

Employers Guide:

How to write a referral 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 referral letter. We've put together some tips to help you.

About your employee

It helps our assessing doctor to have 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? If you have a job task analysis please supply this as well.
- 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.

What you want the doctor to assess

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