

Medical Appeal Process

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- The Medical Review & Fitness Unit (MRF) provides due process for persons who have been denied a license or whose license was cancelled for medical reasons.
 - Timeliness. To the greatest extent possible, every customer's case will be reviewed and a decision given to the individual within 30 days of the initiation of review.
 - Due process includes a three-step appeal process:
 - A review of any new medical reports a person submits.
 - An in-person or by-mail review of the case by the medical review board.
 - The judicial review system is a process through the court when the customer feels the Department has not followed administrative procedures.
 - Each individual whose license is denied or cancelled for a medical reason will receive a letter specifically stating the reason for the license denial or cancellation, an outline of the appeal process and what the reinstatement requirements are for getting their operating privilege back.
- Medical Review Boards
 - In-person boards are scheduled monthly.
 - The Board is typically comprised of volunteer health care professionals and a DOT representative (who is the facilitator).
 - The in-person boards are held at various locations including Madison East, Madison West, and Marshfield.
 - By-mail reviews are also provided if the individual appealing the decision requests it.
 - The Board reviews the case and submits a licensing recommendation to the Medical Review & Fitness Unit.
 - After this review, MRF determines the licensing eligibility based on the

information obtained at the Board and the recommendation made by the Board.

- The customer is informed by letter of the approval, denial or request for additional information.