

THIS AGREEMENT made in duplicate between:

THE WORKERS' COMPENSATION BOARD

A corporation continued pursuant to the provisions of s. 9(1) of *The Workers' Compensation Act, 2013*, SS 2013, c. W-17.11, and amendments thereto ("WCAAct")
(hereinafter referred to as the "WCB")

- and -

THE SASKATCHEWAN SOCIETY OF OCCUPATIONAL THERAPISTS

A corporation established pursuant to *The Registered Occupational Therapists Act, 1971* and continued as a corporation pursuant to *The Occupational Therapists Act, 1997* and amendments thereto ("OTAct")
(hereinafter referred to as the "SSOT")

WHEREAS the WCB and the SSOT have developed and wish to continue a collaborative relationship for the mutual benefit of Workers, Employers and Occupational Therapists;

AND WHEREAS the WCB has a statutory obligation to provide medical services to Workers;

AND WHEREAS the WCB desires to provide quality medical services to Workers;

AND WHEREAS the WCB desires to engage the services of Occupational Therapists to provide occupational therapy services to Workers in an effort to improve client's function and independence in the workplace and in their daily lives;

AND WHEREAS the SSOT, pursuant to the OTAct has, among its other statutory obligations, the obligation to license its members, set standards of practice and to investigate complaints and, when a complaint is founded to discipline its members.

AND WHEREAS the SSOT has adopted a document entitled "The Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition", as the Society's standards of practice.

AND WHEREAS the WCB has consulted with the SSOT regarding issues surrounding the provision of occupational therapy services to Workers by Occupational Therapists and the periodic and ongoing review by the WCB of the provision of occupational therapy services to Workers by Occupational Therapists;

AND WHEREAS the WCB is desirous of obtaining advice/input from the SSOT when implementing and/or amending the following documents:

- a) The WCB Accreditation Standards;
- b) The WCB Service Provider Guidelines;
- c) The WCB Service Fee Schedule;
- d) Invoicing requirements and invoicing templates; and
- e) Reporting templates

And when dealing with any other matters respecting the provision of occupational therapy services to Workers through the WCB.

AND WHEREAS the SSOT is agreeable to providing to the WCB advice/input with respect to such matters.

THEREFORE, the SSOT and the WCB agree as follows:

JURISDICTION

1. Nothing in this Agreement shall be construed so as to limit or restrict the authority or jurisdiction of the WCB under the WCAAct, or any Act succeeding the WCAAct. In the event of any conflict, the authority and jurisdiction of the WCB under the WCAAct shall prevail.
2. Nothing in this Agreement shall be construed so as to limit or restrict the authority or jurisdiction of the SSOT under OTAct, or any Act succeeding the OTAct. In the



event of any conflict, the authority and jurisdiction of the SSOT under the OTAct shall prevail.

PURPOSE

3. The purpose of this Agreement is to set out the responsibilities and obligations of the WCB and the SSOT prior to, the implementation of, or amendments to the following documents:

- a) The WCB Accreditation Standards;
- b) The WCB Service Provider Guidelines;
- c) The WCB Service Fee Schedule;
- d) Invoicing requirements and invoicing templates;
- e) Reporting templates; and

and when dealing with any other matters respecting the provision of occupational therapy services to Workers through the WCB.

DEFINITIONS

4. When used in this Agreement, the following terms shall have the following meanings:

“Approved Provider List” shall include those occupational therapists who have applied to provide occupational therapy services to injured Workers, and who have met the practice standards enumerated in Schedule “A” to this Agreement.

“Occupational Therapist” shall include any individual that provides occupational therapy services as defined by the SSOT.

“Medical Aid” has the same meaning as in the WCAAct.

“Member” shall include any individual that is in good standing with the SSOT.

“Party/Parties” means the WCB or SOT individually or collectively as the case may be.



"Worker" means an individual who the WCB determined sustained an injury under the WCAct and is entitled to Medical Aid under the WCAct.

