



PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121

Visit our Web site at www.psiexams.com

*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*



DIVISION OF WORKERS' COMPENSATION (TEXAS DEPARTMENT OF INSURANCE)

EXAMINATION FOR DESIGNATED DOCTOR CERTIFICATION/RECERTIFICATION AND AUTHORIZATION TO CERTIFY MAXIMUM MEDICAL IMPROVEMENT AND PERMANENT IMPAIRMENT

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Please refer to our Web site to check for the most updated information at www.psiexams.com

TEXAS DIVISION OF WORKERS' COMPENSATION EXAMINATION CHECKLIST

- Contact PSI to register and pay for your exam.**
- Complete the registration form **online**, at www.psiexams.com. On the homepage "Create an account" can be found on the right hand column under "New Users" or;
 - Completely fill out the PSI Registration Form (found at the end of this bulletin) and mail, e-mail, or fax to PSI or;
 - Call (855) 746-8173 to register.
- Sent online _____ (no wait time for scheduling the examination date).
Mailed on _____ (allow 2 weeks for processing before scheduling the examination date).
Faxed on _____ (allow 4 business days for processing before scheduling the examination date).
Emailed on _____ (allow 4 business days for processing before scheduling the examination date).
Called on _____ (no wait for scheduling the examination date).
- Schedule your examination.**
- Once you have paid, you must contact PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (855) 746-8173. Scheduled for:
- Examination Date: _____ Examination Time: _____
Test Center Location: _____
To change scheduled date, call back by _____
- Take the scheduled examination**, bringing required identification to the test center.
- Bring one form of a valid government-issued identification, bearing your signature and your photograph. (e.g., driver's license, passport or other government identification)
 - Bring medical, chiropractic, podiatric, dental, or optometric license Information (you may provide actual card, license, or just the license number).
IMPORTANT! *Your name as shown while registering must exactly match the name on the photo I.D. used when checking in at the examination center.*
 - Arrive 30 minutes prior to your appointment start time for check in.
- Get your score report.** You will receive your results immediately after the examination.



EXAMINATIONS BY PSI SERVICES LLC

The Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) has contracted with PSI Services LLC (PSI) to conduct all required examinations to test designated doctors and doctors seeking authorization to certify maximum medical improvement (MMI) and permanent impairment. PSI provides these examinations through a network of computer examination centers in Texas.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Effective 12/6/2018

If a doctor passes a division-required test, the doctor may not retest within a twelve month period.

If a doctor fails a division-required test, the doctor may not retest more than three times within a six month period.

- After the first or second attempt, the doctor must wait 14 days before retaking the test;
- After the third attempt, the doctor must wait six months before retaking the test.

Examination Fee	\$150
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

To take an examination, you must register with PSI, pay for the examination and schedule the examination using one of the following methods:

ONLINE (WWW.PSIEXAMS.COM)

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's Web site and create an account. The online form will ask you to enter your email address and to spell your name exactly as it appears on the identification that you will be presenting at the examination center.
- The form will ask you to choose the examination you wish to take, to enter personal and contact information, and to pay for and schedule the examination. The form allows you to enter a ZIP code to see a list of examination centers closest to you. Once you select the desired examination center, you will be able to choose an available date and time for your examination.

See the following page for step-by-step instructions.

TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). PSI registrars are available at (855) 746-8173, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express, or Discover), company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. Please use the PSI Website or call PSI at (855) 746-8173.

Note: A voice mail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.



RETAKE A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a

candidate's needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (855) 746-8173 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

Instructions for Scheduling an Examination Online at www.psiexams.com

1. Go to www.psiexams.com and select "Create an Account."

If you have already registered and created an account, type in your email address and password.

New Users

You can:

- » [Create an account](#)
- » [Register for an examination](#)
- » [Schedule an examination](#)

Returning Users

Sign in

Email Address:

Password:

Start in:

Remember me

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

2. You must put in your email address and the spelling of your name must match **EXACTLY** as it is shown on the valid government issued ID that will be shown at the test center.

Create an Account

To create a PSI account, provide the following information. The PSI account allows you to register, schedule and take practice tests that are licensed by various authorities who are PSI partners. If you have created an account already, [log on now](#).

Fields indicated with an asterisk (*) are mandatory.

Step 1

Your Details

Email Address:*

First Name:* Last Name:*

Middle Name: Generation(Jr.,Sr.,etc.)

If you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you, Please check the box below:

Check here to attempt to locate existing records for you in the system.

Step 2

Enter a password for your account and select your security question and answer.

