



## Web Portal Guide

## Setting up Portal Access

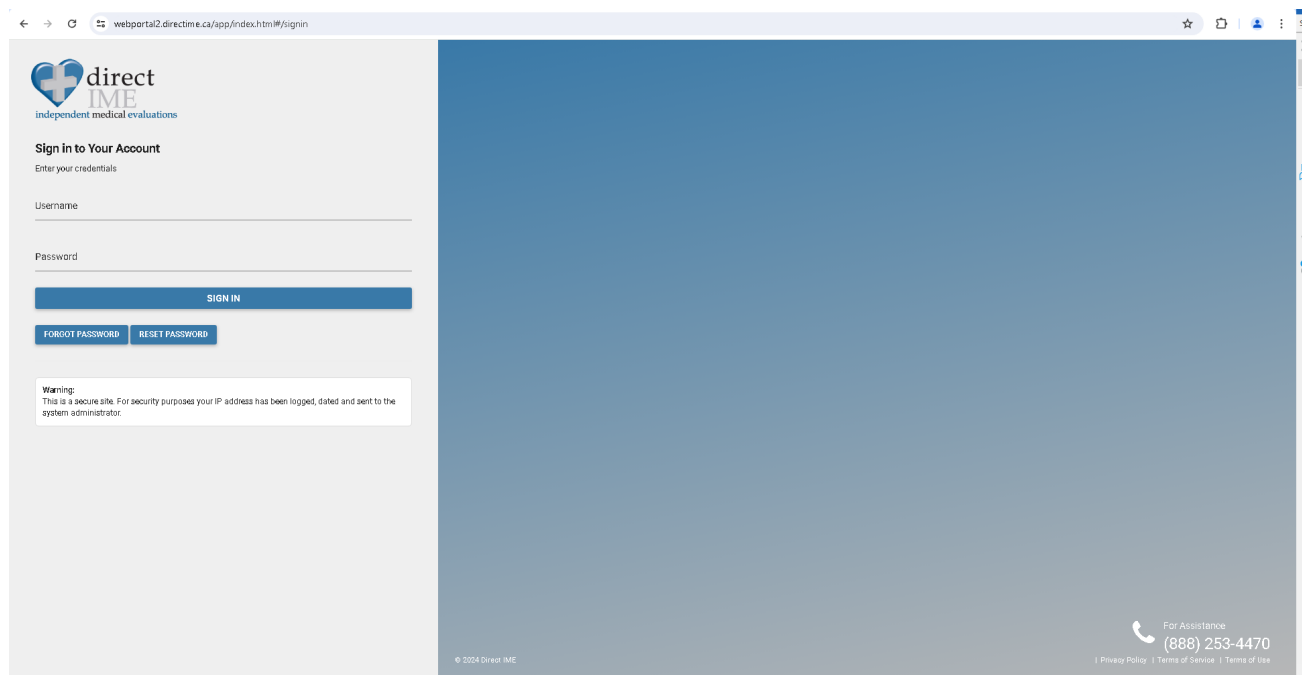
1. For each client requiring their personal portal access, provide the DIME team with the following information:

- **Full name:**
- **E-mail address:**
- **Phone number including extension (if applicable):**

2. The DIME team will send a separate notification to each client asking them to create a unique username (your given e-mail address would be your initial username) and password.

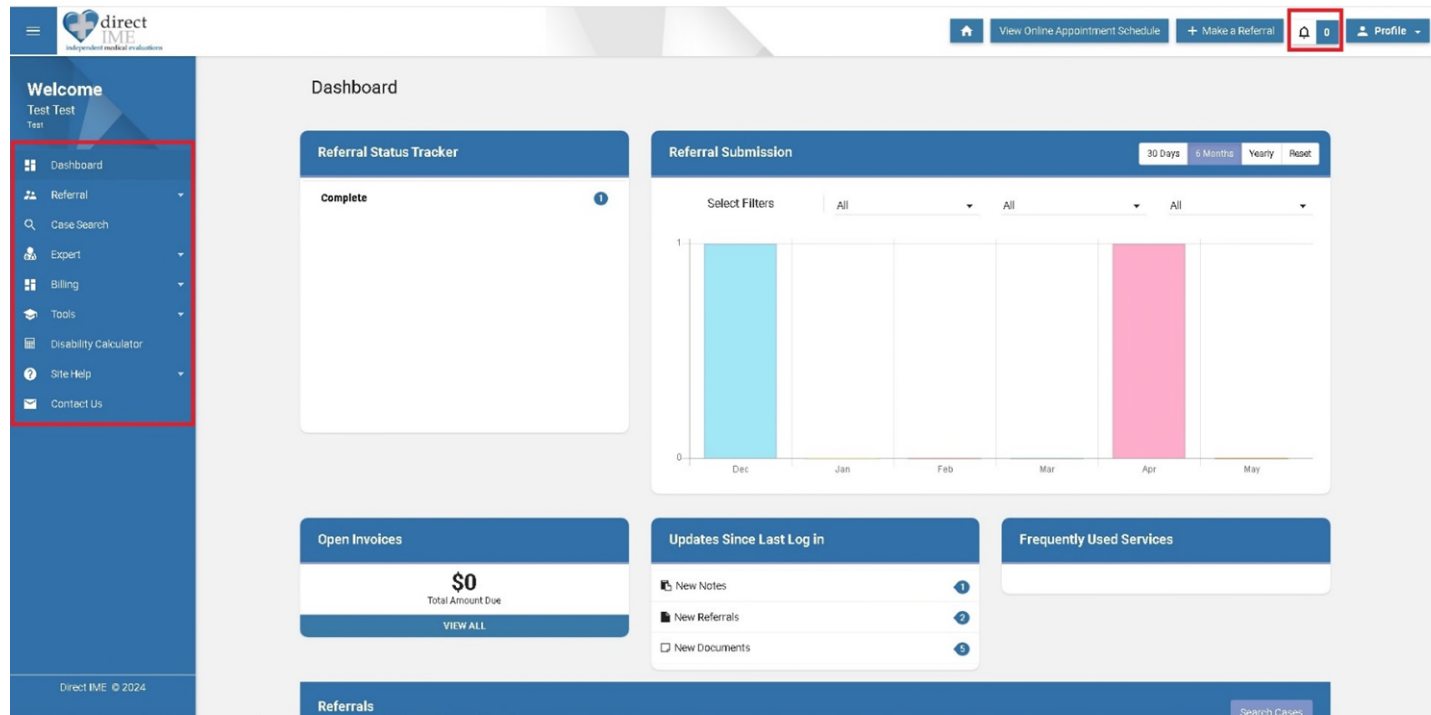
3. Once the username and password are created, login to the portal.

