

# DIME TIMELINES

Initiating Event		Document or Action to Be Completed		Days to Complete	Responsible Party	Action
Final Admission or MMI report issued	leads to	Notice and Proposal and Application for a DIME	within	30 days	Claimant or carrier	The party requesting the DIME must complete the Notice and Proposal for Independent Medical Examination and Application for a DIME within 30 days of the Final Admission (FA). Within 30 days of receiving an MMI report from an ATP the carrier must file the Notice and Proposal and application.
Notice and Proposal and Application filed	leads to	Application for Indigent Determination	within	15 days	Claimant	Within 15 days of filing the Notice and Proposal and Application for a DIME a claimant seeking to claim indigence must file an Application for Indigent Determination at the OAC.
Notice and Proposal and Application filed	leads to	DIME Negotiation Form	within	30 days	Claimant or carrier	The parties must attempt to negotiate the selection of a physician to conduct the DIME. The parties have 30 days of the filing Notice and Proposal for Independent Medical Examination and Application for a DIME to negotiate. If the parties have not agreed on the DIME physician and fee, the insurer shall file the Notice of Negotiation form. If the parties have agreed on the DIME Physician and fees, either party may file the form.
<i>If the parties do not agree on a DIME physician and fee, these are the next four steps in the process</i>						
Notice of Negotiation Form received (failed negotiation)	leads to	DIME 3-physician panel	within	5 days	DOWC	If the parties fail to agree on the DIME physician and fee the DOWC will issue a randomized 3-physician panel for the parties to review.
DIME 3-physician panel received	leads to	Summary Disclosure	within	5 business days	Claimant or carrier	Upon receiving the list of 3 physicians, either party may request a summary disclosure of the business, financial, employment or advisory relationships of any of the physicians on the panel.
DIME 3-physician panel issued	leads to	Requesting party strikes one physician	within	5 business days	Requesting party	If neither party requests the summary disclosure information from the doctors on the list, the requesting party has 5 business days of issuance of the 3-physician panel to strike one name from the list and notify the other party.
Requesting party strikes one physician	leads to	Opposing party strikes one physician	within	5 business days	Opposing party	The opposing party then has 5 business days to strike another name and notify the DIME unit and the requesting party of the remaining name.
The parties agreed on the DIME physician and fee, or the opposing party notifies the requesting party and DIME Unit of strike	leads to	DIME Physician Confirmation	within	5 business days	DOWC	The Division sends the DIME Physician confirmation.
(The later of) The Indigent Order or DIME Physician Confirmation	leads to	Pay for and schedule DIME appointment	within	14 days	Claimant or carrier	Within 14 days of a DIME Physician Confirmation or an indigent order (whichever is later) the paying party must pay the fee to the DIME physician.
DIME Physician Confirmation received	leads to	Pay for and schedule DIME appointment	within	14 days	Requesting party	The requesting party must schedule the DIME with the selected physician within 14 days of receiving the DIME Physician Confirmation. Payment must be received by the physician prior to scheduling.
DIME Physician Confirmation received	leads to	DIME appointment set	to take place within	45-75 days	Requesting party	The examination shall be scheduled no earlier than 45 days or later than 75 days after the requesting party receives the DIME Physician Confirmation.
DIME Physician Confirmation	leads to	Carrier submits a complete copy of medical records to the claimant	within	14 days	Carrier	The carrier must submit a complete copy of the medical records to the claimant within 14 days from the date the Division confirms the selected DIME Physician.
Carrier submits a complete copy of medical records to the claimant	leads to	The claimant provides the carrier with any additional relevant medical records	within	10 days	Claimant	The claimant shall serve the carrier with any additional relevant medical records no later than 10 days after receiving the initial packet.
The claimant provides the carrier with any additional relevant medical records	leads to	Carrier provides the DIME physician with a singular final packet	prior to	14 days before the DIME exam	Carrier	The carrier shall serve the DIME Physician with the final packet no later than 14 days prior to the scheduled examination.
DIME appointment scheduled	leads to	Claimant notifies carrier of the need for an interpreter	prior to	14 days before the DIME exam	Claimant	The claimant shall notify the insurer of the necessity for a language interpreter no later than 14 days before the examination.
Claimant notifies carrier of the need for an interpreter	leads to	Carrier pays and arranges for the interpreter	prior to	DIME exam	Carrier	The insurer shall be responsible for arranging and paying for the language interpreter services.
Claimant attends DIME appointment	leads to	DIME doctor submits report	within	20 days	DIME Doctor	Within 20 days of the examination the DIME physician must submit the original report with all attachments to the DIME Unit and all parties.

Please contact the DIME Unit at 303-318-8655 or [imeunit@state.co.us](mailto:imeunit@state.co.us) if you have any questions.