

Occupational Therapy Line Item Description Guide

This Occupational Therapy Line Item Description Guide is a helpful resource to ensure your invoicing aligns with ICBC expectations. This guide will be updated periodically as required.

Reporting Selections

Clinical Records	<ul style="list-style-type: none"> ✓ Request for non-ICBC medical report(s), patient records (such as chart notes), or consultation(s) for an injured customer. ✓ Billable only once ICBC's request for clinical records has been fulfilled.
Initial Report	<p>Report preparation can be billed up to 3 hours for an initial report.</p> <ul style="list-style-type: none"> ✓ Requires a rehabilitation plan that sets out the goals, action plans, timeframes, contacts, names of service providers, and cost estimate. ✓ In addition to the above, assessment reports should also include the evaluation process and the methods used to arrive at the OT's conclusions and recommendations and a statement on the customer's involvement and level of understanding on the process of achieving the identified goals. ✓ Note: There are various types of OT assessments. As a general rule, each report must include information on the recovery needs, barriers to recovery, claim number, name of the claims representative and the customer, the date of the assessment and report preparation, reason for referral, and any special skills or problems that the customer may have.
Reassessment Report	<p>Report preparation can be billed up to 2 hours for a reassessment report.</p> <ul style="list-style-type: none"> ✓ Should include any new information such as summary of the OT's involvement to date, recommendations for further involvement (if any), and updated rehabilitation plan including goals, action plans, timeframes, documentation of activities relating progress to expected outcome, contact with customer, names of services providers, cost estimate, and indications of customer's attendance and adherence to the rehab plan (if applicable) and any special skills or problems that the customer may have that were previously not identified.
Final Report	<p>Report preparation can be billed up to 2 hours for a final/discharge report.</p> <ul style="list-style-type: none"> ✓ Should include a report on customer's progress and reason for discharge.

Invoicing Selections

<p>Assessment/ Treatment</p>	<p>Assessment can include:</p> <ul style="list-style-type: none"> ✓ Analysis of physical, cognitive, or mental health functional abilities ✓ Workplace assessments ✓ Identifying proposed services, strategies, time frames and cost estimates related specifically to the achievement of the defined goals and objective <p>Treatment can include implementation of or education on:</p> <ul style="list-style-type: none"> ✓ Home safety equipment ✓ Home modifications ✓ Personal adaptive aids ✓ Pressure relieving equipment for bed bound/chair bound customers ✓ Ergonomic equipment ✓ Self-management training (pain management, joint protection, adapted strategies for self-care/work, anxiety management, etc...) ✓ Therapeutic daily activity to increase activity tolerance to increase RTW readiness or advanced rehab readiness ✓ Return-to-work planning and support ✓ Driving rehabilitation
<p>Communication/ Correspondence</p>	<ul style="list-style-type: none"> ✓ E-mail or in-person case consultation or telephone calls made in the process of preparing a report or delivering treatment. Telephone calls are billed as actual time spent on the phone, rounded to the nearest minute; a voice message is considered a successful phone call. ✓ Cell phone charges are not to be billed as an expense.
<p>Initial File Review</p>	<ul style="list-style-type: none"> ✓ One time fee prior to initial assessment for the review of medical information/file material which is relevant to the injury. ✓ Must not exceed ¾ of an hour.
<p>No-Show/Same Day Cancellation</p>	<ul style="list-style-type: none"> ✓ One-time only basis per customer or as approved by ICBC for same-day cancellations. Beyond this, the clinic's no-show/cancellation policies should apply.
<p>Indirect Care</p>	<ul style="list-style-type: none"> ✓ Includes time spent on a file that is not directly with the customer, such as charting, reviewing medical (excluding the initial file review), etc... ✓ Does not include initial file review time or communication/correspondence time as these should be billed under separate line items. ✓ Does not include duplication costs for report attachments, postage for report transmittal, file opening or administration fees, supervision or staffing, or user fees.
<p>Form Completion</p>	<ul style="list-style-type: none"> ✓ Applicable if OTs are filling out forms for other providers or non-standard ICBC reports (i.e. reports excluded from the "Form Completion" category would be the OT initial report, reassessment report, or discharge report).

Obtaining Equipment	<ul style="list-style-type: none"> ✓ Time spent obtaining medical equipment for a customer. ✓ If the selected medical equipment costs more than \$2,000 or if the OT would like to use a non-approved vendor or if a rush delivery on the equipment is needed, pre-approval from ICBC is required.
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Related Expenses Selections

Gym Fees	<ul style="list-style-type: none"> ✓ For assessment or treatment requiring access to a fitness facility, the drop in fee for the facility as it applies to the client/customer, can be expensed on the client/customer's behalf. A proof of purchase, such as a receipt, is required upon request. ✓ The client/customer's gym fee must accompany a program carried out by an Occupational Therapist or Rehab Assistant in a community setting.
Supplies & Equipment	<ul style="list-style-type: none"> ✓ Equipment should be selected from an ICBC-approved vendor. ✓ If purchasing equipment from a non-approved vendor, pre-approval from ICBC is required. ✓ Proof of purchase, such as a receipt, is required upon request for reimbursement.
Travel Time	<ul style="list-style-type: none"> ✓ OT travel time will be paid at the approved OT hourly rate (\$112.00/hour). There is no additional rate for mileage.