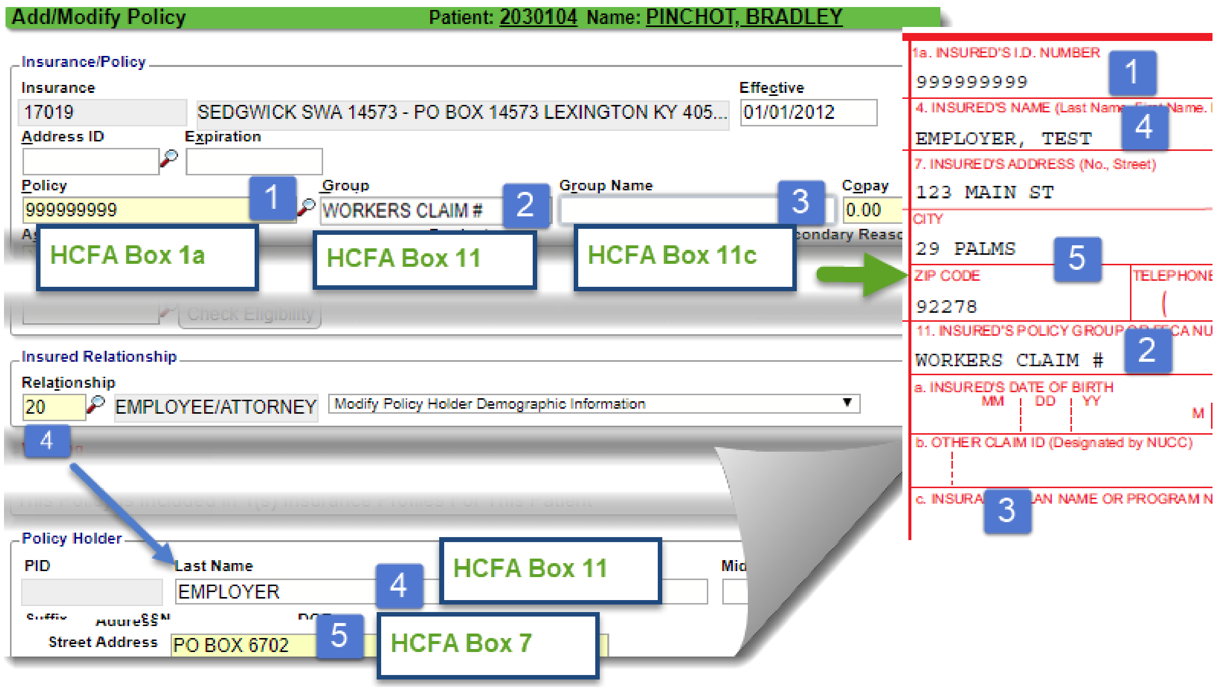
Workers Compensation Policy

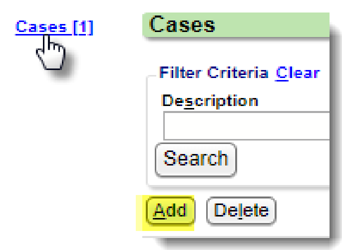
From Insurance Management add a new Policy > On the Add/Modify Policy screen

1. Insured ID > use Policy field, in some states this is SSN or 999999999 (HCFA box 1a)
2. **Workers Comp Claim Number** > use Group field (HCFA box 11) - the unique character number generated by Workers Compensation
3. Group name (HCFA box 11c)
4. If Relationship Self (18) *skip* 4/5 step: *if* Relationship Employer 20 > Employer (HCFA box 4)
5. Address (HCFA box 7)
   ★ we use HCFA as a visual example, fields are on the corresponding ANSI, electronic forms as well



CASES - Workers Comp

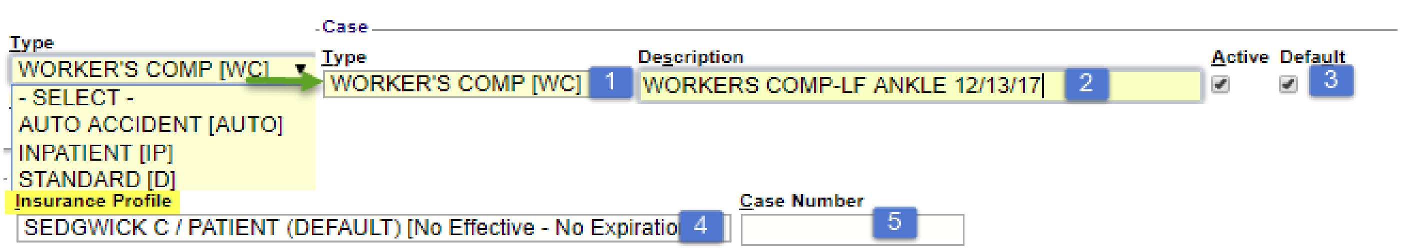
'Cases' allows specific information for repeated charges, appointments, per patient. Insurance Profile for Workers Comp should be added first.



