



Washington State Department of
Labor & Industries

Self-Insurance

Self-Insurance Training Presents: Web Resources Test Prep and SICATS

2025 Training



Housekeeping

- Calling in?
 - Please put your name and phone number in the Q&A.
- Certification renewing soon?
 - Double check your SICATS credits.
 - Continuing Education/Certification renewal questions
SIContEdu@LNI.WA.GOV
- Course ID?
 - Will be provided at the end of training.

Safety Message



Resources

- [Claim Adjudication Guidelines](#)
- [Forms & Publications](#)
- [Medical Aide Rules and Fee Schedule](#) - (MARFS)
- [RCW's \(Title 51\)](#) - Revised Code of Washington
- [WAC's \(Title 296\)](#) – Washington Administrative Code
- [Treatment Guidelines](#)
- [Testing and Certification](#) – LNI webpage

www.lni.wa.gov

Washington State Department of Labor & Industries

Español New! 中国 - 简体 中文繁體 한국어 русский Soomaali tiếng Việt Other Languages

Contact My L&I: Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Verify a Contractor's or Tradesperson's License Find a Form or Publication Pay a Balance Due

Keep Washington Safe and Working

PROVIDERS

- Check Patient Claim Status
- Look up a Fee Schedule
- Look up a Self-Insured Employer

BUSINESS

- File a Quarterly Report
- Required Workplace Posters
- Look Up a Contractor or Business

WORKERS

- Are You Injured?
- Check the Status of My Claim
- File a Claim

Self-Insurance Main Page

The screenshot shows the Washington State Department of Labor & Industries website. The header is dark blue with the department's logo and name on the left, and navigation links for 'Contact', 'My L&I: Sign In', and a 'Search L&I' box on the right. A secondary navigation bar contains links for 'Safety & Health', 'Claims', 'Patient Care', 'Insurance' (which is highlighted with a white background and a blue umbrella icon), 'Workers' Rights', and 'Licensing & Permits'. Below this, a breadcrumb trail reads 'Home > Insurance > SELF-INSURANCE > About Self-Insurance:'. The main heading 'About Self-Insurance' is in large white text on a dark blue background. The page content area has a light gray background. On the left, there is a sidebar with a blue vertical bar. The sidebar header is 'SELF-INSURANCE' with a blue umbrella icon. Below it, the 'About Self-Insurance' link is highlighted with a blue bar and an upward arrow. Other sidebar links include 'What's New in Self-Insurance', 'How Do I Contact Self-Insurance', 'Oversight', and 'Rules'. The main content area contains a paragraph stating that self-insured employers provide workers' compensation benefits directly to injured workers. Below this, it lists 'L&I's role in self-insurance:' followed by two bullet points: 'Ensures workers' compensation benefits are provided in compliance with all applicable industrial insurance laws and regulations.' and 'Reviews and monitors the financial strength of self-insured employers so that all workers' compensation obligations can be met.'

Washington State Department of Labor & Industries

Contact My L&I: Sign In Search L&I

Safety & Health Claims Patient Care **Insurance** Workers' Rights Licensing & Permits

Home > Insurance > SELF-INSURANCE > About Self-Insurance:

About Self-Insurance

SELF-INSURANCE

About Self-Insurance ^

- What's New in Self-Insurance
- How Do I Contact Self-Insurance
- Oversight
- Rules

Self-insured employers provide workers' compensation benefits directly to injured workers.

L&I's role in self-insurance:

- Ensures workers' compensation benefits are provided in compliance with all applicable industrial insurance laws and regulations.
- Reviews and monitors the financial strength of self-insured employers so that all workers' compensation obligations can be met.

What's New for Self-Insurance

Washington State Department of Labor & Industries

Contact My L&I: Sign In Search L&I

Safety & Health Claims Patient Care **Insurance** Workers' Rights Licensing & Permits

Home > Insurance > SELF-INSURANCE > About Self-Insurance :

What's New in Self-Insurance

SELF-INSURANCE

About Self-Insurance ^

What's New in Self-Insurance

How Do I Contact Self-Insurance

Oversight

Rules

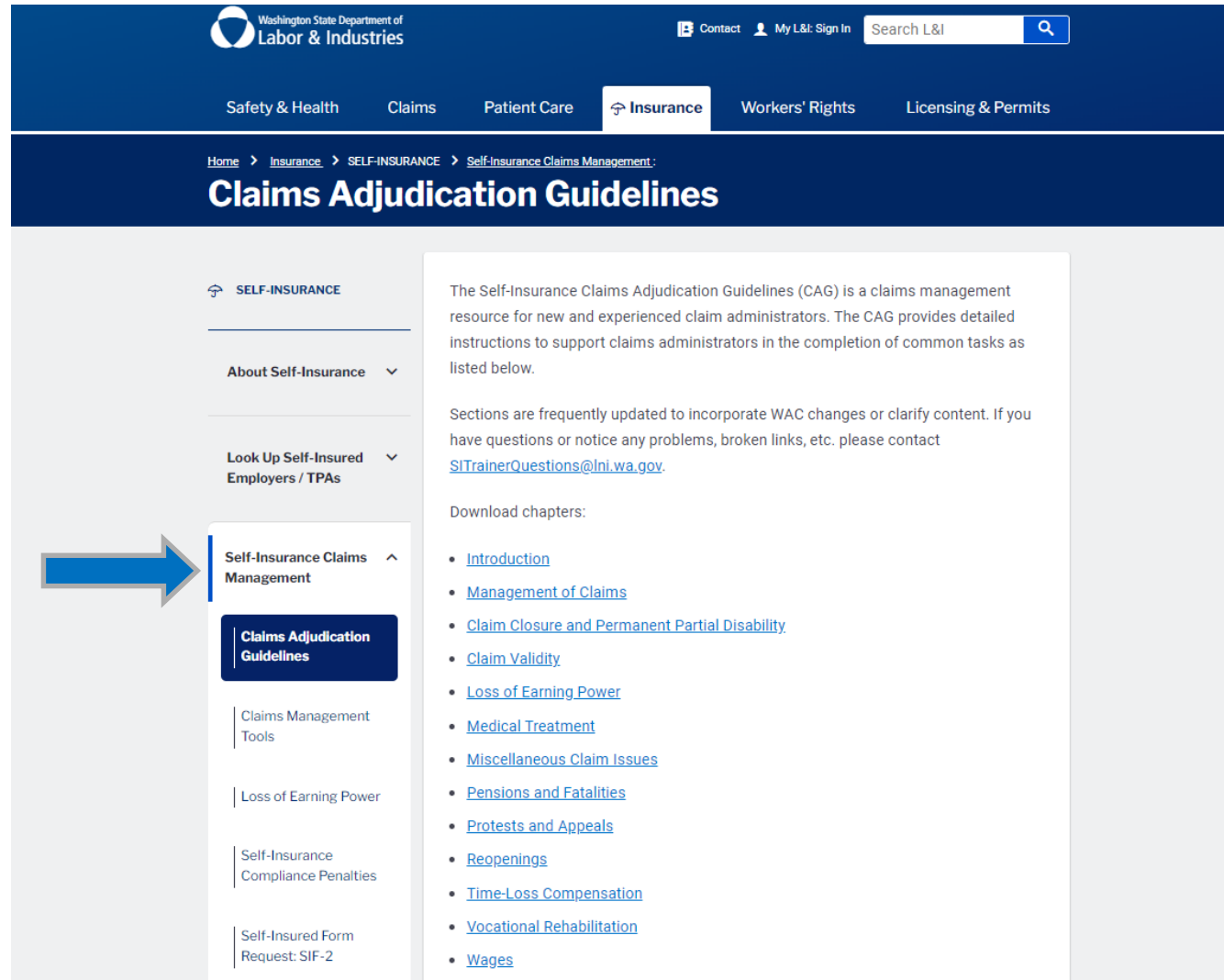
Keep up with what's new in self-insurance

Sign up for [our email bulletins](#) to receive updates on important issues for self-insured employers, third-party administrators, and workers.

