

WorkCover

QUEENSLAND

Occupational Therapy Services Table of Costs

Effective 1 July 2021

Occupational Therapy Services

Table of Costs

ITEM NUMBER / SERVICE	DESCRIPTION
600015	A one-on-one initial consultation in the treatment of a work-related injury or condition, or the first consultation in a new episode of care for the same work-related injury or condition.
Initial Consultation	
Insurer prior approval required	No
Fee – GST not included ¹	\$90
	<p>Services to be conducted in accordance with the Clinical Framework for the Delivery of Health Services².</p> <p>Initial consultation may include:</p> <ul style="list-style-type: none"> - subjective assessment - objective assessment - treatment/service - tailored goal setting and treatment planning - setting expectations of recovery and return to work - clinical recording - communication (with referrer) – any relevant information for the worker’s rehabilitation to the insurer.

ITEM NUMBER / SERVICE	DESCRIPTION
<p>600020</p> <p>Initial Consultation - multiple injuries or conditions</p> <p>Insurer prior approval required No</p> <p>Fee - GST not included¹ \$134</p>	<p>A one-on-one initial consultation in the treatment of two or more entirely separate work-related injuries or conditions, or the first consultation in a new episode of care for the same two or more separate work-related injuries or conditions.</p> <p>Please note: Separate treatment applied to one condition does not affect the symptoms of the other injury; must relate to the work-related injury or condition; does not include a condition with referred pain to another area; and requires workers' compensation certificate detailing each work-related injury or condition to be treated.</p> <p>Services to be conducted in accordance with the Clinical Framework for Delivery of Health Services².</p> <p>Initial consultation may include:</p> <ul style="list-style-type: none"> - subjective assessment - objective assessment - treatment/service - tailored goal setting and treatment planning - setting expectations of recovery and return to work - clinical recording - communication with the insurer of any relevant information for the worker's rehabilitation.
<p>600016</p> <p>Subsequent Consultation</p> <p>Insurer prior approval required Yes</p> <p>Fee - GST not included¹ \$80</p>	<p>A one-on-one subsequent consultation in the treatment of one work-related injury or condition only.</p> <p>The first five (5) consultations (including initial consultation) are pre-approved, provided the injury has not previously been treated by an allied health provider.</p> <p>If additional treatment is required, the provider is expected to submit a Provider Management Plan³ (PMP) by the 6th subsequent treatment consultation. The PMP should include a comprehensive treatment plan containing:</p> <ul style="list-style-type: none"> - expected functional gains, - transition of care to self-management; and - treatment timeframes. <p>Services to be conducted in accordance with the Clinical Framework for the Delivery of Health Services².</p> <p>Subsequent consultation may include:</p> <ul style="list-style-type: none"> - ongoing assessment (subjective and objective) - intervention/treatment - setting expectations of recovery and return to work - clinical recording - communication with the insurer of any relevant information for the worker's rehabilitation.

ITEM NUMBER / SERVICE	DESCRIPTION
<p>600289</p> <p>Subsequent Consultation - multiple injuries or conditions</p> <p>Insurer prior approval required Yes</p> <p>Fee - GST not included¹ \$153</p>	<p>A one-on-one subsequent consultation in the treatment of two or more entirely separate work-related injuries or conditions.</p> <p>The first five (5) consultations (including initial consultation) are pre-approved, provided the injury has not previously been treated by an allied health provider.</p> <p>If additional treatment is required, the provider is expected to submit a Provider Management Plan³ (PMP) by the 6th subsequent treatment consultation. The PMP should include a comprehensive treatment plan containing:</p> <ul style="list-style-type: none"> - expected functional gains, - transition of care to self-management; and - treatment timeframes. <p>Services to be conducted in accordance with the Clinical Framework for the Delivery of Health Services².</p> <p>Subsequent consultations may include:</p> <ul style="list-style-type: none"> - ongoing assessment (subjective and objective) - intervention/treatment - setting expectations of recovery and return to work - clinical recording - communication with the insurer of any relevant information for the worker's rehabilitation.
<p>600055</p> <p>Reassessment or Program Review</p> <p>Insurer prior approval required Yes</p> <p>Fee - GST not included¹ \$111</p>	<p>This reassessment or program review is indicated when:</p> <ul style="list-style-type: none"> - the worker has been in active rehabilitation for at least six weeks and further treatment is likely; and/or - there are new clinical findings that might affect ongoing treatment; and/or - there is a rapid change in worker's status and/or - there is no response to current therapeutic interventions. <p>A reassessment or program review is a comprehensive assessment including:</p> <ul style="list-style-type: none"> - all components of initial consultation - a review of the worker's progress based on established objective measures - a recommendation for future treatment and management strategies to assist the worker to return to work. <p>A reassessment or program review may include referral recommendations to other providers, a change in therapy direction or a change on outcome direction requiring a new return to work goal.</p> <p>The occupational therapist is expected to submit a Provider Management Plan³ (PMP) following the reassessment.</p>

