



# Medical fee schedule

## **Permanent Impairment services**

01 July 2022

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## How to use this fee schedule

This fee schedule contains information on services and fees that apply to medical practitioners who hold a current accreditation issued by the Minister for Industrial Relations for the Return to Work scheme.

This publication is based on Schedule 1B published by the Minister for Industrial Relations in the *South Australian Government Gazette*. Gazetted fees are the maximum fees chargeable, excluding GST. Where applicable, GST can be applied over and above the gazetted fee.

**All services and fees in this schedule are effective 01 July 2022.**

Invoicing and service provision is actively monitored to ensure services are billed in accordance with this fee schedule and that services are reasonable for the work injury and payable under the *Return to Work Act 2014*.

## Returning to work and the role of the health provider

### Why return to work is important

The beneficial effect that work can have on a person's health and wellbeing has been well evidenced in the *Australian and New Zealand consensus statement on the health benefits of work - Position statement 2011: Realising the Health Benefits of Work*.

Source: The Australasian Faculty of Occupational and Environmental Medicine (AFOEM), and The Royal Australasian College of Physicians (RACP).

### The health provider's role in the recovery process

Health providers have a vital role to play in helping injured workers stay at or return to work. The health provider is best placed to advise and educate patients that, in most cases, a focus on return to work is in their best interest – for both their future, quality of life and that of their family. Staying at home until completely recovered is often not the best thing for an injured worker. Health providers can help by focusing on what a worker can do rather than what they can't.

To help make a difference, ensure that you:

- screen for risk early
- adopt a whole person approach
- set clear expectations
- provide clear certification of the worker's capacity and detail about what the worker can do on the *Work Capacity certificate*
- make enough time for clinical management
- contact the workplace where applicable.

For more information, visit the health provider tab at [www.rtwsa.com](http://www.rtwsa.com).

## ReturnToWorkSA's expectations

### Payments

Payment for services contained in this schedule will not be made in advance.

All costs incurred by an injured worker under this fee schedule are subject to approval for payment. To ensure payment, it is recommended to seek claims manager authorisation prior to the provision of the service.

## Permanent impairment services

These services are to assess whole person impairment in accordance with Section 22 of the *Return to Work Act 2014*. An impairment assessor means a person registered under the *Health Practitioner Regulation National Law (South Australia) Act 2010*, to practice in the medical profession (other than a student) and, who holds a current accreditation issued by the Minister for Industrial Relations for the Return to Work scheme. Only those accredited are entitled to payment for the services listed below.

The *Impairment Assessment Guidelines* relates to the guidelines published by the Minister in the South Australian Government Gazette for the Return to Work scheme.

For information to become an accredited assessor, please refer to the ReturnToWorkSA website at [www.rtwsa.com](http://www.rtwsa.com) or contact ReturnToWorkSA on 13 18 55.

### Permanent impairment assessor - standard report

Item no.	Service description	Max fee (ex GST)
PIA10	General practitioners: permanent impairment assessor standard report, simple assessment of one body system - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1068.90 flat fee
PIA30	Specialists (excluding psychiatrists): permanent impairment assessor standard report, simple assessment of one body system - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1068.90 flat fee
PIA40	Psychiatrists: permanent impairment assessor standard report for the assessment of psychiatric disorders; assessment where there is one disorder or condition related to the work injury - reading, examination and report in accordance with the Impairment Assessment Guidelines and using the Guidelines for the Evaluation of Psychiatric Impairment by Clinicians (GEPIC).	\$1336.10 flat fee

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 5: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 6: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

## Permanent impairment assessor - moderately complex report

Item no.	Service description	Max fee (ex GST)
PIA11	General practitioners: permanent impairment assessor moderately complex report, simple assessment of two body systems or more than one injury to a single body system - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1336.30 flat fee
PIA31	Specialists: permanent impairment assessor moderately complex report, simple assessment of two body systems or more than one injury to a single body system - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1336.30 flat fee

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 5: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 6: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

