

# Information Bulletin

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February 27, 2019

## Attention: Durable & Disposable Medical Equipment Providers

## Subject: Updated Fee Schedules & Billing Reminders

### Updated Fee Schedules

Please be advised that WorkSafeBC has updated both the Durable and Disposable Medical Supplies Fee Schedules, including some minor changes for clarity as well as the following more significant changes:

- Disposable Medical Supplies - new items/fee codes:
  - **Disposable Medical Supplies - Urological Silver Catheters (1216512)**
    - Example: for billing of silver coated/silver tip urinary catheters (where approved by the Board Officer)
  - **Disposable Medical Supplies – Shipping (1222656)**
    - Example: where an injured worker is physically unable to pick up disposable medical supplies and they must be delivered (as approved by the Board Officer), this fee code can be billed for reimbursement of the shipping charges.
- Durable Medical Supplies - Expedited Delivery Charge (1180417):
  - Please be reminded that, as per the MSA, WorkSafeBC is not to be charged any additional fees for assessment, fitting, trial, consultation, freight or delivery, except in the case that WorkSafeBC has approved expedited delivery.
  - Where WorkSafeBC *has* approved expedited delivery, it is to be billed only as per the terms as stated in the Durable Medical Supplies Fee Schedule, which has been updated as follows:
    - Only to be billed where WorkSafeBC initiates the request and approves the charge for the contractor to provide delivery or service to their client on an expedited basis outside of their normal delivery schedule or route frequency AND the client's residence lies greater than 200km round-trip from the contractor's office location; billable at a flat rate of **\$80/hour**, billed to the nearest quarter hour increment of travel time

The revised Fee Schedules will be posted shortly on our website:

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

## Invoicing Reminders

In order to ensure smooth payment of your invoices, please be reminded of the following:

### General:

- Invoices must be received within 90 days of the Date of Service (DOS)
- Invoice using form #83D66, Supplier/Vendor invoice (which can also 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:
  - Your Payee number
  - Injured Worker's Claim number
  - Injured Worker's first and last name
  - Date of Service (DOS), in year/month/date format
    - The DOS = the delivery date of the supplies/equipment for purchases and the last date of the rental period for rentals
  - 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/service is being billed, including an item/part number if possible (e.g. rather than stating "ADL device"; a more appropriate description 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.

*\*Note: an invoice number is not a mandatory field; however, it is helpful to be included on your invoice as it services as a reference number (and is required for payment tracking and use of the on-line check invoice payment status tool - see below).*

### 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 WSBC cannot understand the invoice, it is likely to be returned to the Contractor for correction.

## Rentals:

Rental billings shall be billed on a separate invoice than purchased items, due to the difference in the way the date of service is represented (the last date of the rental period versus the delivery date of the supplies/equipment).

- e.g. a rental from March 1 - March 31, 2018 shall be billed with a DOS of 2018/03/31.

Rentals shall not be billed for multiple months at once (i.e. provider should separate each month's rental invoice onto a different invoice, or at least a different line item).

- e.g. a rental that took place from Feb. 15 – March 31, 2018 shall be billed as 2 line items:
  - February 15 – February 28: 14 days x rental cost; DOS = 2018/02/28
  - March 1 – 31: 31 days x rental cost; DOS = 2018/03/31

## Check invoice payment status:

For those that are unaware, Providers have the ability to check their invoice payment status on-line.

- Here is a link to the instructions:  
<https://www.worksafebc.com/en/resources/health-care-providers/guides/how-check-status-invoice-payment?lang=en>
- Here is a link to the on-line tool:  
[https://online.worksafebc.com/Anonymous/wcb.PII.web/default.aspx?\\_ga=2.149998390.1227747995.1550855320-1251708580.1528486550](https://online.worksafebc.com/Anonymous/wcb.PII.web/default.aspx?_ga=2.149998390.1227747995.1550855320-1251708580.1528486550)

Please note that you must have clearly indicated an invoice number on your invoice in order to check your payment status as well as your payee number and the worker's claim number.

For more information about other health care programs at WorkSafeBC, visit us online at <https://www.worksafebc.com/en/health-care-providers>