# Physiotherapy fee schedule and policy

## Fee schedule

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Service description</th>
<th>Max fee (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT108</td>
<td>Initial Consultation</td>
<td>$83.50 flat fee</td>
</tr>
<tr>
<td>PT210</td>
<td>Subsequent Consultation</td>
<td>$68.00 flat fee</td>
</tr>
<tr>
<td>PT212</td>
<td>Long Subsequent Consultation</td>
<td>$92.90 flat fee</td>
</tr>
<tr>
<td>PT214</td>
<td>Restricted consultation</td>
<td>$185.40 per hour</td>
</tr>
<tr>
<td>PT216</td>
<td>Workplace visit</td>
<td>$185.40 per hour</td>
</tr>
<tr>
<td>PT300</td>
<td>Fabrication/fitting/adjustment of a splint</td>
<td>$185.40 per hour</td>
</tr>
<tr>
<td>PT390</td>
<td>Material used to construct or modify a splint</td>
<td>Reasonable cost</td>
</tr>
<tr>
<td>PT415</td>
<td>Individual aquatic session</td>
<td>$65.00 flat fee</td>
</tr>
</tbody>
</table>

**Effective 01 July 2019**
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fee or Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT420</td>
<td>Group aquatic session. A session during which a maximum of eight participants are constantly and directly supervised and assessed by the physiotherapist.</td>
<td>$27.20 per worker</td>
</tr>
<tr>
<td>PT455</td>
<td>Individual exercise session. A session during which an individual worker is constantly and directly supervised and assessed by the physiotherapist. Maximum 4 sessions.</td>
<td>$65.00 flat fee</td>
</tr>
<tr>
<td>PT460</td>
<td>Group exercise session. A session during which a maximum of eight participants are constantly and directly supervised and assessed by the physiotherapist.</td>
<td>$19.20 per worker</td>
</tr>
<tr>
<td>PT429</td>
<td>Entry fee, aquatic or exercise facility. Reimbursement to the physiotherapist for an entry fee paid to the aquatic or exercise facility by the physiotherapist, on behalf of a worker. Where a physiotherapist is employed by the facility, item PT429 cannot be charged.</td>
<td>Reasonable cost</td>
</tr>
<tr>
<td>PTMP</td>
<td>Physiotherapy management plan. A physiotherapy management plan completed and submitted by the treating physiotherapist. For claims managed by ReturnToWorkSA or their claims agents, the physiotherapist is expected to submit a plan: - prior to the 11th treatment if more than 10 treatments are likely to be required, or - prior to the expiry of an existing physiotherapy management plan if additional treatment is required, or - at the request of the case manager. For claims managed by self-insured employers, the plan must be requested by the self-insured employer.</td>
<td>$46.50 flat fee</td>
</tr>
<tr>
<td>PT780</td>
<td>Independent clinical assessment and report. An assessment of a worker, by a physiotherapist, other than the treating physiotherapist, and provision of a report for the purpose of providing a clinical opinion on current treatment, comment on the worker’s functional ability and make recommendations on future physiotherapy management. This service must be requested in writing by the case manager, self-insured employer, worker or worker’s representative. Maximum 4 hours.</td>
<td>$185.40 per hour Max 4 hours</td>
</tr>
<tr>
<td>PT760</td>
<td>Activities of daily living assessment and report. Assessment of a worker’s level of functioning in relation to personal care, household tasks, recreational and social activities. This service includes provision of a report and must be requested in writing by the case manager, self-insured employer or treating medical expert. Where the service is recommended by a medical expert, prior approval must be obtained from the case manager or self-insured employer. Maximum 5 hours.</td>
<td>$185.40 per hour Max 5 hours</td>
</tr>
<tr>
<td>PT762</td>
<td>Activities of daily living re-assessment. Re-assessment and review of a worker’s progress in functional ability, the ongoing need for third party services or hired equipment, therapeutic aids or appliances. This service must be requested in writing by the case manager, self-insured employer or treating medical expert. Where the service is recommended by a medical expert, prior approval must be obtained from the case manager or self-insured employer. Maximum 2 hours.</td>
<td>$185.40 per hour Max 2 hours</td>
</tr>
<tr>
<td>PT552</td>
