

Information Bulletin

January 8, 2020

Attention: Return to Work Support Services (RTWSS) Providers

Subject: Cognitive Job Demands Analysis (JDA) Template & Travel Billing Reminder

Cognitive JDA Template

Please note that we now have available for use a Cognitive Job Demand Analysis template. The template is available for download on WorkSafeBC's website at the following link:

<http://www.worksafebc.com/en/resources/health-care-providers/forms/cognitive-job-demands-analysis-83d468?lang=en>

Travel Billing Reminder

Providers are reminded that travel time to and from Job Site Visits, JDA's and Cognitive JDA's can be invoiced in fifteen minute increments. In rare circumstances, if the total travel time exceeds two hours, authorization and approval for additional travel time will need to be sought prior to submitting an invoice. In such circumstances, providers are advised to notify the Board Officer of the additional travel time required for the service, so that it can be approved and logged on the claim file. This step will aid with a timely payment.