ITEM NUMBER / SERVICE	DESCRIPTION
<p>600170</p> <p>Specific Occupational Therapy Assessment</p> <p>Insurer prior approval required Yes</p> <p>Fee – GST not included¹ \$189 per hour (charged pro-rata as a fraction of an hour)</p>	<p>Prior approval is required before providing this service and justification may be requested by the insurer.</p> <p>This service is to be used for assessing specific conditions that cannot be adequately assessed, due to the complexity of the condition, within an initial consultation 600015 and 600020 for multiple injuries or conditions. The entire consultation must be one-on-one with the worker.</p> <p>These may include, but are not limited to:</p> <ul style="list-style-type: none"> - extensive burns - acquired brain injuries - severe spinal cord injuries - multiple orthopaedic fractures - limb amputations - crush injuries. <p>This service can also be used for the assessment (only) of suitability for entry into a Multi-Disciplinary Program or Pain Management Program.</p> <p>The service may only be used once by the occupational therapist in the treatment of a work-related injury or condition, or the first consultation in a new episode of care for the same work-related injury or condition.</p> <p>Maximum one (1) hour.</p>

ITEM NUMBER / SERVICE	DESCRIPTION
<p>600292</p> <p>Specific Occupational Therapy Consultation</p> <p>Insurer prior approval required Yes</p> <p>Fee – GST not included¹ \$189 per hour (charged pro-rata as a fraction of an hour)</p>	<p>Prior approval is required before providing this service. The insurer may request justification and will consider seeking an independent opinion if more than six (6) consultations are requested per episode of care.</p> <p>A one-on-one consultation for recommended interventions identified during a Specific Occupational Therapist Assessment (600170).</p> <p>These may include, but are not limited to:</p> <ul style="list-style-type: none"> – extensive burns – acquired brain injuries – severe spinal cord injuries – multiple orthopaedic fractures – limb amputations – crush injuries. <p>Please note: This service is not to be used for ongoing consultations within a Multi-Disciplinary Program and/or Pain Management Program. This service must not be already classified elsewhere in this table of costs.</p> <p>A Provider Management Plan³ (PMP) is to be submitted following the initial assessment (600170).</p> <p>Maximum one (1) hour.</p>
<p>600287</p> <p>Specialised Hand/Upper Limb Therapy Consultation</p> <p>Insurer prior approval required Yes</p> <p>Fee – GST not included¹ \$189 per hour (charged pro-rata as a fraction of an hour)</p>	<p>Prior approval is required before providing this service, unless referred by a medical specialist, then the first five (5) consultations are pre-approved.</p> <p>A one-on-one consultation and treatment for workers with hand and upper limb work-related injuries or conditions (below shoulder level).</p> <p>Treatment offered is considered specialist hand therapy provided by a qualified occupational therapist. Further details are provided below the tables.</p> <p>Consultations may include:</p> <ul style="list-style-type: none"> – ongoing assessment (subjective and objective) – intervention/treatment – setting expectations of recovery and return to work – clinical recording – communication with the insurer of any relevant information for the worker's rehabilitation. <p>The occupational therapist is expected to submit a Provider Management Plan (PMP) following the initial assessment.</p> <p>Maximum one (1) hour.</p>

ITEM NUMBER / SERVICE	DESCRIPTION
<p>600226 Independent Case Review</p> <p>Insurer prior approval required At the request of the insurer</p> <p>Fee – GST not included¹ \$236 per hour (charged pro-rata as a fraction of an hour)</p>	<p>An independent occupational therapist examination and report on a worker and is not carried out by the treating occupational therapist.</p> <p>The review is requested by the insurer where progress of treatment and/or rehabilitation falls outside the plan or expected course of injury management.</p> <p>The examination and report provide the insurer with an assessment and recommendations for ongoing treatment and prognosis.</p>
<p>300079 Communication - 3 to 10 mins</p> <p>Insurer prior approval required No</p> <p>Fee – GST not included¹ \$32</p>	<p>Direct communication between treating provider and insurer, employer, insurer referred allied health provider and doctors to assist with faster and more effective rehabilitation and return to work for a worker.</p> <p>Excludes communication with a worker, and of a general administrative nature or conveying non-specific information. Must be more than three (3) minutes. Refer to details below the tables for a list of exclusions before using this item number.</p> <p>Treating provider are expected to keep a written record of the details of communication, including date, time, and duration. The insurer may request evidence of communication at any time.</p>
<p>300100 Communication - 11 to 20 mins</p> <p>Insurer prior approval required No</p> <p>Fee – GST not included¹ \$63</p>	<p>Direct communication between treating provider and insurer, employer, insurer referred allied health provider and doctors to assist with faster and more effective rehabilitation and return to work for a worker.</p> <p>Excludes communication with a worker, and of a general administrative nature or conveying non-specific information. Must be more than ten (10) minutes. Refer to details below the tables for a list of exclusions before using this item number.</p> <p>Treating provider are expected to keep a written record of the details of communication, including date, time, and duration. The insurer may request evidence of communication at any time.</p>