<td>Telephone calls relating to the management of the worker’s claim, or to progress their recovery and return to work, made to or received from, the case manager or self-insured employer, worker’s employer (including the employer’s return to work coordinator), worker’s representative, ReturnToWorkSA advisor, approved return to work service provider* or worker’s referring/treating medical practitioner. Any time spent on communication directly related to an independent clinical assessment and report, activities of daily living assessment and report or an activities of daily living re-assessment, is included within the total time</td>
<td>$25.70 flat fee</td>
</tr>
</tbody>
</table>
An approved return to work service provider means a provider approved by RTWSA to deliver specific recovery/return to work services (e.g. pre-injury employer, fit for work, restoration to the community and return to work assessment) in accordance with conditions set out in the Application for Approval as a South Australian Return to Work Service Provider.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT820</td>
<td>Treating physiotherapy report</td>
<td>$185.40 flat fee</td>
</tr>
<tr>
<td></td>
<td>Treating physiotherapist report. A written clinical opinion, statement or response to questions relating to the medical status and treatment of a worker, requested in writing by the case manager, self-insured employer, worker or worker’s representative.</td>
<td></td>
</tr>
<tr>
<td>PT870</td>
<td>Case conference</td>
<td>$185.40 per hour</td>
</tr>
<tr>
<td></td>
<td>Case conference. Attendance at a case conference as requested in writing by the case manager or self-insured employer, worker’s employer (including the employer’s return to work coordinator) or an approved return to work service provider*.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*An approved return to work service provider means a provider approved by RTWSA to deliver specific recovery/return to work services (e.g. pre-injury employer, fit for work, restoration to the community and return to work assessment) in accordance with conditions set out in the Application for Approval as a South Australian Return to Work Service Provider.</td>
<td></td>
</tr>
<tr>
<td>CURAP</td>
<td>Equipment, therapeutic aids and appliances</td>
<td>Reasonable cost</td>
</tr>
<tr>
<td></td>
<td>Other THERAPEUTIC Aids/Appliances including supply, delivery or repairs as recommended by Medical Expert. This also includes delivery of equipment (eg, wheelchairs, beds etc), repairs/maintenance to hearing aids, batteries etc.</td>
<td></td>
</tr>
<tr>
<td>PT905</td>
<td>Travel time</td>
<td>$157.40 per hour</td>
</tr>
<tr>
<td></td>
<td>Travel time. Travel by a physiotherapist for the purpose of a case conference, home, hospital or worksite visit, independent clinical or activities of daily living assessment.</td>
<td></td>
</tr>
<tr>
<td>PT907</td>
<td>Travel expenses</td>
<td>Reasonable cost</td>
</tr>
<tr>
<td></td>
<td>Travel expenses. Travel expenses incurred for a medical service delivered at the request of the case manager or self-insured employer, where the provider is required to travel to a destination greater than 100km from the provider’s principal place of business or residential address. Car hire can only be charged where the provider travels by aircraft to deliver the service.</td>
<td></td>
</tr>
</tbody>
</table>

*An approved return to work service provider means a provider approved by RTWSA to deliver specific recovery/return to work services (e.g. pre-injury employer, fit for work, restoration to the community and return to work assessment) in accordance with conditions set out in the Application for Approval as a South Australian Return to Work Service Provider.*
Physiotherapy service and payment policy

The purpose of the services identified in this fee schedule and policy is to provide treatment that assists a worker in their recovery and (if applicable) supports them to stay at or return to work as soon as it is safe for them to do so. This fee schedule applies to all work injury claims, whether insured through ReturnToWorkSA or a self-insured employer.

ReturnToWorkSA or the self-insurer will periodically review a worker’s treatment and services to ensure they remain reasonable for the work injury and are payable under the Return to Work Act 2014.

Services provided outside of this fee schedule and policy may be approved by the case manager on a case-by-case basis.