Outgoing self-insurance communications by date:

- [Self-Insurance Training presents: Permanent Partial Disability](#) (10/24/2023)
- [Chapter 296-14, Industrial Insurance-Pension Discount Rate](#) (10/19/2023)
- [Rule Development Meeting - Draft Rules - IME Recording Notification Process Accompanying Person](#) (10/11/2023)
- [L&I proposes 4.9 percent increase in workers' comp rates for 2024](#) (9/19/2023)
- [Self-Insurance training summary August 2023](#) (9/19/2023)

Claim Adjudication Guidelines(CAG)



Washington State Department of Labor & Industries

Contact My L&I: Sign In Search L&I

Safety & Health Claims Patient Care **Insurance** Workers' Rights Licensing & Permits

Home > Insurance > SELF-INSURANCE > Self-Insurance Claims Management :

Claims Adjudication Guidelines

SELF-INSURANCE

About Self-Insurance

Look Up Self-Insured Employers / TPAs

Self-Insurance Claims Management

Claims Adjudication Guidelines

Claims Management Tools

Loss of Earning Power

Self-Insurance Compliance Penalties

Self-Insured Form Request: SIF-2

The Self-Insurance Claims Adjudication Guidelines (CAG) is a claims management resource for new and experienced claim administrators. The CAG provides detailed instructions to support claims administrators in the completion of common tasks as listed below.

Sections are frequently updated to incorporate WAC changes or clarify content. If you have questions or notice any problems, broken links, etc. please contact SITrainerQuestions@lni.wa.gov.

Download chapters:

- [Introduction](#)
- [Management of Claims](#)
- [Claim Closure and Permanent Partial Disability](#)
- [Claim Validity](#)
- [Loss of Earning Power](#)
- [Medical Treatment](#)
- [Miscellaneous Claim Issues](#)
- [Pensions and Fatalities](#)
- [Protests and Appeals](#)
- [Reopenings](#)
- [Time-Loss Compensation](#)
- [Vocational Rehabilitation](#)
- [Wages](#)

Claim Adjudication Guidelines(CAG)

Claim Validity

Self-Insurance Claims Adjudication Guidelines

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Claim Resolution	4
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Claim Management Tools

The screenshot shows a web application interface for 'Claims Management Tools'. At the top, a dark blue header contains the title 'Claims Management Tools' and a breadcrumb trail: 'Home > Insurance > SELF-INSURANCE > Self-Insurance Claims Management'. Below the header, a left sidebar is divided into sections. The 'SELF-INSURANCE' section includes links for 'About Self-Insurance' and 'Look Up Self-Insured Employers / TPAs'. The 'Self-Insurance Claims Management' section is expanded, showing 'Claims Adjudication Guidelines' and a prominent 'Claims Management Tools' button. The main content area on the right begins with instructions to 'Locate the tools and resources by clicking the tabs by subject below:' and notes that 'MPNSR' and 'RCL' tools are on the last tab. A row of five tabs is displayed: 'BENEFIT CALCULATIONS' (selected), 'PPD AWARD SCHEDULES', 'FORMS & TEMPLATES', 'CHECKLISTS & COVERSHEETS', and 'MPNSR & RCL'. Below the tabs, users are directed to use the tools to calculate worker benefits, with links to a 'Medical Bill Interest Calculator' and a 'Loss of Earning Power (LEP) Calculator'. Contact information for the training unit is provided: 'SITrainerQuestions@Lni.wa.gov' or '360-902-6904'. A final list of links includes 'Loss of Earning Power (LEP) Calculation Worksheet', 'Minimum Time-Loss Rates', 'Maximum Time-Loss Rates', 'Cost of Living Adjustment (COLA) Chart, 5-decimal increment and cumulative factors', 'Cost of Living Adjustment (COLA) Chart, 10-decimal increments only', and 'Death and Burial Rates'.

Home > Insurance > SELF-INSURANCE > Self-Insurance Claims Management

Claims Management Tools

SELF-INSURANCE

About Self-Insurance

Look Up Self-Insured Employers / TPAs

Self-Insurance Claims Management

Claims Adjudication Guidelines

Claims Management Tools

Loss of Earning

Locate the tools and resources by clicking the tabs by subject below:

Note the Medical Provider Network Status Report (MPNSR) and Reasonably Convenient Location (RCL) tools are on the last tab.

BENEFIT CALCULATIONS PPD AWARD SCHEDULES FORMS & TEMPLATES CHECKLISTS & COVERSHEETS MPNSR & RCL

Use this information and these tools to help you calculate worker benefits:

- [Medical Bill Interest Calculator](#)
- [Loss of Earning Power \(LEP\) Calculator](#)

If you have questions or need assistance, contact our training unit at: SITrainerQuestions@Lni.wa.gov or **360-902-6904**.

- [Loss of Earning Power \(LEP\) Calculation Worksheet](#)
- [Minimum Time-Loss Rates](#)
- [Maximum Time-Loss Rates](#)
- [Cost of Living Adjustment \(COLA\) Chart, 5-decimal increment and cumulative factors](#)
- [Cost of Living Adjustment \(COLA\) Chart, 10-decimal increments only](#)
- [Death and Burial Rates](#)

Forms and Publications

Home > Insurance > SELF-INSURANCE > About Self-Insurance:

Forms & Publications: Self-Insurance

SELF-INSURANCE

- About Self-Insurance
- What's New in Self-Insurance
- How Do I Contact Self-Insurance
- Oversight
- Rules
- Forms & Publications: Self-Insurance**

Self-insurance forms categorized by area of business:

- FOR EMPLOYERS**
- FOR WORKERS
- FOR PROVIDERS
- FOR CERTIFICATION SERVICES
- MISCELLANEOUS

Forms for employers and third-party administrators who represent employers

- [Calculation Rate - SIF 5A](#) (F207-156-000)
- [Claim Allowance Request](#) (F207-215-000)
- [Claim Closure](#) (F207-216-000)
- [Claim Denial Request](#) (F207-217-000)
- Employers' Guide to Self-Insurance in Washington State (F207-079-000) *[pending update]*
- [Interlocutory Request](#) (F207-218-000)
- [Letter - Accept Newly Contended Condition](#) (F207-220-000)