DURATION

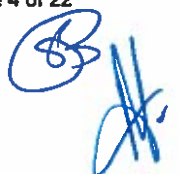
5. This Agreement shall come into full force and effect on the 1st day of April, 2017 and shall remain in full force and effect until the 31st day of March, 2022, unless earlier termination occurs in accordance with Clauses 7 or 8 of this Agreement. Notwithstanding the forgoing, from time to time the Schedules to this Agreement may be updated in accordance with this Agreement, without affecting the terms hereof.

TERMINATION

6. The WCB or the SSOT may terminate this Agreement without cause upon thirty (30) days prior written notice being provided to the other party;
7. In the event of a breach by one party of any of the terms, representations or undertakings contained in this Agreement, the other party may serve written notice in accordance with Clause 30 of this Agreement on the party committing the breach to remedy the breach within thirty (30) days of receipt of this notice. In the event that the breach is not remedied within thirty (30) days, the party requesting the remedy may terminate this Agreement by written notice to that effect served on the party committing the breach in accordance with Clause 30, and this Agreement shall terminate on the date of the said notice.

RENEWAL

8. At least ninety (90) calendar days before the end of the current term, either party may give Notice of Intention to Renew the term for a further one-year term. In the absence of a Notice of Intention to Renegotiate, the term of this Agreement shall be so extended.
9. At least ninety (90) calendar days prior to the end of the term or, in the event of a Notice of Intention to Renew has been served, within thirty (30) calendar days of the service of that Notice, either party may give Notice of Intent to Renegotiate any term(s) of the Agreement. Should such Notice be served, the parties shall



enter into those negotiations in good faith during which the term of this Agreement shall be extended to the earlier of:

- a) the parties reaching an agreement regarding the end of the term, and
- b) six (6) months from the expiry of the current term.

OBLIGATIONS OF SSOT

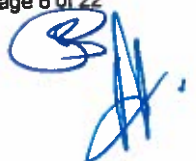
10. Subject to the availability of adequate resources, the SSOT shall, when requested by the WCB, provide advice/input within a reasonable period of time to the WCB with respect to the following items:
 - a) The WCB Accreditation Standards;
 - b) The WCB Service Provide Guidelines;
 - c) The WCB Service Fee Schedule;
 - d) Invoicing requirements and invoicing templates; and
 - e) Reporting templates
11. SSOT will use reasonable efforts to ensure Members are aware of the most recent version of the above Accreditation Standards and of the SSOT's review of the Accreditation Standards, including allowing the documents to indicate the SSOT's review and consultation.
12. Where a SSOT member is noncompliant with the WCB Practice Standards for Occupational Therapy Service Providers and/or Service Fee Schedule, despite WCB request for compliance the WCB shall notify the SSOT in writing that a professional misconduct may have occurred, in order for the SSOT to investigate this concern and discipline the member if required. In cases where the SSOT member is investigated and goes to a discipline hearing, SSOT shall have the ability and obligation to share this information with WCB.
13. Subject to availability, the SSOT shall when requested by the WCB, make representatives available for an annual meeting to review this Agreement and discuss matters of mutual concern.

Membership List

14. The SSOT shall within thirty (30) days of the SSOT's annual membership renewal date of March 1, verify with the WCB that the Occupational Therapists on the WCB Approved Provider list are Members. The SSOT further agrees that the WCB may, at any time, seek verification of membership of any practicing Member from the SSOT.
15. The SSOT shall notify the WCB within fourteen (14) days if SSOT terminates a member's license to practice or if restrictions are placed by SSOT on a member previously holding a practicing license. This requirement applies only to SSOT members who were on the WCB Approved Provider List.
16. The SSOT agrees that the addition or removal of an individual Member from the Approved Provider List is at the sole discretion of the WCB.

Confidentiality and Publicity

17. The SSOT and WCB shall be bound by the privacy and access provisions contained in *The Workers' Compensation Act, 2013*; *The Freedom of Information and Protection of Privacy Act*; and *The Health Information Protection Act*, as amended from time to time, and any other privacy legislation which shall from time to time come into force.
18. The aforementioned Clause 17 shall only pertain to the relationship, created by this Agreement, between the WCB and the SSOT. Occupational Therapists on the Approved Provider List shall continue to have an obligation to meet all reporting requirements set out in the Act and in the WCB Service Provider Guidelines.
19. The SSOT shall not include in any of its advertising or promotional materials that they are affiliated with the WCB. The SSOT shall use reasonable efforts to advise their members of a similar obligation. The SSOT shall not divulge any information communicated to, or acquired by the SSOT or its members in the course of carrying out services, nor shall any such information be used by the SSOT for financial gain or for any other advantage without prior approval of the WCB in writing.



