

Best Practice 1 - Report of Accident (ROA)

Completeness and Timeliness

Best Practice:

Measure: 80% of ROAs are complete and timely.

- **Completeness:** All of the *provider section* and, at minimum, the following fields in the *worker section**
 - Claim ID (top box)
 - Language preference (top box)
 - Worker name (First-Middle-Last) (box 1)
 - Worker gender (box 2)
 - Worker home phone (box 4)
 - Worker birth date (box 5)
 - Worker address (box 6)
 - Date of injury (box 14)
 - Description of injury/exposure (19b)
 - Job title and job duties (box 35)
 - Employer Name (box 30)
 - Worker signatures (box 42 and 43)

*These are the required fields. But, completing the entire section at the start saves time and reduces future delays.

- **Timeliness:** 2 L&I business days, excluding weekends and state holidays.
 - L&I received date subtracted from the ROA Exam Date (box 15b).
 - If the Exam Date is blank, reference Date of First Treatment (Box 3, provider section).
 - If Exam Date and Box 3 is blank, reference Provider Signature Date (Box 16, provider section).

Purpose of the ROA:

Providers have key information to get a worker's compensation claim started. Evidence shows that timely completion of the ROA results in better outcomes for workers.

Completing and submitting:

Complete and file electronically:

- FileFast (includes \$10 incentive): www.lni.wa.gov/FileFast.
- Health Information Exchange (HIE): www.lni.wa.gov/HIE.
- Order ROA (Form F242-130-000) by mail

Fill out and Fax to L&I: 360-902-6690 or 1-800-941-2976 (Fax numbers are for ROAs only).

Common issues:

- Using an outdated version of the ROA (the current ROA is dated 12-17).
- Checking multiple boxes in box 7 (causality) of the provider section. Please check the 1 box you think is the most likely.
- Answering Yes/No questions, but not completing the follow-up questions (box 9 in the provider section).
- Putting the wrong L&I Provider ID on the ROA.
- Not including both the ICD-10 code and text for the diagnosis (boxes 1 and 2).

Billing:

- Submitting timely and complete can qualify you for an additional financial incentive.
- COHE providers receive a ROA financial incentive: [COHE Fee Schedule](#).
- L&I's Medical Aid Rules and Fee Schedules (MARFS): lni.wa.gov/feeschedules.