

MASSACHUSETTS
Public Employee Retirement Administration Commission
5 Middlesex Avenue, 3rd Floor
Somerville, MA 02145
(617) 666-4446
Fax: (617) 628-4002
www.state.ma.us/PERAC

M E M O R A N D U M

TO: Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Filing Applications for Disability Retirement

DATE: May 8, 2000

When an applicant files for disability retirement, or an employer files an involuntary disability retirement application on behalf of a member, the names of all the physicians who have treated or evaluated the member must be provided to PERAC. Please reference page 10 of the Members Application form in the Basics of the Disability Retirement Process manual. The importance of having this information can not be over emphasized. If this information is not provided or is not complete, the PERAC Disability Unit is unable to ensure that physicians selected for a medical panel have not consulted or treated the member.

In the case of an involuntary application, the retirement board and employer must carefully review all medical records and provide PERAC with a listing of physicians who have consulted or treated the member. In addition to the medical records supplied by the applicant, the retirement board/employer may find physician information on medical reports that are contained in the Workers' Compensation file and as part of the personnel file.

PERAC's goal is to ensure that medical panels have the appropriate composition of medical specialists and that evaluation are conducted by impartial physicians. As you know if a physician on a panel has examined the member or consulted on his/her case, the panel must be re-scheduled. This causes unnecessary delays in the process and inconveniences the applicant.