20. The SSOT shall not, without prior approval of the WCB, publish or be allowed to publish any work that relies upon or uses information obtained by the SSOT in carrying out the terms of this Agreement, except for retroactive research where the workers treated are not identifiable as a group.
21. All public relations work, interviews, public appearances and press releases by the SSOT related to services being provided to WCB clients will require WCB approval, which approval shall not be unreasonably withheld.
22. The WCB shall not include in any of its advertising or promotional materials that they are affiliated with the SSOT.
23. The SSOT shall not, without prior written approval of the WCB, which approval shall not be unreasonably withheld, publish or allow to be published any work that relies upon or uses information obtained by the SSOT in carrying out the terms of this Agreement.

Conflict of Interest

24. The SSOT shall ensure that they advise their Members that services to Workers will be provided without any conflict of interest as outlined. Wherein any perceived or actual conflict of interest is identified it will be reviewed by the Manager, WCB Health Services, who in addition to whatever remedies are appropriate under the WCB Act may advise the SSOT of the conflict.
25. The SSOT shall ensure that they inform their Members that services provided to Workers under this Agreement are provided without any conflict of interest. If either party to this Agreement recognizes or perceives a conflict of interest to exist in the performance of this Agreement that party shall give written notice to the other party of the conflict. The following shall be deemed to be conflicts of interest:
 - a) where there is some aspect of common control, directors, officers, or shareholders as between the referral source and the care provider or the care provider and any party to who the care provider is referring a Worker;
 - b) providing services to Workers without advising the WCB;



c) any officer, director, employee or agent of the care provider approaching WCB personnel, other than managerial personnel, to in any way promote the business of the care provider or otherwise solicit work; or

d) if an occupational therapist and/or his/her employer has an ongoing business relationship with an employer with an expectation of salary and/or further business, that occupational therapist must disclose this to the injured worker in a written form which the worker signs consenting to treatment ensuring the worker is aware and chooses to continue with that care provider.

GENERAL

No Agency

26. Nothing in this Agreement shall be construed as creating a partnership, an SSOT, a joint venture, or agency relationship between the WCB and the SSOT.

Amendment

27. The parties agree that, among other things this Agreement may be amended from time to time. No amendment of this Agreement or waiver of any of the terms or provisions of this Agreement will be allowed unless agreed to in writing by both parties to this Agreement.

Applicable Law

28. This Agreement shall be deemed to have been made in Saskatchewan, and shall be construed and applied in accordance with the laws of the Province of Saskatchewan.

Binding Nature of Agreement

29. This Agreement shall ensure to the benefit of, and be binding upon the respective administrators, successors and permitted assigns of the parties.

NOTICE

30. Where in this Agreement, any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by facsimile transmission, mail or email, addressed to the party for whom it is intended. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail or courier, when receipt is acknowledged by the other party. The mailing address of either party may be changed by notice in the manner set out in this provision.

All notices to the WCB shall be directed to:

Manager, Health Care Services
Workers' Compensation WCB
200 - 1881 Scratch Street
Regina, Saskatchewan
S4P 4L1

All notices to the SSOT shall be directed to:

President
Saskatchewan Society of Occupational Therapists
Saskatoon, Saskatchewan
S7K 7E7

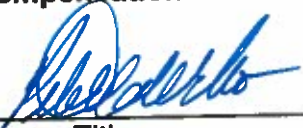
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IS THE SIGNATORY PAGE**



IN WITNESS WHEREOF this Agreement has been signed this 2nd day of March, 2017 A.D.


The Saskatchewan Workers' Compensation Board


Karen Stettner
Witness
Karen Stettner
Printed Name


Name, Title
PETER FEDORKO
CEO

AND ON THIS 17, day of February, 2017 A.D.

