

Information for the Medical Community



Bord Measúnaithe
Díobháilacha Pearsanta
*Personal Injuries
Assessment Board*



PIAB – Working with the Medical Community

The Personal Injuries Assessment Board (PIAB), is an independent statutory body, established in 2004 with the following aims:

- to assess how much compensation is due to an injured party;
- to reduce costs and fees involved in the administration of personal injury claims, and
- to reduce the amount of time it takes to finalise a claim for compensation.

We operate a non-adversarial model and are independent of all parties. PIAB awards the same level of compensation as the Courts but within a faster timeframe and without associated litigation costs. These costs are a major factor in the cost of insurance premiums.

Under the Personal Injuries Assessment Board Act 2003 anyone seeking compensation for a personal injury must apply to PIAB. If someone makes a claim against you, the information contained in this leaflet outlines our process and your role, from responding to a claim, to agreeing and accepting the assessment.



How is an Assessment made?

PIAB assesses Damages on the same basis and by reference to the same principles as Damages measured by the Courts. We base our assessment on the medical report(s) submitted by the treating doctor and the report(s) of the independent medical examiners(s) when sought by PIAB.

The claim is assessed based on the medical evidence provided and having regard to the Book of Quantum. The Book of Quantum (available on our website www.injuriesboard.ie) or through the Government Publications Sales Office) provides a general guide to the Damages that may be assessed in respect of specified types of injury. Legislation requires PIAB and the Courts to have regard to the Book of Quantum.



How does PIAB interact with the medical community?

The five stages that PIAB interacts with the medical community are:

1. Application Stage;
2. Assessment Stage;
3. Scheduling of Medical Appointments;
4. Payment of Medical Report Fees, and
5. Feedback.



Application Stage

Each Claimant must submit a Medical Assessment form from their treating practitioner when they make a claim to PIAB. This form (Form B) should provide details of the injury sustained and the treatment provided at the time of the injury. In addition, other information should be supplied if available. PIAB's preference is that these reports are typed and submitted on the template document (Form B) which is available at www.piab.ie (see Forms and Guidelines).

The fee for the Claimant's medical report at the time of application should be discharged by the Claimant directly to their practitioner.

Any practitioner may complete a Medical Assessment form for one of their patients.

(Treating practitioner consultation fees; please see **Payment of Medical Report Fees** section.)



Assessment Stage - Information for the Medical Panel of PIAB

Following the initial application and prior to any assessment of the claim, the Board may require the Claimant to attend for an independent medical examination to determine the current position of the Claimant's injury and/or obtain a final prognosis for their injury. These examinations are carried out by members of PIAB Independent Medical Panel (Inclusion on the panel is not a guarantee of referrals).

As a member of this Panel, if you receive a request to carry out an independent medical examination we will require adherence to specific service levels.

Key service level requirements include that a practitioner must:

- Be able, where required, to provide medical examination appointments for dates within four weeks of request and to supply a written report within two weeks of examination;
- Submit where appropriate the completed Independent Medical Report on PIAB's Form B (to **P.O. Box 8, Clonakilty, Cork**) with photographs where requested or if deemed appropriate. The report should be comprehensive with a long term outlook for the Claimant's condition contained. A prognosis for the injury should also be included as PIAB is bound by statute to make Assessments within a nine month period from the date of consent. If a prognosis is not available at the time of examination, please advise PIAB when this prognosis is likely to be available, and
- Submit an invoice at the same time as the completed report in the format requested (see Payment of Medical Report Fees section). Full service level requirements are available on our website: www.injuriesboard.ie



Scheduling of Medical Appointments

The scheduling of medical appointments is best facilitated by way of confirmation of a specific date and time over the phone with our dedicated medical team who can be contacted on LoCall 1890 829 121 from 8am to 6pm Monday to Friday.



Payment of Medical Report Fees

PIAB is subject to prompt payment legislation which provides for payment of completed invoices within thirty days of receipt.

For ease and efficiency of processing fees PIAB require that all invoices for independent medical examinations requested are in the following format and include the following key information:

- Addressed and sent to **Finance Dept, PIAB, P.O. Box 9732, Tallaght, Dublin 24;**
- On headed paper to include practitioner's name and address;
- Titled "Independent Medical Examination";
- PIAB claim reference, Claimant name and date of examination;
- Invoice date and invoice number;
- Practitioners PPS No. (for Professional Services Withholding Tax (PSWT) Purposes);
- Confirmation of fee amount.

Please ensure that all invoices are submitted at the same time as the completed medical report (on Form B). Incorrect invoices will be returned for re-submission with the correct information included.



Tax Clearance Certificate

Practitioners may be required to submit a Tax Clearance Certificate (TCC) to PIAB in accordance with Section 1095 of the Taxes Consolidation Act, 1997. In this regard please note the Revenue have introduced an online TCC verification facility.

Should you wish for PIAB to avail of this facility please provide written permission to PIAB. PIAB will require confirmation of a practitioner's customer number and individual tax certificate numbers to process an online check with Revenue. The customer number is issued on a once off basis whereas the tax certificate number relates to the relevant taxation period. Tax certificate numbers can be advised over the phone by practitioners to PIAB.

Members of PIAB's Independent Medical Panel may consult with claimant's treating practitioners for the purposes of completing an independent medical assessment (see **Assessment Stage**). Invoices for any such consultation costs incurred should be submitted in accordance with the provisions as set out under the heading Payment of Medical Report Fees.



Feedback

If you are a member of the medical community or are on our Independent Medical Panel and have any queries or feedback please contact us at enquiries@injuriesboard.ie.

At a Glance...



How PIAB works*

1. Claim submitted to PIAB either online at www.piab.ie or by post to PIAB, P.O. Box 8, Clonakilty, Co. Cork.
2. PIAB sends Formal Notice of Claim to Respondent (a Respondent is the term we use to describe the person or entity against whom a claim is made).
3. Respondent consents to an PIAB assessment.
4. Assessment is made and Claimant and Respondent are notified of assessment i.e. level of compensation being awarded.
5. Both parties accept the assessment and PIAB issues an Order to Pay.

*Where respondent consents to assessment / both parties accept agreement award.

Disclaimer: This document is intended as a guide for respondents and does not purport to be a legal interpretation of the Personal Injuries Assessment Board Acts 2003 and 2007, or any secondary legislation made pursuant to the Acts.

Personal Injuries Assessment Board (PIAB)



Postal Address

PO Box 8, Clonakilty, Co. Cork, Ireland



LoCall in Ireland

1890 829 121 (NI: 0870 8768 121)



Overseas

+353 (0)23 883 2826



Email

enquiries@injuriesboard.ie



Web

www.piab.ie