- Go to URL: <https://webportal2.directime.ca/>



# Dashboard

When you log in, you'll see the dashboard's main page.



From here, you can choose which portal function you'd like to use, e.g. Make a reference, Case search, Disability calculator, etc.

The bell on the top right side will notify you of any communication not yet acknowledged, e.g. notification that a report is ready

## Create a new referral.

1. To start a referral, select the appropriate Business Line, Jurisdiction, and Service from the drop-down menus.
2. Click Next.

The screenshot shows the 'Make a Referral' page in the Direct IME system. The page features a blue sidebar on the left with navigation options: 'Welcome', 'Test Test', 'Dashboard', 'Referral' (highlighted with a red box), 'Make a Referral', 'Incomplete Referrals', 'Case Search', 'Expert', 'Billing', 'Tools', 'Disability Calculator', 'Site Help', and 'Contact Us'. The main content area is titled 'Make a Referral' and contains a form with the instruction 'Please Select the following'. The form has three dropdown menus: 'Business Line', 'Jurisdiction', and 'Service', all of which are highlighted with a red box. Below the dropdowns is a 'Next >' button, also highlighted with a red box. The top navigation bar includes a home icon, 'View Online Appointment Schedule', '+ Make a Referral' (highlighted with a red box), a notification bell, and a 'Profile' dropdown.

All sections are shown in the image below.

3. Click on each section as you scroll through the referral to input your information.

The screenshot displays the Direct IME web application interface. On the left is a blue sidebar with a 'Welcome' message and a list of navigation items: Dashboard, Referral, Make a Referral, Incomplete Referrals, Case Search, Expert, Billing, Tools, Disability Calculator, Site Help, and Contact Us. The main content area is titled 'Med-Legal - British Columbia' and 'BC Independent Medical Evaluation'. It features a list of sections to be completed, each with a right-pointing arrow and a 'Referral Completion: 0%' indicator. The sections are: Claimant Information, Claim Information, ISSUES (with a note 'Please select all that apply'), Injuries, Requested Specialty / Expert / Degree (with a note 'You must select either a Specialty, Expert or a Degree to complete this referral'), Related Parties (with a note 'Please select all that apply'), Treating Experts, and Special Requests & Other Services. Below each list of sections is a progress bar and buttons for 'Save Draft', 'Preview', and 'Submit'. The top right of the page has navigation links: 'View Online Appointment Schedule', '+ Make a Referral', a notification bell icon with '0', and a 'Profile' dropdown menu. The footer of the sidebar shows 'Direct IME © 2024' and a small 'javascript:' error message.

4. Add claimant/insured information.

- While only highlighted fields in this section are required for referral submission, please try to provide as much information as possible.
- The following information needs to be added to the **Special Requests & Other Services – Other Comments Sections: (without this information we may not be able to complete the booking)**

- **Size of file (# of pages):**
- **Report deadlines:**
- **Mediation date (if scheduled):**
- **The trial date:**
- **duration, and location:**
- **Telephone Conference requested?**
- **Best contact for Dr to call:**

5. Enter the claimant information in the highlighted fields.

6. Note that as you progress, the green bar on the left indicates whether you have added all the mandatory fields.

The screenshot displays the Direct IME web application interface for a referral form. The page title is "Med-Legal - British Columbia" under "BC Independent Medical Evaluation". The left sidebar shows a navigation menu with options like "Dashboard", "Referral", "Make a Referral", "Incomplete Referrals", "Case Search", "Expert", "Billing", "Tools", "Disability Calculator", "Site Help", and "Contact Us". The main content area is divided into two primary sections: "Claimant Information" and "Claim Information".

The "Claimant Information" section (top) includes fields for:
 

- First Name (Test)
- Last Name (Test)
- Date of Birth (mm/dd/yyyy)
- Gender (dropdown)
- Social Insurance Number
- Address 1
- Address 2
- City
- State / Province (dropdown)
- Zip / Postal Code
- Home Phone
- Work Phone
- Mobile Phone
- Email Address

 A "Referral Completion: 80%" progress bar is shown below these fields.

