



The Granite State Workers' Compensation Manufacturers Trust

Voluntary Pre-Placement Exam Policy

Purpose

To document and/or screen out pre-existing conditions that may result in claims. This may allow a claim of this nature to be denied outright, or diverted to the Second Injury Fund for coverage, ultimately reducing or eliminating the cost of the claim.

Procedure

While voluntary, Trust Members are encouraged to participate in the pre-placement physical exam program.

There are a few issues that need to be clarified regarding this program. Conditions of the Americans with Disabilities Act of 1990 (ADA) must be met. A company is not allowed to conduct a physical exam before a potential new hire is offered a job. A new hire must be offered the job first. As long as the applicant passes the physical exam, the applicant must be given the job. If you have specific questions regarding the ADA, please contact *Comp-SIGMA Ltd.*

To encourage participation in this program, the Board of Trustees has voted to reimburse each Trust Member a maximum of actual cost not-to-exceed up to \$100, for any pre-placement physical conducted, as long as proper procedures are followed. The reimbursement procedure is attached. Please note that if a Member is charged \$40.00 for a physical, that (\$40.00) is the amount the Member will be reimbursed.

In order for the examining physician to properly conduct a pre-placement physical, the company must provide the physician with a specific and accurate description of the job for which the applicant has been hired. Please be very specific about the number and weight of objects to be lifted, the type of material handling that may be required, and repetitive task information. The Member will rely on the examining physician to determine the applicant's medical qualifications regarding the proposed position. The important aspect of the physician's report is that the physician declares that the new hire is medically qualified (with or without restrictions) or not medically qualified to perform the job for which the applicant has been hired.

Companies may also decide to use the Pre-Employment Physical Exam and Drug Testing Policy and Consent Form as part of their pre-placement physical procedure. *Comp-SIGMA Ltd.* recommends that Members consult with their attorney regarding their specific individual needs as it relates to drug testing.



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Pre-Placement Exam Reimbursement Procedure

Reimbursement actual cost not-to-exceed up to \$100 per exam will be provided to Members of the Trust, for pre-placement physicals of newly hired employees.

In order to qualify for reimbursement, the following guidelines must be followed:

- 1. Completion of the Reimbursement Request Form.**
- 2. A copy of the examination fee invoice must be included with the request for reimbursement.**
- 3. Reimbursement must be submitted within ninety-days (90) of the completion of the exam.**

While a physical exam conducted by an approved physician will be eligible for reimbursement to actual cost not-to-exceed up to \$100, per physical, please note that if a Member is charged \$40.00 for a physical, that (\$40.00) is the amount the Member will be reimbursed.

Once the above forms have been submitted, please allow up to thirty-days (30) for reimbursement. If any of the requirements are not met, you will be notified via mail or fax.



REIMBURSEMENT REQUEST FROM

Date of Request: _____

E-mail form to: Finance@TheLawsonGroup.com

We are requesting reimbursement for the pre-placement exam(s) listed below:

Exam Date	Examining Provider	Employee	Class Code	Exam Amount	Amt Allowed
				Total Due	

We attest that the exam was completed according to the Pre-Placement Exam Reimbursement Procedure. Kindly forward payment in the amount of \$_____, payable to the following:

Member Name: _____

Signed: _____ Date: _____

Printed Name: _____