

Best Practice 2 - Activity Prescription Form (APF)

Appropriateness and Timeliness

Best Practice:

Measure 1: 80% of all claims have an APF with the ROA (1st 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.
- Health Information Exchange (HIE): 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.
- L&I's Medical Aid Rules and Fee Schedules (MARFS): lni.wa.gov/feeschedules.