



Plymouth County Retirement Association
60 Industrial Park Road
Plymouth, MA 02360
Phone number (508) 830 - 1803 * Fax number (508) 830 - 1875

DISABILITY RETIREMENT APPLICATION **CHECKLIST**

Please use this checklist as a guide to accurately submit an application for disability retirement, whether it be accidental, ordinary or both, to the Plymouth County Retirement Association (PCRA). If, at any point during the process, you have any questions about your application, please feel free to contact the PCRA.

When submitting your Disability Retirement Application, be sure to submit the following items:

- Completed Disability Retirement Application.
Accidental Disability, pages 3 - 17, Ordinary Disability, pages 7 - 9 not required. Applicant's signature required on pages 3, 14 and 16.
- One (1) copy of all medical records pertaining to the injury/ies for which you are claiming permanent and total disability. This includes reports of all diagnostic tests that you have undergone: e.g., MRI and CT scan reports. A cover sheet for each physician or medical facility's medical records submitted is required. An example of the required cover sheet(s) is on the next page.**
- Completed Treating Physician's Statement Form. The physician completing this statement must be certified with the Commonwealth of MA Board of Regulations and medicine or equivalent if the physician is outside of Massachusetts.
- Completed Disability Retirement Application Supplemental Forms Package with applicant's signature on pages 1, 2, 4, 5 and 6.
- Copy of the applicant's birth certificate and, if applicable, copy of any dependents birth certificates. See Page 1, Section 2 of the Disability Retirement Application Supplemental Forms for definition of dependent.
- Copy of applicant's military discharge – DD 214 Form, (if applicable).
- If you are retiring under Option C, a copy of your beneficiary's birth certificate, and if the beneficiary is your spouse, a copy of your marriage certificate.



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BOSTON

MEDICAL CENTER

9/12/2015 TO 12/1/2021

HOW TO SUBMIT MEDICAL RECORDS
(You need to submit a cover sheet like this for each physician or medical facility's medical records that you submit with your application.)



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Please answer each and every question on every page of the application and supplemental forms package and submit with all of the applicable documents. If any questions or documents are not answered or submitted, or if any signatures are missing, that may slow down the processing of your application.

Once your case is ready, the Board will vote whether or not to request a medical panel from the Public Employee Retirement Administration Commission (PERAC). If approved, the medical panel will consist of three (3) independent doctors who will examine you, either individually or as a joint medical panel, based on how you answered the question on page sixteen (16) of the disability retirement application. The medical panel will be determining if you, for an accidental disability, 1) are unable to perform the essential duties of your job, 2) if the disability is likely to be permanent and 3) if the disability is the natural and proximate result of the personal injury you sustained or the hazard you underwent. If you are applying for an ordinary disability, the medical panel will only be determining questions 1 and 2.

When the results of the three (3) independent doctors are received by the Board, you will be forwarded a copy of the results and your application will be presented to the Board for their approval. If approved by the Board, your application will be forwarded to PERAC for final approval. If your application is denied at any point during the process, you will receive appeal rights.

If, again, you have any questions about your application for disability retirement, please feel free to contact the PCRA.