

# Restoration to Service Packet

revised: 11.2007



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## STATEMENT FROM THE EXECUTIVE DIRECTOR

Pursuant to Massachusetts General Laws, Chapter 32, section 8, the Public Employee Retirement Administration Commission (PERAC) is responsible for appointing a regional medical panel to evaluate whether a member, who has retired for disability, can perform the essential duties of the position from which he/she retired or a similar job for which he/she is qualified within the same department. The medical panel may conduct non-invasive tests, provided they have been pre-approved by PERAC, as part of the examination.

The medical panel's completed certificate and narrative report are to be considered as evidence by the member's retirement board. In order to allow the board to fully understand your responses to the certificate questions, your report should conform to the PERAC format and fully support the certificate responses. It should be clear, concise and consistent.

Please note this packet of forms and instructions reflects changes as of July, 2003. Please take the time to review it thoroughly.

PERAC's Medical Panel Unit staff members are available to respond to your questions. You may reach this unit by calling 617.591.8956.

A handwritten signature in black ink that reads 'Joseph E. Connarton'.

Joseph E. Connarton, *Executive Director*

COMPLETING  
THE  
RESTORATION  
TO SERVICE  
CERTIFICATE

### Documents Enclosed for Your Review

1. Regional Medical Panel Certificate and the Narrative completed at the time of the member's disability retirement
2. Medical records and other information submitted to the Medical Panel Physicians at the time of the disability retirement
3. Medical records from the member's date of retirement to the present (such records may be related to conditions other than the condition for which member retired)
4. Current job description, **including** essential duties, for the position held by the member at time of retirement
5. Restoration to Service Certificate
6. Payment Invoice
7. Comprehensive Medical Evaluation(s)
8. Medical Standards and essential duties from the Commonwealth's Human Resource Division (if the member retired as a police officer or fire fighter)
9. Prior Re-examination Certificates

### Representation at a Restoration to Service Medical Panel

The principal purpose of the examination is to discuss and evaluate the physical condition or mental health of the member. Attendance at the examination shall be limited to the member, the medical panel physician(s), the member's physician and attorney, and the employer's physician and attorney. The member may permit the presence of other individuals, provided their presence will not disrupt the examination.

### Photo Identification

Before evaluating the member, please obtain a copy of his/her photo identification (driver's license). Please retain a copy of the photo for your records.

### Submission of Materials to PERAC

Please submit the completed Restoration to Service Certificate, narrative report, test results, voucher, and a copy of the member's photo identification to PERAC within 60 days of examining the member so that payment can be rendered promptly.

### Confidentiality of Medical Panel Results

A member's medical information is considered to be confidential. There are no circumstances under which the completed Restoration to Service Certificate and narrative report should be sent to any party other than PERAC.

### The Restoration Service Re-Evaluation (RTSR) Process

When a member is found able to perform the essential duties of his/her former job, PERAC will notify the member, his/her retirement board and employer, and the Commonwealth's Division of Human Resources. Some time may pass before a position becomes available and the member is actually restored to active service. In the interim, a PERAC case manager and a CME physician will monitor the member's medical status. Every six months, the member will be asked to complete and return a health questionnaire to PERAC. The member will also be reevaluated by a CME physician upon any significant change in his/her medical condition and before returning to work. The goal is to assess the retiree's medical readiness to return to work and minimize the possibility of missing a retraining or academy opportunity.

## Report Introduction

### 1. At the beginning of your report, it is important to include:

- A. The name of the member who was examined, and the member's PERAC Number
- B. The date upon which the examination was conducted
- C. The time the examination began and ended
- D. Names of all individuals in attendance at the examination

## Report Main Text

Your examination of the member should cover all body systems, and your report should reflect a discussion of each of the following categories in the order indicated.

### 1. History of the member's illness or condition

Please reference the Regional Medical Panel Certificate and the Narrative completed at the time the member retired for disability.

### 2. Current symptoms

Describe the member's current symptoms.

### 3. Member's past medical history

Include operative procedures, hospitalizations, medications, allergies, etc.

### 4. Medical record review

When conducting your examination and reporting your findings, consider all of the following:

- A. Physician Reports/Office Notes/Consultations
- B. Hospital Records/Laboratory Reports
- C. Imaging Studies/Stress Tests

### 5. Physical examination

- A. Weight, height, blood pressure, pulse, etc.
- B. Review body systems related to injury or hazard undergone.

### 6. Relevant personal and family history

### 7. Diagnoses

In addition to your diagnosis, you may also comment upon diagnoses included in the member's medical records.

### 8. Prognosis

### 9. Conclusion

Your findings should be supported by objective evidence such as laboratory results, x-rays, etc. The more complete a discussion, the more beneficial your report. Your discussion must support your findings:

- A. That a member retired for **less than two years** is or is not able to perform the essential duties of the position from which he/she retired, or
- B. That a member retired for **more than two years** is or is not able to perform the essential duties of the position from which he/she retired or a similar job within the same department

