

Procedural Standard 00-3
May 30, 2000

TO: All Reviewers
FR: Susan West Levine, Associate Director
BY: Barbara White, RN/MSN, Clinical Training Coordinator
RE: Requesting Consultative Examinations

Purpose: This guideline will clarify the procedure for requesting Consultative Examinations and assist the reviewer in documentation requirements in the "Request CE Screen" of DEScovery. It will also clarify the appropriate testing to request and ensure consistency in the Consultative Examination Request process.

Background: Consultative Examinations (CEs) are requested when there is insufficient clinical information for the reviewer to make a decision or there is conflicting information and the reviewer is unable to evaluate the client's stated impairment(s).

The reviewer should make an effort to make telephone contact with the treating source(s) most likely to provide the clinical information needed to make a decision prior to requesting the CE, or *if timelines must be met, the DR should request the CE then make the telephone call. If sufficient information is obtained, the DR/VR will delete/cancel the CE request. The DR should consider Vocational pre-screening when there is sufficient clinical information to support functional limitations and other pre-screening criteria are met, such as the client is 55 years or older, has limited education, non English speaking or almost meets a criteria. The Vocational pre-screening can be done before the CE is requested or, *if timelines must be met, the DR will request the CE and then voc pre-screen. The CE(s) will be deleted/cancelled if the Vocational reviewer approves the case.

*** Refer to the Team Leader**

Procedure:

Requesting Consultative Examinations

- Prior to requesting consultative examinations, review all available information relating to the client's stated impairments and determine whether it is sufficient to make a decision or request a vocational pre-screening.

- You must be able to answer the question of severity and duration before you can make a determination or refer for vocational pre-screening.
- Request consultative examinations for all significant impairments alleged by the client for which there is no or insufficient information to make a decision.
- If an impairment is noted in the additional information or a CE report that the client has not included in the supplement, make a telephone call to the client and/or treating source to determine the severity of the impairment and the need to pursue further clinical information.
- **Always request CEs through the “DEDiscovery Main Menu”.**
- Click on “Request CEs” on the select 28 day for CE Requests screen.
- Enter the case number and confirm the client’s name is the same as the name on the case file.
- Check that the impairments noted in the “med claim” and “psych claim” boxes are complete and spelled correctly. **Edit these areas as necessary.**
- To copy the information in the med or psych claim field into the MD Note field click and drag with the left mouse on the med claim box for med/surg CEs or the psych claim box for psych CEs which will highlight the field. Press “Ctrl” c, click on the MD notes box and press “Ctrl” v. You may also enter free form text in the MD Note box.

Selecting the appropriate Specialty (Refer to the CE Request Guidelines)

- For multiple medical/surgical impairments, request an internal medicine specialty. For one impairment, select the most appropriate specialty:
fractured tib/fib- select orthopedics.
cataracts/glaucoma – select eyes.
reflex sympathetic dystrophy – select neurologist.
- Document in the “schedule notes” to let the CE schedulers know if they can substitute a specialist e.g.:
May use psychologist with code 01242 (instead of a psychiatrist). *
May use PM&R (physical medicine and rehab) or internal medicine if there is no orthopedist available.

Reference Procedural Standard 99-5 (9/20/99 Revision) Consultative Examinations by psychiatrists and psychologists when requesting psych CEs.

Documenting the “MD Notes” (Refer to the CE Request Guidelines)

- Always request a Hx, PE, hgt, wgt, BP for medical/surgical evaluations.
- Request information according to the appropriate criteria.
- Request specific required tests vs. optional tests appropriate to the criteria, e.g., “Do x-ray of the hip. May do x-ray of the knee if indicated.

Selecting Authorized Tests (Refer to the CE Request Guidelines)

- Under the “select authorized test” drop down box always request 99244 for all CEs except psych CEs and complete eye exams (use 92004).
- If a psychiatrist is requested use code 90801 (psychiatric examination MD only).
- Request a psychology CE if psych testing is needed such as a WAIS, brief organic assessment, etc.
- If a psychologist is requested use code 01242 (clinical diagnostic interview) unless the CDI is included in required testing such as 9082F. (reference Procedural Standard 99-5 (9/20/99 Revision) when requesting psych CEs)
- Select testing and x-rays according to the appropriate criteria as per the CE Request Guidelines.
- Enter a code for every test requested including “if indicated” tests.
- Never request “other tests as indicated”.
- **Before requesting any invasive test, discuss with your Team Leader.**

If a second consultative examination is needed, click on the large arrow to the far right of the Schedule notes and a new CE Request screen with the client’s demographics will pop up. This screen will be numbered 2 of 2 (noting that you are now requesting the second CE).

When the CE Request is completed the status changes from created to requested and the case status changes to status 3.

Canceling/Deleting the Consultative Examination Request

***Cross reference the DEScovery Reference Book.**

- Consultative examinations must be cancelled when sufficient information has been reviewed and a decision can be made.

- If the Consultative Examination has been recently requested and has not entered the "Update/Cancel CE" screen, click on the "CE Request" screen and verify that you are in the correct case and CE specialty. To delete the CE, click the left mouse button on "Delete Record" (located in the lower right area of the screen). This will cancel the CE. Enter a progress note stating that the CE has been cancelled and document your rationale.

If the Consultative Examination request has progressed to the "Cancel/Check CE" screen, click the left mouse button on this screen and verify that you are in the correct case and CE specialty. Click the left mouse button on the #3 drop down scroll bar "Update Appointment Disposition" and select the appropriate rationale such as "cancelled by DES - sufficient info". **You must click on the "Save and Update Records" field to save this information.** This will cancel the CE request. Enter a progress note stating that the CE has been cancelled and document your rationale.

Summary:

Consultative examinations are required when the reviewer is unable to make a decision with the available information. An appropriate CE provider and testing should be requested according to the client's stated impairment(s).