Translated Forms and Templates


Home >
Forms and Publications

F207-220-000 × 🔍

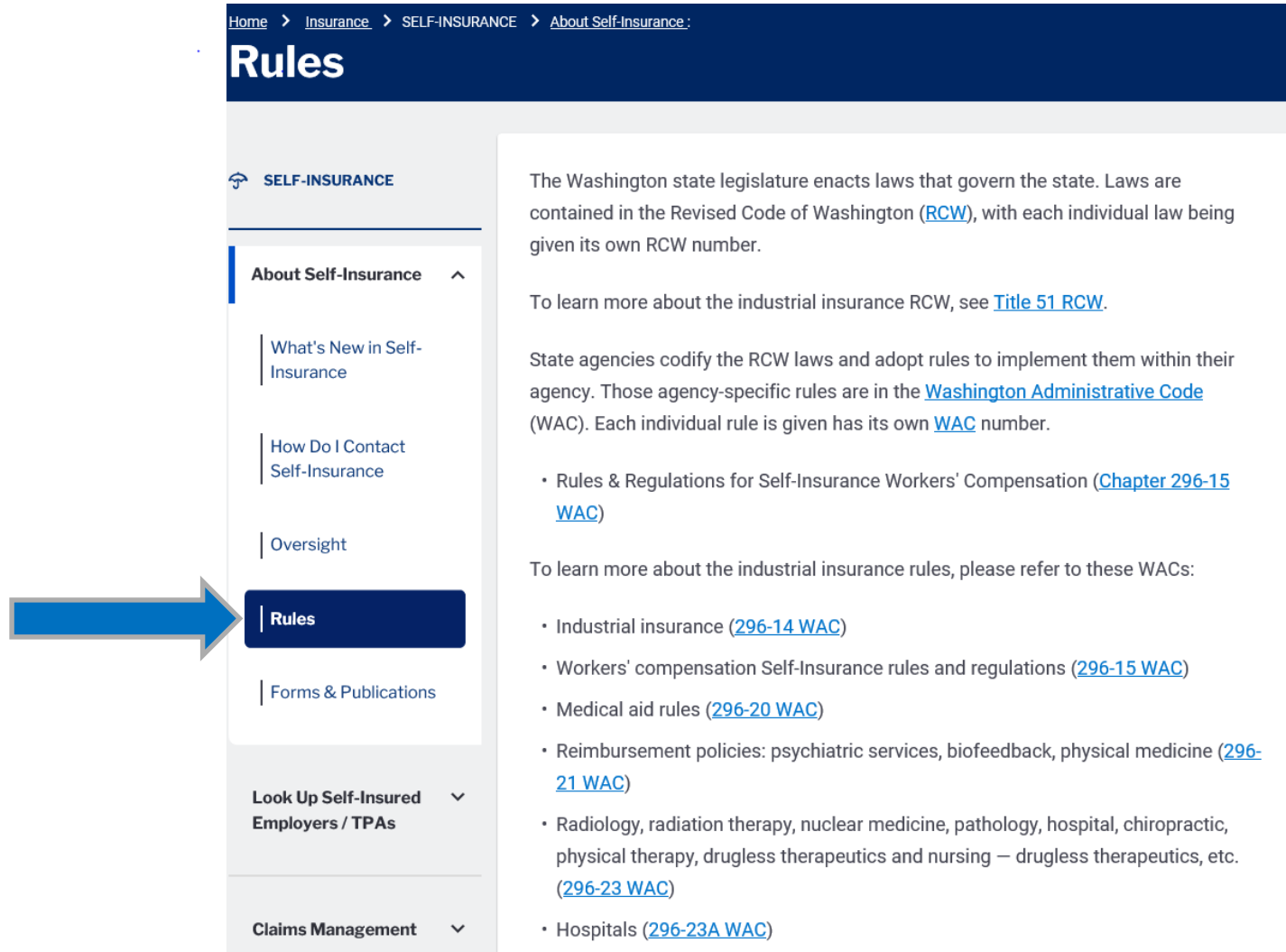
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1 - 1 of 1 Results

 Letter - Accept Newly Contended Condition
📄 F207-220-000 - Form (05/01/2020) English
Other languages ▾
[ខ្មែរ \(Cambodian\)](#) F207-220-214
[中国 - 简体 \(Chinese-Simplified\)](#) F207-220-220
[中文繁體 \(Chinese-Traditional\)](#) F207-220-221
[한국어 \(Korean\)](#) F207-220-255
[русский \(Russian\)](#) F207-220-294
[Soomaali \(Somali\)](#) F207-220-303
[Español \(Spanish\)](#) F207-220-999
[tiếng Việt \(Vietnamese\)](#) F207-220-319

RCWs and WACs



Home > Insurance > SELF-INSURANCE > About Self-Insurance :

Rules

SELF-INSURANCE

- About Self-Insurance ^
 - What's New in Self-Insurance
 - How Do I Contact Self-Insurance
 - Oversight
 - Rules**
 - Forms & Publications
- Look Up Self-Insured Employers / TPAs v
- Claims Management v

The Washington state legislature enacts laws that govern the state. Laws are contained in the Revised Code of Washington ([RCW](#)), with each individual law being given its own RCW number.

To learn more about the industrial insurance RCW, see [Title 51 RCW](#).

State agencies codify the RCW laws and adopt rules to implement them within their agency. Those agency-specific rules are in the [Washington Administrative Code](#) (WAC). Each individual rule is given has its own [WAC](#) number.

- Rules & Regulations for Self-Insurance Workers' Compensation ([Chapter 296-15 WAC](#))

To learn more about the industrial insurance rules, please refer to these WACs:

- Industrial insurance ([296-14 WAC](#))
- Workers' compensation Self-Insurance rules and regulations ([296-15 WAC](#))
- Medical aid rules ([296-20 WAC](#))
- Reimbursement policies: psychiatric services, biofeedback, physical medicine ([296-21 WAC](#))
- Radiology, radiation therapy, nuclear medicine, pathology, hospital, chiropractic, physical therapy, drugless therapeutics and nursing — drugless therapeutics, etc. ([296-23 WAC](#))
- Hospitals ([296-23A WAC](#))

RCW Title 51

Chapter 51.14

applies specifically
to self-insurers.



The screenshot shows the Washington State Legislature website. The header features the state seal and the text "WASHINGTON STATE LEGISLATURE". Below the header is a navigation menu with the following links: Legislature Home, House of Representatives, Senate, Find Your District, Laws & Agency Rules, Bill Information, Agendas, Schedules, and Calendars, Legislative Committees, Coming to the Legislature, Legislative Agencies, Legislative Information Center, Email Updates (GovDelivery), and View All Links. A blue arrow points from the text "applies specifically to self-insurers." to the link "51.14 Self-insurers." in the list of chapters under Title 51 RCW. The list of chapters includes: 51.04 General provisions, 51.08 Definitions, 51.12 Employments and occupations covered, 51.14 Self-insurers, 51.16 Assessment and collection of premiums—Payrolls and records, 51.18 Retrospective rating plan, 51.24 Actions at law for injury or death, 51.28 Notice and report of accident—Application for compensation, 51.32 Compensation—Right to and amount, 51.36 Medical aid, 51.44 Funds, 51.48 Penalties, 51.52 Appeals, and 51.98 Construction.