The Saskatchewan Society of Occupational Therapists


Witness
NEIL BEAUBIER
Printed Name


Name, Title
Sonra Brooks





**Accreditation Standards and Service Provider Guidelines
for Saskatchewan Workers' Compensation Board
Primary Occupational Therapy Service Providers**

Intent

This document sets out the following information for occupational therapists providing services to WCB customers:

- Accreditation standards.
- Service provider guidelines.

Introduction

1. All occupational therapists providing services to WCB customers will comply with:
 - a. Accreditation Standards and Service Provider Guidelines for Saskatchewan Workers' Compensation Board Primary Occupational Therapy Service Providers.
 - b. Service Fees and Fee Codes for Saskatchewan Workers' Compensation Board Primary Occupational Therapy Service Providers.
 - c. The practice standards and ethical requirements of the Saskatchewan Society of Occupational Therapists.
 - d. Current and future WCB policy, where the policy does not contravene the practice standards and ethical requirements of the Saskatchewan Society of Occupational Therapists, and
 - e. All sections of The Workers' Compensation Act, 2014 (the "Act").
2. WCB accredited occupational therapists that do not want to provide services to WCB customers should immediately notify Medical and Health Care Services. The WCB will revoke their accreditation.
3. By providing care to WCB customers, occupational therapists automatically indicate their:
 - a. Understanding of this Agreement.
 - b. Willingness to comply with this Agreement, and
 - c. Intent to maintain WCB accreditation.

Professional Affiliation and WCB Accreditation Requirements

4. The WCB requires all occupational therapists providing services to WCB customers to be:



- a. Members in good standing with the Saskatchewan Society of Occupational Therapists, and
 - b. Accredited as a WCB service provider.
5. Occupational therapists seeking accreditation will provide the WCB:
- a. Proof of their Occupational Therapy degree.
 - b. Their current license to practice, and
 - c. Proof of malpractice insurance (i.e., individual coverage or a letter from the occupational therapist's employer confirming coverage).
6. The application and process for accreditation can be found on www.wcbsask.com. Occupational therapists will provide all treatment. Occupational therapists that want to provide care to WCB customers will apply for WCB accreditation.
7. WCB accreditation ensures WCB customers receive care from qualified occupational therapists that are independent of:
- a. Adjudication and insurance decisions, and
 - b. Employer influence.
8. Based on objective and documented medical findings, accredited occupational therapists will make decisions regarding:
- a. Continued treatment.
 - b. Return-to-work, and
 - c. The need for assessment team review.
9. Occupational therapists must function as:
- a. Independent providers, and
 - b. Objective providers.
10. Occupational therapists must refuse to advocate on behalf of employers or workers regarding the cause of injuries or ongoing benefits. When requested, occupational therapists will remind the customer of the WCB:
- a. Appeals processes, and
 - b. Fair Practices Office.
- Both of whom have access to medical expertise to address any concerns raised.
11. Occupational therapists will not note their affiliation with the WCB in any:
- a. Advertising, or
 - b. Promotional material information



Practice Guidelines

Intake and Assessment Guidelines

12. After receiving referral from a care provider or worker contacting the occupational therapist directly, the occupational therapist will send a Primary Level Authorization to Treat – Occupational Therapy form (available at www.wcbask.com) to the WCB.
13. When the occupational therapist receives the signed authorization form, they will provide an intake appointment as soon as possible. However, where the referral is of an urgent nature, (i.e. worker has sustained a hand injury or surgery to the hand within the past three weeks), the therapist will commence treatment and, where treatment is not approved by the WCB, WCB will fund up to five treatments or date of disallowance letter, whichever comes first.
14. The occupational therapist will complete an intake assessment to determine the health care needs of the injured worker. To help create a return-to-work plan, the occupational therapist will contact the employer to determine the type of work and demands required of the injured worker. This contact will involve transitional Return to Work as well as final RTW efforts.
15. Occupational Therapists or the employing clinic that enter into agreements with employers or the treatment of workers for work-related injuries or have received employer based referral or employer funded work assignment within the past year will ensure the worker's written consent to treatment acknowledges both that relationship and that the worker is aware he or she may choose another provider.
16. Consent forms will be signed by the worker for in clinic assessment/treatment as well as any work site assessment/treatment where the worker or therapist feels a work related injury may have occurred.

