

Arkansas Specialty Orthopaedics Policies and Procedures

Subject: Work Comp Deposition Policy
Written By: Work Comp Liaison

Date Written: August 30, 2005
Date Revised: March 12, 2007

Policy:

Depositions are scheduled by the Work Comp Liaison. Pre-payment for the first hour must be received before the deposition is scheduled. Notice of cancellation or rescheduling must be received no later than 48 hours before the appointment.

Procedures:

Appointment Scheduling

1. The work comp liaison will obtain the following information:
 - Contact person
 - Attorney's name, address, phone number and fax number
 - Trial date
 - The party the attorney is representing
2. The work comp liaison will notify the attorneys' office that a pre-payment of \$1,000.00 for the first hour is required prior to providing possible deposition dates.
3. Once pre-payment has been received, the work comp liaison will send a detailed email to the assistant, or the physician requesting available dates and times.
4. Once the available dates are received, the scheduler will call the attorney's office to schedule the deposition.
5. The appointment will be scheduled under the patients name on the physician's schedule, and the physician and assistant will be emailed with the date and time agreed upon, along with the location of the deposition.
6. Appointments will be scheduled at one-hour intervals with a full hour being charged even if not utilized.
7. The work comp liaison will email X-ray and medical records to request the chart and films. These will be kept in the designated area until payment and all correspondence has been received. A copy of the check will be placed under "correspondence" in the patients chart. The work comp liaison will review the chart for accuracy, and then give the chart and films to the physician's assistant at least two business days prior to the deposition.

Confirmation and Fee Collection

1. Once scheduling is complete, the attorney will receive a copy of the deposition policy, fee schedule, and a self-addressed envelope marked "Personal & Confidential."
2. Time keeping will begin at the time the physician enters the conference room after the scheduled appointment time.

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3. Deposition appointments are only to be canceled and rescheduled by the person who originally scheduled the appointment, in order to properly follow refund policy.
4. Notice of cancellation or rescheduling must be given no later than 48 business hours prior to the appointment in order to qualify for a refund.

Fee Schedule for Physicians

Oral Deposition

1st hour \$1,000.00

Each additional hour \$500.00

Video Deposition

1st hour \$1,200.00

Each additional hour \$600.00

Court Appearance

\$1,200.00 per hour (this includes all travel time and any time waiting to give testimony) plus expenses (travel, food, parking, car/cab, hotel)

\$400.00 per hour for prep time

* Workmen's compensation depositions fall "Under rule 30", we are allowed to charge \$28.00 per quarter hour, including prep time, the usual fee is \$336.00.

Fee Schedule for Therapist

Oral deposition

1st hour \$200.00

Each additional hour \$100.00

Video deposition

1st hour \$200.00

Each additional hour \$100.00

Charge Entry

Once the deposition has been completed, the payment will be posted in Athena.