

**SCHEDULE 4 SECTION 4.10**  
**SERVICE DESCRIPTION**  
**TRIBUNALS SERVICE**

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**SCHEDULE 4 SECTION 4.10****SERVICE DESCRIPTION****TRIBUNALS SERVICE****1 GENERAL**

- 1.1 The CONTRACTOR shall adhere to the medical and common business requirements detailed in Section 4.1 of this Schedule 4.

**2 SPECIFICS**

- 2.1 The CONTRACTOR shall complete the "Examining Medical Practitioner Report" form by means of an examination conducted by domiciliary visit.
- 2.2 All Examining Medical Practitioner Reports shall be completed appropriately and must include responses to all questions which have been raised by the AUTHORITY.
- 2.3 The CONTRACTOR shall identify separately, in writing, any Harmful Information obtained during the examination.
- 2.4 When obtaining Examining Medical Practitioner Reports the CONTRACTOR shall use Registered Medical Practitioners with the required medical qualifications.
- 2.5 The CONTRACTOR shall return a correctly completed Examining Medical Practitioner Report to the AUTHORITY with all the Referral documents.

**3 REQUESTS FOR EXTRACTS FROM HOSPITAL CASE NOTES**

- 3.1 The CONTRACTOR shall, upon receipt of the appropriate Referral documents from the AUTHORITY request the appropriate Hospital Case Notes from the appropriate source.
- 3.2 Upon obtaining the HCNs the CONTRACTOR shall complete a typed extract from the HCNs, relating to the medical condition in question and for the periods as directed by the AUTHORITY.
- 3.4 The CONTRACTOR shall return to the AUTHORITY a completed typed report using extracts from HCN's which answers all questions posed by the AUTHORITY, with the Referral documents.