Management Guidelines

17. WCB customers will receive care equivalent to the:
 - a. Type and severity of injury,
 - b. Stages of tissue healing, and
 - c. Availability of the worksite to provide therapeutic progressions.
18. Primary level treatment will not exceed two hours per day.
19. Occupational therapists will book a maximum of three customers in an hour to ensure adequate time for:
 - a. Occupational therapy care,
 - b. Education,
 - c. Reassurance, and



- d. Return-to-work discussion
20. This ratio does not apply for:
- a. Back classes,
 - b. Education classes,
 - c. Conditioning programs, or
 - d. Work hardening programs.
21. In programs involving strength training, the staff/customer ratio will not exceed one to six. In non-strength training programs, the staff/customer ratio will not exceed one to 12. Customers, regardless of the type of health care delivered or received, will be supervised individually or in a group setting, always with an occupational therapist in the room.

Discharge Guidelines

22. WCB customers are discharged from treatment when:
- a. There are no occupational or functional gains being made, or
 - b. The injured worker moves into a secondary or tertiary program.
23. The WCB recognizes that some WCB customers with permanent functional impairment may require additional care to manage the flare-ups.
24. Occupational therapists do not need to send new Primary Level Authorization to Treat forms if the injured worker requests further treatment within 30 days of being discharged. If the request is made after 30 days, the occupational therapist must send a new form and confirm funding before continuing treatment.

Identifying the Need for Re-Assessment

25. The occupational therapist will notify the WCB that an assessment team review is required where more comprehensive care is needed because:
- a. The worker is not progressing and is not recovering from the work injury, or
 - b. Psychology and or pain management services are required.

The assessment team review will determine if secondary or tertiary level care is more appropriate. The occupational therapist will continue treatment prior to the assessment team review only where the injured worker will benefit from continued treatment.

26. Where a worker, as a result of an assessment team review or physical/functional capacity evaluation, requires secondary or tertiary level care, the WCB Health Care Services Coordinator will refer the worker to a secondary/tertiary care centre if the

primary care provider does not express a preference of secondary/tertiary treatment centre.

27. The Health Care Services Coordinator will make referrals to centres that:
- Currently provide primary level care, and
 - Ensure there is equal distribution of customers among secondary and tertiary providers.

Evaluation of Personal Care or Work Place Needs

28. Where an Occupational Therapist is asked to evaluate the worker's needs for equipment at home, in a vehicle or in a work place, the therapist shall list all the possible options and solutions and will avoid advocating for a particular solution.
29. Where the therapist is providing estimates to the WCB, a minimum of three suppliers and cost estimates will be provided, notifying the WCB where this is not practicable.

Fees for Service

Section 103(1) of *The Workers' Compensation Act, 2013* states:

Every worker who is entitled to compensation or who is disabled only on the day of the injury is entitled without charge to:

- any medical aid that may be necessary as a result of the injury;
- any other treatment by a health care professional.

30. The occupational therapist will direct bill the WCB for services unless the WCB provides written notification that funding will not be provided.
31. The services payable by the WCB are listed in the Service Fees and Fee Codes for Saskatchewan Workers' Compensation Board Primary Occupational Therapy Service Providers. A maximum of two hours of treatment services per day five days per week, as appropriate for the treatment of the work injury may be billed. Occupational therapists will not extra bill WCB customers for other services. Occupational therapists will bill by 20 minute blocks or 0.33 units, and will round up to the next 20 minute block or 0.33 unit.
32. Where necessary, modalities will not be billed independent of other therapeutic interventions and will be suitable to the stage of tissue healing specific to the worker. Theraband must also not be extra billed to the worker and or the WCB and is considered a component of the already funded occupational therapy. Theraballs and other consumable therapeutic supplies and equipment are billable to the WCB only with prior approval of the Case Manager.