The "Claim Information" section (bottom) includes fields for:
 

- Claim Number (123456789)
- Claim Date
- Additional Claim Number(s)
- Date of Loss / Accident (01/01/2000)
- Insured / Policy Holder
- File Number
- Requested Venue
- Requested Timeframe (mm/dd/yyyy)

Buttons for "Save Draft", "Preview", and "Submit" are located at the bottom of the form. The top navigation bar includes "View Online Appointment Schedule", "Make a Referral", and "Profile".

direct IME BC Independent Medical Evaluation

View Online Appointment Schedule + Make a Referral 0 Profile

Welcome Test Test

Dashboard Referral Make a Referral Incomplete Referrals Case Search Expert Billing Tools Disability Calculator Site Help Contact Us

Med-Legal - British Columbia BC Independent Medical Evaluation

Claimant Information Claim Information Issues Injuries Requested Specialty / Expert / Degree Related Parties Treating Experts Special Requests & Other Services

Referral Completion: 0%

Save Draft Preview Submit

Claimant information Highlighted fields are required

Claim information Highlighted fields are required

ISSUES - Please select all that apply

Injuries

Requested Specialty / Expert / Degree You must select either a Specialty, Expert or a Degree to complete this referral

Related Parties - Please select all that apply

Treating Experts

Special Requests & Other Services

Referral Completion: 0%

Save Draft Preview Submit

Direct IME © 2024

direct IME BC Independent Medical Evaluation

View Online Appointment Schedule + Make a Referral 0 Profile

Welcome Test Test

Dashboard Referral Make a Referral Incomplete Referrals Case Search Expert Billing Tools Disability Calculator Site Help Contact Us

Med-Legal - British Columbia BC Independent Medical Evaluation

Claimant Information Claim Information Issues Injuries Requested Specialty / Expert / Degree Related Parties Treating Experts Special Requests & Other Services

Referral Completion: 80%

Save Draft Preview Submit

Other Services

Interpreter Needed  Transportation Needed  Send Correspondence Via Certified Mail  Contact Claimant

Special Instructions

Other Comments

- Size of file (# of pages)
- Report deadlines:
- Medication date (if scheduled):
- The trial date:
- duration, and location:
- Telephone Conference requested?
- Best contact for Dr to call:

Referral Completion: 80%

Save Draft Preview Submit

Direct IME © 2024

7. Click Timeframe From and Time frame To give a date range in which you wish to schedule the assessment.
8. Click Choose Specialties to see a drop-down list of specialty types and choose the type of specialist you wish to use for your assessment.
9. Choose your preferred time slot, download the CVs of the assessors, or select the assessor you wish to request availability from and our intake team will get back to you within 2 hours.
10. At the bottom of the page, add any special instructions.
  - For example: "Requires an interpreter."

The screenshot displays the Direct IME web application interface for 'Med-Legal - British Columbia'. The page is titled 'BC Independent Medical Evaluation'. On the left, there is a navigation menu with options like 'Dashboard', 'Referral', 'Make a Referral', 'Incomplete Referrals', 'Case Search', 'Expert', 'Billing', 'Tools', 'Disability Calculator', 'Site Help', and 'Contact Us'. The main content area is divided into sections: 'Claimant Information', 'Claim Information', 'Issues', 'Injuries', 'Requested Specialty / Expert / Degree', 'Related Parties', 'Treating Experts', and 'Special Requests & Other Services'. A 'Referral Completion: 80%' progress bar is visible. The 'Claim Information' section is expanded, showing fields for 'Claim Number' (123456789), 'Date of Loss / Accident' (01/01/2000), 'Insured / Policy Holder', 'File Number', 'Requested Venue', 'Requested Timeframe' (06/28/2024), 'Case Caption', and 'Court Index Number'. The 'Requested Timeframe' field is highlighted with a red box. A 'Reset Section' button is located at the bottom right of the form. The footer of the page indicates 'Direct IME © 2024'.



direct IME  
Independent Medical Evaluations

View Online Appointment Schedule + Make a Referral Profile

Welcome  
Test Test

Dashboard Referral Make a Referral Incomplete Referrals Case Search Expert Billing Tools Disability Calculator Site Help Contact Us

Med-Legal - British Columbia  
BC Independent Medical Evaluation

Claimant Information  
Claims Information  
Issues  
Injuries  
Requested Specialty / Expert / Degree  
Related Parties  
Treating Experts  
Special Requests & Other Services

Referral Completion: 80%

Save Draft Preview Submit

Requested Specialty / Expert / Degree  
You must select either a Specialty, Expert or a Degree to complete this referral

Choose specialties No Specialties are currently selected

Search Expert

Requested Expert - Enter an Expert Name

Choose Degree No Degrees are currently selected

Related Parties - Please enter all that apply

Treating Experts

Special Requests & Other Services

Referral Completion: 80%

Save Draft Preview Submit

Direct IME © 2024

direct IME  
Independent Medical Evaluations

View Online Appointment Schedule + Make a Referral Profile

Welcome  
Test Test

Dashboard Referral Make a Referral Incomplete Referrals Case Search Expert Billing Tools Disability Calculator Site Help Contact Us

Med-Legal - British Columbia  
BC Independent Medical Evaluation

Claimant Information  
Claims Information  
Issues  
Injuries  
Requested Specialty / Expert / Degree  
Related Parties  
Treating Experts  
Special Requests & Other Services