## Permanent impairment assessor - complex report

Item no.	Service description	Max fee (ex GST)
PIA12	General practitioners: permanent impairment assessor complex report, complex assessment on a single body system or multiple injuries involving more than one body system or lead assessor report - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1692.60 flat fee
PIA32	Specialists (excluding psychiatrists): permanent impairment assessor complex report, complex assessment on a single body system or multiple injuries involving more than one body system or lead assessor report - reading, examination and report in accordance with the Impairment Assessment Guidelines.	\$1692.60 flat fee
PIA42	Psychiatrists: permanent impairment assessor complex report for the assessment of psychiatric disorders or conditions; assessment where there is more than one disorder related to the work injury or pre-existing or non-work-	\$1870.10 flat fee

related and/or neurological considerations - reading, examination and report in accordance with the Impairment Assessment Guidelines and using the Guidelines for the Evaluation of Psychiatric Impairment by Clinicians (GEPIC).

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 5: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 6: The lead assessor may only bill for the final complete report including the sub-assessor's report(s).

Note 7: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

### Permanent impairment assessor - ENT report

Item no.	Service description	Max fee (ex GST)
PIA50	ENT specialists: permanent impairment assessor ENT report - reading, examination of ear, nose and/or throat only, including audiometric testing and report in accordance with the Impairment Assessment Guidelines.	\$1068.90 flat fee

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 5: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

## Permanent impairment assessor - standard report where an examination is conducted with the assistance of an interpreter

Item no.	Service description	Max fee (ex GST)
PIA13	General practitioners: permanent impairment assessor standard report with interpreter, simple assessment of one body system - reading, examination conducted with the assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.	\$1336.30 flat fee
PIA33	Specialists (excluding psychiatrists): permanent impairment assessor standard report with interpreter, simple assessment of one body system - reading, examination conducted with the assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.	\$1336.30 flat fee
PIA43	Psychiatrists: permanent impairment assessor standard report with interpreter, for the assessment of psychiatric disorders; assessment where there is one disorder or condition related to the work injury - reading, examination and report in accordance with the Impairment Assessment Guidelines and using the Guidelines for the Evaluation of Psychiatric Impairment by Clinicians (GEPIC).	\$1670.00 flat fee

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: If an interpreter is present at the examination, the medical fee payable is in accordance with the fees set out above.

Note 5: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 6: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 7: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

## Permanent impairment assessor - moderately complex report where an examination is conducted with the assistance of an interpreter

Item no.	Service description	Max fee (ex GST)
PIA14	General practitioners: permanent impairment assessor moderately complex report with interpreter, simple assessment of two body systems or more than one injury to a single body system - reading, examination conducted with the	\$1603.50 flat fee

assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.

PIA34	Specialists: permanent impairment assessor moderately complex report with interpreter, simple assessment of two body systems or more than one injury to a single body system - reading, examination conducted with the assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.	\$1603.50 flat fee
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Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: If an interpreter is present at the examination, the medical fee payable is in accordance with the fees set out above.

Note 5: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 6: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 7: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

### Permanent impairment assessor - complex report where an examination is conducted with the assistance of an interpreter

Item no.	Service description	Max fee (ex GST)
PIA15	General practitioners: permanent impairment assessor complex report with interpreter, complex assessment on a single body system or multiple injuries involving more than one body system or lead assessor report - reading, examination conducted with the assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.	\$1959.80 flat fee
PIA35	Specialists (excluding psychiatrists): permanent impairment assessor complex report with interpreter, complex assessment on a single body system or multiple injuries involving more than one body system or lead assessor report - reading, examination conducted with the assistance of an interpreter and report in accordance with the Impairment Assessment Guidelines.	\$1959.80 flat fee
PIA45	Psychiatrists: permanent impairment assessor complex report, with interpreter, for the assessment of psychiatric disorders; assessment where there is more than one disorder related to the work injury or pre-existing or non-work-related	\$2337.60 flat fee



and/or neurological considerations - reading, examination and report in accordance with the Impairment Assessment Guidelines and using the Guidelines for the Evaluation of Psychiatric Impairment by Clinicians (GEPIC).

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: If an interpreter is present at the examination, the medical fee payable is in accordance with the fees set out above.

Note 5: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 6: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

Note 7: The lead assessor may only bill for the final complete report including the sub-assessor's report(s).

Note 8: A reference to body system herein means one or more of the 15 body systems in which Impairment Assessors are accredited by the Minister and which correspond with chapters 2 to 16 of the Return to Work Scheme Impairment Assessment Guidelines.

