

Information Bulletin

April 30, 2018

Attention: Durable Medical Equipment (MSA) Providers

Subject: Change in Fee Codes (Repairs), Billing Reminders

Change in fee codes for repairs and modifications:

Please be advised that fee code 1100427 (Durable Medical Supplies – Repairs) will now be used to invoice for repairs of **manual** equipment *only*. A new fee code, 1209603, has been created for repairs of **power** equipment.

Effective immediately, please invoice for equipment repairs and modifications as follows:

- 1100427 for Durable Medical Supplies – Repairs and Modifications – Manual Equipment
- 1209603 for Durable Medical Supplies – Repairs and Modifications – Power Equipment

The Durable Medical Supplies Fee Schedule will be updated and posted on our website at:

<https://www.worksafebc.com/en/health-care-providers/rehabilitation/medical-supply>

Invoicing reminders:

It has come to our attention that some contractors are not following WorkSafeBC billing requirements. In order to ensure smooth payment of your invoices, please review the following:

General:

- Invoices must be received within 90 days of the Date of Service (DOS)
 - The DOS is the delivery date of the supplies/equipment
- Invoice using form 83D66, Supplier/Vendor invoice (which can be found at the above link), and ensure all mandatory fields are completed
- If you do not invoice with the form above, your invoice must include the following information, clearly indicated:
 - Your Payee number

- Injured worker's claim number
- Injured worker's first and last name
- Date of service, in year/month/day format
- PO Authorization number, where applicable
- Fee code for each item being invoiced
- an adequate description of the item
 - Enough detail must be provided in order to explain what equipment/supply is being billed, including an item/part number if possible. For example, an invoice stating "ADL device" is likely to be rejected; a more acceptable example would be: "Raised Toilet Seat, clamp on, item #12345"

As per the MSA Contract, failure to include this information will result in payment delays and/or unprocessed invoices returned to the contractor.

Discounts and taxes:

Any applicable discounts should be indicated on each line item invoiced, versus a lump sum discount at the bottom of the invoice. Similarly, taxes also must be indicated on each line item invoiced, versus a lump sum calculation of GST/PST at the bottom of the invoice. If WorkSafeBC cannot understand the invoice, it is likely to be returned to the contractor for correction.

Rentals:

Rentals of Mobility Devices or Equipment (fee code 1100426) are to be invoiced:

- on a separate invoice from Purchases
- with the Date of Service (DOS) being the **last** day of the rental billing cycle
 - e.g. March 1 - March 31 is billed with a DOS of March 31
 - *Note: WorkSafeBC cannot pre-pay for services, so the invoice will be rejected if the DOS precedes the invoice date*
- only one billing cycle per line item
 - if billing for more than one billing cycle (i.e. month) on the same invoice, the next billing cycle must be on a separate line
 - for example, January 1 - 31 would be billed on one line and February 1 - 28 billed on a separate line

Lastly, be sure to advise WorkSafeBC when the cost of equipment rental is approaching the purchase cost. Rental charges should cease once the total rental cost reaches the purchase price of the equipment, at which point WorkSafeBC will buy out the equipment and consider it as owned.