

together

working
together
and moving
forward



Table of Costs

Home Nursing Services

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For advice about the *Table of Costs* or to provide feedback, call Q-COMP on 1300 789 881.

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1.0 Introduction

This document outlines the general standards and expectations, procedures and conditions for delivering home nursing services to injured workers. It also explains and clarifies the use of specific item codes. This information should assist the treating medical practitioner, employer, the insurer and you, the nurse by promoting quality service provision and timely, relevant rehabilitation information.

In the majority of cases, the rehabilitation goal is for the worker to return to work. In situations where the injury prevents the worker returning to work, rehabilitation must focus on maximising functional independence.

2.0 Procedures and Conditions

2.1 Payment for home nursing services

Payment for services outlined in this document is subject to the following procedures and conditions:

- The worker's compensation claim **must** have been **accepted by the insurer** for the injury or condition being treated.
- If the application for compensation is pending or has been rejected, the responsibility for payment for any services provided during any period remains a matter between you and the worker or the employer (where services have been requested by the Rehabilitation and Return to Work Coordinator).
- Send all invoices to the relevant insurer for payment—check whether the worker is employed by a self-insured employer or an employer insured by WorkCover Queensland. For a current list of insurers visit Q-COMP's website at www.qcomp.com.au/insurers or call Q-COMP on 1300 789 881.
- In all matters, the worker must be referred by a registered medical practitioner and have a current medical certificate to cover any home nursing services provided.
- Identify the appropriate item in the *Home Nursing Services Table of Costs* for services or treatment provided. The insurer will determine the reasonable cost of treatment as outlined in this document and will only consider payment for services or treatments for the compensable injury (not other pre-existing conditions).
- There may be other expenses not covered in the *Nursing Services Table of Costs*. Negotiate these expenses with the insurer prior to delivering such services.

2.2 Treatment

- The insurer will not pay for home nursing services for any period in excess of four (4) weeks without a treating medical practitioner review.
- The insurer will pay the reasonable cost of wound dressing provided the wound dressings have been itemised on the invoice.

3.0 Provider invoice

- Insurers will pay for services in accordance with the *Home Nursing Services Table of Costs*. To ensure payment, your invoice must contain the following information:
 - the words 'Tax Invoice' stated prominently

- your name and practice details
 - tax invoice issue date
 - your Australian Business Number (ABN)
 - worker's name, residential address and date of birth
 - worker's claim number (if known)
 - referring medical practitioner's name
 - date of each attendance
 - appropriate *Table of Costs* item number/s
 - a brief description of each service item supplied, including areas treated
 - treatment cost
 - name of your staff member who provided the service.
- Fees listed in the *Table of Costs* **do not include** GST. You are responsible for incorporating any applicable GST on taxable supplies into your invoice. Refer to a taxation advisor or the Australian Taxation Office for help on the taxability of certain services.
 - Self-insurers require **separate tax invoices** for services to individual workers. The self-insurer will return an invoice to you where the services are for more than one injured worker. For a current list of self-insurers, visit Q-COMP's website at www.qcomp.com.au/insurers.
 - WorkCover Queensland will accept billing for more than one worker on a single invoice.

4.0 Inquiries

4.1 Claims issues

Contact the appropriate insurer for claims issues, including:

- payment of invoices and account inquiries
- claim numbers
- claim status
- rehabilitation status
- approval of *Provider Management Plans*.

For a current list of insurers, visit Q-COMP's website at www.qcomp.com.au/insurers/ or call Q-COMP on 1300 789 881.

4.2 General inquiries

For advice about the *Table of Costs*, call Q-COMP on 1300 789 881.

5.0 Service Type (Service Codes)

The following service items are for nursing services provided at the worker's home.

Before providing services to workers, you are responsible for ensuring that you understand the service conditions and objectives of the *Table of Costs*.

5.1 Home Nursing

Item number	Service type	Service description	Max Fee GST excluded
300014	Home nursing services by a registered nurse	<p>Prior approval is required</p> <p>Home nursing services such as dressing of wounds and assistance with daily care.</p> <p>Note: weekend time means from midnight Friday to midnight Sunday.</p> <p>The insurer will not pay for home nursing services for any period in excess of four (4) weeks without a treating medical practitioner review.</p> <p>The insurer will pay the reasonable cost of wound dressing in full provided the wound dressings have been itemised on the invoice.</p>	<p>Hourly Rates</p> <p>Day and evening: Hourly rate \$54.60</p> <p>Weekend: Hourly rate \$70.18</p> <p>Public Holiday: Hourly rate \$117.87</p>
300290	Incidental expenses, e.g. dressings	<p>Prior approval is required</p> <p>Dressing material must be itemised on the invoice</p>	Reasonable costs as determined by the insurer