

**Reporting Requirements  
For MARP  
As outlined in the  
MARP Services Reference Manual**

**REPORTING**

All reports and invoices must be submitted to the WCB with a completed WCB Rehabilitation Programs & Services Fax Cover Sheet (Appendix) to:

**Fax: 1-888-669-9970**

**MARP Reports:**

MARP Assessments and Re-assessments that are completed following one (1) MARP physician visit:

- Must be reported in a Discharge Report with the content as outlined in the Reporting Guidelines for the appropriate Assessment.
- The Discharge Report must be submitted within five (5) business days of concluding the Assessment or Re-assessment. The Assessment or Re-assessment is considered complete when the medical assessment and functional screen, if required, has occurred. Contractors are encouraged to complete the functional screen within one (1) business day of the initial MARP visit.

For MARP Assessments and Re-assessments requiring two (2) or more physician visits:

- The Intake Assessment Report must be submitted within five (5) business days of concluding the initial Assessment or Re-assessment. The Assessment or Re-assessment is considered complete when medical assessment and functional screen, if required, has occurred.
- The Discharge Report must be submitted within five (5) business days of the discharge date. The discharge date is defined as the date that the MARP Assessment or Re-assessment service, including all visits and functional screen, if required, is complete. Contractors are encouraged to complete the functional screen within one (1) business day of the final MARP visit.

**Progress Reports:**

- When multiple progress reports are required or requested by the Board Officer, the Contractor must submit the second and any subsequent Progress Reports in a Word document format, with the content as outlined in the Reporting Guidelines.