ITEM NUMBER / SERVICE		DESCRIPTION
300082		Prior approval is required before providing the service.
Case Conference		Face-to-face or phone communication involving the treating provider, insurer and one or more of the following:
Insurer prior approval required	Yes	<ul style="list-style-type: none"> • treating medical practitioner or specialist • employer or employee representative • worker • allied health providers; or • other.
Fee – GST not included¹	\$189 per hour (charged pro-rata as a fraction of an hour)	
300086		A written report providing a brief summary of the worker's progress towards recovery and return to work.
Progress Report		
Insurer prior approval required	At the request of the insurer	
Fee – GST not included¹	\$63	
300088		A written report used for conveying relevant information about a worker's work-related injury or condition where the case or treatment is not extremely complex or where responses to a limited number of questions have been requested by the insurer.
Standard Report		
Insurer prior approval required	At the request of the insurer	
Fee – GST not included¹	\$160	
300090		A written report only used where the case and treatment are extremely complex. Hours to be negotiated with the insurer prior to providing the report.
Comprehensive Report		
Insurer prior approval required	At the request of the insurer	
Fee – GST not included¹	\$189 per hour (charged pro-rata as a fraction of an hour)	

ITEM NUMBER / SERVICE	DESCRIPTION
<p>300092</p> <p>Travel - Treatment</p> <p>Insurer prior approval required Yes</p> <p>Fee - GST not included¹ \$134 per hour (charged pro-rata as a fraction of an hour)</p>	<p>Prior approval is required for travel of more than one (1) hour.</p> <p>Travel is applicable when the provider is required to leave their normal place of practice to provide a service to a worker at a:</p> <ul style="list-style-type: none"> - rehabilitation facility - hospital - workplace, or - their place of residence (worker must be certified unable to travel). <p>Please note: Where multiple workers are being treated in the same visit to a facility, or in the same geographical area on the same day, travel must be divided evenly between those workers.</p> <p>Travel is not payable where:</p> <ul style="list-style-type: none"> - the provider does not have (or is employed by a business that does not have) a commercial place of business for the delivery of treatment services (e.g. mobile OT practice) - the travel is between clinics owned and/or operated by the provider or their employer - a provider or their employer have multiple clinics, travel is only payable from the clinic closest to the location of treatment.
<p>300093</p> <p>Copies of Patient Records relating to claim</p> <p>Insurer prior approval required No</p> <p>Fee - GST not included¹ \$26</p>	<p>Copies of patient records relating to the worker's compensation claim including file notes, results of relevant tests e.g. pathology, diagnostic imaging, and reports from specialists.</p> <p>Paid at \$26 flat fee plus \$1 per page.</p>
<p>300094</p> <p>Incidental Expenses</p> <p>Insurer prior approval required Yes</p> <p>Fee - GST not included¹ \$58</p>	<p>Reasonable charges for incidental items required by the worker to assist in their recovery and which they take home with them following their treatment. Pharmacy items and consumables used by a provider during a consultation are not included. For further clarification refer to the information provided below the tables.</p> <p>Payment will be made up to \$58 in total for incidental expenses and up to \$203 in total for supportive devices, per claim (not per consultation), without prior approval. Approval from the insurer must be obtained for items exceeding the pre-approved value. Hire of equipment to be negotiated with insurer.</p> <p>All expenses must be itemised on the invoice.</p> <p>Please note: This item number is not to be used for admission fees to external facilities.</p>

ITEM NUMBER / SERVICE		DESCRIPTION
300159		A series of standardised tests and measures to assess a worker's activities of daily living and mobility (including Modified Barthel Index assessments for registered Occupational Therapists only).
Activities of Daily Living Assessment		
Insurer prior approval required	At the request of the insurer	Service includes assessment and report, noting that WorkCover Queensland's template for Modified Barthel Index is to be used (for WorkCover claims).
Fee – GST not included¹	\$189 per hour (charged pro-rata as a fraction of an hour)	
300161		Off-road and on-road driving assessments of cognitive, psychological, and physical capacity to drive. Assessments must be conducted by a qualified driving assessor.
Driving Assessment		
Insurer prior approval required	At the request of the insurer	Service includes assessment and report.
Fee – GST not included¹	\$189 per hour (charged pro-rata as a fraction of an hour)	Driving instructor is also required for on-road assessment component and fees are paid separately.
300228		Prior approval is required before providing this service. The insurer may request justification and will consider seeking a second opinion if more than three (3) months facility membership is requested per episode of care.
Gym and Pool Entry Fees		
Insurer prior approval required	Yes	Entry fee for the worker to attend a gym or pool for assessment and treatment (up to a maximum three-month membership). Entry fees will be paid for the worker, only where the facility is not owned or operated by the provider, their employer, or where either party contracts their services to the facility.
Fee – GST not included¹		Entry fees will not be paid for providers. The provider is then expected to submit Provider Management Plan (PMP) for approval before any treatment commences.