Case

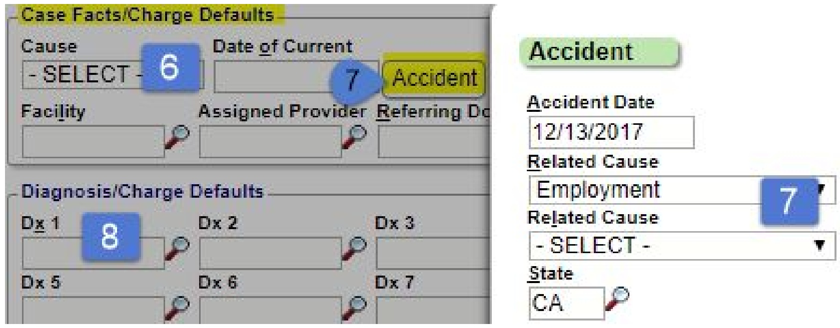
Click CASES on Patient Dashboard, or Appointment / Charge page > [Add]

1. Type Dropdown > Choose 'Workers Comp'
2. 'Description' displays on charge/scheduling. We suggest this format: Date of Injury (DOI), side, location ie.'12/13/17 left ankle'
3. Checkbox > ***Default*** - 'Most likely' to be used for a new Appointment/ or Charge. Groups using a lot of cases keep this field blank
   - ***Active***- allows use of this case - uncheck if this case is expired or no longer needed



4. 'Insurance profile', choose the Profile with the Worker Comp policy - *If the policy is not yet keyed in see above for details, then return to the case to add*
5. Case - field is grayed out until the case is saved and a number is assigned

6. **this may not be required in your state* ***If*** Injury or Illness Cause is required > Illness [L] - 431- sends onset date Injury [I] 454- sends INITIAL treatment date
7. Click [Accident] **required*
   - DOI, Cause, State > [Save]
   - only one Cause is generally needed
8. You may key in an assigned DX code
   - Usually left blank when the charge originates in the EMR

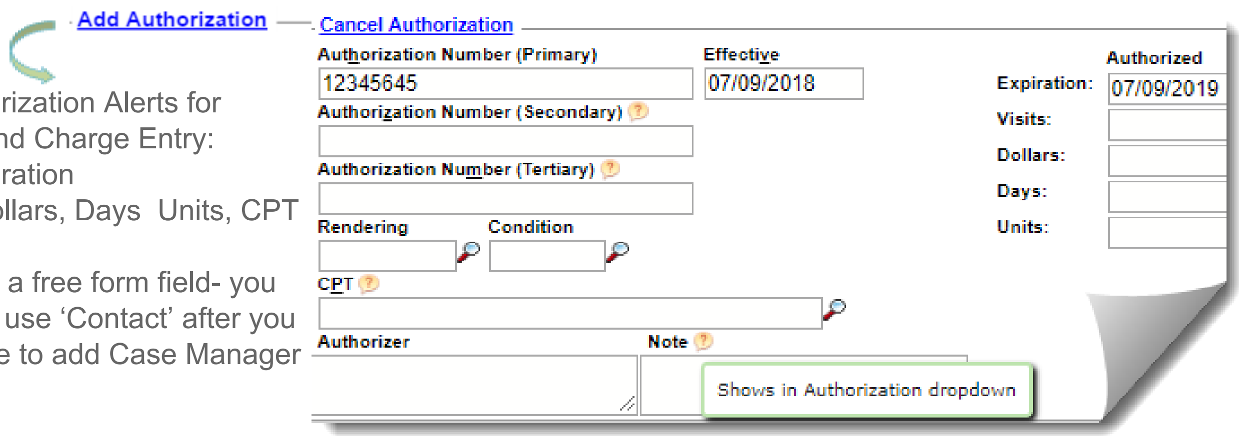


Authorization

> Click '<u>Add Authorization</u>' *if needed*

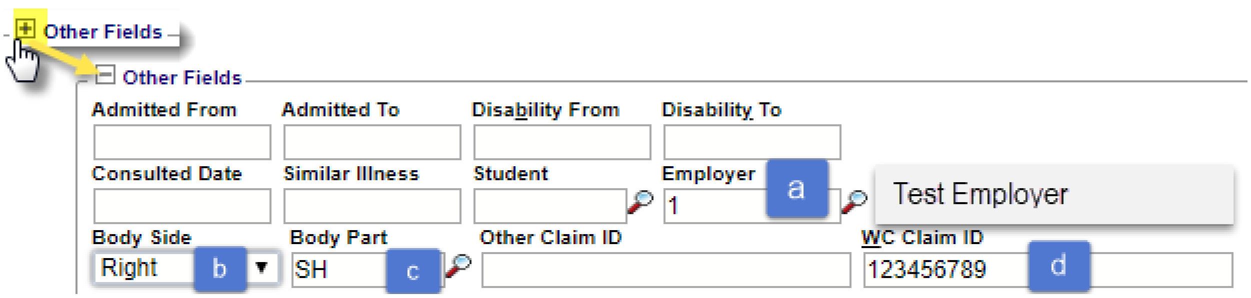
Trigger Authorization Alerts for Scheduling and Charge Entry: Effective/Expiration
\# of Visits, Dollars, Days Units, CPT