33. To reduce the perception of prescriber/provider bias, the manufacturer's fee and an additional handling fee only will be paid by WCB. Where possible, direct billing and delivery of the supply to the WCB for items greater than \$500 will be arranged.
34. The WCB recognizes that the wait for pre-approval of therapeutic equipment and supplies may, at times, delay recovery. In cases where recovery will be delayed, by waiting for pre-approval, the WCB will waive the pre-approval requirement and fund the therapeutic equipment and supplies to a maximum of \$250. These include post-surgical customers or customers with acute symptoms who require same day issuance of specific therapeutic equipment and supplies in an outpatient clinic.
35. The occupational therapist will invoice the WCB in units of care rather than number of visits, allowing the therapist to personalize the care delivered to the needs of the injured worker. Occupational therapists will be allowed input into billing processes that may be developed by the WCB from time to time.

Storage of Health Information and Charting

36. There will be a written report for each customer within the treatment facility, which includes:
 - a. Notation of the findings of the initial assessment.
 - b. Goals of treatment.
 - c. Treatment provided.
 - d. Findings of periodic reviews.
 - e. Details of the worker's job duties.
 - f. Efforts made toward the establishment of transitional and full return-to-work, and
 - g. A discharge summary.
37. Charting and storage of health information will meet all requirements of:
 - a. The Saskatchewan Society of Occupational Therapists.
 - b. The Health Information Privacy Act.
 - c. The Act, and
 - d. Any other applicable legislation.
38. If the worker requests a copy of the customer chart, the information, excluding information received from the WCB, will be provided in the manner directed by the Saskatchewan Society of Occupational Therapists. The worker will be advised that WCB documents should be requested from WCB personnel. The provision of these documents is subject to WCB policy.



Confidentiality Requirements

39. All health related and personal information received during the course of treatment of an injured worker will be treated in a confidential manner, and no information will be revealed to any person or party other than those persons to whom reports are to be made or to such other persons as may, from time to time, be designated by the WCB. Information pertaining to functional ability may be provided to the employer for the purposes of establishing a return-to-work arrangement.
40. All public relations work, interviews, public appearances and press releases related to services being provided to WCB customers will require WCB approval. Approval will not be unreasonably withheld. The occupational therapist will not, without prior written approval of the WCB, publish or allow to be published any work that relies upon or uses information obtained by the occupational therapist, the Saskatchewan Society of Occupational Therapists or its members in carrying out the terms of this Agreement, except for retroactive research where the WCB customers treated are not identifiable as a group.

Duty to Report Work Injury

Section 55 of *The Workers Compensation Act, 2013* states:

Any health care professional who attends to or is consulted with respect to an injury to a worker shall:

- (a) furnish the board with any reports respect to the examination or treatment of the worker that are relevant to the injury for which compensation is claimed;
- (b) give all reasonable and necessary information, advice and assistance to the injured worker or the worker's dependants in making an application for compensation; and furnish any certificates and proofs that the board may require.

41. Occupational therapists will report injuries by sending Primary Level Authorization to Treat – Occupational Therapy forms to the WCB. Occupational therapists will tell WCB customers to report their injuries by:
- a. Telefile (1-800-787- 9288).
 - b. Online at www.wcbsask.com.
 - c. Completing a Worker's Report of Injury form (this form can be attached to the occupational therapist's reports).
42. Reporting injuries ensures:
- a. All WCB customers receive the benefits to which they are entitled, and
 - b. Accurate information is used when employer rates are set.



43. Employers also have a legislated duty to report to the WCB any work-related:

- a. Injuries, or
- b. Illnesses

Occupational therapists will ensure they are not party to claim suppression by reporting the treatment of WCB customers to the WCB.

WCB Reporting Forms

44. WCB reporting forms and frequency of reporting are subject to periodic revision, with the input from the Saskatchewan Society of Occupational Therapists. The WCB and the Saskatchewan Society of Occupational Therapists may revise this Agreement prior to expiration. The WCB will provide sufficient time to occupational therapy treatment centres to implement revised standards.

45. Occupational therapists will report to the WCB, as follows:

- a. Assessment findings must be sent to the WCB within three business days of the initial assessment (OTI).
- b. Progress reports (OTP) will be sent to the WCB every 10 visits.
- c. Discharge summaries (OTP) will be sent to the WCB within three business days of discharge.