ITEM NUMBER / SERVICE	DESCRIPTION
300295	This service includes an initial needs assessment and report which must outline a case management plan indicating the goals of the program, services required, timeframes and costs.
External Case Management	
Insurer prior approval required	At the request of the insurer
Fee – GST not included¹	\$189 per hour (charged pro-rata as a fraction of an hour)

1. Rates do not include GST. Check with the [Australian Taxation Office](#) or your tax advisor if GST is applicable.
2. WorkCover Queensland encourages the adoption of the nationally recognised [Clinical Framework for the Delivery of Health Services](#) when treating a worker with a work-related injury or condition.
3. [A Provider Management Plan](#) (PMP) template is available on the [Workers' Compensation Regulatory Services' website](#). The insurer will not pay for the preparation or completion of a PMP.

Who can provide occupational therapy services to workers?

All occupational therapy services must be provided by an occupational therapist who has a current with the Australian Health Practitioner Regulation Agency (AHPRA).

Consultations (Item numbers 600015, 600016, 600020, 600289)

For an accepted claim, the insurer will pay the cost of an initial consultation however not for an initial and subsequent consultation on the same day unless in exceptional circumstances, as approved by the insurer.

Consultations may include the following elements:

- **Subjective (history) assessment** – consider major symptoms and lifestyle dysfunction; current/past history and treatment; pain, aggravating and relieving factors; general health; medication; risk factors and key functional requirements of the worker's job.
- **Objective (physical) assessment** – assess movement—for example active, passive, resisted, repeated, muscle tone, weakness, accessory movements, posture, neurological function, functional movement patterns and palpation to identify muscle tension and pain. Assess overall work function level and any physical impairments preventing the worker's pain from resolving.
- **Assessment results (prognosis formulation)** – provide a provisional prognosis for treatment, limitations to function and progress for return to work.
- **Reassessment (subjective and objective)** – evaluate the physical progress of the worker using outcome measures for relevant, reliable, and sensitive assessment. Compare against the baseline

measures and treatment goals. Identify factors compromising treatment outcomes and implement strategies to improve the worker's ability to return to work and normal functional activities. Actively promote self-management (such as ongoing exercise programs) and empower the worker to play an active role in their rehabilitation.

- **Treatment (intervention)** – formulate and discuss treatment goals, progress and expected outcomes with the worker. Provide advice on home/workplace care, including any exercise programs to be followed. May include appropriate home/workplace program modifications in line with progress or otherwise identified from reassessment.
- **Clinical recordings** – record information in the worker's clinical records, including the purpose and results of procedures and tests.
- **Communication (with the referrer)** – communicate any relevant information for the worker's rehabilitation to insurer. Acknowledge referral and liaise with the treating medical practitioner about treatment.

Telehealth services

Telehealth services are only related to video consultations. Phone consultations are not covered under the current table of costs.

The following should be considered prior to delivering the service:

- Providers must consider the appropriateness of this mode of service delivery for each worker on a case-by-case basis i.e. the principles and considerations of good clinical care continue to be essential in telehealth services.
- Providers are responsible for delivering telehealth services in accordance with the principles of professional conduct and the relevant professional and practice guidelines to ensure that all care is taken to ensure the privacy, confidentiality, safety, appropriateness, and effectiveness of the service.
- As with any consultation, it is important to provide sufficient information to enable workers to make informed decisions regarding their care.
- All telehealth services require prior approval from the insurer and must be consented to by all parties – the worker, provider, and insurer.

For invoicing purposes telehealth services do not have specific item numbers and should be invoiced in line with the current item numbers and descriptors in each table of costs.

The words 'Telehealth' must be noted in the comments section on any invoice submitted to the insurer when this service has been utilised.

Service conditions

Services provided to workers are subject to the following conditions:

- **Treatment consultations** – where the claim has been accepted, the insurer will pay for a maximum of five (5) occupational therapy consultations without prior approval provided the injury has not previously been treated by an allied health provider. This includes the initial consultation. These five (5) consultations may not be undertaken concurrently with consultations requiring insurer approval