'Authorizer' is a free form field- you may prefer to use 'Contact' after you save the Case to add Case Manager information



<u>**Other Field**</u> > To access Click the plus sign *informational only- not used on claims

a) Employer
b) Body Side dropdown - Right, Left, Bilateral, None/Other
c) Body Part - choose from the lookup

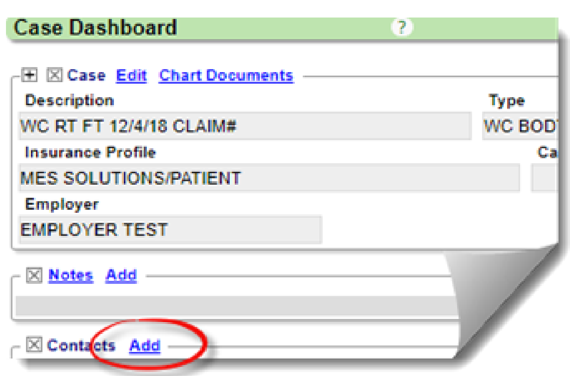


d) Manually key in the 'WC Claim ID' - the unique character number generated by Workers Compensation

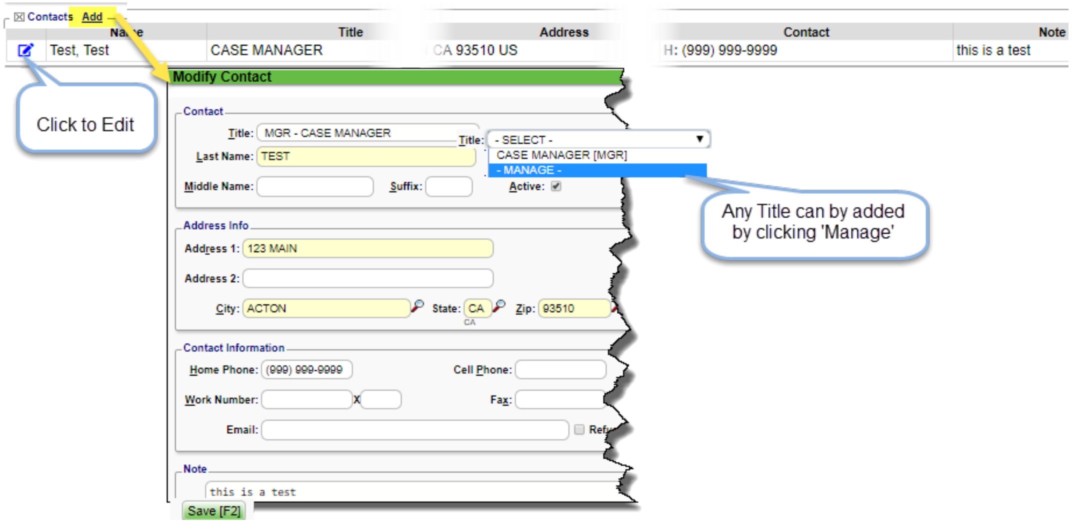
[SAVE] the Case

Contacts

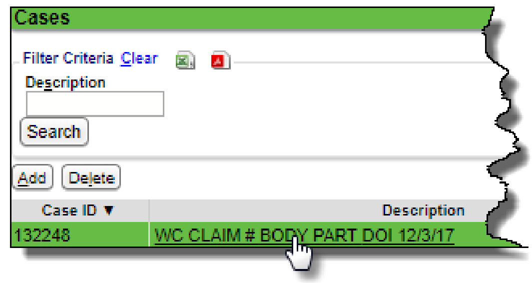
Once the Case is saved you may Add/Edit 'Contacts' on the Case Dashboard



CATEGORY: CHARGES ~ TASK: Workers Compensation Case



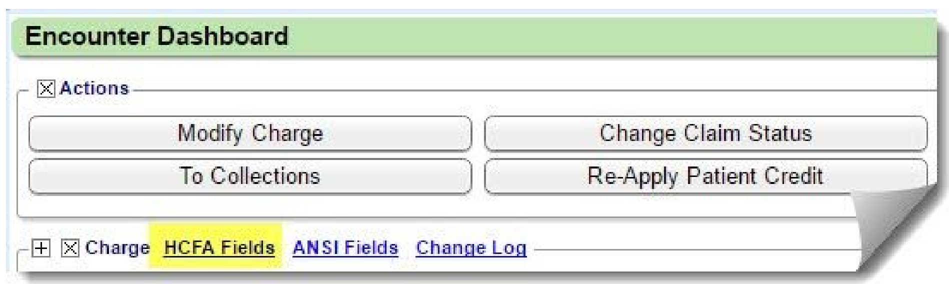
To Edit > Go the Cases page> Click the Description hyperlink



Condition code

If a condition code is needed on HCFA Box 10D

Encounter Dashboard > Click 'HCFA Fields' link



- Look for box 10 -
- Enter the code needed
- [Save]

How can I use appointment worklist

On the appointment page

1. Click [to worklist]
2. Add Subject, Assignee etc
3. Add a note > Click 'Add Note'
4. Save