Who can provide services to workers?
The Insurer (ReturnToWorkSA or a self-insurer) will only pay for services by healthcare professionals who are:

✔ registered by ReturnToWorkSA to provide the services identified in this schedule. ReturnToWorkSA will register a service provider upon receipt of their initial invoice; and

✔ registered as a physiotherapist with Australian Health Practitioners Regulation Authority.

ReturnToWorkSA’s expectations for the delivery of services to workers

ReturnToWorkSA expects that all providers of services to workers as part of the South Australian Return to Work scheme, integrate the following principles of the Clinical Framework for the Delivery of Health Services (the clinical framework) into their service delivery:

1. Measure and demonstrate the effectiveness of management.

2. Adopt a biopsychosocial approach.

3. Empower the injured person to manage their injury.

4. Implement goals focussed on optimising function, participation and return to work.

5. Base management on best available research evidence.

How much the insurer will pay?
ReturnToWorkSA or a self-insurer will pay the reasonable cost of services up to the maximum amount detailed in the ReturnToWorkSA fee schedule.

What ReturnToWorkSA will pay for
ReturnToWorkSA will pay for services that are:

✔ for the treatment of a work injury or condition

✔ reasonable and necessary

✔ in accordance with the clinical framework.

What the insurer will not pay for
ReturnToWorkSA or a self-insurer will not pay for:

× Non-attendance or cancellation fees for treatment services

× Services invoiced in advance of the service delivery

× Written communication between a worker’s treating practitioners

× Services focussed on improving a worker’s general level of health, fitness and wellbeing

× More than one consultation (initial or subsequent) on the same day

× Needles used for dry needling/acupuncture treatment.

Restricted consultation

A restricted consultation can only be requested by the treating physiotherapist where a prior consultation has been delivered.

Prior approval for restricted consultations is required.

The case manager will consider reimbursement for a restricted consultation for injured workers who have conditions that meet specific criteria and where complex physiotherapy treatment is required or where longer consultations are required to engage an interpreter, or to educate regarding chronic pain or other matters.

Restricted consultations can:

✔ only be delivered when pre-approval is provided by the case manager

✔ only be billed as a Single consultation on any one day

✔ be for periods of greater than 30 minutes

✔ be billed as time spent, up to a maximum of 1 hour per session.

✔ form part of the overall Physiotherapy Management Plan and be counted as a proposed session.

Workplace visit

A workplace visit should include:

✔ a review of a worker and their related duties at the workplace for the purpose of determining ongoing treatment needs

✔ where appropriate, an assessment of the worker’s technique in performing tasks at work

✔ communication of findings to the relevant individuals e.g. employer, case manager and/or doctor (verbal or brief email).

Aquatic and exercise sessions

Aquatic and exercise sessions should:

✔ assist the worker achieve specific work-related and functional goals

✔ be part of an overall strategy to assist the worker to transition to independence or self-managed exercise program.
Concurrent treatment consultations and aquatic or exercise sessions is expected to occur for a limited period of time only.

**Physiotherapy management plan**

Treating physiotherapists should complete and submit the ReturnToWorkSA physiotherapy management plan. This plan is available on our website at www.rtwsa.com.

For claims managed by ReturnToWorkSA or their claims agents, the physiotherapist is expected to submit a plan:

- prior to the 11th treatment if more than 10 treatments are likely to be required, or
- prior to the expiry of an existing physiotherapy management plan if additional treatment is required, or
- at the request of the case manager.

For claims managed by self-insured employers, the plan must be requested by the self-insured employer.

A treatment is any clinical consultation, aquatic or exercise session. This plan:

- should be forwarded to the worker’s case manager or self-insured employer and copies made available to the treating doctor and worker
- is to notify the case manager, self-insured employer and/or treating doctor of the continuation of physiotherapy services beyond 10 treatments, the expected recovery and management time frames, goals of treatment, number of treatments required, expected discharge date and any barriers to recovery or return to work outcomes.