**Permanent impairment assessor - ENT report where an examination is conducted with the assistance of an interpreter**

Item no.	Service description	Max fee (ex GST)
PIA51	ENT specialists: permanent impairment assessor ENT report with interpreter, reading, examination of ear, nose and/or throat only, conducted with the assistance of an interpreter, including audiometric testing and report in accordance with the Impairment Assessment Guidelines.	\$1336.30 flat fee

Note 1: Reports will be requested by a claims manager or self-insured employer.

Note 2: Permanent impairment assessment reports must be requested in writing, specifying whether a standard, moderately complex, complex or supplementary report is required.

Note 3: Reports are to be provided to ReturnToWorkSA within 10 business days of the examination unless the assessor believes there are reasonable grounds for an extension of time and has sought the requestor's prior consent for an extension of time.

Note 4: If an interpreter is present at the examination, the medical fee payable is in accordance with the fees set out above.

Note 5: Corrections and amendments to a report after initial submission are covered in the fee above, and do not attract an additional fee.

Note 6: 'Specialist' means a specialist in a surgical discipline or a consultant physician.

### Permanent impairment assessor - non attendance or cancellation of an appointment or non-attendance

Item no.	Service description	Max fee (ex GST)
PIA16	General practitioners: permanent impairment assessor non-attendance at, or cancellation with less than 48 hours notice (excluding weekends or public holidays in South Australia) before an appointment.	\$385.00 flat fee
PIA36	Specialists: permanent impairment assessor non-attendance at, or cancellation with less than 48 hours notice (excluding weekends or public holidays) before an appointment	\$385.00 flat fee

Note 1: A fee for a cancellation with more than 48 hours' notice (excluding weekends and public holidays in South Australia) is not payable.

Note 2: A fee for a cancellation or non-attendance does not apply if the appointment is subsequently filled with any other earning activity.

### Permanent impairment assessor - supplementary report

Item no.	Service description	Max fee (ex GST)
PIA17	General practitioners: permanent impairment assessor supplementary report, where additional information is requested by the report requestor.	\$267.20 flat fee
PIA37	Specialists (including psychiatrists): permanent impairment assessor supplementary report, where additional information is requested by the report requestor.	\$267.20 flat fee

Note 1: Supplementary report fees are not payable if additional work is required as a result of an error or omission on the part of the assessor.

Note 2: A supplementary report fee will only be paid where either ReturnToWorkSA, a claims manager, or a self-insured employer specifically requests a separate report that addresses matters that are additional to the original report request.

### Permanent impairment assessor - additional reading time

Item no.	Service description	Max fee (ex GST)
PIA18	DERIVED FEE, General practitioners: permanent impairment assessor additional reading time in conjunction with a standard or moderately complex report. The fee is only to be charged if there are more than 25 pages of reading material supplied by the report requestor. The first 25 pages are included in the report fee	DF

and are therefore not chargeable under this item. Derived fee: \$9.90 per page over 25 pages.

PIA19	DERIVED FEE, General practitioners: permanent impairment assessor additional reading time in conjunction with a complex report. This fee is only to be charged if there are more than 51 pages of reading material supplied by the report requestor. The first 51 pages are included in the report fee and are therefore not chargeable under this item. Derived fee: \$9.90 per page over 51 pages.	DF
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PIA38	DERIVED FEE, Specialists (including psychiatrists): permanent impairment assessor additional reading time in conjunction with a standard or moderately complex report. This fee is only to be charged if there are more than 25 pages of reading material supplied by the report requestor. The first 25 pages are included in the report fee and are therefore not chargeable under this item. Derived fee: \$9.90 per page over 25 pages.	DF
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PIA39	DERIVED FEE, Specialists (including psychiatrists): permanent impairment assessor additional reading time in conjunction with a complex report. This fee is only to be charged if there are more than 51 pages of reading material supplied by the report requestor. The first 51 pages are included in the report fee and are therefore not chargeable under this item. Derived fee: \$9.90 per page over 51 pages.	DF
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Note 1: Reading fees are only payable where the material has been directly supplied by the report requestor. A fee is not payable for the reading of case notes, clinical material or any other material that is not directly supplied by the report requestor.