Referral Completion: 80%

Save Draft

Specialties

Select Frequently Used Specialties

Allergist	Audiology	Cardiovascular Surgeon
Chiropractor	Dentist	Dermatology
Endocrinology	Environmental Medicine	Functional Abilities Evaluation
Gastroenterology	General Physician	Synecology
Internal Medicine	Kinesiology	Neuro-Ophthalmology
Neurology	Neuropsychiatrist	Neuropsychology
Neuropsychology - Pediatric	Neurosurgery	Occupational Health Consultant
Occupational Medicine	Occupational Therapy	Occupational Therapy (All)
Ophthalmology	Optometry	Orthopaedic Surgeon
Otolaryngology (ENT)	Paediatric Neuropsychology	Paediatric Orthopaedic Surgeon
Paediatric Psychiatry	Paediatric Psychology	Pharmacology
Physiatry	Physiotherapy	Plastic Surgery
Podiatry	Psychiatry	Psycho-Educational
Psycho-Vocational	Psychology	Registered Nurse
Respirology	Rheumatology	Social Worker
Speech Language Pathology	Urology	Vocational Assessor
SPA, PFA	Transferable Skills Analysis	Labour Market Survey
Naturopathic Doctor	Forensic Toxicology	Cardiology
Addiction Medicine	Neurology	Life Expectancy
Hematology	Future Care Cost Analysis	Radiology
Oral and Maxillofacial Surgeon	Anesthesiology	Neurodiagnostic Testing

Direct IME © 2024

webportal2.directime.ca/app/index.html#/referral/default/referral

**Welcome**  
Test Test  
Test

- Dashboard
- Referral
  - Make a Referral
  - Incomplete Referrals
- Case Search
- Expert
- Billing
- Tools
- Disability Calculator
- Site Help
- Contact Us

Direct IME © 2024

**Med-Legal - Briti**  
BC Independent Medical

Client Information

Claim Information

Issues

Injuries

Requested Specialty / E

Related Parties

Treating Experts

Special Requests & Oth

**Referral Completion: 10**

Save Draft

Name	Specialty	MD	Address	City	Province	Country	Phone	Buttons
Maryina Ape	Physiatry	MD, FRCP(C), CSCN (EMG)	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV Book
Trevor Lashyn	Physiatry	MD, FRCP(C), CSCN (EMG), CIME	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV Book
Jacqueline Purlik	Physiatry	M.D.	661-665 W. Broadway Vancouver, BC, V6R 4R6	NA	NA	NA	NA	Select Show Map View CV
Tonya Ballard	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV Book
Tyler Berry	Physiatry	M.D.	1095 W. Pender Street, Vancouver, BC, V6E 2N6	NA	NA	NA	NA	Select Show Map View CV
Lavence Ting Fong Kai	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Lavence Ting Fong Kai	Physiatry	M.D.	250 Keele St Unit 304, New Westminster, BC, V3L 5E7	NA	NA	NA	NA	Select Show Map View CV
Gaurav Gupta	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV Book
Gaurav Gupta	Physiatry	M.D.	1095 W. Pender Street, Vancouver, BC, V6E 2N6	NA	NA	NA	NA	Select Show Map View CV
Tony Giandomaso	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Muhammed Abdul Wahab Khan	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Catherine Paramour	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV

Event Schedule

+ Make a Referral

0

Profile

**Welcome**  
Test Test  
Test

- Dashboard
- Referral
  - Make a Referral
  - Incomplete Referrals
- Case Search
- Expert
- Billing
- Tools
- Disability Calculator
- Site Help
- Contact Us

Direct IME © 2024

**Expert Reservation System**

The next available appointment for Trevor Lashyn, MD, FRCP(C), CSCN (EMG), CIME is:

**Thursday 23, May 2024 @ 1:00 PM**

Book This Appointment View Experts Calendar

Trevor Lashyn, MD, FRCP(C), CSCN (EMG), CIME  
Physiatry  
700-1199 West Hastings Street, Vancouver, BC, V6E 3T5  
View CV

If the Experts availability does not suit the needs of this referral, please contact our offices at (778) 372-1400.

Select Different Expert Cancel

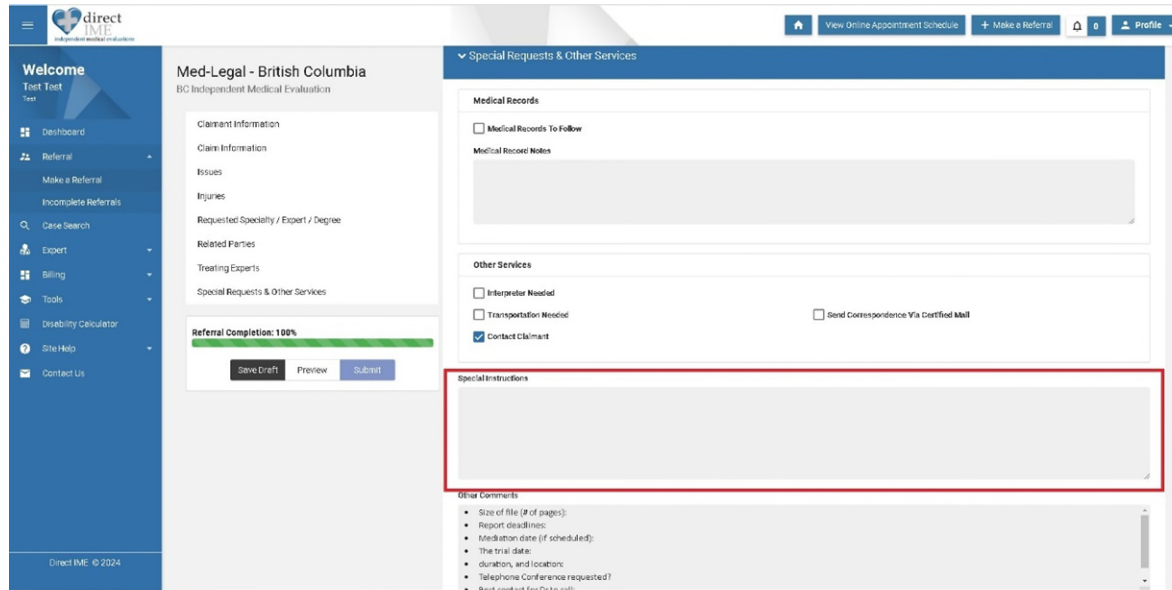
Name	Specialty	MD	Address	City	Province	Country	Phone	Buttons
Lavence Ting Fong Kai	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Lavence Ting Fong Kai	Physiatry	M.D.	250 Keele St Unit 304, New Westminster, BC, V3L 5E7	NA	NA	NA	NA	Select Show Map View CV
Gaurav Gupta	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV Book
Gaurav Gupta	Physiatry	M.D.	1095 W. Pender Street, Vancouver, BC, V6E 2N6	NA	NA	NA	NA	Select Show Map View CV
Tony Giandomaso	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Muhammed Abdul Wahab Khan	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV
Catherine Paramour	Physiatry	M.D.	700-1199 West Hastings Street, Vancouver, BC, V6E 3T5	NA	NA	NA	NA	Select Show Map View CV