Legislature Home

- House of Representatives
- Senate
- Find Your District
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- Coming to the Legislature
- Legislative Agencies
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- Email Updates (GovDelivery)
- View All Links

RCWs > Title 51

RCW Dispositions

Title 51 RCW

INDUSTRIAL INSURANCE

Chapters

- 51.04** General provisions.
- 51.08** Definitions.
- 51.12** Employments and occupations covered.
- 51.14** Self-insurers.
- 51.16** Assessment and collection of premiums—Payrolls and records.
- 51.18** Retrospective rating plan.
- 51.24** Actions at law for injury or death.
- 51.28** Notice and report of accident—Application for compensation.
- 51.32** Compensation—Right to and amount.
- 51.36** Medical aid.
- 51.44** Funds.
- 51.48** Penalties.
- 51.52** Appeals.
- 51.98** Construction.

RCW 51.14



Sections



SELF-INSURED EMPLOYERS

- 51.14.010** Duty to secure payment of compensation—Options.
- 51.14.020** Qualification.
- 51.14.030** Certification of employer as self-insurer.
- 51.14.040** Surety liability—Termination.
- 51.14.050** Termination of status—Notice—Financial requirements.
- 51.14.060** Default by self-insurer—Authority of director—Liability for reimbursement.
- 51.14.070** Payments upon default.
- 51.14.073** Default lien.
- 51.14.077** Self-insurers' insolvency trust—Assessments—Rules.
- 51.14.080** Withdrawal of certification—Grounds.
- 51.14.090** Withdrawal of certification, corrective action upon employees' petition.
- 51.14.095** Corrective action—Appeal.
- 51.14.100** Notice of compliance to be posted—Penalty.
- 51.14.110** Employer's duty to maintain records, furnish information—Electronic reporting system—Requirement and penalties—Confidentiality of claims data—Rules.
- 51.14.120** Copy of claim file—Notice of protest or appeal—Medical report.
- 51.14.130** Request for claim resolution—Time.
- 51.14.140** Violations of disclosure or request for resolution—Order by director.
- 51.14.150** School districts, ESDs, public hospital districts, or hospitals as self-insurers—Authorized—Organization—Qualifications.
- 51.14.160** School districts, ESDs, or hospitals as self-insurers—Rules—Scope.
- 51.14.170** Administration of claims—Third-party administrators.

OFFICE OF THE OMBUDS

- 51.14.300** Ombuds office created—Appointment—Open and competitive contracting.
- 51.14.310** Ombuds—Term of office—Removal—Vacancies.
- 51.14.320** Ombuds—Training or experience qualifications.
- 51.14.330** Ombuds office—Staffing level.
- 51.14.340** Ombuds office—Powers and duties.
- 51.14.350** Ombuds office—Referral procedures—Department response to referred complaints.
- 51.14.360** Ombuds liability—Discriminatory, disciplinary, or retaliatory actions—Communications privileged and confidential—Testimony.
- 51.14.370** Confidentiality of ombuds records and files—Disclosure prohibited—Exception.
- 51.14.380** Explaining ombuds program—Posters and brochures.
- 51.14.390** Ombuds office—Funding.
- 51.14.400** Ombuds—Annual report to governor.

WACs

 **WASHINGTON STATE LEGISLATURE** 

[Legislature Home](#)
[House of Representatives](#)
[Senate](#)
[Find Your District](#)
[Laws & Agency Rules](#)
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[WACs > Title 296 > Chapter 296-15](#)

HTML has links - PDF has Authentication

Print This Page

[Complete Chapter](#) [HTML](#) [PDF](#)
Including dispositions

[Chapter 296-15 WAC](#) | [Show Dispositions](#)

Last Update: 6/22/21

WORKERS' COMPENSATION SELF-INSURANCE RULES AND REGULATIONS
WAC Sections

HTML	PDF	296-15-001	Definitions.
HTML	PDF	296-15-021	Self-insurance qualifications.
HTML	PDF	296-15-027	Additional requirements for subsidiaries and acquisitions.
HTML	PDF	296-15-121	Surety for a self-insurance program.
HTML	PDF	296-15-123	Monitoring certification.
HTML	PDF	296-15-125	Default by a self-insurer.
HTML	PDF	296-15-140	Expense of out-of-state audit.
HTML	PDF	296-15-151	Surety for a public entity's self-insurance program.
HTML	PDF	296-15-161	Surety for a group self-insurance program.
HTML	PDF	296-15-171	Surety for a self insured pension or fatality claim.
HTML	PDF	296-15-181	Funding the benefits of an insolvent self-insurer.
HTML	PDF	296-15-221	Self-insurers' reporting requirements.

Medical Aid Rules (WACs)

**WASHINGTON STATE LEGISLATURE**

[Legislature Home](#)
[House of Representatives](#)
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WACs > Title 296 > Chapter 296-20[HTML](#)

Complete Chapter [HTML](#) [PDF](#)
Including dispositions

Chapter 296-20 WAC | [Show Dispositions](#)

MEDICAL AID RULES

WAC Sections

HTML	PDF	296-20-010	General information.
ADVISORY COMMITTEES			
HTML	PDF	296-20-0100	Industrial insurance chiropractic advisory committee.
HTML	PDF	296-20-01001	Industrial insurance medical advisory committee.
DEFINITIONS			
HTML	PDF	296-20-01002	Definitions.
MEDICAL PROVIDER NETWORK			
HTML	PDF	296-20-01010	Scope of health care provider network.
HTML	PDF	296-20-01020	Health care provider network enrollment.
HTML	PDF	296-20-01030	Minimum health care provider network standards.
HTML	PDF	296-20-01040	Health care provider network continuing requirements.
HTML	PDF	296-20-01050	Health care provider network further review and denial.
HTML	PDF	296-20-01060	Delegation of credentialing and recredentialing activities.
HTML	PDF	296-20-01070	Waiting periods for reapplying to the network.
HTML	PDF	296-20-01080	Management of the provider network.
HTML	PDF	296-20-01090	Request for reconsideration of department decision.
HTML	PDF	296-20-01100	Risk of harm.

