

# Best Practice 2 - Activity Prescription Form (APF)

## Appropriateness and Timeliness

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### **Best Practice:**

**Measure 1:** 80% of all claims have an APF with the ROA (1<sup>st</sup> visit).

**Measure 2:** 80% of all time-loss claims have a second APF within 4 weeks of claim established date.

**Measure 3:** 80% of all APFs received in 2 L&I business days, excluding weekends and state holidays.

- L&I received date subtracted from the APF visit date.

### **Purpose of the APF:**

- **Employers** develop modified work plans while their worker is recovering.
- **L&I claim managers** understand the worker's ongoing treatment and medical progress, and to authorize time-loss benefits.
- **Vocational rehabilitation counselors (VRCs)** build appropriate return-to-work plans.
- **Workers** should receive a copy of the APF so they understand what they can do. It can be used as a motivator in their healing process.
- **Health Services Coordinators** understand restrictions and identify workers needing assistance.

### **Completing and submitting:**

Complete and submit electronically:

- Direct Data Entry: [secure.lni.wa.gov](https://secure.lni.wa.gov).
- Health Information Exchange (HIE): [www.lni.wa.gov/HIE](http://www.lni.wa.gov/HIE).

NOTE: Electronic options are currently only available for workers covered by State Fund.

- [Complete a fillable form](#) (Form F242-385-000) and fax or mail to L&I.

### **Common issues:**

- Work status and Plans section - make sure there are no time gaps or overlaps in any of the date ranges you indicated.
- If worker isn't released to full duty, you must provide physical capacities and/or other restrictions.
- Capacities - apply to the worker all day, every day, **at home and at work**.
- Measurable objective findings - must be included to certify time off work.
  - Writing 'see chart notes' won't be accepted.
- Plans section - be sure to complete both columns.

### **Billing:**

- Billing code – 1073M
- For detailed information about when to submit the APF and what is required for each section please visit the APF webpage: [www.Lni.wa.gov/activityRX](http://www.Lni.wa.gov/activityRX).
- L&I's Medical Aid Rules and Fee Schedules (MARFS): [lni.wa.gov/feeschedules](http://lni.wa.gov/feeschedules).