Create a password:* (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :* Retype to confirm your password.

Choose a Security Question : *

Security Answer :*

3. You are now ready to register for the examination.

Welcome to your PSI Home Page!

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.
- Schedule test - allows you to schedule a test and to select the testing center.
- Reschedule test - allows you to reschedule a test appointment.
- Apply for retest - allows you to apply for retest if you have failed in your previous test.
- Pay for a test - allows you to pay for the test online.
- Duplicate score report - allows you to apply for a duplicate score report of the exam that you have passed.

You can maintain your personal account information by selecting the following options under **User Info**:

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

My Tasks

- » [PSI Learning Academy](#)
- » [Helpful Resources](#)
- » [View all my activities](#)
- » [Register for a test](#)
- » [Schedule for a test](#)
- » [Pay for a test](#)
- » [Cancel/Reschedule a test](#)
- » [Apply for a retest](#)
- » [Order a duplicate score report](#)
- » [Print a Receipt](#)
- » [Find test date](#)

Download Candidate Information Bulletin

Buy Books Online



4. Select the organization, state, account, and classification (as seen below). Enter your Social Security number and select *Submit*.

Select Organization
 Government/State Licensing Agencies

Select Jurisdiction
 Texas

Select Account
 TX Workers Compensation

Classification

- Designated Doctor - DC
- Designated Doctor - DDS
- Designated Doctor - DPM
- Designated Doctor - MD/DO
- Designated Doctor - OD
- MMI/IR Authorized Doctor - DC
- MMI/IR Authorized Doctor - MD/DO

5. Enter all the mandatory information and select Continue.

Registration > Candidate Details

License: Designated Doctor - DC
 Licensing Authority: TDI Workers Compensation
 Registration Type: Phone
 License Number: []

* First Name: [] * Last Name: []
 * SSN: [110][40][4040]
 * Date of Birth: [January][1][]

Medical License #
 * Medical License #: []

Medical Degree Abbreviation
 Medical Degree Abbreviation: [--Select--]

Primary Contact Address

* Street Address1: [] Address2: []
 * City: [] * State: [--Select--]
 State (If not USA): [] * Country: [USA]

6. Type in your credit card information and select *Submit*.

7. Enter your zip code or the city where you live. You will get a list of the testing centers closest to you. Select the desired *Test center* and select *Continue*.

Registration > Payment Details

License: Designated Doctor - DC
 Licensing Authority: TDI Workers Compensation
 SSN: 110404040
 Candidate Name: Bill Defoyd

Registration Fee	Cost (\$)
Exam Fee	95.00
Total	95.00

Specify payment details later

Various Payment modes to pay the fee are:

Credit Card

* Card Type: [Select]
 * Cardholder Name (as it appears on card): [] * Credit Card Number: []
 * Expiration Date (Month/YYYY): [January][]
 * ZIP Code (same as billing address): [] * CVS Code: []

Test Center Selection

Country: [USA] Zip or City: [77550, Galveston, TX] Search [?]

Choose one or more test centers, then click the 'Continue' button to view available dates for scheduling:

Distance	Testcenter Name	Address
<input type="checkbox"/> 42.9 miles	HOUSTON EAST	11811 I-10 East Fwy, Suite 260, Houston, Texas, 77029
<input type="checkbox"/> 54.5 miles	HOUSTON SW	9555 W. Sam Houston Pkwy South, Suite 140, Houston, Texas, 77099
<input type="checkbox"/> 55.3 miles	HOUSTON - NORTHWEST FREEWAY	9800 Northwest Freeway, Suite 200, Houston, Texas, 77092
<input type="checkbox"/> 56.9 miles	HOUSTON NORTH (GREENBRIAR PLACE)	650 North Sam Houston Pkwy, East, Suite 535, Houston, Texas, 77060
<input type="checkbox"/> 187.4 miles	AUSTIN - LACOSTA CORPORATE PARK	6448 Hwy 290 East, Suite F111, Austin, Texas, 78723

8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

9. A confirmation will appear that you can print out, and you will receive an email confirmation. Make sure you have registered for the correct test - it cannot be changed on the day of testing.