Note 2: The reading of material supplied by the requestor can only be charged once. No additional charge can be submitted for re-reading of material.

Note 3: A full page for reading time consists of a whole A4 size page of standard print (12 point font or smaller) of information, full page letters and detailed reports. Examples include: hospital treatment notes, medical reports, investigation reports.

A half page of reading time consists of half an A4 page or a full A5 size page of standard print (12 point font or smaller) of information, brief file notes, scattered file notes on a page, letters consisting of one or two paragraphs, results and certificates. Examples include: pathology results, full page of handwritten notes.

## Permanent impairment assessor - travel for examinations

Item no.	Service description	Max fee (ex GST)
PIA60	General practitioners or specialists (including psychiatrists): permanent impairment assessor travel, a full day attendance at a venue more than 100 kilometres from the Adelaide GPO for the purpose of providing a permanent impairment report.	\$156.30 flat fee

PIA62	General practitioners or specialists (including psychiatrists): permanent impairment assessor - cancellation of an attendance at a venue more than 100 kilometres from the Adelaide GPO.	\$250.00 flat fee
PIA64	General practitioners or specialists (including psychiatrists): permanent impairment assessor accommodation - overnight accommodation including meals and incidentals.	\$331.10 flat fee
PIA66	General practitioners or specialists (including psychiatrists): permanent impairment assessor motor vehicle travel - travel by motor vehicle, to and from a venue for the purpose of an appointment made by the report requestor.	ATO rates
PIA68	General practitioners and specialists (including psychiatrists): permanent impairment assessor aircraft travel - travel by aircraft, to and from a venue for the purpose of an appointment made by the report requestor.	Economy airfare

Note 1: The first 50 kilometres of any travel is not chargeable.

Note 2: If an assessor is travelling for the purpose of conducting more than one permanent impairment assessment, the travel fees must be apportioned accordingly.

Note 3: 'A full day' as per item PIA60 refers to a stay of more than five hours at the venue including travel time.

Note 4: ATO rates means the rate, applicable to the type of motor vehicle in which the assessor travelled, published by the Australian Taxation Office as the rate per kilometre that may be claimed as a deduction for business travel expenses incurred in the previous financial year.

Note 5: Economy airfare means the amount determined by ReturnToWorkSA to be the reasonable cost of undertaking the travel using a standard economy airfare.

## Accounts and invoicing standards

All amounts listed in this booklet are exclusive of GST. If applicable, ReturnToWorkSA 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 ReturnToWorkSA with a tax invoice where the amounts are subject to GST.

For all invoices, whether a tax invoice or not, the following information should be provided:

- 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)
- brief description of the injury to which the services relate
- 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 six 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).

Invoices are to be submitted within six weeks of service. Invoices for services displaying the information set out above will allow for prompt and efficient processing. Invoices that do not meet these standards may be returned to the provider for amendment.

ReturnToWorkSA or their claims agents are unable to pay on 'account rendered' or statement invoices. Payment will be made where appropriate, on an original invoice or duplicate/copy of the original. Payment for services, including reports, will not be made in advance.

### **GST**

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

### **Changes to provider details**

For changes to provider details, such as Australian Business Number, 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](mailto: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.

### **Where payment is outstanding**

Please contact ReturnToWorkSA's EnABLE Unit, claims agent or self-insured employer if the claim has been accepted and the payment is outstanding. If the claim has not been accepted, responsibility for payment of accounts rests with the worker.

## Submitting an invoice

### How can I submit an invoice?

Invoices sent via email is the preferred option in any of the following formats: Word, PDF and image files. Please email your invoice to the relevant address below:

**EML:** [accounts@eml.rtwsa.com](mailto:accounts@eml.rtwsa.com)

**Gallagher Bassett:** [invoices@gb.rtwsa.com](mailto:invoices@gb.rtwsa.com)

**EnAble:** [EnAble@rtwsa.com](mailto:EnAble@rtwsa.com)

### What are our payment terms?

The Return to Work scheme has 30 day payment terms, which is mandated and cannot be amended. Please do not send multiple copies of the original invoice if your payment terms are less than 30 days.

## 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](http://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](http://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](http://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.

