

## **FITNESS FOR DUTY EXAMINATION (FFDE) POLICIES AND PROCEDURES**

1. The purpose of a Fitness for Duty Examination (FFDE) is to determine if an employee has a psychological condition or impairment that compromises his or her ability to perform essential job functions in a safe and effective manner. In addition, if the employee is found unfit, the FFDE may offer a prognosis, potential treatment options, or accommodations to help the employee return to fitness, if possible.
2. A letter from the employer describing the reason(s) for referring the employee for an FFDE is necessary prior to the exam. This letter should include a summary of the employment history (including disciplinary problems, performance issues, etc.), a summary of the concerns leading to the request for an exam, and specific questions to be addressed in the final report. To protect the employee's confidentiality, please send the letter, and any supporting documentation via USPS, FedEx, fax, or secure encrypted email.
3. The referral letter, including relevant supporting documentation (job description, personnel records, internal investigations, memos, emails, medical records, psychiatric records, etc.), **MUST** be received by our examining psychologist no later than seven (7) calendar days prior to the examination, or the exam may need to be rescheduled, at the discretion of the psychologist. In this case, a cancellation fee will apply.
4. The fee for an FFDE conducted in our office is \$3160. This includes:
  - a. The initial consultation with the employer;
  - b. Direct contact with the employee for testing and interview;
  - c. A final verbal and written report provided to the employer.
5. The exam fee does not include the following, which are billed at \$395 per hour:
  - a. Review of medical, employment, or other collateral information;
  - b. Collateral interviews;
  - c. Additional testing not routinely performed in FFDEs (e.g., neuropsychological);
  - d. Travel time;
  - e. Filling out additional forms (e.g., disability determination);
  - f. Additional communications (via phone, letter, email, meetings, etc.) with the employer, attorneys, union representatives, or other involved parties;
  - g. Court, deposition, or administrative body testimony; or
  - h. Any other services not listed.
6. All local out-of-office and testifying time is charged at \$1,580 per four (4) hour block or portion thereof.
7. Out-of-town exams requiring overnight stays are charged at \$4160 per day or portion thereof (including travel). Travel expenses such as meals, parking, and lodging are billed at our cost. Mileage is billed at \$.53 per mile. All additional in-office time (records review, collateral interviews, report preparation, phone conferences, etc.) is billed at

\$395 per hour. (For out-of-town exams, the fee schedule described in numbers 4, 5, and 6 above do not apply).

8. Cancellation policy:
  - a. Cancellations more than seven days in advance: no charge.
  - b. Cancellations between one and seven days in advance: \$790.
  - c. Cancellation with less than 24 hours notice (including no-shows): \$1,580.
  - d. Employee failure to cooperate with exam to such an extent that the exam cannot continue or be completed (e.g., declining to sign necessary release forms, refusing to take certain tests): \$1,580.
  - e. For out-of-town exams, if an exam is cancelled, or if the employee does not show up or the exam cannot be completed for any reason, all fees for travel and other time already incurred still apply.
9. Prior to beginning the exam, the employee must agree in writing to release the results of the exam to the employer by signing our *Informed Consent for Psychological Evaluation and Authorization for Release of Information* form. However, if the employee revokes his or her consent after the examination is completed but before the report is sent, we may not be able to provide a report to the employer. Under these circumstances, the employer may be charged the full examination fee. Please let us know if you would like to review a copy of the *Informed Consent for Psychological Evaluation and Authorization for Release of Information* form prior to scheduling the examination.
10. The exam usually consists of psychological tests and an in-depth interview. It usually takes at least a full day for the employee to complete. Additional follow-up interviews or testing may also be necessary.
11. Under most circumstances, we will provide an employee a copy of the final report upon their written request. Please let us know if there are any rules or laws that you believe would limit or prohibit such disclosure.
12. We will consult with other health and mental health professionals about the case as part as necessary, if we believe it will be helpful. During such a consultation, we seek to avoid revealing the identity of an evaluatee or referring agency to the consulting professional, although this is not always possible. The other consulting professionals are also legally and ethically bound to keep consultation information confidential.

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