Event Schedule

+ Make a Referral

0

Profile



11. Then, submit the referral.

12. The confirmation page for your reference will appear automatically.

13. You can now choose to upload files, display referral details, print or save (PDF) a copy of the referral, etc.

14. Upload files by clicking on Upload files, browsing your files, or by dragging and dropping the file. Add the document description in the textbox below. Then click on Submit.

15. Confirmation of file upload is automatically provided.

direct IME

View Online Appointment Schedule + Make a Referral Profile

Welcome  
Test Test  
Test

Dashboard  
Referral  
Make a Referral  
Incomplete Referrals  
Case Search  
Expert  
Billing  
Tools  
Disability Calculator  
Site Help  
Contact Us

Direct IME © 2024

### Post Referral

✔ Your referral has been submitted

**Primary Actions**  
Please select from the actions available to you

- Upload Files: Upload supporting files and Medical Records
- View Case Details: A case was created from this referral. The case number is :173457

**Additional Actions**  
Please select from the additional actions available to you

- Print or Save Referral: Print or save a PDF copy of this referral
- Duplicate Referral: Makes a copy of your last referral and all data entered and puts you into edit mode and saves it to your referral list
- Create New Referral: Start a new referral with a blank form
- Incompleted Referrals: Takes you to the Incompleted referral list

direct IME

View Online Appointment Schedule + Make a Referral Profile

Welcome  
Test Test  
Test

Dashboard  
Referral  
Make a Referral  
Incomplete Referrals  
Case Search  
Expert  
Billing  
Tools  
Disability Calculator  
Site Help  
Contact Us

Direct IME © 2024

### Post Referral

✔ Your referral has been submitted

**Primary Actions**  
Please select from the actions available to you

- Upload Files: Upload supporting files and Medical Records
- View Case Details: A case was created from this referral. The case number is :173457

**Additional Actions**  
Please select from the additional actions available to you

- Print or Save Referral: Print or save a PDF copy of this referral
- Duplicate Referral: Makes a copy of your last referral and all data entered and puts you into edit mode and saves it to your referral list
- Create New Referral: Start a new referral with a blank form
- Incompleted Referrals: Takes you to the Incompleted referral list

**File Upload**

Case #: 173457      Examinee: Test Test

Please select files to be uploaded - Max of 50 file(s)  
After selecting the file(s), click on the [Submit] button

Click here to browse files  
or  
Drag and drop files into this area for upload

Name	Size	Actions
direct_IME_BC_Roster_2024.pdf	0.09 MB	Remove

Type of document for upload: Medical Records  
Description: (max 200 characters)

Current Characters: \_\_\_\_\_

Submit

16. Review your dashboard and into cases by clicking on the status (e.g. Awaiting Scheduling) in Referral Status

## Case search

You can search for cases by first name, last name, case number, or claim number.

1. Click on Case Search, enter the information, and click on Search.
2. Click on the case number to open the case details.

The screenshot displays the 'Case Search' interface. On the left is a blue navigation sidebar with the 'direct IME' logo and the text 'independent medical evaluations'. The sidebar contains a 'Welcome' section with 'Test Test' and 'Test' below it, and a list of menu items: Dashboard, Referral, Case Search (highlighted with a red box), Expert, Billing, Tools, Disability Calculator, Site Help, and Contact Us. The main content area is titled 'Case Search' and features four search input fields: 'Examinee First Name' (containing 'Test'), 'Examinee Last Name', 'Case Number', and 'Claim Number'. These fields are enclosed in a red rectangular box. Below the fields are 'Search' and 'Clear' buttons, with the 'Search' button also highlighted by a red box. A 'Show 10 entries' dropdown is visible above a table of results. The table has the following columns: Case Number, Claim Number, Expert, Date of Service, Examinee, Client, Business Line, Specialty, Service, Status, and Action. The second row of the table is highlighted with a red box and contains the following data: Case Number: 173457, Claim Number: 123456789, Expert: (empty), Date of Service: (empty), Examinee: Test, Test, Client: Test, Test, Business Line: Med-Legal, Specialty: (empty), Service: BC Independent Medical Evaluation, Status: Awaiting Scheduling, and Action: Choose... (dropdown). Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Case Number	Claim Number	Expert	Date of Service	Examinee	Client	Business Line	Specialty	Service	Status	Action
172344	Test			Test, Test	Test, Test	Med-Legal		BC IME C1-Part7	Complete	Choose...
173457	123456789			Test, Test	Test, Test	Med-Legal		BC Independent Medical Evaluation	Awaiting Scheduling	Choose...