46. Where occupational therapists are monitoring return-to-work arrangements, return-to-work schedules and particulars will be sent to the WCB prior to commencement, using the Practitioner's Return to Work Report (PRTW). If revisions are necessary, the occupational therapist will notify the WCB.

Facility Guidelines

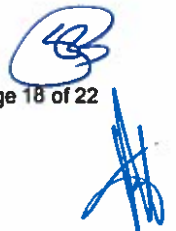
47. To fulfill services required by WCB customers, the occupational therapy treatment centre must have:

- a. Adequate space.
- b. Facilities, and
- c. Equipment

In the absence of standards from the Saskatchewan Society of Occupational Therapists, adequacy will be determined by the occupational therapy treatment centre survey process.

Continuing Education

48. Occupational therapy treatment centres will provide:



- a. An orientation program to all new staff (including training in emergency procedures), and
- b. Processes established within the centre to provide care and return-to-work planning to WCB customers (including review of this document).

49. All occupational therapists will:

- a. Be encouraged to participate in continuing education programs, and
- b. Have knowledge of current occupational therapy practice and treatment protocols.

50. As developed by the Saskatchewan Society of Occupational Therapists, all therapists will comply with:

- a. Continuing education, or
- b. Competency programs

Quality Assurance and Performance Evaluation Measures

51. There must be a sufficient number of occupational therapists on staff to provide efficient and effective services. Occupational therapists will provide care that encourages the injured worker's active involvement wherever appropriate. Occupational therapists will provide evidence-based care.

52. The ratio of non-professional to professional staff in the occupational therapy treatment centre must not be greater than two occupational therapy assistants to one active full-time occupational therapist. Information will be available within the clinic to indicate the total number of:

- a. Professional staff's working hours per month, and
- b. Non-professional staff's working hours per month (excluding reception and office staff)

53. This information may be recorded as full-time equivalents of 40 hours per week.

54. In rare instances, occupational therapy assistants may be used for in clinic treatment to:

- a. Provide auxiliary services, and
- b. Monitor equipment.

55. In all cases, the occupational therapist will, at a minimum, provide indirect supervision (i.e., the occupational therapist will be present within the clinic). The occupational therapist will direct care and progressions of care. Only licensed or registered providers will be used to supervise functional conditioning, and provide functional testing.

56. Compliance to these standards will be evaluated through quality assurance processes that utilize a clinic survey process. This process is to be developed jointly by the WCB and occupational therapy professional representatives.

Term of Agreement

57. These service provider guidelines and service fees are in effect until March 31, 2021 and will remain in effect until a new agreement is reached.

Ongoing Relationship

58. Ongoing input from occupational therapists will be obtained by the WCB Medical and Health Care Services and the Saskatchewan Society of Occupational Therapists.

59. Where occupational therapists want to provide input about the care of WCB customers that is not file specific, they should contact the President of Saskatchewan Society of Occupational Therapists or the Saskatchewan Society of Occupational Therapists' Third Party Payers Committee, who will then request to meet with the Manager of WCB Health Care Services.

Other

Return-to-Work

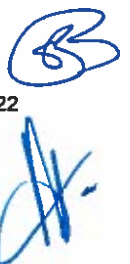
60. Within the first week of treatment, the occupational therapist will contact the employer of any worker not at full work to determine the availability of transitional return-to-work (work suitable to the worker's occupational findings as he transitions from work restrictions to full fitness for work).

61. Where transitional return-to-work is available, the occupational therapist will make reasonable effort to coordinate a return-to-work plan, with the cooperation of the primary care provider, involving the worker, the employer, and the WCB.

62. The duration of the return-to-work plan will be based on:

- a. Clinical judgment regarding type and severity of injury,
- b. The stages of tissue healing,
- c. The occupational requirements of the pre-injury job, and
- d. The availability of transitional return-to-work.

63. Where any return-to-work partner is not cooperative with return-to-work planning, the occupational therapist will advise the WCB that a barrier to recovery has occurred, asking the WCB to make contact with the individual. The resultant return-to-work plan will be forwarded to the WCB through a Practitioner Return to Work (PRTW) form document and will be resent should revisions to the original plan occur.