- **Provider Management Plan (PMP)** – this form is available on the [Workers' Compensation Regulatory Services' website](#) and is to be completed if treatment is required after any pre-approved consultations or any services where prior approval is required. Check with each insurer as to their individual requirements. The insurer will not pay for the preparation or completion of a PMP.
- **Approval for other services or consultations** – approval must be obtained for any service requiring prior approval from the insurer before commencing treatment
- **Postoperative treatment** – when a worker is referred for treatment after a surgical procedure, a new set of five (5) treatments will take effect
- **Payment of treatment** – the maximum fees payable are listed in the table of costs above. For services not outlined in the table of costs above, prior approval from the insurer is required.
- **Treatment period** – treatment will be deemed to have ended if there is no treatment for a period of two (2) calendar months. If further treatment is then required, the worker must obtain another referral from their treating medical provider and a PMP will need to be submitted prior to any services being delivered.
- **End of treatment** – all payment for treatment ends where there is either no further medical certification, the presenting condition has been resolved, the insurer finalises/ceases the claim, the worker is not complying with treatment or the worker has achieved maximum function
- **Change of provider** – the insurer will pay for another initial consultation by a new provider if the worker has changed providers (not within the same practice). The new provider will be required to submit a Provider Management Plan for further treatment outlining the number of consultations the worker has received previously.

Reassessment/Program Review (Item number 600055)

This reassessment or program review is indicated when:

- the worker has been in active rehabilitation for at least six weeks; and further treatment is likely; and/or
- there are new clinical findings that might affect ongoing treatment; and/or
- there is a rapid change in the worker's status and/or
- there is no response to current therapeutic interventions.

A reassessment/program review is a comprehensive assessment including:

- all the components of the initial consultation
- a review of the worker's progress based on established objective measures
- a recommendation for future treatment and management strategies to assist the worker to return to work.

A reassessment/program review may include referral recommendations to other providers, a change in therapy direction or a change on outcome direction requiring a new return to work goal.

The insurer's prior approval is required before a reassessment/program review is undertaken by the occupational therapist. The occupational therapist is expected to submit a PMP following the reassessment. Check with the insurer for their individual requirements in relation to the PMP.

A reassessment/program review is not required:

- during routine reassessments as part of each treatment consultation
- where the worker is already on a clear management plan and is progressing as expected
- following postoperative protocols
- where a rehabilitation program extends beyond the reassessment period
- where the treating medical practitioner assesses the worker and recommends continued or more specific treatment.

Specific Occupational Assessment/Consultation (Item numbers 600170, 600292)

Only a small number of occupational therapists will treat conditions that will fall within this category. Clinical justification for the use of these item numbers must be supplied to the insurer.

These services will contain elements from the standard consultations, refer to consultation service descriptors.

Specialised Hand/Upper Limb Consultation (Item number 600287)

Referral requirements for specialist hand therapy services using this item:

- A medical specialist must refer the worker for hand therapy—for example hand surgeon, neurosurgeon, or orthopaedic specialist—the five (5) pre-approved consultations rule applies, provided the injury has not previously been treated by an allied health provider.
- Where a registered medical practitioner refers the worker, the physiotherapist must obtain prior approval from the insurer by submitting a Provider Management Plan form before commencing treatment.

Please note: Not all work-related injuries or conditions occurring to the hand and upper limb require the input and expertise of a specialist hand therapist. In these circumstances, use of the standard occupational therapy consultations item numbers are appropriate.

Who is qualified to deliver specialist hand therapy services?

Providers of hand therapy are allied health professionals, university trained as physiotherapists or occupational therapists who, through further education, clinical experience and independent study have developed expertise in the treatment of upper limb conditions resulting from injury, disease, or deformity.

An Accredited Hand Therapist (AHT) is a person who:

- is an AHPRA* registered occupational therapist or physiotherapist
- has demonstrated an advanced level of competence in hand therapy
- has undertaken over 300 hours of advanced upper limb education and assessment; a one-year mentorship; and has a minimum of 3600 hours in hand therapy clinical practice
- has been assessed as qualified and competent to provide safe, evidence-based diagnosis, advice, and treatment
- is awarded the credential of Accredited Hand Therapist by the Australian Hand Therapy Association (AHTA) Credentialing Council.

An Associate member of the Australian Hand Therapy Association may be working towards gaining the credential of Accredited Hand Therapist or may be an experienced therapist who for individual reasons has decided to remain as an Associate member with the AHTA.

Those Associate members working toward full membership of the association will be under direct supervision and mentorship of an AHT, it is expected that these physiotherapists will be performing at a high level and should be considered as eligible to invoice under hand therapy item numbers.

Both Accredited and Associate members (under direct supervision and mentorship of an AHT) of the AHTA can use this item number.

What is specialised hand therapy?

There are numerous types of disorders and trauma to the wrist, hand and fingers that are treated by specialist hand therapists.

Some examples of evaluations and treatments provided by specialised hand therapists include:

- customised hand splinting
- oedema management
- scar management
- education e.g. self-management education, home exercise programs
- mobilisation
- strengthening
- functional retraining
- wound care
- sensory retraining
- scar control.

Independent Case Review (Item number 600226)

An independent case review is only requested by the insurer. The payment for this service includes the assessment and report.