3. With case details open, you can add notes, and review notes to/from DIME (date and time stamped) by clicking on the yellow Notes icon.

4. Notes are automatically filled in for important events, such as filing a document or submitting a request (see yellow fields).

5. Notifications (top right of screen) are visible inside the portal and are also sent by e- mail.

The screenshot displays the Direct IME portal interface. On the left is a blue navigation sidebar with a 'Welcome' section for 'Test Test' and a list of menu items: Dashboard, Referral, Case Search, Expert, Billing, Tools, Disability Calculator, Site Help, and Contact Us. The top right of the page features navigation links: 'View Online Appointment Schedule', '+ Make a Referral', a notification bell with '0', and a 'Profile' dropdown. The main content area shows case details for 'Test, Test' (Case Number 173457) with a 'Contact Us' button. Below this are buttons for 'Duplicate Referral / Addendum', 'View Medical Records', and 'Upload File'. A horizontal menu below the buttons includes 'Notes 1/2' (highlighted with a red box), 'Documents 0/2', 'Related Cases 0', and 'Invoice'. The 'Notes' section contains a text input field 'Type to Add Note' and two yellow notification cards. The first card, dated 5/10/24 02:44 PM, is marked 'New' and from 'dcummins', stating 'File Direct\_IME\_BC\_Roster\_2024.pdf was added on we TEST, TEST'. The second card, dated 5/10/24 02:39 PM, is also from 'dcummins' and states 'Web Portal referral added' and 'Web Portal referral added by dcummins'. On the left side of the main content area, a list of case details is provided: Claim Number - Ext (123456789 -), Company (Test), Client (Test, Test), Date of Birth, Date of Loss (01/01/2000), Expert, Appt Date, Location, Case Type (Med-Legal), Status (Awaiting Scheduling), Service (BC Independent Medical Evaluation), and Specialty (Physiatry). The footer of the sidebar reads 'Direct IME © 2024'.

6. When the case details are open, you can view the documents created or downloaded for the case by clicking on Documents.

The screenshot shows the Direct IME web application interface. On the left is a blue sidebar menu with options: Welcome, Dashboard, Referral, Case Search, Expert, Billing, Tools, Disability Calculator, Site Help, and Contact Us. The main content area displays a case profile for 'Test, Test' with Case Number 173457. A 'Contact Us' button is in the top right. Below the case name are links for 'Duplicate Referral / Addendum', 'View Medical Records', and 'Upload File'. A navigation bar shows 'Notes 172', 'Documents 372', 'Related Cases 0', and 'Invoice'. The 'Documents' section is active, showing a list of files: 'TEST.TEST Direct\_IMF\_BC\_Availer\_2024.pdf' (dated 05/13/24 02:44 PM) and 'New Referral Form NewReferral.pdf' (dated 05/13/24 02:39 PM). Both documents have 'View / Download' links. The 'New Referral Form' link is highlighted with a red box.

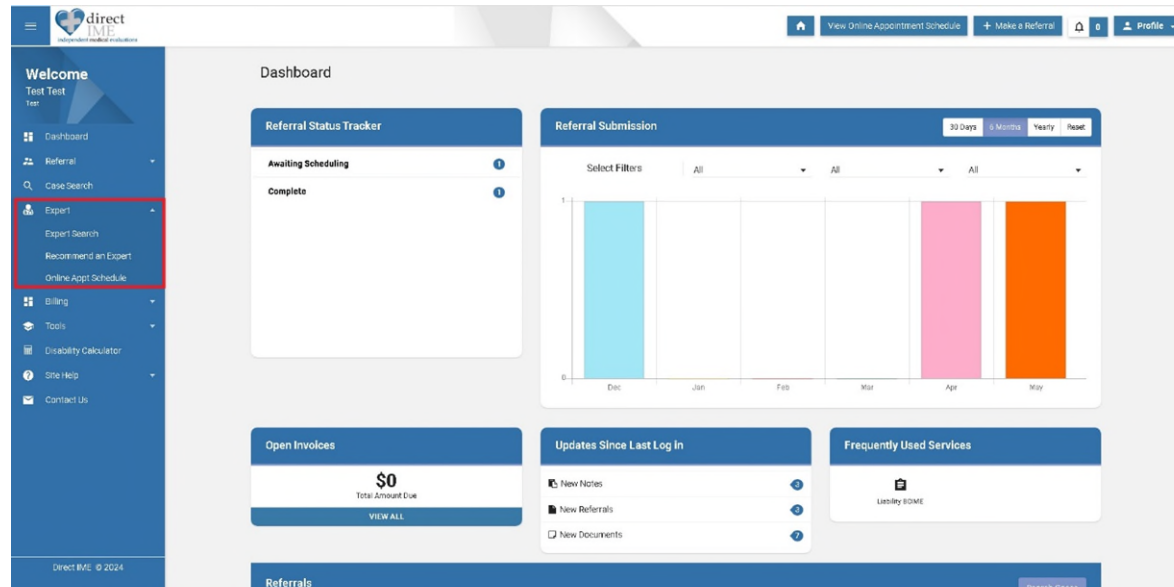
7. For example, if you click on View/Download the "New referral form" document, you will obtain a PDF version of the referral.