Medical Aid Rules and Fee Schedules (MARFS)

- Self-Insurers must authorize treatment and pay bills according to the same MARFS published by L&I.
- Updated effective July 1st each year
<https://lni.wa.gov/patient-care/billing-payments/fee-schedules-and-payment-policies/>

MARFS

Washington State Department of Labor & Industries

Language: Español **New!** বাংলা, 中国 - 简体, 中文繁體, 한국어, русский, Soomaali, tiếng Việt, Other Languages

Contact My L&I Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Verify a Contractor's or Tradesperson's License Find a Form or Publication Pay a Balance Due

Keep Washington Safe and Working

PROVIDERS

- Check Patient Claim Status
- Look up a Fee Schedule**
- Look up a Self-Insured Employer

BUSINESS

- File a Quarterly Report
- Required Workplace Posters
- Look Up a Contractor or Business

WORKERS

- Are You Injured?
- Check the Status of My Claim
- File a Claim

MARFS

[Safety & Health](#)[Claims](#)[Patient Care](#)[Insurance](#)[Workers' Rights](#)[Licensing & Permits](#)

[Home](#) > [Patient Care](#) > BILLING & PAYMENTS >

Fee Schedules and Payment Policies (MARFS)

[BILLING & PAYMENTS](#)

Billing L&I

Fee Schedules and Payment Policies (MARFS)

Policy 2024

Policy 2023

Policy 2022

Explanation of Benefits (EOB) Lookup

This site contains the policies, payment methods and maximum fees used to pay health care and vocational providers who treat injured workers and crime victims.

Make sure to check the [Updates & Corrections](#) tab for any changes to the Payment Policies or Fee Schedules.

Use the following Fee Schedules and Payment Policies by year:

- [2024 Fee Schedules and Payment Policies](#)
- [2023 Fee Schedules and Payment Policies](#)
- [2022 Fee Schedules and Payment Policies](#)

To look up fees and authorization requirements, use our lookup tools:
(Note: Enable Macros in Excel for the files below to open without errors.)

[Fee Schedule Lookup \(2024\)](#)

[Fee Schedule Lookup \(2023\)](#)

[Fee Schedule Lookup \(2022\)](#)

MARFS

[Safety & Health](#)[Claims](#)[Patient Care](#)[Insurance](#)[Workers' Rights](#)[Licensing & Permits](#)

[Home](#) > [Patient Care](#) > [BILLING & PAYMENTS](#) > [Fee Schedules and Payment Policies \(MARFS\)](#):

Policy 2024

[BILLING & PAYMENTS](#)

Billing L&I

Fee Schedules and Payment Policies (MARFS)

Policy 2024

Policy 2023

Policy 2022

FEE SCHEDULES

BILLING & PAYMENT POLICIES

UPDATES & CORRECTIONS

2024 Fee Schedules

Effective July 1, 2024

This site contains the policies, payment methods, billing codes, and maximum fees used to pay health care and vocational providers who treat injured workers.

Make sure to check the **Updates & Corrections** tab for any changes to the Fee schedules. Read about the [highlights of changes in the last year](#). These changes are also included in the payment policies.

[2024 Quick Reference Fee Schedule](#) (English) [Español](#) (Spanish)

Professional and Facility Services Fee Schedules (July 2024)

MARFS

[Safety & Health](#)[Claims](#)[Patient Care](#)[Insurance](#)[Workers' Rights](#)[Licensing & Permits](#)

[Home](#) > [Patient Care](#) > [BILLING & PAYMENTS](#) > [Fee Schedules and Payment Policies \(MARFS\)](#):

Policy 2024

[BILLING & PAYMENTS](#)

Billing L&I

Fee Schedules and Payment Policies (MARFS)

Policy 2024

Policy 2023

Policy 2022

Explanation of Benefits (EOB) Lookup

FEE SCHEDULES

BILLING & PAYMENT POLICIES

UPDATES & CORRECTIONS

2024 Billing & Payment Policies

Effective July 1, 2024

These billing and payment policies determine under what conditions we will pay health care and vocational providers who treat injured workers and crime victims.

Note: Make sure to check the Updates & Corrections tab for any changes to the Payment policies.

[Payment Policies Complete](#) (2024)

- Chapter 1 - [Introduction](#)
- Chapter 2 - [Information for All Providers](#)

Professional Services



Payment Policies for Healthcare Services

Provided to Injured Workers and Crime Victims

Chapter 17: Mental Health Services

Effective July 1, 2024



Link: Look for possible [updates and corrections](#) to these payment policies on L&I's website.



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Payment policy: Case management services	17-12
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Medical Treatment Guidelines

Treatment Guidelines and Resources

TREATING PATIENTS

Communicable Diseases

Conditions and Treatments

Drugs and Prescriptions

By Specialty

Helping Workers Get Back to Work

Independent Medical Exams (IME) and Impairment Rating Information

Interpreter Services

Treatment Guidelines and Resources

ABOUT

TREATMENT GUIDELINES

ADVANCED IMAGING GUIDELINES

PRACTICE RESOURCES FOR ATTENDING PROVIDERS

The medical treatment guidelines are written from a clinical perspective, to guide clinical care. Providers should consult the [Medical Aid Rules and Fee Schedule \(MARES\)](#) for documentation and coding requirements.

The Medical Treatment Guidelines (also called Medical Practice Guidelines or Review Criteria) are evidence based and were developed by the Office of the Medical Director in collaboration with practicing physicians and advisors.

Some guidelines are intended to be educational tools for medical providers. Some guidelines and the review criteria are used by L&I in the [Utilization Review](#) program and claim management process to promote best practices and improve the health of injured workers. They are published by L&I, which is solely responsible for coverage decisions that may result from their use.

See [Conditions and Treatments \(Coverage Decisions\)](#) for additional information.

How to use the guidelines

Health care providers are expected to be familiar with the guidelines and follow the recommendations. Good medical judgment is important in deciding how to use and interpret this information.

Guideline history and development process

See the [Guideline Process](#) for background information and a description of how guidelines are prioritized, developed, and implemented. All current guidelines are those listed individually below.

Medical Treatment Guidelines

Treatment Guidelines and Resources

TREATING PATIENTS

Communicable Diseases

Conditions and Treatments

Drugs and Prescriptions

By Specialty

Helping Workers Get Back to Work

Independent Medical Exams (IME) and Impairment Rating Information

Interpreter Services

Treatment Guidelines and Resources

ABOUT

TREATMENT GUIDELINES

ADVANCED IMAGING GUIDELINES

PRACTICE RESOURCES FOR ATTENDING PROVIDERS

Medical Treatment Guidelines

- [Ankle and Foot Surgical Guideline](#)
- [Beryllium - Clinical Guideline for the Diagnosis of Beryllium Sensitization and Chronic Beryllium Disease](#)
- [Carpal Tunnel Syndrome \(CTS\) Guideline](#)
- [Cervical Radiculopathy and Myelopathy](#)
- [Complex Regional Pain Syndrome \(CRPS-2011\)](#)
- [Facet Neurotomy](#)
- [Knee Surgery \(CME\)](#)
- [Low Back Pain, Guideline for Hospitalization for](#)
- [Lumber Spine Surgery Guideline](#) (Effective October 3, 2021)
- [Porphyria Conditions](#)
- [Prescribing Opioids to Treat Pain in Injured Workers](#)
- [Proximal Median Nerve Entrapment \(PMNE\)](#)
- [Radial Nerve Entrapment: Diagnosis and Treatment](#)
- [Shoulder Conditions Diagnosis and Treatment Guideline](#)
- [Single Cervical Nerve Root](#)
- [Spinal Injections](#)
- [Thoracic Outlet Syndrome - Neurogenic](#)
- [Thoracic Outlet Syndrome - Vascular](#)

Condition and Treatment Index

Conditions and Treatments

TREATING PATIENTS

Communicable Diseases

Conditions and Treatments

Drugs and Prescriptions

By Specialty

Coverage of Conditions and Treatments (Coverage Decisions)

Use this lookup tool to determine coverage decisions, or if prior authorization is needed for the treatment or condition. Note: For Self-insured employer claims, you must [contact the employer or their claims administrator](#).

