

SCHEDULE 4 SECTION 4.3
SERVICE DESCRIPTION
SEVERE DISABLEMENT ALLOWANCE

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SCHEDULE 4 SECTION 4.3**SERVICE DESCRIPTION****SEVERE DISABLEMENT ALLOWANCE****1. GENERAL**

- 1.1 The CONTRACTOR shall adhere to the medical and common business requirements as detailed in Section 4.1 of this Schedule 4.
- 1.2 The CONTRACTOR will receive the appropriate Referral documents from the AUTHORITY.
- 1.3 Upon completion of all necessary actions, the CONTRACTOR shall return all Referral documents received from the AUTHORITY or gathered on behalf of the AUTHORITY in the format agreed with the AUTHORITY.
- 1.4 When required by the AUTHORITY, the CONTRACTOR shall, in addition to giving an opinion on the disablement question for Severe Disablement Allowance, provide advice on the future application of the Personal Capability Assessment, where in the CONTRACTOR's opinion the assessment of the level of disablement is less than eighty percent (80%).
 - 1.4.1 For the avoidance of doubt, the legislation requires that an assessment of disablement must be expressed as a percentage and that, for the purposes of the assessment:
 - 1.4.1.1 whole numbers which are not multiple of ten (10) but are multiples of five (5) should be rounded up to the next higher multiple of ten (10) and other intermediate whole numbers should be rounded to the nearest multiple of ten (10), i.e. an assessment of sixty five percent (65%) should be rounded up to seventy percent (70%) and sixty four percent (64%) down to sixty percent (60%); and
 - 1.4.1.2 where in the CONTRACTOR's opinion the disablement is found to be less than five percent (5%) in total, the CONTRACTOR shall not round this figure down to zero but shall record its opinion of the assessment of disablement as the actual percentage i.e. one to four.
 - 1.4.2 Rounding is applied only to the opinion on the total assessment and not to the assessment of each individual condition.
 - 1.4.3 When the CONTRACTOR is informed of the death of a Claimant before it has provided an opinion on the case, the CONTRACTOR shall immediately suspend further action and shall return all documentation, including any Further Medical Evidence obtained, to the AUTHORITY.
 - 1.4.4 The CONTRACTOR may be able to provide an opinion on disablement without the need for examination if in its opinion the Claimant is eighty percent (80%) disabled based on the evidence on file or if it considers that it is likely that it would be able to provide an opinion that the Claimant is eighty percent (80%) disabled if Further Medical Evidence is obtained.
 - 1.4.5 The CONTRACTOR shall record its opinion(s) on form(s) approved by the AUTHORITY. The forms are designed to lead the CONTRACTOR to record a statement of findings on all questions of fact material to its opinion regarding the assessment of the disablement. The CONTRACTOR shall ensure that no other form(s) are used without the prior approval and consent of the AUTHORITY.

1.4.6 The AUTHORITY may require an opinion on disablement for a given period only. Where this is the case the period shall be indicated to the CONTRACTOR by the AUTHORITY on the appropriate form.

1.4.7 In respect of those Claimants who are Unable to Attend or Did Not Attend appointments, the CONTRACTOR shall proceed in accordance with the provisions of Paragraphs 4.2 to 4.3 of Section 4.2 of this Schedule 4 except that the CONTRACTOR is not required to dispatch to those Claimants who Do Not Attend the examination, the appropriate form which obtains the reasons for non-attendance.

2 SPECIFICS

2.1 Referral for consideration of the 80% disablement test and where appropriate, in addition, advice on the future application of the Personal Capability Assessment

2.1.1 Referral for the 80% Disablement Test only

2.1.1.1 Where the CONTRACTOR is unable to provide an opinion without examination the CONTRACTOR shall make all necessary arrangements for a medical examination to be undertaken. The CONTRACTOR shall provide an opinion on the disablement question and complete the medical report form(s) taking into account all conditions found and giving the date from which the opinion on the assessment begins and the date at which the opinion on the assessment ends.

2.1.2 Referral for 80% Disablement Test and advice on the future application of the Personal Capability Assessment.

2.1.2.1 The CONTRACTOR shall provide an opinion on the disablement question as in paragraph 2.1 of this section 4.3 of Schedule 4.

2.1.2.2 Where the AUTHORITY has indicated as part of the Referral documentation that it requires advice regarding the future application of the Personal Capability Assessment in addition to an opinion on the disablement, the CONTRACTOR shall complete a report on the Claimant's functional limitations based on the Claimants statement and clinical findings and shall give an opinion of the functions in relation to the Personal Capability Assessment on the appropriate form only when the level of disablement is assessed at less than 80%.

2.1.2.3 Where the CONTRACTOR is unable to provide an opinion of the functions in relation to the Personal Capability Assessment without an examination, the CONTRACTOR shall return the referral to the AUTHORITY. The AUTHORITY will make a new referral as per Section 4.2 of this Schedule 4, the SDA documentation will be sent as a supporting case file.

2.3 Advice where the claimant disputes the authority decision and provides Further Medical Evidence

2.3.1 Upon receipt of the Referral documentation the CONTRACTOR shall provide an opinion as to whether the further evidence supplied warrants a change to the previous opinion provided by the CONTRACTOR in accordance with the requirements contained in this section.

2.3.2 Where the further evidence supplied results in a revised opinion on the assessment of the level of disablement the CONTRACTOR shall advise whether this revised opinion effects the original opinion provided on the incapacity question.