Web Referral Case# 173457			
Submitted By:	Test, Test of Test	Submitted Date:	5/10/2024 2:39 PM
Service Type:	BC Independent Medical Evaluation	Business Line:	Med/Legal
Jurisdiction:	British Columbia	Venue:	
Claimant Information			
First Name:	Test	Last Name:	Test
Addresses:		Date of Birth:	
Gender:		Work Phone:	
Home Phone:		Email:	
Mobile Phone:		Group:	
SSN:			
Claim Information			
Claim Number(s):	123456789	Ext:	
Date(s) of Accident:	1/1/2000	State / WCB Number:	
Insured / Policy Holder:		File Number:	
Requested Venue:		Requested Timeframe:	
Case Caption:		Court Index Number:	
Insuring Company:			
Timeframe Reason:		Discovery End Date:	
Claimant Attorney Represented:		Hearing Deadline:	
Requested Specialties			
Specialties:	Physiatry		
Other Services			
Contact Claimant:	Yes		
Other Comments			
• Size of file (if of pages). • Report deadlines. • Mediation date (if scheduled). • The trial date, • duration, and location. • Telephone Conference requested? • Best contact for Dr to call:			
Peer Bills			
Bill Number	Serv Beg Date	Serv End Date	Specialty Bill Amt Serv Desc
Notes			
Other Comments: • Size of file (if of pages). • Report deadlines. • Mediation date (if scheduled). • The trial date, • duration, and location. • Telephone Conference requested? • Best contact for Dr to call: Contact Claimant: Yes Specialties: Physiatry			



## Expert Search

1. You can search for an expert, recommend an expert that you would like the DIME team to add to our roster, and you can search for all available assessors throughout the month.
2. Searching experts would require a minimum of 2 options to be selected e.g. Specialty and State / Province.
3. You can also search for experts by typing their first and last names, adding your desired address, and searching for an expert within a specific radius, by city and country.
4. We recommend selecting “Show -100 entries” for the best result.
5. You can then download any expert’s CV, check the distance to the expert’s office, and select the book option to find the assessor's current availability.
6. Once you find the availability that best suits your needs you can reserve that spot and our Intake team will send you the confirmation letters shortly along with any other details as required.



direct IME  
Independent Medical Evaluation

View Online Appointment Schedule + Make a Referral 0 Profile

### Welcome

Test Test Test

- Dashboard
- Referral
- Case Search
- Expert
- Expert Search
- Recommend an Expert
- Online Appt Schedule
- Billing
- Tools
- Disability Calculator
- Site Help
- Contact Us

Direct IME © 2024

### Expert Search

Expert Lookup Details

Last name:  First name:  Specialty:

City:  County:  State / Province:

Search Radius:  Zip / Postal Code:

direct IME  
Independent Medical Evaluation

View Online Appointment Schedule + Make a Referral 0 Profile

### Welcome

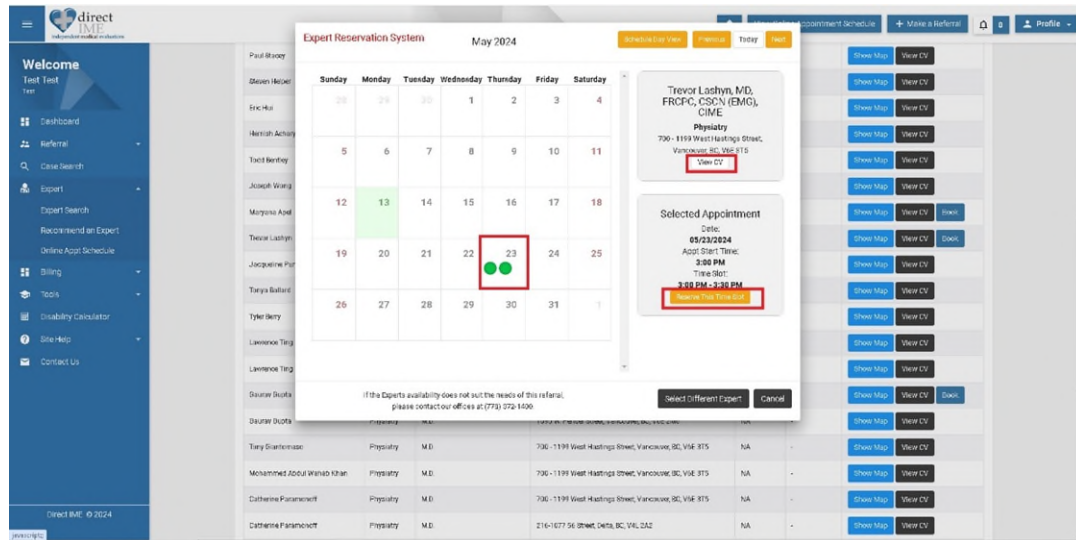
Test Test Test

- Dashboard
- Referral
- Case Search
- Expert
- Expert Search
- Recommend an Expert
- Online Appt Schedule
- Billing
- Tools
- Disability Calculator
- Site Help
- Contact Us