List also available in [PDF format](#).

[Archived Coverage Decisions](#).

See [Treatment Guidelines and Resources](#) for additional information.

Enter a keyword and choose from the list of available conditions or treatments.

Date Calculator

timeanddate

Home ▾ World Clock ▾ Time Zones ▾ Calendar ▾ Weather ▾ Sun & Moon ▾ Timers ▾ Calculators ▾ Apps & API ▾ Free Fun ▾

Home / Calculators / Date Duration Calculator

Days Calculator: Days Between Two Dates

How many days, months, and years are there between two dates?

Count Days Add Days Workdays Add Workdays Weekday Week No

Start Date

Month: Day: Year: Date:

mm / dd / yyyy

Today

☐ Include end date in calculation (1 day is added)

[Add time fields](#)
[Add time zone conversion](#)

Calculate Duration

? Need some help?

Help and Example Use

- [Some typical uses for the Date Calculators](#)

End Date


Month: Day: Year: Date:

mm / dd / yyyy

Today

[Count only workdays](#)

Advertising



Time & Date Calculator App for iOS
See how long remains before a deadline

Knowledge Check



**Which chapter of the Claim
Adjudication Guidelines addresses
computation of time?**

Miscellaneous Claims Issues

Are diet programs for treatment to improve or maintain general health appropriate for coverage?

No

Which WAC addresses this?

WAC 296-20-03002

Which RCW defines Permanent Partial Disability?

RCW 51.08.150

**Which chapter of MARFS covers
obesity treatment?**

Chapter 21

What conditions can be covered for acupuncture treatment?

Lumbar

Chronic migraines

Claims Mentor

- Oversees adjudication action from trainees.
- Answers questions about claims.
- Pass on this information you learn today.

Mentorship

- Might include:
 - Work checking
 - Practice exercises
 - Quizzes/Knowledge checks
 - Assist with questions

Work Checking

- A process of a mentor reviewing the trainee's individual claim actions for accuracy, completeness and proficiency.
- Should cover a variety of topics.
- Review multiple actions on each topic.
- Once trainee completes a number of items/action they are released on that topic.

Work Checking Example

Work Checking Submittal Form

Trainee: Trainee 1	Date Submitted: 2/3/2025
Supervisor: Supervisor 1	Date Received: 2/3/2025
Action Taken Key: F – Dept. Form L – Dept. Letter R – File Review O – Other	

Work Check Claims			
Claim Number	Work Item Type	Action Taken	Comments
SI12354	Validity	F	Injury claim meets allowance criteria. Completed CAR. Will attached SIF-2 and SIF-5A (include calculation explanation letter to worker) and send to the Department.
SI12354	TL benefits	L	TL benefits are payable. Completed Start comp letter. Will send to worker and the Department.
SI12445	Tx decision	L	Reviewed additional PT request. Treatment meets department guidelines. Treatment decision completed. Will send to provider.
SI12445	TL benefits	L	Received updated APF indicating restrictions continue for 1 month. Worker set to begin light duty 1/5/2025. Completed Start/Stop comp letter to reflect change from TL to LEP. Will send to worker.

Work Checking Example

Work Checking Review Form

Trainee: Trainee 1	Date Submitted: 2/3/205	Supervisor: Supervisor 1
Worker Checker: Mentor 1	Work Check Date: 2/4/2025	
Key: C – Correct I – Incorrect ? – Clarification needed		

Category	Claim #	Decision	Actions			Comments
			Form/template completeness	Timely	Sent to all appropriate parties	
Allowance <ul style="list-style-type: none"> Injury (CAR) 	SI12354	C	C	C	C	Send no later than 60 days from notice of claim. (xx-xx-xxxx)
Time-Loss <ul style="list-style-type: none"> Start Comp Benefits 	SI12354	C	C	C	C	Send no later than 5 days after check is issued. (xx-xx-xxxx)
Medical <ul style="list-style-type: none"> Treatment Decision 	SI12445	C	C	C	I	Treatment Decision template must be sent to the provider and worker.
Time-Loss/LEP <ul style="list-style-type: none"> Start/Stop Comp Benefits 	SI12445	C	C	C	C	Send within 5 days after the last TL payment issues. (xx-xx-xxxx)

Work Checking Example

Work Checking Report												
Report for:	Trainee 1					Class date:				1/2/2025		
Report Period:	From:	1/2/2025	To:	12/31/2027								
										Combined	Release	
		Items needed	Correct Decisions				Correct Actions				%	Date
Allowances	(10 Total)				%				%			
Injury	5	1	of	5	20.00%	3	of	15	20.00%	20.00%		
Occ. Disease	5	0	of	5	0.00%	0	of	15	0.00%	0.00%		
								Total		10.00%		
Interlocutories	(16 Total)											
No Med	3	0	of	3	0.00%	0	of	9	0.00%	0.00%		
Course of employment	3	0	of	3	0.00%	0	of	9	0.00%	0.00%		
Causation	3	0	of	3	0.00%	0	of	9	0.00%	0.00%		
Extentions	2	0	of	2	0.00%	0	of	6	0.00%	0.00%		
Determination	5	0	of	5	0.00%	0	of	15	0.00%	0.00%		
								Total		0.00%		
Denials	(13 Total)											
No Med	3	0	of	3	0.00%	0	of	9	0.00%	0.00%		
Course of employment	5	0	of	5	0.00%	0	of	15	0.00%	0.00%		
Causation	5	0	of	5	0.00%	0	of	15	0.00%	0.00%		
								Total		0.00%		
Time-Loss/LEP	(24 Total)											
Calculating TL	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Calculating LEP	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Starting	4	2	of	4	50.00%	6	of	12	50.00%	50.00%		
Ongoing	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Stopping	4	1	of	4	25.00%	3	of	12	25.00%	25.00%		
Denying	3	0	of	3	0.00%	0	of	9	0.00%	0.00%		
Kept on Salary	1	0	of	1	0.00%	0	of	3	0.00%	0.00%		
								Total		10.71%		
Medical	(12 Total)											
Treatment Authorized	4	1	of	4	25.00%	2	of	12	16.67%	20.83%		
Treatment Denied	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Newly Contended Condition	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
								Total		6.94%		
Underpayment/Overpayment	(12 Total)											
Notice of Underpayment	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Assessment of Overpayment	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		
Overpayment Request	4	0	of	4	0.00%	0	of	12	0.00%	0.00%		

Claims Trainee

- A new person hired by an SIE/TPA to make claims decisions, who is not already a certified claims administrator.
- Start Goal-Oriented Curriculum within 6 months
- Must become a certified claim administrator within two years.
- Is able to handle claims under supervision of certified mentor.

