

DISABILITY RETIREMENT APPLICATIONS

SUMMARY OF PROCESS

1. APPLICATION FOR SERVICE-CONNECTED DISABILITY RETIREMENT, OR NON-SERVICE-CONNECTED DISABILITY RETIREMENT. THE OFFICE OF RETIREMENT SERVICES (“ORS”) SENDS ACKNOWLEDGMENT OF APPLICATION TO APPLICANT AND REQUEST TO APPLICANT’S DEPT. FOR APPLICANT’S CURRENT WORK STATUS.

Average Time Frame from Date Application Received: 2 Days

2. THE OFFICE OF RETIREMENT SERVICES (“ORS”) REVIEWS MEDICAL RECORDS AND COMPLETES FILE

Average Time Frame to Complete File: 2-4 Weeks.

Average Time for file completion subject to backlog of prior applications.

3. INDEPENDENT MEDICAL EVALUATION (“IME”) * APPOINTMENT & REPORT

Average Time Frame from File Completion to IME Report: 6 Weeks

4. BOARD MEDICAL ADVISOR (“BMA”) ** REVIEW, REPORT & WORK RESTRICTIONS

Average Time Frame from IME Report to BMA Report: 3 Weeks

5. MEMO BY APPLICANT’S DEPARTMENT REGARDING ACCOMMODATION OF BOARD MEDICAL ADVISOR’S RESTRICTIONS

Average Time Frame from BMA Report to Receipt of Memo: 1 Week

6. DISABILITY COMMITTEE MEETING HEARING

Average Time Frame from Receipt of Accommodation Memo to Committee Meeting:
3 Weeks

7. RETIREMENT BOARD MEETING CONSENT CALENDAR FOR APPROVAL OR FULL HEARING TO DISCUSS

Average Time Frame from Committee Meeting to Board Meeting: 4 Weeks

* IME is an Independent Medical Evaluation used when a medical doctor, psychologist, or other licensed healthcare professional conducts an examination of an individual and a review of their medical history to help answer specific questions related to the qualifying criteria for the disability retirement application.

** The Board Medical Advisor (BMA) is Dr. Susan Tierman. Dr. Tierman is an independent physician who is contracted with the Board of Administration for the Federated City Employees’ Retirement System to review the disability retirement files and produce reports which include the file history, work restrictions, and medical conclusions on incapacity/disability and work causation.