The purpose of an independent clinical assessment is to:

- assess and make recommendations about the appropriateness and necessity of current or proposed occupational therapy treatment
- propose a recommended course of occupational therapy management
- make recommendations for strategic planning to progress the case. Recommendations must relate to treatment goals and steps to achieve those goals, which will assist in a safe and durable return to work
- provide a professional opinion on the worker's prognosis where this is unclear from the current occupational therapy program
- provide an opinion and/or recommendation on the other criteria as determined by the insurer.

Communication (Item numbers 300079, 300100)

Used by treating providers for direct communication between the insurer, employer, insurer referred allied health provider and doctors to assist with faster and more effective rehabilitation and return to work for a worker.

The communication must be relevant to the work-related injury or condition and assist the insurer and other involved parties to resolve barriers and/or agree to strategies or intervention/s proposed. Communication includes phone calls, emails, and facsimiles.

Each phone call, fax/email preparation must be more than three (3) minutes in duration to be invoiced. Note: most communication would be of short duration and would only exceed ten minutes in exceptional or unusual circumstances.

The insurer will not pay for:

- normal consultation communication that forms part of the usual best practice of ongoing treatment (when not of an administrative nature this must be invoiced under the appropriate item number)
- communication conveying non-specific information such as 'worker progressing well'
- communication made or received from the insurer as part of a quality review process
- General administrative communication, for example:
 - forwarding an attachment via email or fax e.g. forwarding a Suitable Duties Plan or report
 - leaving a message where the party phoned is unavailable
 - queries related to invoices
 - for approval/clarification of a Provider Management Plan or a Suitable Duties Plan by the insurer.

Supporting documentation is required for all invoices that include communication. Invoices must include the reason for contact, names of involved parties and will only be paid once where there are multiple parties involved with the same communication (phone call/email/fax). Line items on an invoice will be declined if the comments on the invoice indicate that the communication was for reasons that are specifically excluded.

If part of the conversation would be excluded, the provider can still invoice the insurer for the communication if the rest of the conversation is valid. The comments on the invoice should reflect the valid communication. Providing comments on an invoice that indicates that the communication was specifically excluded could lead to that line item being declined by the insurer.

Case Conference (Item number 300082)

The objectives of a case conference are to plan, implement, manage, or review treatment options and/or rehabilitation plans and should result in an agreed direction for managing the worker's return to work.

The case conference must be authorised by the insurer prior to being provided and would typically be for a maximum of one hour (this excludes travel to and from the venue).

A case conference may be requested by:

- a treating medical practitioner
- the worker or their representative/s
- the insurer
- an employer
- an allied health provider.

Reports (Item numbers 300086, 300088, 300090)

A report should be provided only following a request from the insurer or where the provider has spoken with the insurer and both parties agree that the worker's status should be documented. Generally, a report will not be required where the information has previously been provided to the insurer.

The provider should ensure:

- the report intent is clarified with the referrer
- reports address the specific questions posed by the insurer
- all reports relate to the worker's status for the accepted work-related injury or condition
- the report communicates the worker's progress or otherwise
- all reports are received by the insurer within ten (10) working days from when the provider received the request.

In general, reports delayed longer than three (3) weeks are of little use to the insurer and will not be paid for without prior approval from the insurer.

All reports include:

- worker's full name
- date of birth
- date of the work-related injury
- claim number
- diagnosis
- date first seen
- period of time covered by the report
- referring medical practitioner
- contact details/signature and title of provider responsible for the report.

Insurers may request a progress report, a standard report, or a comprehensive report:

- **Progress report** – a brief summary of a worker's progress including return to work status, completion of goals, future recommendations, and timeframes.
- **Standard report** – conveys relevant information relating to a worker's recovery and return to work where the case or treatment **are not** extremely complex. Includes functional and return to work status, treatment plan, interventions to date, any changes in prognosis along with the reasons for those changes, barriers, recommendations, goals, and timeframes. Also includes responses to a limited number of questions raised by an insurer. A standard report would not be appropriate if further examination of the worker was required for the report to be completed.
- **Comprehensive report** – conveys all the information included in a standard report however would only be relevant where the case or treatment are **extremely complex** or the questions raised by the insurer are extensive.

Travel – Treatment (Item number 300092)

Travel is only paid where the provider is required to leave their normal place of practice to provide a service to a worker at a:

- rehabilitation facility (including a gym or pool)
- hospital
- workplace,
- the worker's place of residence (where a worker is certified unable to travel).

The travel must relate directly to service delivery for the work-related injury or condition*.

Travel can be charged when:

- it is appropriate to attend the worker somewhere other than the normal place of practice:
 - to assist in the provision of services or treatment* - where the provider does not have the facilities at their practice
 - to attend a case conference*
- a worker is unable to attend the provider's normal place of practice and they are treated at their home. In this case, the treating medical practitioner must certify the worker as unfit for travel
- the travel relates directly to service delivery for the work-related injury or condition.