Certification Test Eligibility

- Minimum of 1 year of administration/oversight of claims under Title 51 RCW, under the mentorship of a WA state certified claims administrator.
- Completion of a comprehensive goal-oriented curriculum approved by the department.

Applying for the Certification Test

- Apply using the department's online database through SICATS.
 - The system will automatically default to a test date 7 days after the application date.
 - Select the goal-oriented curriculum and annotate the date of course completion.

Prior to Testing

- Instructions will be emailed to you.
 - Please review prior to testing.
- Remember to pay the proctor.
 - Keep a copy of the receipt.

Common Testing Errors

- Forms and Templates
- Date of Manifestation
- Gross Monthly Wages
- Time Loss Rates/Loss of Earning Power
- Permanent Impairment
- RCWs and WACs

Form and Templates Tips

- Use the formal name of the form or template.
- Do not use a name that you may call it.
- Example:
 - If asked for information regarding a notice being sent to the provider authorizing treatment, use:
 - Treatment Decision
 - F207-226-000

Calculations Tips

- Do not write out the math.
 - Examples of incorrect answers:
 - $\$15.00 \times 8 \times 22 = \2640.00
 - $\$15.00 \times 8 \times 22 = \$2640.00 + 500 \text{ HCB} = \3140.00
 - OR
 - $\$2640.00 \text{ w/out HCB or } \3140.00 w/ HCB
- Round to the second decimal place at each step.

Calculations Reminders

- Time-Loss Minimum
- Time-Loss Maximum
- Cost of Living Adjustments (COLAs)
- Health Care Benefits
- Martial and Dependent Status

RCW and WAC Tips

- Do not put a WAC if asked for a RCW.
- Do not add the subsection.
- Examples of correct answers:
 - WAC 296-20-124
 - 296-20-124
 - RCW 51.52.060
 - 51.52.060

General Tips

- Read the testing instruction prior to testing.
- Read the questions.
- You can skip a question and come back to it.
- You can flag a question.
- Use your approved resources.
- Calculators

What if I do not pass the test?

- You may apply to retest for the next available testing week.
- Current certified claims administrators will have their certification terminated and cannot manage claims until they have successfully passed their retest.

Maintaining Your Certification

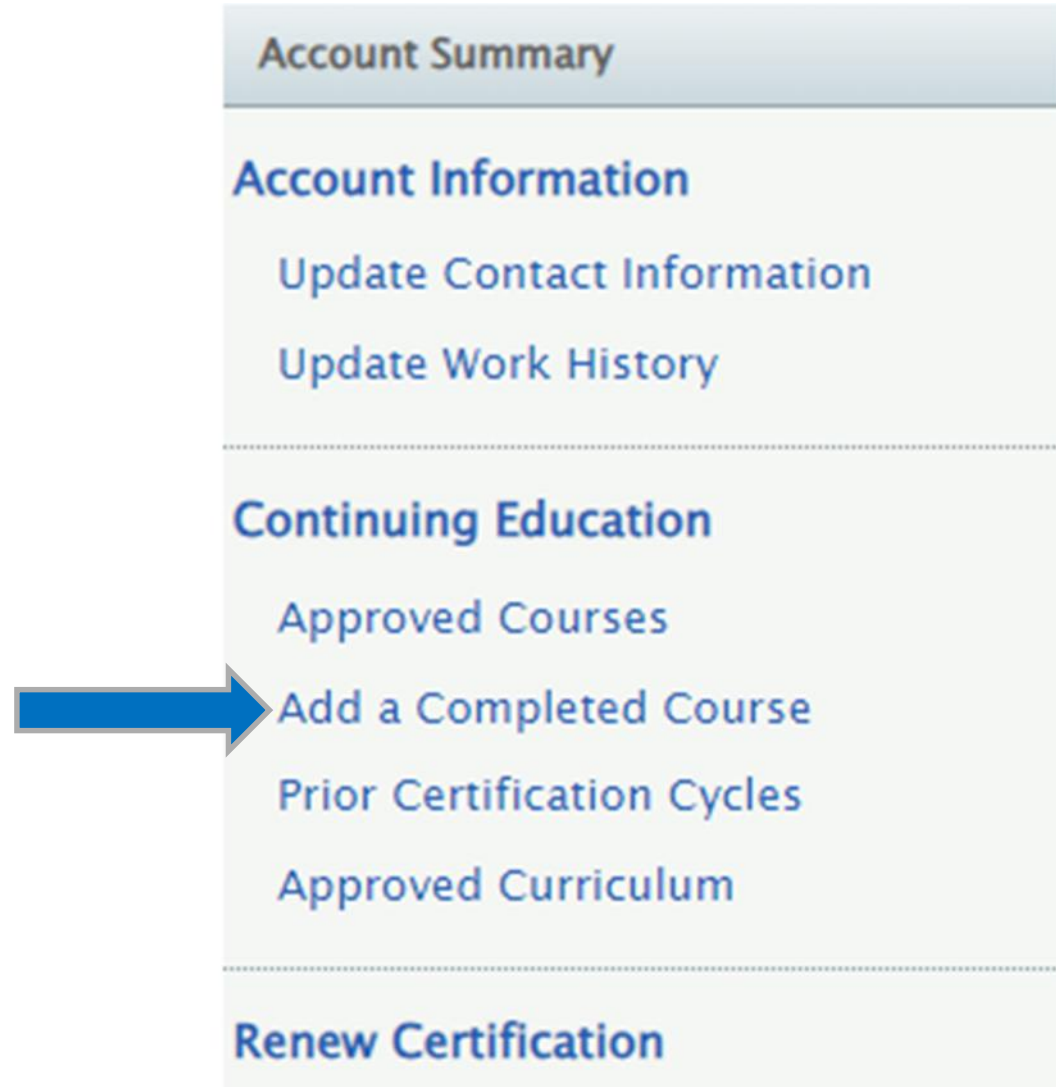
- Must earn a minimum of 45 credits every 3 years in the area of claims management.
 - Including attending any mandatory trainings.
- If you do not meet the minimum requirements to renew via continuing education credits, you must retake the “self-insurance claims administrator” test.

Submitting Courses in SICATS

- Load approved courses taken in SICATS.
- To get the course verified by the department send an email to SIContEdu@lni.wa.gov:
 - Self-Insurance Continuing Education Report of Course Completion (F207-191-000).
 - Certificate for any department approved continuing education course.

Loading Courses in SICATS

- Once you are logged in to SICATS, click “Add a Completed Course” in the left hand column.