**Independent clinical assessment and report**

A physiotherapist undertaking an independent clinical assessment must:

- be independent of the treating physiotherapist and any physiotherapy treatment services following the independent clinical assessment
- have a minimum of:
  - five years of relevant clinical experience related to the injury type
  - two years experience in the provision of physiotherapy services within the Return to Work scheme.
- conduct the assessment as soon as possible after receipt of the written referral and/or approval from the case manager or self-insured employer, or as specified by the referrer.

**Purpose**

The purpose of an independent clinical assessment is to provide:

- an independent opinion on the reasonableness and necessity of the worker’s current or proposed physiotherapy treatment/management
- a differential diagnosis using an evidence-based clinical assessment
- recommendations regarding the worker’s future physiotherapy management that are aligned to the principles of the clinical framework
- a prognosis for return to work
- an opinion and/or recommendations on any other questions asked by the requestor.

**Report**

The independent clinical assessment report should:

- detail the relevant findings
- provide the assessor’s independent clinical opinion on the reasonableness and necessity of the worker’s current or proposed treatment
- provide recommendations for future physiotherapy management
- include responses to questions asked by the requestor
- be submitted within 10 business days from the date of the assessment.

**Activities of daily living assessment and report**

A physiotherapist undertaking an activities of daily living assessment (ADL):

- must have the equivalent of two years full-time clinical practice and be experienced in the assessment of activities of daily living. However, a physiotherapist with less than the minimum required clinical experience may provide ADL assessments, if supervised for a period of 12 months by a full-time physiotherapist, experienced in ADL assessments and who has conducted ADL assessments for a period of at least 2 years.
- should be familiar with and use formal ADL assessment tools that are relevant to the worker’s circumstances (e.g. the Lawton Instrumental Activities of Daily Living Scale)
- should conduct the assessment within five business days from receipt of the written referral and/or approval from the case manager or self-insured employer, or as specified by the referrer.

**Purpose**

The purpose of an ADL assessment is to conduct an objective assessment of the worker’s level of functioning in relation to personal care, household tasks, recreational and social activities.

The assessment is to be conducted in a worker’s living environment and is based on observations and objective assessment of a worker’s level of functioning.

Self-report assessment tools such as biopsychosocial screening and functional outcome measures are to be used in conjunction with an objective assessment tool.

**Report**

An ADL assessment report should include:

- results of an objective ADL assessment tool suited to the worker’s circumstances
- assessment findings and worker’s functional abilities
✓ strategies and recommendations for equipment that will maximise the worker’s independence and participation in activities of daily living
✓ details of the cost and suppliers of any prescribed equipment and clinical justification for the recommendation(s). Hiring must be considered wherever possible.
✓ strategies and recommendations for support services from a third party in the performance of personal care and/or household tasks, including details of level of assistance from third party, duration, frequency and cost of services and the clinical justification for the recommendation(s)
✓ recommendations and clinical justification for the need of ADL re-assessment using item number (PT762)
✓ recommendations for non-structural housing modifications including:
  - justification for the modification, details of all available options and details of all consultations with the worker and or their authorised representative
  - compliance with the relevant Australian Standards for disability and access and the Australian Building Codes.
✓ responses to questions asked by the requestor
✓ submission of the completed report to the case manager or self-insured employer within 10 business days from the date of the assessment.

Activities of daily living re-assessment

Purpose
The purpose of an ADL re-assessment is to:
✓ re-assess the worker for the purpose of reviewing progress in the worker’s functional abilities, the ongoing need for third party services or hired equipment/aids and appliances
✓ provide clear justification for the ongoing need for third party services or hired equipment/aids and appliances will need to be provided
✓ teach or coach the worker in functional skills and use of aids and equipment supplied to maximise the worker’s functional abilities in activities of daily living.

ADL re-assessment may not require re-attendance at the worker’s home. Where a home visit is required, justification will need to be provided to the case manager or self-insured employer.

Case conference
✓ Case conferences conducted by telephone (teleconferencing) are chargeable under this item.
× No fee is payable for records made by a physiotherapist during the case conference unless delegated as the representative by the case manager or self-insured employer.

