

Information Bulletin

March 12, 2020

Attention: MSA Providers for Mobility Devices and Durable Medical Equipment Contract

Subject: Doing Business with WorkSafeBC; Updated Fee Schedules & Invoicing Reminders

Doing Business with WorkSafeBC

We would like to take this opportunity to welcome those of you whom are new MSA Contract holders for Mobility Devices and Durable Medical Equipment. For those of you that are returning, we look forward to continuing to do business with you.

In addition to the information within the MSA, the Medical Supply Services page on our website details particular information about doing business with WorkSafeBC and can be found at the following link:

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

On this page, you will find:

- An **overview** of Medical Supply Services, for both Durable and Disposable Medical Supplies.
- Invoicing information, including a link to our **Supplier/Vendor Invoice** form (83D66).
- The Durable Medical Supplies and Disposable Medical Supplies **Fee Schedules**, which include the list of billable fee codes, example items for each category, any associated billing rules, and whether or not the item requires a Purchase Order.
- *Note: all Durable and Disposable medical supplies require pre-approval by WorkSafeBC, but only certain items require a **Purchase Order (PO)**.

Quotes:

WorkSafeBC's Supplier/Vendor Quote form 83D35, can be found on our website by searching the form's name or number at the following link: <http://www.worksafebc.com/forms/default.asp>

If the contractor is unable to use WorkSafeBC's quote form, you must include the following information on your quote:

- Injured worker's name and claim number, payee number, applicable fee code, item description, number of items, cost per unit and applicable discount.

*Note: Quotes for purchases and rentals should be submitted separately.

Home Modifications:

WorkSafeBC has a contracted provider for all Home Modifications - Scott Special Projects.

Any piece of equipment that requires bolting or fixing to the walls, floors, stairs, or ceilings must go through Scott Special Projects and installation.

- We therefore ask that all Medical Supply Providers decline any product installation requests unless contacted by Scott Special Projects.

Updated Fee Schedules

Please refer to the link above to view/download the updated fee schedules for both Durable and Disposable Medical Supplies. Of note are the following changes:

- Fee Code 1223936 – Rental Set-up/Installation:
 - a. This fee code has been **removed** as per the MSA. Set-up and installation of rental equipment is not billable to WorkSafeBC, nor is the cost of delivery and/or sanitization.
- Fee Code 1180417 - Expedited Delivery or Service Charge:
 - a. Business rules have been updated, including the maximum hourly rate billable.

Invoicing Reminders

To ensure prompt processing and payment of your invoice, all "required" fields marked with an asterisk (*) on form 83D66 must be completed accurately and in its entirety within your invoice.

- If the Contractor is unable to use WorkSafeBC's invoice form, all invoices must contain the mandatory information as specified with an asterisk on this form.

*Note: Our Payment Services department may reject all invoices with incorrect and/or missing "required" information, and it will be up to the provider to re-submit a correct and complete invoice.

Please note the following regarding invoicing:

- PO items and non-PO items should be billed separately;
- any applicable discounts should be indicated on each line item (versus a lump sum discount at the bottom of the invoice); and
- similarly, taxes also must be indicated on each line item (versus a lump sum calculation of GST/PST at the bottom of the invoice).

Rentals are to be invoiced:

- on separate invoices from purchases;
- one month at a time; and
- at the end of the billing cycle (i.e. the date of service should be the last date of the billing cycle).

For more information about other health care programs at WorkSafeBC, visit us online at www.worksafebc.com/health_care_providers/



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