cancelled by the physician. The attorney and client will be contacted to reschedule within 2 business days of the cancellation.
6. The charge for the exam, record review, and report generation is set by the Minnesota fee schedule found at https://www.dli.mn.gov/sites/default/files/pdf/ime_fees.pdf.
7. A retainer fee of \$1000.00 will be billed when the appointment time is confirmed and is due prior to the scheduled appointment.
8. If the client requires the services of an interpreter, it is expected that the attorney will make the arrangements for the interpreter to attend the appointment.
9. Failure to appear or cancellation less than 3 business days before exam will necessitate billing of a "no-show" fee as outlined in the Minnesota IME fee schedule.
10. If the client is greater than 30 minutes late for the examination, this will be considered a failure to appear and will incur the no-show fee. Please understand that is typical for most of these examinations to take 60 to 90 minutes and that being late can significantly impact the day-to-day operations of the office.
11. Every attempt will be made to reschedule the client at the next available appointment should their appointment be canceled.

Narrative Reports

1. Examinations for the purposes of writing a narrative report are usually performed for current or former patients of Dr. Bannister when requested by the client's attorney.

2. If an examination is indicated, it shall be scheduled for 60 minutes unless the complexity of the case demands a longer appointment time. It is recommended that the client arrive 15-20 minutes prior to the start of the appointment for completion of necessary paperwork.
3. A cover letter is required outlining all interrogatories to be addressed by Dr. Bannister and shall arrive at least 2 business days prior to the scheduled appointment.
4. All pertinent medical records, including imaging reports, shall arrive at least 2 business days prior to the scheduled appointment. Copies of the images from studies such as CT scans or MRIs are not required.
5. The collection, assimilation, and distribution of the medical records are the responsibility of the party requesting the exam.
6. The contact phone number for the client must be received within 5 business days of the scheduled exam in case of a need for the physician to cancel the appointment on short notice. The attorney will also be contacted by email or phone when an appointment is cancelled by the physician. The attorney and client will be contacted to reschedule within 2 business days of the cancellation.
7. The charge for the examination report is based on the number of hours spent on the exam, record review, and review of the medical literature as needed, at a rate of \$400 per hour, with a minimum charge of \$1000.00.
8. A retainer fee of \$1000.00 will be billed when the appointment time is confirmed and is due prior to the scheduled appointment.
9. If the client requires the services of an interpreter, it is expected that the attorney will make the arrangements for the interpreter to attend the appointment.
10. Failure to appear or cancellation less than 3 business days before exam will necessitate billing of a "no-show" fee of \$200.00.
11. If the client is greater than 30 minutes late for the examination, this will be considered a failure to appear and will incur the no-show fee. Please understand that is typical for most of these examinations to take 60 to 90 minutes and that being late can significantly impact the day-to-day operations of the office.
12. Every attempt will be made to reschedule a client at the next available appointment should their appointment be canceled. Should the client fail to appear for the second appointment, Dr. Bannister reserves the right to complete the report based solely on record review without performing a new examination.