Loading Courses in SICATS

Account Summary

Account Information

Continuing Education

Renew Certification

Update Continuing Education Course Attendance

Completed Continuing Education Courses for Current Renewal Cycle

Course	Date	Claims Management	Legal	General	Injury Prevention & Safety
Disputes and Protests (004-1023-0286)	10/18/2023	2.00	0	0	0
UPDATE 2023 (004-1023-0288)	10/17/2023	3.50	0	0	0
Advanced LEP (004-0923-0279)	9/20/2023	2.00	0	0	0
Basic LEP (004-0823-0278)	8/9/2023	2.00	0	0	0
Time-Loss (004-0723-0273)	7/12/2023	2.00	0	0	0
Advanced Wages (004-0623-0270)	6/14/2023	2.00	0	0	0
Interlocutory and Denial Requests (004-0523-0267)	5/17/2023	2.00	0	0	0
Annual Conference 2023 (001-0423-0266)	5/12/2023	9.00	0	0	0
Reopening (004-0423-0265)	4/19/2023	2.00	0	0	0
Basic Wages (004-0323-0258)	3/15/2023	3.00	0	0	0
Forms and Templates (004-0223-0255)	2/22/2023	2.00	0	0	0
Claim Validity (004-0123-0252)	1/24/2023	2.00	0	0	0
Update 2022 (004-1122-0245)	11/2/2022	4.00	0	0	0
IME Rules (004-0622-0217)	5/18/2022	1.50	0	0	0
Update 2021 (004-1121-0190)	12/15/2021	4.00	0.00	0.00	0.00
		43.00 cr	0.00 cr	0.00 cr	0.00 cr

Only 5 Credits in the Injury Prevention & Safety Category may count towards the required 45 credits needed for license renewal.

Scheduled L&I Sponsored Continuing Education Courses

There are currently no scheduled courses.

ADD COURSE

CANCEL

Loading Courses in SICATS

Account Summary

Account Information

Continuing Education

Renew Certification

Update Contact Information

Update Work History

Approved Courses

Add a Completed Course

Prior Certification Cycles

Approved Curriculum

Continuing Education Courses

Use this form to look up available Continuing Education Courses and to register for L&I Self-Insurance sponsored courses only. For all other courses listed, call the course sponsor to register.

Search for Continuing Education Courses

Choose **one** item below to begin your search:

☐ Recently Approved Courses

☐ All Courses

☐ L&I Self-Insurance Courses Currently Open for Registration

☒ Course ID (all or part)

☐ Course Name (all or part)

☐ Sponsor Name (all or part)

☐ Instructor Name (all or part)

☐ Course Date Range

☐ Credit Type

☐ All Mandatory Courses

Course ID:

SEARCH

[Get more search options](#)

Loading Courses in SICATS

Account Summary

Account Information

Update Contact Information

Update Work History

Continuing Education

Approved Courses

Add a Completed Course

Prior Certification Cycles

Approved Curriculum

Renew Certification

Continuing Education Courses

Your search for "Course ID": '004-1023-0287' , found 1 record(s).

Page 1 of 1 [Start a New Search](#)

Course Details	Claims Management	Legal	General	Injury Prevention & Safety	
Permanent Partial Disability (004-1023-0287) <div>Available Dates: 11/1/2023 - 11/30/2023</div> <div>Sponsors: Labor and Industries</div> <div>Instructors:</div>	2.00	0	0	0	SELECT

Page 1 of 1 [Start a New Search](#)



Loading Courses in SICATS

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Add a Completed Course

Prior Certification Cycles

Approved Curriculum

Update Continuing Education Course Attendance

Completed Continuing Education Courses for Current Renewal Cycle

Course	Date	Claims Management	Legal	General	Injury Prevention & Safety
Permanent Partial Disability (004-1023-0287)	11/15/2023	2.00	0	0	0
Disputes and Protests (004-1023-0286)	10/18/2023	2.00	0	0	0
UPDATE 2023 (004-1023-0288)	10/17/2023	3.50	0	0	0
Advanced LEP (004-0923-0279)	9/20/2023	2.00	0	0	0
Basic LEP (004-0823-0278)	8/9/2023	2.00	0	0	0
Time-Loss (004-0723-0273)	7/12/2023	2.00	0	0	0
Advanced Wages (004-0623-0270)	6/14/2023	2.00	0	0	0
Interlocutory and Denial Requests (004-0523-0267)	5/17/2023	2.00	0	0	0
Annual Conference 2023 (001-0423-0266)	5/12/2023	9.00	0	0	0
Reopening (004-0423-0265)	4/19/2023	2.00	0	0	0
Basic Wages (004-0323-0258)	3/15/2023	3.00	0	0	0
Forms and Templates (004-0223-0255)	2/22/2023	2.00	0	0	0
Claim Validity (004-0123-0252)	1/24/2023	2.00	0	0	0
Update 2022 (004-1122-0245)	11/2/2022	4.00	0	0	0
IME Rules (004-0622-0217)	5/18/2022	1.50	0	0	0
Update 2021 (004-1121-0190)	12/15/2021	4.00	0.00	0.00	0.00
		45.00 cr	0.00 cr	0.00 cr	0.00 cr

Only 5 Credits in the Injury Prevention & Safety Category may count towards the required 45 credits needed for license renewal.

Scheduled L&I Sponsored Continuing Education Courses

There are currently no scheduled courses.

ADD COURSECANCEL

Certification Renewal

- Maintain all completed course documentation for the duration of your current certification period of 3 years.
 - False reporting of credits will result in revoking certification and could result in refusal of future applications to take the certification test. (WAC 296-15-360(6)(e))
- Following your renewal, continuing education credits earned will reset back to zero.

Changes in Contact Information

- Must notify the department within 30 calendar days of the effective date of any change in mailing address, work location or name.
 - Must be reported/changed using SICATS.
- Highly recommended you use a personal email address and personal phone number for your contact information.

SICATS Assistance

- If you have any questions at all, please contact us.
 - Phone: (360)902-6709
 - Continuing Education/Certification renewal questions
SIContEdu@LNI.WA.GOV
 - Self-Insurance Trainer questions
SITrainerQuestions@LNI.WA.GOV

Knowledge Check



What two things must a claims trainee complete to be eligible to take the self-insured claim administrator test?

1. One year administration/oversite of claims under Title 51 under the mentorship of a WA certified claims administrator.
2. Complete a comprehensive goal-oriented curriculum approved by the department.

**What is the renewal period for a
certified claim administrator?**

3 years

How many continuing education credits does a certified claim administrator need in their 3 year cycle to renew their certification?

45 verified credits

Angel is a certified claim administrator who accepted a new job with a new employer. When must she report this change to the department?

30 calendar days

Nick's certification period ended on 2/10/2025. He earned 35 CEC's including all mandatory trainings. Today is 2/14/2025.

What must he do in order to renew?
Retake and pass the Self-Insurance Claims Administrator test.

Can he manage claims after 2/10/2025?

No

Resources

- [Claim Adjudication Guidelines](#)
- [Forms & Publications](#)
- [Medical Aide Rules and Fee Schedule](#) - (MARFS)
- [RCW's \(Title 51\)](#) - Revised Code of Washington
- [WAC's \(Title 296\)](#) – Washington Administrative Code
- [Treatment Guidelines](#)
- [Testing and Certification](#) – LNI webpage



Questions?

- Claim-specific questions:
 - Contact the adjudicator assigned to the claim.
or
 - Call 360-902-6901 and ask for the adjudicator assigned to the claim.
- General claim questions:
 - Email us at SITrainerquestions@Lni.wa.gov
- Course ID: **004-1224-0361**