*Please note: Check procedures and conditions of service to determine if prior approval is required from the insurer.

Approval is required for travel more than one (1) hour.

Prior approval is not required where the total travel time will exceed one (1) hour but the time can be apportioned (divided) between a number of workers for the same trip and equates to one (1) hour or less per worker i.e. when visiting multiple workers at the same workplace – the travel charge must be divided evenly between workers treated at that location; or when visiting multiple worksites in the same journey – the travel charge must be divided accordingly between workers involved and itemised separately.

Travel may not be charged when:

- the provider conducts regular consultation visits to particular hospitals, medical specialist rooms or other consultation rooms/facilities
- the provider does not have (or is employed by a business that does not have) a commercial place of business for the delivery of treatment services (e.g. mobile practice)
- the travel is between clinics owned and/or operated by the provider or their employer
- when a provider or their employer have multiple clinics, travel is only payable from the clinic closest to the location of treatment.

Patient Records (Item number 300093)

The fee is payable upon request from the insurer for copies of patient records relating to the worker's compensation claim including file notes, results of relevant tests e.g. pathology, diagnostic imaging, and reports from specialists.

Paid at \$26 flat fee plus \$1 per page.

If the copies of records are to exceed 50 pages the provider is required to seek approval from the insurer before finalising the request.

Incidental Expenses (Item number 300094)

Please note: The values specified in this table of costs for incidental expenses are total per claim and not per consultation.

Reasonable fees are payable for incidental expenses required by the worker resulting from the work-related injury or condition, that the worker takes with them. Pharmacy items and consumables used by a provider during a consultation are not included.

Hire of equipment to be negotiated with insurer. Contact the insurer for further clarification of what qualifies as an incidental expense.

For items exceeding the pre-approved values listed in this table of costs, providers must discuss the request with the insurer. All items must be itemised on invoices. This item number does not apply to external facility fees.

Reasonable expenses

Items considered to be reasonable incidental expenses are those that the worker actually takes with them – including bandages, elastic stockings, tape, crutches, theraputty, theraband, grippers, hand weights, audio tapes/CD, education booklets, and disposable wound management kits (such as those containing scissors, gloves, dressings, etc.). Tape may only be charged where a significant quantity is used.

Items considered reasonable supportive device expenses include splinting material, prefabricated splints, and braces.

All items must be shown to be necessary items for successful treatment of the work-related injury or condition.

The insurer will not pay for:

- items regarded as consumables used in the course of treatment – including towels, pillowcases, antiseptics, gels, tissues, disposable electrodes, bradflex tubing, and small non-slip matting
- items/procedures that are undertaken in the course of normally doing business – including autoclaving/sterilisation of equipment, and laundry.

Hire/loan items

Prior approval must be obtained from the insurer for payments for hire or loan of items e.g. biofeedback monitors. The insurer will determine the reasonable cost and period for hire or loan and is not liable for the deposit, maintenance, repair, or loss of the hire equipment.

Activities of Daily Living Assessment Services (Item number 300159)

Activities of Daily Living (ADLs) is a series of standardised tests used to measure a worker's activities of daily living and mobility, including Modified Barthel Index. The Modified Barthel Index assessments can only be done by qualified providers.

Fee is charged at an hourly rate with the number of hours negotiated with the insurer prior to providing the service. This service includes the assessment and mandatory report. Generally, an assessment (including report) will take one (1) to two (2) hours. The occupational therapist must obtain prior approval from the insurer for assessments greater than two (2) hours.

Driving Assessments (Item number 300161)

Driving assessments are required to determine if the work-related injury or condition will impact the worker's fitness to drive for a private and/or commercial vehicle. Assessments can only be conducted by a suitably trained and qualified occupational therapist. This service might include off-road and on-road driving assessments of cognitive, psychological, and physical capacity to drive. Assessments take into consideration the worker's restrictions and can include interview, vision screening, cognitive testing, and examination of functional abilities including strength, motor skills and reaction time. The worker's ability to judge the traffic situation, make safe decisions and handle the vehicle form part of the on-road assessment.

The outcome of the driving assessment may indicate that a worker is fit or unfit to drive, or that specialist equipment or modifications are required.

The fee is charged at an hourly rate (pro-rata) with the number of hours negotiated with the insurer prior to providing the report. Service includes assessment and report. If a driving instructor is also required for the on-road assessment component, fees will be paid separately.

Gym and Pool Entry Fees (Item number 300228)

Insurer approval must be obtained prior to undertaking the service.

The insurer will pay for reasonable costs of gym and/or pool facility memberships when required for a work specific functional exercise program in relation to a work-related injury or condition.

