

Payment Policies for Healthcare Services

Provided to Injured Workers and Crime Victims

Update – Chapter 2: Information for All Providers

Report of Accident (ROA/PIR) requirements

Effective January 1, 2025

This update applies to *Chapter 2: Information for All Providers*. All requirements and details outlined in Chapter 2 still apply. The following text replaces the Report of Accident (ROA/PIR) requirements policy in this chapter:



Payment policy: Billing instructions and forms

Report of Accident (ROA/PIR) requirements

Filing of a State Fund Report of Accident (ROA) or self-insured Provider's Initial Report (PIR) is required for work-related injuries, illnesses, or conditions requiring treatment beyond basic first aid as defined in [WAC 296-800-099](#). If the worker, employer, or provider have reason to believe the injury or illness is work-related, a ROA/PIR is required.

No employer, worker, or provider can exempt themselves from filing a ROA/PIR by any contract, agreement, rule, or regulation, when an injury or occupational disease has occurred.

Workers have the right to file a claim if they have reason to believe their injury or illness is work-related, even if the provider and/or employer disagrees.

Providers who first treat an injured worker must inform them of their rights to file a workers compensation claim, if they have not already filed one. Even if the worker objects after hearing their rights, the provider is still required file a ROA/ PIR under penalty of law, within 5 days of treatment.

A ROA is always required if the worker has received any treatment from a licensed physician, physician assistant or ARNP, is hospitalized, disabled from work, or has died as an apparent result of a work accident and injury.

Per [WAC 296-20-065](#), the selection of a provider is the worker's choice by law. The employer or their designee may not direct or require the worker to use a specific medical provider.

In accordance with [RCW 51.48.060](#), the penalty for failing to comply with all ROA requirements is **\$500**.



Link: For more information, see [Deciding When to File an Accident Report](#) on L&I's website, [WAC 296-20-025](#), [RCW 51.48.095](#), [RCW 51.28.025](#), and [RCW 51.28.020](#).

Who may be paid for completion of the ROA/PIR

An **attending provider** with a valid provider account number may be paid for completing a Report of Accident (ROA/PIR) if they are licensed as one of the following:

- Advanced Registered Nurse Practitioner (ARNP),
- Doctor of Chiropractic (DC),
- Doctor of Dental Surgery (DDS),
- Doctor of Osteopathic Medicine (DO),
- Doctor of Podiatric Medicine (DPM),
- Medical Doctor (MD),
- Naturopathic Doctor (ND),
- Doctor of Optometry (OD), *or*
- Physician Assistant Certified (PA-C) / Physician Assistant (PA).

Examinations to complete an ROA/PIR

A ROA/PIR can **only** be filed as part of an in-person physical examination of the injured worker by an **attending provider**. The examination necessary to complete a ROA/PIR **can't** be done via **telehealth**, except for mental health only claims. For more information on distant and originating site restrictions, see the **telehealth** policies in [Chapter 10: Evaluation and Management \(E/M\) Services](#) and [Chapter 17: Mental Health Services](#).

How to file

For **state fund claims**, complete the ROA using the instructions on the paper form. These forms are not available for download. See [F242-130-000](#) (English) for information on how to order paper copies.

Providers now have the option to file State Fund ROAs online via [FileFast](#) or through Health Information Exchange (HIE). Online filing of the State Fund accident report reduces delays in claim management. Benefits of filing a [ROA online](#) include:

- Immediate confirmation of receipt.
- Faster authorization for treatment and prescription refills.

- Increased accuracy (reduces common mistakes).
- The provider is instantly assigned to the claim.
- Pharmacists can fill additional prescriptions.
- Quick access to the claim.
- \$10 additional reimbursement for online filing (code **1040M**).



Note: When filing State Fund ROAs via [FileFast](#) make sure to add the \$10 web incentive to your billed charge.

For **self insured claims**, complete the PIR using instructions on the back of form. An electronic version of the form is available here: [F207-028-000](#). If you need additional space, attach the information to the application, and include the claim number at the top of the page.

Requirements for billing

To ensure correct payment, make sure the ROA/PIR is filled out completely.

All information voluntarily provided by the worker in the Worker and Employer sections of the ROA must be included in electronic data submissions. All fields in the Provider section of the ROA must be completed and included in electronic data submissions. These requirements must be met to qualify for the \$10 financial incentive for electronic submission of ROAs.

Bill only 1 ROA or PIR per claim, using local code **1040M**.

Submit the ROA or PIR to the insurer immediately following the “Initial visit” (which the ROA and PIR calls “This exam date”).



Link: For more on billing procedures, see [WAC 296-20-125](#). For more information on filling out the ROA, see [our website](#).

Payment limits

Reimbursement amount is based on the date the healthcare provider includes in box 15b of the paper ROA, and in box 3 of the PIR, Attending Health Care Provider section, (This exam date). If that box is blank, the department’s payment system will look at box 16 of the paper ROA (Signature of the health care provider) and the self-insurer will look at box 13, (Date) in the Attending Health Care Provider section.

ROAs/PIRs submitted within 5 business days after an injured worker’s **initial visit** are paid at a higher rate than ROAs/PIRs submitted after 5 business days. The insurer pays for completion of ROAs/PIRs on a graduated scale based on when they are received by the insurer following the “Initial visit”/“This exam date” (box 15b on the paper ROA form, and box

3 on the PIR form). **L&I’s payment system automatically reduces the ROA payment for ROAs received more than 5 business days from “This exam date”.**

Max Fee when submitted via:	Within 5 days	6-8 days	9 days or more
Paper or fax	\$46.01	\$36.01	\$26.01
FileFast/HIE – State Fund only (additional \$10 incentive; add on to your billed charges when submitting)	\$56.01	\$46.01	\$36.01



Link: Information about online filing options is available on our [FileFast website](#) or by calling **877-561-3453**.

Information is available online about filing through the [Health Information Exchange \(HIE\)](#).

Additional payment incentives on State Fund claims

Payments are increased for participation in the [Centers of Occupational Health and Education \(COHE\)](#). Providers must bill their usual and customary charges, even when eligible for payment incentives.