

## Health Professionals' Services Program Program Guidelines

**Title:** Third Party Evaluations

**Pages:** 2

**Revision Date:** 5/15/2013; 2/20/2013; 2/2011

### **Guideline:**

- 1           1. All referrals (board referrals and self-referrals) must include an initial third party evaluation. If  
2           possible, the evaluation should have been conducted within 9 months of the referral. The  
3           evaluation should include both a substance abuse/misuse and mental health evaluation to  
4           establish a full diagnostic profile of the licensee.
  - 5                   a. All evaluations must be reviewed and approved by HPSP medical director prior to the  
6                   licensee being enrolled.
  - 7                   b. Evaluations must be reviewed and approved by the HPSP medical director. Approval  
8                   must be documented in the licensee's electronic record.
  - 9                   c. If the medical director cannot approve the evaluation, the medical director may
    - 10                           i. Contact the third party evaluator and review recommendations
    - 11                           ii. If the medical director still is unable to approve the evaluation, the licensee will  
12                           have to have another third party evaluator complete an evaluation. This may be a  
13                           case review or in-person assessment.
    - 14                           iii. If applicable, the referring licensing board must be informed of any changes  
15                           regarding the evaluation and the recommendations made by the third party  
16                           evaluator.
  - 17                   d. If the third party evaluator's approved level of care recommendation is not accepted by  
18                   the treatment facility or provider, the medical director or agreement monitor will make  
19                   every effort to assist the two to develop a treatment plan agreeable to both parties and  
20                   approved by the medical director.
- 21           2. HPSP may request that a licensee in the program be referred for an additional third party  
22           evaluation. Reasons for a third party evaluation include but are not are not limited to the  
23           following:
  - 24                   a. Assess fitness to practice in the workplace

- 25            b. Assess for current diagnosis and appropriate level of care recommendations
- 26            c. Assess for the addition of or removal of workplace restrictions. e.g. hours worked, ability  
27            to dispense medications
- 28            d. The agreement monitor must provide the third party evaluator a written summary of  
29            the case including any past evaluations, compliance to monitoring agreement,  
30            workplace position and restrictions, and the specific reasons for the request for the  
31            evaluation.
- 32            e. The agreement monitor facilitates the referral and gives the licensee timeframes for the  
33            scheduling of the appointment and completion of the evaluation.
- 34            f. The licensee pays the third party evaluator directly for the evaluation.
- 35            g. The medical director reviews the assessment and if there are questions, will discuss with  
36            the evaluator before recommendations are given to the licensee.
- 37            3. All completed third party evaluations requested by agreement monitors must be reviewed and  
38            approved by the medical director. The medical director must document approval in the  
39            licensee’s electronic record.
- 40            a. If the medical director cannot approve the evaluation, the medical director may
- 41            i. Contact the third party evaluator and review recommendations
- 42            ii. If the medical director still is unable to approve the evaluation, the licensee will  
43            have to have another third party evaluator complete an evaluation. This may be a  
44            case review or in-person assessment.
- 45            4. If as the result of the third party evaluation for a board referred licensee, the following occurs,  
46            the appropriate licensing board needs to be informed of the licensee’s workplace status change:
- 47            a. A workplace restriction is added or removed
- 48            b. The licensee is removed from the workplace or returned to the workplace
- 49            c. Any other change to the licensee workplace status must also be shared with the  
50            appropriate licensing board.