## M-1 DIAGNOSTIC MEDICAL REPORT MAINE WORKERS' COMPENSATION BOARD EMPLOYEE SSN (last 4 digits only): EMPLOYEE DOB: **EMPLOYEE PHONE:** EMPLOYEE NAME: XXX-XX-EMPLOYER NAME: EMPLOYER ADDRESS: DATE OF INJURY: TIME OF INJURY: AM DID INJURY OCCUR ON EMPLOYER PREMISES? YES NO IF NO, LIST PLACE OF INJURY PM SUPERVISOR'S NAME SUPERVISOR'S PHONE: EMPLOYER FAX: NATURE/CAUSE OF INJURY: DATE OF THIS EXAMINATION : \_\_\_\_\_ ☐ INITIAL ☐ PROGRESS ☐ FINAL ICD-9/10 **DIAGNOSIS** CODES: IN MY OPINION, THESE DIAGNOSES ARE WORK RELATED NOT WORK RELATED NOT YET IDENTIFIED AS TO CAUSE HAVE DIAGNOSTIC TESTS BEEN PERFORMED? ☐ YES ☐ NO, IF YES, LIST: \_\_\_\_\_ IS TREATMENT TO CONTINUE? ☐ YES, IF YES, DATE TO BE SEEN AGAIN:\_\_\_\_\_ ☐ NO, IF NO, PATIENT AT MMI? ☐ YES ☐ NO ESTIMATED LENGTH OF TREATMENT TREATMENT PLAN: OFFICE PROCEDURES: \_\_\_\_CONSULTANT: \_\_\_\_ MEDICAL REFERRAL SPECIALTY: \_\_\_ DOES TREATMENT INCLUDE MEDICATION THAT PREVENTS PATIENT FROM DRIVING OR PERFORMING SAFETY SENSITIVE WORK? YES NO IF YES, LIST ALL MEDICATIONS: \_\_\_ WORK CAPACITY: ☐ REGULAR DUTY ☐ NO WORK CAPACITY- IF CHECKED, ESTIMATED DATE OF RETURN: ☐ MODIFIED WORK (DESCRIBE RESTRICTIONS BELOW OR ON REVERSE) IF CHECKED, ESTIMATED LENGTH OF RESTRICTIONS? \_\_\_\_\_ BODY REGION(S) THAT RESTRICTIONS APPLY TO: \_\_\_\_\_ RESTRICTIONS RECOMMENDED\*: List Below OR See side 2 of form for detailed restrictions \*Restrictions are provided at the professional recommendation of the medical provider. Actual functional testing may not have been performed to validate employee's ability. SIGNATURE OF HEALTH CARE PROVIDER DATE \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

M-1 (Effective 9/1/18)

## **GUIDELINES FOR COMPLETING THE M1 FORM**

**ESTIMATED LENGTH OF TREATMENT**: describe in days, weeks, or months

**TREATMENT PLAN:** INCLUDE items like REST, MEDICATION, EXERCISE, or other forms of treatment **OFFICE PROCEDURES:** INCLUDE Items like CAST, SPLINT, STRAPPING, INJECTIONS, SUTURES, etc.

MEDICAL REFERRALS: INCLUDE items like THERAPY, SURGEON, CHIROPRACTIC, etc.

MODIFIED WORK: INDICATE RIGHT or LEFT as appropriate; FREQUENCY (Never, Occasional <33% use) and DURATION of activities allowed

