

	<b>Description of Function</b>	<b>Name and Address of First Party Contracting Party [If not applicable, enter "NA"]</b>	<b>Name and Address of Subcontracting Party [If not applicable, enter "NA"]</b>	<b>Name and Address of IRO Staff [If not applicable, enter "NA"]</b>
1	Mail Services			
2	Scanning Services			
3	Shredding Services			
4	Credentialing and recredentialing services			
5	Verifies the review or screening criteria that the reviewer used to make the decision			
6	Transcription services			
7	Answering services			
8	Review services (e.g., contracts between the IRO and any entity to access that entity's reviewers to perform the reviews for IRO)			
9	Any other service or operation performed by any person or company other than the IRO			
	<b>Day-to-Day operations:</b>			
10	Receives and retrieves case assignments from TDI			
11	Selects the reviewer specialty that will review the request			
12	Requests and receives medical records from providers, URAs, and payors			
13	Transmits case assignment documentation to the reviewer			
14	Verifies certification of independence of selected reviewer			

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15	Verifies the description of the qualifications for each physician or other health care provider who reviewed the decision board certification, matches the verification obtained from an appropriate certifying board			
16	Reviews the reviewer's report to determine if the reviewer appropriately conducted the case			
17	Transmits the decision to all involved parties, including TDI			
18	Sends invoices to the URAs or payors (as applicable)			
19	Maintains all the information that the IRO generates and obtains in the course of each review			
<b>First Party Contracting Party = Contract between the IRO and a person or company</b>				
<b>"Subcontracting Party" = Contract between the "First Party Contracting Party" and third party who does not directly contract with the IRO</b>				
<b>SPECIAL NOTE: PLEASE REMEMBER TO ADD THE MEDICAL DIRECTOR'S NAME FOR ALL FUNCTIONS THAT APPLY.</b>				