This includes entry fees for the worker to attend a gym or pool for assessment and treatment (up to a maximum 3-month membership)

The insurer will not pay an entrance fee where the facility is owned or operated by the provider, their employer, or where either party contracts their services to the facility. Exceptions to this may be approved by the insurer where unusual circumstances apply. Entry fees will not be paid for providers.

The providers expected to submit a [Provider Management Plan](#) (PMP) for approval before treatment commences. The PMP should include a comprehensive treatment plan containing:

- expected functional gains,
- transition of care to self-management; and
- treatment timeframes.

The PMP form is available on the [Workers' Compensation Regulatory Services' website](#).

The insurer will not pay for the preparation or completion of a PMP.

The insurer may request justification for use of this item number from the requesting provider and may also consider seeking a second opinion if more than 3 month's membership is requested (per episode of care).

External Case Management (Item number 300295)

External case management services would only be required in a very limited number of situations—for example interstate cases or very serious / catastrophic injuries where the insurer requires specialised skills of the provider. The insurer will determine the needs on a case-by-case basis. A provider may be requested to provide case management for the entirety or for a portion of the worker’s claim.

External case management may require the provider to co-ordinate equipment prescription, assistive technology and/or home modifications for the worker. It also requires the development of non-medical strategies in consultation with the employer, worker, treating medical practitioner, allied health professional and insurer to assist the worker’s return to the workplace, in keeping with their level of functional recovery.

Fee is charged at an hourly rate (pro rata) with the number of hours negotiated with the insurer.

Services must be provided by a person who has the appropriate skills and demonstrated experience in this area to a level acceptable to the insurer.

General guidance on payment for services

The insurer’s objective under section 5 of the [Workers’ Compensation and Rehabilitation Act 2003](#) (the Act) is to ensure that workers receive timely treatment and rehabilitation to assist with their return to work. This table of costs sets out the maximum fees payable by the insurer for the applicable services. This table of costs applies to all work-related injury or condition claims whether insured through WorkCover Queensland or a self-insured employer. The maximum fees in this schedule apply to services provided on or after 1 July 2021. The related injury or condition may have been sustained before, on or after this date.

The purpose of the services outlined in this table of costs is to enable injured workers to receive timely and quality medical and rehabilitation services to maximise the worker’s independent functioning and to facilitate their return to work as soon as it is safe to do so. WorkCover Queensland or the self-insurer will periodically review a worker’s treatment and services to ensure they remain reasonable having regard to the worker’s injury or condition.

The insurer expects the fees for services to be reasonable and in line with this table of costs. Systems are in place to ensure compliance with invoicing and payment rules. Any non-compliant activities will be addressed with providers. Compliance actions may range from providing educational information to assist providers in understanding their [responsibilities](#) and the insurer’s expectations, to criminal penalties for fraud. The insurer also reserves the right to refer misconduct to the relevant professional body, council, or complaints commission.

The worker’s compensation claim must have been accepted by the insurer for the injury or condition being treated. If the application for compensation is pending or has been rejected, the responsibility for payment for any services provided is a matter between the provider and the worker (or the employer, where services have been requested by a Rehabilitation and Return to Work Coordinator).

All invoices should be sent to the relevant insurer for payment. Check whether the worker is employed by a self-insured employer or an employer insured by WorkCover Queensland.

Identify the appropriate item in the table of costs for services or treatment provided. The insurer will only consider payment for services or treatments for the work-related injury or condition, not other pre-existing conditions. Insurers will not pay for general communication such as receiving and reviewing referrals.

All hourly rates are to be charged at pro-rata where applicable e.g. for a 15-minute consultation/service charge one quarter ($\frac{1}{4}$) of the hourly rate. All invoices must include the time taken for the service as well as the fee.

Fees listed in the table of costs do not include GST. The provider is responsible for incorporating any applicable GST on taxable services/supplies into the invoice. Refer to a taxation advisor or the Australian Taxation Office for assistance if required.

Self-insurers require separate tax invoices for services to individual workers. WorkCover Queensland will accept invoicing for more than one worker on a single invoice.

Accounts for treatment must be sent to the insurer promptly, and within two (2) months after the treatment is completed.

To ensure payment, the invoice must contain the following information:

- the words 'Tax Invoice' stated prominently
- practice details and Australian Business Number (ABN)
- invoice date
- worker's name, residential address, and date of birth
- worker's claim number (if known)
- worker's employer name and place of business
- referring medical practitioner's or nurse practitioner's name
- date of each service
- item number/s and treatment fee
- a brief description of each service delivered, including areas treated
- the name of the provider who provided the service.

Further assistance

Contact the relevant insurer for claim related information such as:

- payment of invoices and account inquiries
- claim numbers/status
- rehabilitation status
- approval of Provider Management Plans.

More information for [service providers](#) is available on our website together with the current list of [self-insured employers](#).

If you require further information, call us on 1300 362 128.

WorkCover

QUEENSLAND

we cover, we care

worksafe.qld.gov.au