

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR – 3011**

<b>Subject: Processing Invoices for Independent Medical Exams (paid out of EAP account)</b>	
<b>Authority: 1001.74 Florida Statutes</b>	<b>Effective Adopted Date: 01/01/2007</b>
<b>Revision(s)</b>	<b>3/2017</b>
<b>Related References</b>	
<b>Purpose</b>	To outline the process for payment of Independent Medical Exams (IMEs) out of the Employer Assistance Program account.

**1.0 General Information**

- A) Independent Medical Exams (IMEs) are requested by the University to assist in making determinations for labor relations purposes. Payment for these services is to come out of the Employer Assistance Program account that is established for services to University employees.

**2.0 Responsibilities**

- A) Invoices are received electronically or by regular mail from the designated medical examiner by the Assistant Vice President for Human Resources and provided to the Coordinator for Employee Relations.
- B) The Coordinator for Employee Relations is responsible for:
  - 1) Verification of Employee who the IME was completed.
  - 2) Verification of approval to paid from EAP account from Assistant Vice President for Human Resources Relations.
  - 3) Forwarding the invoice to Administrative Assistant, in the Office of Human Resources to prepare a requisition to create a purchase order to process invoice for payment.
  - 4) Follow up with Administrative Assistant to see if a requisition and purchase order have been issued to process the invoice.
- C) The Administrative Assistant is responsible to create the requisition, obtaining a purchase order number, and forwarding the invoice for payment to the Controller's Office Accounts Payable section.

**3.0 Procedures**

- A) The Coordinator for Employee Relations reviews the invoice from the Independent Medical Examiner (or physician) to verify if the employee examined is an actual FAMU employee.
- B) The Coordinator for Employee Relations consults with Assistant Vice President for Human Resources to see if approval was given to charge the IME to the Employee Assistance Program Account.
- C) The Coordinator for Employee Relations provides the invoice to Administrative Assistant in Human Resources to have a requisition created and purchase order assigned to process the invoice for payment.
  - 1) Attach an acknowledgement form to obtain proof of the receipt of invoice to be signed.
  - 2) Requisition and purchase order are to be assigned in a timely manner where the payment can be sent within seven (7) workdays of receipt of invoice.

- D) Follow up with Administrative Assistant to ensure the requisition was created and purchase order was assigned.

**4.0 Records**

- A) An electronic copy of the adjusted invoice is maintained in Human Resources