Travel time and expenses
✓ Travel time will only be paid for the purposes of a case conference, home, hospital or worksite visit, independent clinical assessment or activities of daily living assessment or re-assessment.
✓ All accounts must include the total time spent travelling, departure and destination locations and the distance travelled.
✓ If travel time and expenses are undertaken for more than one worker, the travel time and expenses must be divided accordingly.
✓ Travel expenses include standard economy airfares, overnight accommodation and reasonable cost for meals associated with the overnight stay, taxi fares, car parking and car hire expenses, excluding fuel costs and vehicle mileage.
✓ Tax compliant invoices for travel expenses must be provided with the relevant invoice for payment to be made. The invoice must be clearly itemised if more than one expense is being claimed (e.g. airfare, accommodation, meals etc).
× There is no charge for travel time from one clinic to another clinic or to a pool/gymnasium.
× Travel time and expenses will not be paid for physiotherapists conducting regular visits (e.g. to hospitals or worksites).
Invoicing requirements

All amounts listed in this fee schedule are exclusive of GST. If applicable, the insurer will pay to the provider an amount on account of the provider’s GST liability in addition to the GST exclusive fee. Suppliers should provide the insurer with a tax invoice where the amounts are subject to GST.

Information required on an invoice

All invoices are required to contain the following information to enable prompt and efficient payment:

- **provider details**
  - Name
  - Medicare provider number (if applicable) and/or ReturnToWorkSA provider number (if known)
  - Practice and address details.

- **invoice number and invoice date**

- **Australian Business Number (ABN)**

- **worker’s surname and given name(s)**

- **claim number (if known)**

- **employer name (if known)**

- **each service itemised separately in accordance with this fee schedule including:**
  - date of service and commencement time
  - service item number and service description
  - duration of service in hours/minutes rounded to the nearest 6 minutes for hourly rate services
  - charge for the service
  - total charge for invoiced items plus any GST that may be applicable.

- **Bank account details for electronic funds transfer (EFT).**

When payments will not be made

Payments will not be made:

- On invoices that do not contain the above information, which may be returned to the provider for amendment.

- On ‘account rendered’ or statement invoices. Payment will be made, where appropriate, on an original invoice or duplicate/copy of the original.

- In advance of service provision, including all written reports.

- Where the worker’s claim has not been accepted. In this case the worker is responsible for payment.

When to submit an invoice

Invoices are to be submitted within four weeks of service. Invoices received more than six months after date of service may not be paid unless exceptional circumstances exist.

Outstanding payments

Please contact the relevant claims agent, ReturnToWorkSA’s EnABLE Unit or self-insured employer if the claim has been accepted and the payment is outstanding.

GST

For all GST-related queries, please contact the Australian Taxation Office or your tax advisor.

Changes to provider details

For changes to provider details, such as ABN, change of address or electronic funds transfer details, please complete the Provider registration form available on our website. Once completed either email to prov.main@rtwsa.com or fax to ReturnToWorkSA on (08) 8238 5690.

For any queries relating to this form, please contact ReturnToWorkSA on 13 18 55.
Useful contacts

Claims agents

All work injury claims (that are not self-insured or serious injury) are managed by Employers Mutual or Gallagher Bassett. To identify which claims agent is managing a worker’s claim, refer to the ‘Claims agent lookup’ function on our website at www.rtwsa.com.

EML
Phone: (08) 8127 1100 or free call 1300 365 105
Fax: (08) 8127 1200
Postal address: GPO Box 2575, Adelaide SA 5001
Online: www.eml.com.au

Gallagher Bassett Services Pty Ltd
Phone: (08) 8177 8450 or free call 1800 664 079
Fax: (08) 8177 8451
Postal address: GPO Box 1772, Adelaide SA 5001
Online: www.gallagherbassett.com.au

ReturnToWorkSA EnABLE Unit

For claims relating to severe traumatic injuries, please contact this unit directly.
Phone: 13 18 55
Fax: (08) 8233 2051
Postal address: GPO Box 2668, Adelaide SA 5001

Self-insured employers

For matters relating to self-insured claims, please contact the employer directly.