indicate file in a supprepriate, integerner (never, occasional cos /s use) and portation of activities and																									
	Neve	ő	Freq	SPINE/SHOULDER		Never	၁၀၀	UPPER EXTREMITY		Never	ပို	LOWER EXTREMITY													
NECK	ᆜ	닏	느	Over Shoulder Work	ELBOW	Use of Arm Forceful/Repetitive Use of Arm Forceful Gripping Repetitive Gripping Palm-Down Lifting Pronation/supination			드	<del>-</del>		片	Ц	Seated Work Only											
	닏	닏	닏	awkward neck positions						إ										닏	Ļ	<u> </u>		님	므
	닏	ᆜ	느	Reaching				Ļ	==	<b>5</b>	님	닏	Stairs												
	닏	닏	Ļ	Jerking/Tugging			ANKLE	片	닏	Kneeling/Squatting/Crawling															
	닏	닏	L	Ladders				<b>= =</b>		님	닏	Use of Foot Controls, affected foot													
	닏	므	닏				Pronation/supination		片	片	片														
	Ц	Ц	L			$\sqsubseteq$	L	Reaching		片	Ц														
	$\sqsubseteq$	띨	닏	Use ofArm	_	☐ ☐ Ladders ☐ ☐ ☐ Jerking/Tugging ☐ ☐ ☐			닏!	닏	Seated Work Only														
	Ш	띨		Over Shoulder Reaching					닏	Ladders															
DER	닏	Ц	닏	Forward Reaching			F		브	Stairs															
SHOULDER	Ш	Ш		Ladders					F00T	닏	Ц	Kneeling/Squatting/Crawling													
S				Jerking/Tugging				Use of Hand		므	Ц	Use of Foot Controls, affected foot													
						Forceful/Repetitive Gripping		닏	Ц	<u>                                     </u>															
						Forceful/Repetitive Pinching	Forceful/Repetitive Pinching		Щ	Ц															
				Sitting	WRIST			Use of Vibratory Tools	] ] _ ]	Ш	ᆜ	Seated Work Only													
				Bending and Twisting				Awkward wrist positions		$\sqcup$	Ш	Ladders													
INE				Prolonged seated position				Pronation/supination		$\Box$		Stairs													
R SP				Kneeling/Crouching/Crawling				Ladders		Ш		Kneeling/Squatting/Crawling													
LUMBAR SPINE				Ladders				Holds				!□													
ž				Stairs				Patient Transfers		$\Box$															
				Jerking/Tugging				Jerking/Tugging	]			Seated Work Only													
								Use of Hand				Kneeling/Squatting/Crawling													
		_ = =		Bending and Twisting				Forceful/Repetitive Gripping				Ladders													
			Prolonged seated position				Forceful/Repetitive Pinching	KNEE			Stairs														
INE				Kneeling/Crouching/Crawling	_			Use of Vibratory Tools				I□													
THORACIC SPINE				Ladders	Ladders					I□															
RAC				Stairs  Jerking/Tugging	໌ 🗆		Jerking/Tugging				Walking														
돼									eral			Standing													
							General			Sitting															
				<u> </u>						Push/Pull															
						Otl	ner	r Activity Restriction Suggestions																	
	_					O4b.	_			_		_													
	Never	ő	Freq	Lifting	'	Other		Never	ဝိ	Freq															
				Lifting to 5 Lbs		No Driving				No Push/Pull															
				Lifting to 10Lbs		No Work at Unprotected Heights			PUSH / PULL		Push/Pull to 25 Lbs														
				Lifting to 15 Lbs		No Work on Roof	SH/			Push/Pull to 50 Lbs															
				Lifting to 20 Lbs  Lifting to 25 Lbs  Lifting to 30 Lbs			Work as Splint Allows	Я			Push/Pull to 75 Lbs														
<u></u>							Driving To and From Work Only				Push/Pull to 100 Lbs														
ARR						Tool Modification  Work Station Evaluation/Modification					Avoid Jerking/Tugging														
LIFT / CARRY				Lifting to 35 Lbs	MISC						May Work 4 Hrs/Day														
5				Lifting to 40 Lbs	Σ	Holds/Restraints				May Work 6 Hrs/Day															
	$\bar{\Box}$			Lifting to 50 Lbs	Patient Transfers						May Work 8 Hrs/Day														
	Othe	Other						HOURS		$\Box$	May Work 10 Hrs/Day														
	Ε		Kee	p Load Close to Body		]		ᅙ			☐No Overtime														
			Kee	p Load in Knee-Chest Range						No Double Shifts															
											Brief Rest/Stretch Break Every 1-2 Hrs														
												Rotate Job Tasks if Possible													

## **DUTIES OF HEALTH CARE PROVIDERS**

Pursuant to 39-A M.R.S.A. § 208(2), duties of health care providers are as follows:

- Except for claims for medical benefits only, within 5 business days from the completion of a medical examination or within 5 business days from the date notice of injury is given to the employer, whichever is later, the health care provider treating the employee shall forward to the employer and the employee a diagnostic medical report, on forms prescribed by the board, for the injury for which compensation is being claimed. The report must include the employee's work capacity, likely duration of incapacity, return to work suitability and treatment required. The board may assess penalties up to \$500 per violation on health care providers who fail to comply with the 5-day requirement of this subsection.
- If ongoing medical treatment is being provided, every 30 days the employee's health care provider shall forward to the employer and the employee a diagnostic medical report on forms prescribed by the board. An employer may request, at any time, medical information concerning the condition of the employee for which compensation is sought. The health care provider shall respond within 10 business days from receipt of the request.
- A health care provider shall submit to the employer and the employee a final report of treatment within 5 working days of the termination of treatment, except that only an initial report must be submitted if the provider treated the employee on a single occasion.
- Upon the request of the employee and in the event that an employee changes or is referred to a different health care provider or facility, any health care provider or facility having medical records regarding the employee, including x rays, shall forward all medical records relating to an injury or disease for which compensation is claimed to the next health care provider. When an employee is scheduled to be treated by a different health care provider or in a different facility, the employee shall request to have the records transferred.
- A health care provider may not charge the insurer or self-insurer an amount in excess of the fees prescribed in §209-A for the submission of reports prescribed by this section and for the submission of any additional records.
- An insurer or self-insurer may withhold payment of fees for the submission of any required reports of treatment to any provider who fails to submit the reports on the forms prescribed by the board and within the time limits provided. The insurer or self-insurer is not required to file a notice of controversy under these circumstances, but must notify the provider that payment is being withheld due to the failure to use prescribed forms or to submit the reports in a timely fashion. In the case of dispute, any interested party may petition the board to resolve the dispute.

## Other reminders:

- Except for the header information, the remainder of the M-1 form must be completed by the health care provider. This information is vital to the administration of the claim and the employee's return to work.
- The M-1 form is not submitted to the board.
- Pursuant to Board Rules Chapter 5, a health care provider may charge a fee for completing the initial M-1.
- The attachment of narratives is optional; however, an employer/insurer may request, at any time (for a fee), medical information concerning the condition of the employee for which compensation is sought. The health care provider shall respond within 10 business days from receipt of the request. Pursuant to 39-A M.R.S.A. § 208(1) a medical release is not necessary if the information pertains to an injury claimed to be compensable under the Act (whether or not the claim is controverted/denied).