Direct IME © 2024

Show 100 entries

Name	Specialty	Credentials	Address	Distance	Drive Time	Actions
Paul Winston	Physiatry	M.D.	700 - 1199 W Hastings St, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Paul Winston	Physiatry	M.D.	200-3200 Shelburne St, Victoria, BC, V8P 5G8	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Paul Winston	Physiatry	M.D.	304-250 Keary Street, New Westminster, BC, V3L 5E7	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Paul Chaoman	Physiatry	M.D.	Suite 700-1199 W Hastings St, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Paul Chaoman	Physiatry	M.D.	700-3200 Shelburne St, Victoria, BC, V8P 5G8	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Jonathan Patrick Hawkewood	Physiatry	M.D.	700 - 1199 W Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Danesh Gray	Physiatry	M.D.	Suite 700-1199 W Hastings St, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Paul Stoney	Physiatry	M.D.	700 - 1199 West-Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Steven Halper	Physiatry	M.D.	2225 West Broadway, Vancouver, BC, V6K 2E4	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Eric Hui	Physiatry	M.D.	700-1199 West-Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Hemansh Acharya	Physiatry	M.D.	700-1199 W Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Todd Bentley	Physiatry	M.D.	1095 W Penner Street, Vancouver, BC, V6E 2M6	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a>
Joseph Wong	Physiatry	M.D.	1199 W Hastings Street, S#4, 700, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a> <a href="#">Book</a>
Maryam Abel	Physiatry	MD, FRCP(S), CSCN (EM)	700 - 1199 West-Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a> <a href="#">Book</a>
Theora Lashyn	Physiatry	MD, FRCP(C), CSCN (EM), CME	700-1199 West-Hastings Street, Vancouver, BC, V6E 3T5	NA	-	<a href="#">Show Map</a> <a href="#">View CV</a> <a href="#">Book</a>



7. While recommending an expert, please provide as many details as possible for our team to onboard and reach out to your recommended assessor.
8. Minimum First Name and Last Name are required.

The screenshot shows the 'Recommend an Expert' form. The 'Provider Name' section has 'First Name' and 'Last Name' fields, both of which are highlighted with red boxes. Below this are fields for 'Street Address', 'City', 'State / Province', 'Postal / Zip Code', 'Phone Number', and 'Email Address'. There are also dropdown menus for 'Specialty' and 'State Licensed', and text input fields for 'Recommended by' and 'Feedback to'. A 'Miscellaneous Information' text area is also present, with a 'Submit' button at the bottom.

9. While you search all expert's availability on the monthly calendar, please make sure to select the specialty you are looking for and then go to the next month to see available appointment times with the expert.
10. You can navigate the Online Appointment Scheduler from either the top right menu bar or go to the Expert tab and select the 3rd option for the same.

The screenshot displays the DirectIME Online Appointment Scheduler interface. At the top right, a navigation bar contains a home icon, a button labeled "View Online Appointment Schedule" (highlighted with a red box), a "+ Make a Referral" button, a notification bell icon with "0", and a "Profile" dropdown menu. On the left, a blue sidebar menu lists various options, with "Online Appt Schedule" highlighted by a red box. The main content area is titled "Online Appointment Schedule" and features a calendar for May 2024. A red box highlights the "May 2024" header and navigation buttons ("Previous", "Today", "Next"). The calendar grid shows days of the week and dates, with colored circles indicating expert availability for different specialties. A red box highlights the date May 15th, which shows availability for multiple specialties. To the right of the calendar is a filter panel with a "Specialties Key" (Addiction Medicine, Neurology, Psychiatry, Chronic Pain, Forensic Psychiatry, Physiatry, Neuropsychology, Neurosurgery, Occupational Therapy, Orthopaedic Surgeon, Oncology), dropdown menus for "State", "County", and "City", a "Specialty" dropdown menu (highlighted with a red box), and an "Update Search" button (highlighted with a red box) and a "RESET" button. The footer of the sidebar reads "Direct IME © 2024".

The calendar below represents DirectIME experts available for immediate online scheduling.  
Note that DirectIME has many other experts that are not available on the calendar below and must be requested on a referral form by [clicking here](#).

May 15 2024  
British Columbia

Donald Cameron  
Neurology  
Dr. Cameron's West Vancouver Office  
[VIEW CV](#)

Time Slots	Availability
7:00 AM	Not Available
7:30 AM	Not Available
8:00 AM	Not Available
8:30 AM	Not Available
9:00 AM	Not Available
9:30 AM	Not Available
10:00 AM	Available
10:30 AM	Not Available
11:00 AM	Not Available
11:30 AM	Not Available
12:00 PM	Not Available
12:30 PM	Not Available
1:00 PM	Not Available
1:30 PM	Not Available

11. Once you find the best availability that matches your needs, you can send your referral directly by selecting the top right option and adding the file details.

# Disability Calculator

1. The disability calculator can be used to find the days or weeks between the appointment time and estimated report turnaround time, to calculate the exact date according to the expert's cancellation policy etc.
2. The disability calculator is also used to calculate the service deadlines.

**Time Calculation**  
Enter start and end date values to calculate the time elapsed between those two dates.  
Start Date: 05/06/2024      End Date: 05/14/2024      Calculate  
9 Days OR 1 Weeks + 2 Days

**Date Calculation**  
Enter a start date and the amount of days to add to calculate the physical date.  
Start Date: 05/31/2024      Time In Days: 84      Calculate  
Friday, August 23, 2024

Direct IME © 2024

# Notification preferences

DIME will automatically assign standard notification preferences to your profile.

1. You can change your notification preferences by editing your profile.
2. Notifications are set for email communication.