Schedule Month [May] [2013]

Choose a date and session for the schedule month

Date	Day of week	Sessions
<input checked="" type="radio"/> 05/13/2013	Monday	[1:00 PM - 6:00 PM]
<input type="radio"/> 05/14/2013	Tuesday	[- Session -]
<input type="radio"/> 05/16/2013	Thursday	[- Session -]
<input type="radio"/> 05/20/2013	Monday	[- Session -]
<input type="radio"/> 05/21/2013	Tuesday	[- Session -]

Dear Cathy LaBrec,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: Designated Doctor - DC
 Examination Date: May 7, 2013
 Examination Start Time: 9:00 AM (hh:mm)
 Confirmation Number: B5780445

Test Center Name: AUSTIN - ANDERSON SQUARE
 8000 Anderson Square
 Suite 301B Austin Texas 78757

Test Center Directions: From US 183 S, take the exit toward Peyto
 From US 183 N, take the exit toward Peyto

EXAMINATION TEST CENTER LOCATIONS

Abilene

Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605

*The test site is on the corner of South 14th Street and Willis.
The site is behind the First Financial Bank.*

Amarillo

4312 Teckla, Suite 500
Amarillo, TX 79109

Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.

From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington

Centerpoint IV
2401 E. Randol Mill Road, Suite 160
Arlington, TX 76011

From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.

From I-30 E - Take exit 28 toward Baird farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.

Austin

LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723

If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the testing site is in the business park on the left, Ste. F-111.

If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the testing site is in the business park on the left, Ste. F-111. PSI is located in NORTH Austin at the Northwest corner of Cameron Road and the Westbound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin

8000 Anderson Square, Ste 301B
Austin, Texas 78757

If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.

If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi

2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415

From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas

One Empire, 1140 Empire Central Dr, Suite 610
Dallas, TX 75247

From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.

From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.

From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.

From Hwy 183 Westbound - Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.

Dallas/Richardson

1701 N Collins Blvd, Suite 130
Richardson, TX 75080

From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.

El Paso

The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925

From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

Fort Worth

6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133

From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen

Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550

From Expressway 83 (I-2), exit on New Hampshire St. and go north, past Arroyo Park. After going through a long S-bend and past a railroad crossing, turn left at first stoplight (Bus. 77 Sunshine Strip). After passing the walkway bridge to the High School, take the right fork to Morgan Blvd. Go past the stoplight at Washington St and turn right into the first large parking lot at 722 Morgan. You may park in any space marked "Reserved for Tenants and Customers". Do NOT park on or across the street or in spaces marked "Act Management." (Note that GPS instructions may not be accurate for this location).

Houston North (Greenbriar Place)

Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060



From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East)

Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029

From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasito's Cantina. From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasito's Cantina.

Houston (Southwest)

One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099

The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.

Houston (Northwest)

9800 Northwest Freeway
Suite 200
Houston, TX 77092

From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a u-turn onto N Loop Fwy W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving north on Loop 610 West exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving west on Loop 610 North, exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock

The Center
4413 82nd St., Suite 210
Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen

7112 N. 10th Street Suite 100
McAllen, TX 78504

From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. Robin Business Park is on the left. Turn left to enter the park. 7112 will be on your left behind the restaurant. The test center is located in Suite 100. Upon arrival, please report directly to the test center. If the door is locked, please wait in your vehicle until 1/2 hour before your exam is to begin.

Midland

Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio

One Park Ten
6800 Park Ten Blvd, Suite 174-W
San Antonio, TX 78213

From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.

From IH 10 West, exit on Vance Jackson. Stay on the access road.

The building is off of IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

San Antonio

9502 Computer Drive, Ste 105
San Antonio, TX 78229

From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.

From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

Tyler

3800 Paluxy Dr, Suite 310
Tyler, TX 75703



From 1-20 turn, south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco

345 Owen Lane, Suite 124

Waco, TX 76710

From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.

If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

REPORTING TO THE EXAMINATION TEST CENTER

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination test center and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government-issued identification that contains the candidates photograph and signature. The name on the identification must exactly match the first and last name under which the candidate is registered. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

- **Valid Photo Identification Required** (examples of acceptable identification):
 - State-issued driver's license
 - State-issued identification card
 - US Passport
 - US Military Identification Card
 - US Alien Registration Card
- **Medical, chiropractic, podiatric, dental, or optometric license information** (you may provide actual card, license, or just the license number).

If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures apply during examinations. You will be required to read and initial the following policies at the test site.

- You will have access to an online calculator.
- You will be given scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Blank Figure 1 forms are provided one at a time. You must return each used Figure 1 form to the proctor before receiving another blank form (see Resources page 9).

- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area shows question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field and a prompt "(Choose from the following options)". There are four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area are two buttons: "<<Back" and "Next>>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the TDI-DWC, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. Information on incorrectly answered questions is not provided. The following summary describes the score reporting process:

- **On screen** - Your score will appear on the computer screen, either when you complete all the exam questions or automatically at the end of the time allowed for the examination.
 - If you **pass**, you will immediately be notified that you passed the examination.
 - If you **do not pass**, you will be notified that you failed the examination.
- **On paper** - Make sure to obtain your printed score report from test center staff before you leave the test center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 746-8173.

TIPS FOR PREPARING FOR YOUR EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read DWC course study materials that cover all the topics in the content outline.
<https://www.tdi.texas.gov/wc/dd/training.html>
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your learning will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
- Practice accessing and navigating the online resources ODG, MDG and Texas Administrative code prior to testing.

EXAMINATION INFORMATION

REFERENCE LIST

The *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides). You may **not** use your own reference guide. You may **not** write, highlight, underline, and/or index in the reference guide provided to you. Blank copies of Figure 1, from pages 3/16 - 3/17 of the Guides will be provided to you at the test center. You may write on Figure 1 and return it to the proctor to receive another blank form. The last form used will be returned at the end of the session. You will have online access



to both the Official Disability Guidelines and the MD Guidelines, as well as the TDI-DWC website for the duration of the examination. No other reference materials will be allowed in the testing room.

The following examinations will be offered:

- Designated Doctor - DC
- Designated Doctor - DDS
- Designated Doctor - DPM
- Designated Doctor - MD/DO
- Designated Doctor - OD
- Certifying Doctor - DC
- Certifying Doctor - MD/DO

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the TDI-DWC examinations for designated doctor certification/recertification or authorization to certify maximum medical improvement (MMI) and permanent impairment. Answers to examination questions are based on information found in one or more of the references listed below. The list is given to identify resources and does not constitute an endorsement by PSI or by the TDI-DWC.

- *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides);
- The Official Disability Guidelines;
- MDGuidelines;
- TDI-DWC Designated Doctor and Maximum Medical Improvement/Impairment Rating Certification Course Training Materials

CONTENT OUTLINES

DWC Administration and Reporting

- Roles, responsibilities and qualifications of designated Doctors
- Training, testing, certification and recertification for designated doctors
- Requesting designated doctor examinations and selection of designated doctors
- Compliance with DWC Act, Rules and Procedures
- Designated doctor examination requirements and duties
- Designated doctor report requirements
- The requirements for designated doctors regarding medical records, medical history, examination, medical decision making (including use of DWC adopted guides and guidelines), referrals/testing, rescheduling appointments, and facilities
- Disqualifying associations, including networks
- Administrative violations, including relationships with agents performing administrative duties for Designated Doctors

Return to Work (RTW) with MD Guidelines (MDG)

Maximum Medical Improvement (MMI) with Official Disability Guidelines (ODG)

Extent of Injury with Evidence Based Medicine (EBM)

- Address extent of injury as listed in the DWC Form 032, including use of evidenced based medicine sources

Spine - Maximum Medical Improvement (MMI) and Impairment Rating (IR)

- The processes for determining MMI and Impairment Rating considering Texas statute rules and the *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides)
- Structural inclusions and differentiators in applying the DRE model
- Relevant Appeals Panel Decisions

Upper Extremity MMI and IR

- The processes for determining MMI and Impairment Rating considering Texas statute rules and the *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides)
- Assign impairment rating for the upper extremity, including the use of Figure 1, and relevant Appeals Panel Decisions

Lower Extremity MMI and IR

- The processes for determining MMI and Impairment Rating considering Texas statute rules and the *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides);
- Assign impairment rating for the 13 methods of the lower extremity;
- Relevant Appeals Panel Decisions

Non-Musculoskeletal Conditions (MDs and DOs)

- Determining MMI and Impairment Rating considering Texas statute rules and the *Guides to the Evaluation of Permanent Impairment, Fourth Edition*, published by the American Medical Association (Guides) for the following systems:
 - Nervous
 - Respiratory
 - Visual
 - Ear, Nose, Throat
 - Digestive
 - Urinary and Reproductive
 - Skin
 - Mental and Behavioral
 - Review of relevant Appeals Panel Decisions



SAMPLE QUESTIONS

1. An injured employee (IE) has the following sensory loss findings after a laceration injury to the thumb: two-point discrimination of 16 mm over the entire aspect of the palmar surface of the thumb from the IP joint in a distal direction.

What is the whole person impairment rating?