**Service Fees and Fee Codes
for Saskatchewan Workers' Compensation Board
Primary Occupational Therapy Service Providers**

The following WCB fee codes and fees are to be used to bill for services provided to WCB customers by OTs. Hourly rates are considered one unit of care. OTs will bill by 20 minute blocks or 0.33 units, and will round up to the next 20 minute block or 0.33 unit.

Service	Fee Code	Effective April 1, 2016	Effective April 1, 2017	Effective April 1, 2018	Effective April 1, 2019
Initial Assessment (per use)	900	\$92.09	\$94.68	\$97.27	\$99.86
Subsequent Visit (per use)	901	\$44.82	\$46.08	\$47.34	\$48.60
Return-to-Work Planning (per hour) ¹	902	\$113.30	\$124.13	\$134.96	\$145.80
Individual Functional conditioning (per hour) ²	903	\$105.33	\$70.08 for first two customers, if less than 2 customers in group. \$118.82 divided by the number in the group.	\$71.49 for first two customers, if less than 2 customers in group. \$132.31 divided by the number in the group.	\$72.90 for first two customers, if less than 2 customers in group. \$145.80 divided by the number in the group.
Individualized Upper Extremity Conditioning (per hour) ³	904	\$105.33	\$118.82	\$132.31	\$145.80
Conferencing (per hour)	905	\$105.33	\$118.82	\$132.31	\$145.80
Jobsite or Home Assessment (per hour) ⁴	906	\$113.30	\$124.13	\$134.96	\$145.80
Education (group or individual, per hour)	907	\$105.33	\$118.82	\$132.31	\$145.80
Functional Abilities Evaluation (per hour)	908	\$105.33	\$118.82	\$132.31	\$145.80
Telephone Conversation (per hour) ⁵	909	\$105.33	\$116.40	\$127.47	\$138.54
Initial Report (TXI) with Functional Outcome Measures (per report) ⁶	910	\$60.19	\$65.56	\$70.93	\$76.30
Initial Report (TXI) without Functional Outcome Measures (per report)	915	\$49.54	\$53.90	\$58.26	\$62.61
Progress/Discharge Report (TXP) with Functional Outcome Measures (per report) ⁶	920	\$37.38	\$42.19	\$47.00	\$51.81
Progress/Discharge Report (TXP) without Functional Outcome Measures (per report)	925	\$27.59	\$31.10	\$34.60	\$38.11
Orthotics and Splint Construction /Fitting/Modification (per hour)	33	\$105.33	\$118.32	\$132.31	\$145.80



Pre-manufactured Therapeutic Equipment and Supplies for Custom Devices ⁷	33	Provider's cost + 15% handling fee	Provider's cost + 15% handling fee	Provider's cost + 15% handling fee	Provider's cost + 15% handling fee
Response to WCB request for PFI rating information	930	\$191.72	\$197.11	\$202.50	\$207.89

Notes:

- ¹ Includes practitioner's time spent developing the return-to-work contract with the WCB customer and employer, and time spent monitoring and trouble-shooting.
- ² Includes time used for treatment and assessment; involves training for functional tasks (e.g., lifting, carrying, pushing, pulling, etc.); is group supervised (minimum of two in group) unless specific instruction is required.
- ³ Divided by number in group with individual therapy billed only where medically necessary (i.e. cognitive conditions, teaching new exercises). Unless cognitively challenged, the WCB expects only one or two individual billings per file at the primary level.
- ⁴ Involves attendance at the worksite for the purpose of analyzing the job duties or making job site modifications; Up to two hours for reporting will be permitted with approval required for any additional reporting; travel time will only be paid for travel outside of the practitioner's usual municipality of work. Public Service Commission mileage rate will be paid for only for out of town travel (requires authorization of insurer prior to incurring of cost).
- ⁵ Does not include calls for authorization to treat or reports on progress.
- ⁶ The TXI/TXP forms with functional outcome measures were not devised at the time of the approval of the agreement and cannot be billed until the forms are developed.
- ⁷ Includes, but not limited to materials including arm rests, casts, fiberglass casts, braces, wrist supports, back supports support stockings, truss, obesity supports, and orthopaedic boots, as appropriate.