



IME Physician Protocol—Niles, IL (Effective 03/14/2018)

Physician: Jesse P. Butler MD, CIME

Send Any and All Correspondence to Business Office: **Spine Consultants**
2777 Finley Road Unit 17
Downers Grove, IL 60515

IME Location: Spine Consultants; 8816 Dempster Street, Niles, IL 60714.

Body Parts: cervical spine (neck); thoracic spine; lumbar spine (low back)

Contact: Workers' Compensation Dept. 773-321-2800 **Fax:** 773-321-2801 **Email:** wc@spineconsultants.org

Spine Consultants Tax ID: 27-0980626

Patient

- Patient will be asked for a photo ID, which is used to verify the patient. If patient does not have a photo ID the appointment will be cancelled (see charge protocol for fees.)
- Patient is **required to complete registration paperwork** before the physician will see the patient.
- Patient is advised to arrive 30 minutes early. Physician may not perform an IME if patient is **more than 15 minutes late** (per Spine Consultants Schedule). A no-show charge will be assessed.

Medical Records

- **NO records are to be mailed to the exam location. Records brought to the appointment will be considered an addendum.**
- **Prior films (x-ray; MRI; CT) must be sent to the business office 48 hours prior to the appointment.** If prior films are not available at the appointment, the patient may not be seen and considered a no show.
- **All medical records MUST be received at the business office 7 business days prior to the appointment.**
- Medical records can be mailed to the business office or e-mailed to wc@spineconsultants.org
- Medical records should be in date order with the most recent on the bottom. Medical records that require re-organization may be assessed an additional charge (see charge protocol for fees)
- Surveillance should be under separate cover and will be charged as a record review. Surveillance will be reported separately.

Transcription

- Physician will only use Spine Consultants transcription services.

Quick Report and Dictation Distribution

- The Quick Report is **only given out by request** as the quick report is based upon the physician's initial reaction to the patient after the examination and his final impression of the patient **may be different** on the final dictated report.
- The Quick Report and visit dictation will only be sent to the names listed on the Spine Consultants IME intake form. To add a contact to the distribution list, please contact us.

Case Managers

- Case managers will be allowed in the exam room during the physician/patient exam (including for interpreting purposes.)

Interpreters

- A professional interpreter should be provided for the patient who cannot speak English fluently. If a professional interpreter is not provided, the patient will be considered a no-show and a no-show charge will be assessed.