



Health Professionals' Services Program Program Guidelines

Title: Third Party Evaluations

Pages: 2

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Guideline:

- 2 1. All referrals (board referrals and self-referrals) must include an initial third party evaluation. The
3 evaluation must be reviewed and approved by the Medical Director prior to the licensee's
4 official enrollment date. The evaluation should have been conducted within nine months of the
5 date of the referral. The evaluation should assess both substance use and mental health to
6 establish a full diagnostic profile of the licensee. The evaluation should be completed by an
7 HPSP approved evaluator pursuant to the Guideline for Minimum Standards for Evaluators,
8 however rare exceptions may be made after review by the Policy Advisory Committee.
- 9 2. HPSP may request that a licensee in the program be referred for an additional third party
10 evaluation. Reasons for an additional third party evaluation include but are not are not limited
11 to the following:
- 12 a. Assess fitness to practice in the workplace
- 13 b. Assess for current diagnosis and appropriate level of care recommendations
- 14 c. Assess for the addition of or removal of workplace restrictions. e.g. hours worked, ability
15 to dispense medications
- 16 3. In the event of an additional third party evaluation, the Agreement Monitor must provide the
17 third party evaluator a written summary of the case including any past evaluations, compliance
18 with the monitoring agreement, workplace position and restrictions, and the specific reasons for
19 the evaluation.
- 20 a. The Agreement Monitor facilitates the referral and gives the licensee timeframes for the
21 scheduling of the appointment and completion of the evaluation.
- 22 b. The licensee pays the third party evaluator directly for the evaluation.
- 23 c. The Medical Director reviews the assessment and if there are questions, will discuss
24 with the evaluator before recommendations are given to the licensee.

- 25 4. All evaluations must be reviewed and approved by HPSP Medical Director. Approval must be
26 documented in the licensee's electronic record.
- 27 a. If the Medical Director cannot approve the evaluation, the Medical Director will contact
28 the third party evaluator and review recommendations. If the Medical Director still is
29 unable to approve the evaluation, the licensee will be required to have another third
30 party evaluator complete an evaluation. This may be a case review or in-person
31 assessment. The Medical Director may not be able to approve an evaluation if the
32 evaluation is incomplete (e.g. missing return to work or treatment recommendations), if
33 the recommendations are not consistent with ASAM placement criteria or DSM-
34 5 diagnosis, or if the evaluation does not address both substance use and mental health.
- 35 b. If applicable, the referring licensing board must be informed of any changes regarding
36 the evaluation and the recommendations made by the third party evaluator.
- 37 c. If the third party evaluator's approved level of care recommendation is not accepted by
38 the treatment facility or provider, the Medical Director or Agreement Monitor will make
39 every effort to assist the two in developing a treatment plan agreeable to both parties
40 and approved by the Medical Director.
- 41 5. If, as the result of the third party evaluation for a board referred licensee, the following occurs,
42 the appropriate licensing board needs to be informed of the licensee's workplace status change:
- 43 a. A workplace limitation is added or removed
- 44 b. The licensee is removed from the workplace or returned to the workplace
- 45 c. Any other change to the licensee workplace status
- 46 6. Third party evaluations for all licensees that are requested due to substantial noncompliance
47 with the monitoring agreement will be shared with the licensing Board. Third party evaluations
48 that are requested outside of a report of substantial noncompliance may be shared with the
49 licensing Board, in accordance with relevant and approved guidelines.