



Return to Work Services Schedule

Effective from 1 July 2007
For use by allied health providers

Important note – the worker must always be referred by a registered medical practitioner and have a current medical certificate to cover any services provided

Evaluation/assessment services	Descriptor	Insurer prior approval required ¹	Item number ²	Fee GST excluded [#]
Workplace evaluation/assessment	Systematic process using the workplace to estimate work potential and work behaviour	Yes	300158	\$137.92 per hour
Functional capacity evaluation (FCE)	Systematic assessment using a series of standardised tests and work specific simulation activities to assess a worker's functional capacity for work or potential to return to suitable work; includes assessment and report	Yes	300160	\$137.92 per hour
Facilitation of return to work				
Return to work facilitation	Face-to-face facilitation between the worker and key players in the workplace; only to be used in cases where a worker is participating in a rehabilitation program or embarking on a rehabilitation program and there are significant barriers to commencing or progressing of the program; does not include general communication relating to suitable duties programs—see item number 300084	Yes	300164	\$137.92 per hour
Suitable duties programs				
Suitable duties program (SDP)	Document suitable duties for the worker; detail specific information necessary to achieve a safe and effective return to the workplace; SDPs are usually not more than two to four weeks duration	Yes	300084	\$40.43
Monitoring suitable duties program (SDP)	Monitoring of the program should be purposeful and direct, to assist faster and more effective return to work for the worker; liaise with key parties including employer, worker, treating practitioner and insurer to review the progress of the worker's SDP; most communication would be of short duration and would only exceed 5 to 10 minutes in exceptional or unusual circumstances	Yes	300080	\$11.46 per 5 minute blocks
Vocational assessment services				
Vocational assessment	Designed to evaluate a worker's potential through integrated clinical and standardised assessment procedures and instruments to identify realistic vocational options in the current job market; environment; service includes assessment and report	Yes	300162	\$137.92 per hour
Job seeking - initial consultation	Identify transferable skills to a new job/career or prior to a host placement; involves the development of a vocational preparation action plan with the worker	Yes	300166	Fee by prior negotiation
Vocational preparation services				
Job preparation service	Based on the needs of the individual worker; service includes where required, career counselling and job search preparation including interview preparation and practice, job seeking skills and resume writing; to assist the worker to work through barriers to return to work and set realistic and achievable job goals	Yes	300168	Fee by prior negotiation
Vocational placement services				
Job placement services	Support the worker to actively seek employment/work experience in their new vocational direction; this is the process of actively seeking appropriate employment with the worker	Yes	300196	Fee by prior negotiation

For details of when and how to use a *Provider Management Plan* see the *Guidelines for Allied Health Provider Forms* – both available from Q-COMP's at website www.qcomp.com.au or call Q-COMP on 1300 789 881

¹ Where prior approval is indicated you must seek approval from the insurer before providing services.

² Before billing for services please read the *Return to Work Services Schedule Guidelines* available from Q-COMP's website at www.qcomp.com.au under Health Professionals.

[#] Rates do not include GST. If GST is required it is up to the provider to include it in the invoice. For clarification regarding GST contact the ATO.



Supplementary Services Schedule

Effective from 1 July 2007

For use by allied health providers

Important note – the worker must always be referred by a registered medical practitioner and have a current medical certificate to cover any services provided

Communication	Descriptor	Insurer prior approval required ¹	Item number ²	Fee GST excluded [#]
Communication	Consult list of exclusions in the guidelines before using this code Communication between providers and stakeholders—insurer, employer and doctors—should be purposeful and direct, to assist faster and more effective rehabilitation and return to work for the worker— only to exceed 5 to 10 minutes in exceptional or unusual circumstances	No	300079	\$11.46 per 5 min blocks
Case conference	Face-to-face or telephone communication involving the treating provider, insurer and one or more of the following: treating medical practitioner; specialist; employer or employee representative; worker; allied health providers or other	Yes	300082	\$137.92 per hour
Clinical reports				
Progress report	Brief summary of the worker's progress	Yes (must be requested by the insurer)	300086	\$41.39
Standard report	Provides relevant information about the worker's compensable injury where there has been a shift or change in the original/initial goals for the program		300088	\$117.26
Comprehensive report	Only required in a limited number of cases where the case and the treatment are extremely complex; charged at an hourly rate; negotiate the number of hours with the insurer prior to providing the report		300090	\$137.92 per hour (negotiate hours with the insurer)
Ancillary services				
Travel	Only paid where the provider is required to leave their normal place of practice to deliver a service to a worker at their place of residence, rehabilitation facility, hospital or the workplace; for visits to multiple workers or facilities, divide the travel charge accordingly between workers assessed/treated at each location	Yes (for return trips greater than 60 minutes)	300092	\$102.76 per hour
Incidental expenses	Reasonable charges for incidental items the worker takes with them	No ³	300094	Up to \$45.00 per claim
	Reasonable charges for supportive devices			Up to \$90.00 per claim
	Hire of equipment	Yes ³		Negotiate with the insurer

¹ Where prior approval is indicated you must seek approval from the insurer before providing services.

² Before billing for services please read the *Supplementary Services Schedule Guidelines* available from Q-COMP's website at www.qcomp.com.au under Health Professionals.

³ If costs exceed pre-approved levels, or you need to hire equipment, you must submit a *Request for Incidental Expenses, Supportive Devices or Equipment Hire* form detailing items and cost to the insurer available from Q-COMP's website at www.qcomp.com.au under Health Professionals.

[#] Rates do not include GST. If GST is required it is up to the provider to include it in the invoice. For clarification regarding GST contact the ATO.