

235-3 Review Medical Report Form for Completeness

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This section describes procedures for handling medical forms used in evaluating a person's eligibility for Class D or M licenses.

- **31** No license should be “denied” in the field for a medical reason. Denials must be handled by MRU/DMED, so each customer is advised in writing of the specific reason for the denial and of the opportunity for a board review.
 - **311** If a medical report does not appear to be acceptable, contact MRU/DMED.
 - **312** Tell customer the licensing decision has been “deferred” to MRU/DMED for further review.
 - **313** Customers whose medical report does not appear to be acceptable are not eligible for a driving receipt.
 - A. If more than 10 days remain until the customer's WI license expires, contact MRU/DMED and discuss the medical report with a reviewer to determine if an immediate cancellation should be entered.
 - B. Picking up the license or previously issued driving receipt is not mandatory if doing so will cause a disturbance.
- **32** Health care facilities may submit copies of clinical records or hospital discharge summaries instead of completing the MV forms. Driver licensing staff should fax any health care reports or medical records to MRU/DMED at 608-267-0518 for review.
- **33** SECTION A: (Physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) must complete for all customers.)

- 331 This section covers the customer's general medical information.
 - A. If questions 1 and 2 are not answered and/or no explanation provided by the physician under details, make a copy for the customer to take back to physician to complete or provide an explanation, re-sign and date.
 - B. Hold original medical in the "med hold" file.
 - C. If other questions are unanswered (including diagnoses, medication use, etc.) contact MRU/DMED to see if additional information is needed.

- 34 SECTIONS B THRU F:
 - 341 These sections cover a variety of medical conditions. The appropriate section must be completed for the condition or reason for referral indicated.
 - A. If questions are not answered, make a copy for the customer to take back to the physician (MD/DO), physician assistant or advanced practice nurse prescriber (APNP) to complete or provide an explanation, re-sign and date.
 - B. Hold original medical in the "med hold" file.

- 35 SECTION G. Physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) Recommendation Section must be completed as indicated below to be acceptable.
 - 351 Question 1 – must be answered or explained (i.e., "no opinion", etc.)
 - 352 Questions 2 & 3 - must be answered or explained if applying for or holding a Commercial Driver's License and/or School Bus or Passenger endorsement(s).
 - A. If questions 1, 2, and/or 3 are not answered:
 - 1. Make a copy for the customer to take back to the physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) to complete or provide an explanation, re-sign and date.

2. Hold original medical in the “med hold” file.
 3. If the customer’s driver’s license is valid contact MRU/DMED advising report is incomplete and to ensure a pending has been established for the medical requirement. Notify MRU/DMED if you feel a product notation to stop issuance is needed for a customer whose driver’s license is invalid.
- 353 Patient Examination Date – must have a date and it should be within the last 3 months. Except:
 - A. Neurological conditions require the date of examination to be more than 60 days from the last episode/seizure date, but within the past 3 months.
 - B. MRU/DMED may also require a date of examination to be after a specific date because of a driver condition or behavior report.
 - 354 If the patient examination date is missing.
 - A. Make a copy for the customer to take back to the physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) to have it filled in, re-signed and dated;
 - B. Hold original medical in “med hold” file. If the customer’s driver’s license is valid contact MRU/DMED advising report is incomplete and to ensure a pending has been established for the medical requirement. Notify MRU/DMED if you feel a product notation to stop issuance is needed for a customer whose driver’s license is invalid.

OR

- C. Call the physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) for date of exam. Notate date of exam, Examiner ID and date of call on the medical report form.

- 355 If the examination date is too old/or an unacceptable date (not within the 3 months, not 60 days from date of last episode, or not after the date specified on the medical form) you must:
 - A. Issue a new medical report form to be completed.
 - B. Fax the unacceptable medical report to MRU/DMED with a note that a new medical was issued.
- 356 Signature – Report must be signed by a physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) and a medical license number must be provided for it to be complete.
 - A. If signature is missing make a copy for the customer to take back to the physician (MD/DO), physician assistant (PA-C) or advanced practice nurse prescriber (APNP) to sign and date.
 - B. Hold original medical in “med hold” file.
 - C. If the customer’s driver’s license is valid contact MRU/DMED advising report is incomplete and to ensure a pending has been established for the medical requirement. Notify MRU/DMED if you feel a product notation to stop issuance is needed for a customer whose driver’s license is invalid.
- 357 If the medical report form is complete, fax the report and notice to appear to MRU/DMED for their approval.
 - Note: Unless requested, do not send the original medical forms to MRU/DMED that were faxed. Since medical information is confidential, they should be properly destroyed per regional policy.
- 358 Restrictions/Special Exams:
 - A. If a Special Exam is recommended by physician (MD/DO), physician assistant or advanced practice nurse prescriber (APNP)

and the medical report is approved by MRU/DMED, issue a notice to appear for the knowledge and highway signs tests. Refer to Section 345 Special Exams for procedures.

- B. After completing the Special Exam, Enter exam results as soon as possible to ensure an accurate record, apply restrictions as appropriate and reissue the driver's license, if necessary