

## Tax Clearance Certificate

Practitioners may be required to submit a Tax Clearance Certificate (TCC) to InjuriesBoard.ie 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 InjuriesBoard.ie to avail of this facility please provide written permission to InjuriesBoard.ie. InjuriesBoard.ie 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 InjuriesBoard.ie.

Members of InjuriesBoard.ie'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 and have any queries or feedback please contact us at [enquiries@injuriesboard.ie](mailto:enquiries@injuriesboard.ie).

If you are a member of the InjuriesBoard.ie medical panel and have any feedback please contact us at [providermanager@injuriesboard.ie](mailto:providermanager@injuriesboard.ie).

## AT A GLANCE...

How InjuriesBoard.ie works

1. Claim submitted to InjuriesBoard.ie either online at [www.injuriesboard.ie](http://www.injuriesboard.ie) or by post to InjuriesBoard.ie, P.O. Box 8, Clonakilty, Co. Cork.
2. InjuriesBoard.ie 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 InjuriesBoard.ie 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 InjuriesBoard.ie issues an Order to Pay.

**Disclaimer:** This document is intended as a guide for the Medical Community 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.



## How can I contact InjuriesBoard.ie?

If you have any questions regarding the InjuriesBoard.ie process please contact us at:

InjuriesBoard.ie  
P.O. Box 8  
Clonakilty  
Co. Cork

Tel: LoCall 1890 829 121 or from  
Northern Ireland 0870 876 8121 –  
Monday to Saturday (8am-8pm)  
Email: [enquiries@injuriesboard.ie](mailto:enquiries@injuriesboard.ie)

## New InjuriesBoard.ie Independent Medical Panel Applications

Any practitioner who wishes to be engaged by the Board as a consultant or advisor may notify the Board in writing ([providermanager@injuriesboard.ie](mailto:providermanager@injuriesboard.ie) or Provider Manager, P.O. Box 9732, Tallaght, Dublin 24). Any notification for that purpose should include particulars of the practitioner's qualifications and experience.



# Information for the Medical Community



# InjuriesBoard.ie – Working with the Medical Community

InjuriesBoard.ie, previously known as the Personal Injuries Assessment Board, 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 the 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.

Under the Personal Injuries Assessment Board Acts 2003 and 2007 anyone intending to seek compensation for a personal injury must make an application to InjuriesBoard.ie. InjuriesBoard.ie awards the same level of compensation as the Courts and has no remit to reduce compensation levels.

## How is an Assessment made?

InjuriesBoard.ie 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 InjuriesBoard.ie.

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](http://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 InjuriesBoard.ie and the Courts to have regard to the Book of Quantum.

## How does InjuriesBoard.ie interact with the medical community?

The five stages that InjuriesBoard.ie interacts with the medical community are:

- Application Stage;
- Assessment Stage;
- Scheduling of Medical Appointments;
- Payment of Medical Report Fees, and
- Feedback.

### Application Stage

Each Claimant must submit a Medical Assessment form from their treating practitioner when they make a claim to InjuriesBoard.ie. 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. InjuriesBoard.ie's preference is that these reports are typed and submitted on the template document (Form B) which is available at [www.injuriesboard.ie/formsandpublications](http://www.injuriesboard.ie/formsandpublications).

[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 InjuriesBoard.ie

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 InjuriesBoard.ie 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 InjuriesBoard.ie'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 InjuriesBoard.ie 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 InjuriesBoard.ie 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](http://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 8pm Monday to Saturday.

## Payment of Medical Report Fees

InjuriesBoard.ie 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 InjuriesBoard.ie 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, InjuriesBoard.ie, P.O. Box 9732, Tallaght, Dublin 24;**
- On headed paper to include practitioner's name and address;
- Titled "Independent Medical Examination";
- InjuriesBoard.ie 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.