

# Requesting PHYSICIAN DWQ'S



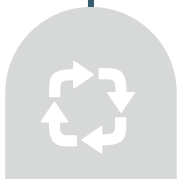
## USE PHYSICIAN TESTIMONY TO PROVE UP:

- Reasonableness and Necessity
- Causation
- Future Medical Expenses and Surgical Cost Estimates
- Impairment and Disfigurement
- Challenge opinions in controverting affidavits



## PRACTICAL BENEFITS:

- Lower cost than live testimony
- Does not require scheduling with physician or opposing counsel
- Quick turnaround (generally receive responses from physicians in two weeks)
- Can be completed anytime during the discovery period
- Template of sample questions provided upon request
- Easy process



## THE PROCESS:

- Serve on the physicians by uploading to ChartSwap. ([See step-by-step instructions.](#))
- **DWQ "packet" should all contain the following:**
  - **Subpoena** – naming the physician as the witness (**not** the custodian of records)
  - **Notice of Intention**—naming the physician as the witness (**not** the custodian of records)
  - **Deposition by Written Questions**—naming the physician as the witness (**not** the custodian of records); and
  - **HIPAA authorization**—To permit physician to discuss patient's protected health information

Please send any remaining inquiries to [DWQ@MinvasivePain.com](mailto:DWQ@MinvasivePain.com)

# CHARTSWAP REQUEST STEP-BY-STEP

- 1) Log in to ChartSwap ([www.chartswap.com](http://www.chartswap.com)).
  - If you don't have a ChartSwap account, you must Register for an account.
- 2) Select **HOME**, then you should see **CREATE NEW REQUEST**.
- 3) In the **PROVIDER NAME** field, enter the name of the physician's clinic and click **SEARCH FOR PROVIDER**. Be sure to use the physician's clinic, not a hospital or surgery center.

The screenshot shows the 'CREATE NEW REQUEST' form in the ChartSwap application. The form has a green header with navigation links: Home, Medical Canvasing, Index/Chronology/Summary, Cart, Reports, Request Status, Recently Viewed, and Help. Below the header, there are two main sections: 'CREATE NEW REQUEST' and 'SEARCH ALL REQUESTS'. The 'CREATE NEW REQUEST' section contains fields for 'Provider Name', 'Location', 'Specialty', and a 'SEARCH FOR PROVIDER' button. A red arrow points to this button. The 'SEARCH ALL REQUESTS' section contains fields for 'Start Date', 'End Date', 'Provider Name', 'Status', 'Request ID', 'First Name', 'Last Name', 'Type', and 'Date of Birth', along with a 'SEARCH' button. Below the form, there are tabs for 'My Notifications', 'Search All Requests', 'Purchased Requests', 'Pending Messages', 'Messages Addressed', 'My Favorites', and 'Print All Invoices'. At the bottom, there is a table with columns: Name, Provider, Status, Type, Updated, Add To Cart, and Select All.

- 4) The clinic's name should populate on the next screen. Select the clinic. Click **NEW REQUEST**.
- 5) Complete the required fields under **Name on Record** and **Record Details**.
- 6) **Record Type** choose **Physician DWQ**.

The screenshot shows a dropdown menu titled 'Record Type'. The menu is open, showing a list of options: Billing, Billing and Medical, Medical, Physician DWQ (which is highlighted in blue), and Radiology. There is a checkmark next to the 'Record Type' title.

- 7) Click Next.
- 8) **Delivery Options**, select **Instant Download**.
- 9) Click Next.
- 10) Under **Form Type**, upload required documents. You may combine them as a single PDF, and then upload them as Direct Questions.

The screenshot shows a dropdown menu titled 'Form Type:'. The menu is open, showing a list of options: Signed Authorization Form, Subpoena, Other, Notice, Direct Questions (which is highlighted in blue), Cross Questions, and Exhibits. There is a checkmark next to the 'Form Type:' title.

- 11) Click Submit
- 12) Message will appear: "Your request has been successfully submitted and is pending review. This is not an invoice. Please do not send payment at this time. You will receive an email notification when your request is available for purchase."
- 13) Upon review of the request, a pre-payment invoice will be generated via ChartSwap.
- 14) Payment must be received prior to the physician working on the DWQs.
- 15) After the physician completes the DWQs, you will receive a notification that the responses are ready for download.