- A. 3%
- B. 5%
- C. 10%

2. An injured employee (IE) presents for designated doctor (DD) examination 6 months following a work-related motor vehicle accident where he injured his neck. In addition to his initial left sided neck pain, he began experiencing left arm pain within two weeks of the injury.

The treating doctor's records indicate the IE had sensory changes in the left C7 dermatome, reduced left triceps deep tendon reflex, and weakness in the left triceps. Cervical MRI revealed a left paracentral herniated nucleus pulposus at C6/C7 contacting the left C7 root. Subsequent radiographs showed a three mm subluxation at C6/7.

At the DD exam the IE reports intermittent pain in his neck, left medial scapula, left posterior arm and forearm. The DD exam reveals left triceps weakness, decreased left triceps deep tendon reflex and 2 cm of atrophy in the left upper arm. Based on the differentiators, what is the correct diagnosed-related estimates (DRE) category?

- A. DRE I
- B. DRE II
- C. DRE III

3. After a designated doctor examination is completed, communication with the designated doctor regarding the injured employee's medical condition or history...

- A. may be initiated by any party to the claim
- B. may be made only through appropriate division staff
- C. may be made in writing with copies provided to all Parties

4. The injured employee (IE) sustained right knee displaced patellar fracture with nonunion. The IE underwent total patellectomy, completed rehabilitation consistent with ODG and is now at maximum medical improvement.

The designated doctor's evaluation shows scarring at the surgery site. Active knee range of motion is 0 to 110 degrees, varus and valgus stress tests are stable. IE does not require a cane, but does have a slight limp.

What is the whole person impairment rating?

- A. 3%
- B. 4%
- C. 9%

5. The injured employee (IE) was working as a sales person, and while moving merchandise twisted her left knee, tripped and fell to the floor, landing on her left knee.

Left knee X-rays were performed and revealed no fractures. Physical therapy (PT) was prescribed, but after one visit the IE quit because of increased pain and swelling.

An MRI was done 4 weeks post injury and revealed a tear of the medial meniscus of the left knee. 6 weeks post injury she underwent an arthroscopic partial medial meniscectomy. She attended 5 visits of post-operative PT but had only slight improvement with continued pain. She returned to work 12 weeks post injury with standing, walking, stair climbing and weight bearing restrictions.

The designated doctor's physical examination 16 weeks post injury reveals joint line tenderness, mild effusion of the left knee and a positive McMurray's test. IE reports pain with prolonged standing or walking, and stiffness with occasional episodes of giving way. Left knee range of motion is 0 degrees to 80 degrees.

Which MMI certification is most appropriate based on medical records/history, the DD exam, and consideration of the ODG?

- A. The IE has not yet reached MMI
- B. The IE reached MMI 12 weeks post injury
- C. The IE reached MMI 16 weeks post injury

6. Changes to the information provided to the division on a designated doctor's application for certification or recertification must be submitted to the division ...

- A. within 30 days of the change
- B. no later than 30 working days from the change
- C. within 10 working days of the change

7. What is the maximum number of days after which an injured employee should return to work following an arthroscopic partial lateral meniscectomy for an employee whose job is in the sedentary physical demand category, per MDG guidelines?

- A. 84
- B. 28
- C. 42



TDI-DWC
EXAMINATION REGISTRATION FORM

Social Security Number		Medical, Chiropractic, Podiatric, Dental or Optometric License Number	
Last Name		Full First Name	Medical Degree Abbreviation
Residence Address			
City	State	Zip Code	Contact Phone Number (including area code) ()
Email Address			
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Race <input type="checkbox"/> American Indian and Alaska Native <input type="checkbox"/> Native Hawaiian and Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Two or more races	

Examination (check one):

	Examination Title	Exam Fee	First Time	Retake
<input type="checkbox"/>	Designated Doctor - DC	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Designated Doctor - DDS	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Designated Doctor - DPM	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Designated Doctor - MD/DO	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Designated Doctor - OD	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certifying Doctor - DC	\$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certifying Doctor - MD/DO	\$150	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

Total Fee Included: \$_____. Pay by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Cash and personal checks are not accepted.

If you are paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____
The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digit number to the right and above the card account number).

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

I am submitting the Exam Accommodations form and required documentation. Yes No

Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the candidate information bulletin.

Signature: _____ Date: _____

Complete and forward this registration form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration TX WC
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (855) 746-8173 * TTY (800) 735-2929 **www.psiexams.com

EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____

SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print* written examination (paper/pencil examination results take up to 3 weeks to provide. You will receive the score report in the mail.) | <input type="checkbox"/> Other _____ |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121