



WORKER'S COMPENSATION TRAINING and PROVIDER ELIGIBILITY POLICY AND PROCEDURES

MSRDP Operating Procedure Number: 1.011
Effective Date: September 2003
Prepared By: MSRDP Business Administration
Purpose: To outline procedures for TWCC training.
Approved: _____

- 1.0 Policy.** All providers who participate with the TWCC in order to schedule and be reimbursed for the treatment of worker's compensation patients must complete the TWCC training at either ADL Level 1 (fewer than 18 patients per year) or at ADL Level 2 (unlimited number of patients per year). Providers who do not complete the training and associated paperwork will not be compensated for treating patients with worker's compensation claims.
- 2.0 Purpose.** To ensure providers of the MSRDP Practice Plan are compensated for services to workers' compensation patients treated in our clinics.
- 3.0 Definitions.**

Approved Doctor List (ADL)-ADL Level 1-Authority to Treat and Evaluate up to 18 Injured Employees per calendar year, are not authorized to apply to be a Designated Doctor, and must take the Limited Participation Doctor Training Module with re-training/re-registration required every 2 years.

ADL Level 2 - Authority to Treat and Evaluate an unlimited number of Injured Employees per calendar year, are authorized to apply to be a Designated Doctor, and must take the Designated Doctor Training Module with re-training/re-registration required every 4 years.

Designated Doctor List- Must complete ADL Level 2 training, are authorized to certify Maximum Medical Improvement (MMI) and assign Impairment Ratings (IR) when there is permanent impairment.



4.0 Procedures.

- 4.1** Texas Labor Code 408.023 requires that the TWCC establish reasonable requirements for doctors regarding training and impairment rating testing. Doctors who are not on the Commission's Approved Doctor List (ADL) on or after September 1, 2003 generally will not be able to participate in the Texas workers' compensation system except to provide emergency and immediate post-injury medical care. To be considered for addition to the ADL, doctors must apply online at TXCOMP.

- 4.2** Commission rules require that starting September 1, 2003 all doctors who participate in any capacity in the Texas workers' compensation system must be on the ADL.
 - 4.2.1** Doctors who do peer reviews and utilization reviews will now be required to be on the ADL. The current list expires August 31, 2003.

 - 4.2.2** All doctors who wish to participate in the system on or after September 1, 2003, including those on the current ADL, will be considered for admission to the ADL after meeting the following requirements:
 - 4.2.2.1** Complete Commission-prescribed training

 - 4.2.2.2** File an application to be on the ADL

 - 4.2.2.3** Provide financial disclosure

- 4.3** A doctor who is not on the new ADL will not be eligible to receive direct or indirect reimbursement for services provided on or after September 1, 2003 (other than emergency or immediate post-injury medical care).

- 4.4** When applying to be on the ADL, doctors will choose from two different Certificates of Registration levels, depending upon how actively they plan to participate in the Texas Workers' Compensation system.
 - 4.4.1** Doctors who anticipate participating on a limited basis should apply for Level 1 Certification.
 - 4.4.1.1** Doctors with a Level 1 Certificate of Registration may provide health care to 18 or fewer injured employees in a calendar year,



perform utilization review or peer review functions for an insurance carrier, and participate in a regional network, if one is established.

4.4.2 Doctors who wish to participate more actively in the Texas Workers' Compensation system may wish to apply for Level 2 Certification of Registration.

4.4.2.1 Doctors with a Level 2 Certificate of Registration may provide health care to more than 18 injured employees in a calendar year. Doctors with Level 2 Certification may apply to be designated doctors.

4.4.3 The chief difference in the application process between the two Certificate of Registration levels relates to the required training.

4.4.3.1 Doctors seeking a Level 2 Certificate of Registration must take the Doctor Training Module.

4.4.3.2 Doctors seeking a Level 1 Certificate of Registration must take the Limited Participation Doctor Training Module.

4.5 Each provider in each patient care department is responsible for making his/her decision regarding participation in the TWCC training.

4.6 The Senior Administrative Official in each patient care department is responsible for facilitating the provider in completing the TWCC training.

4.7 A copy of the certification and testing materials should be maintained on file in each administrative unit. The original documentation should be copied and forwarded to the Managed Care Coordinator for inclusion in the provider file.

4.8 It is the responsibility of the provider and the Senior Administrative Official in each patient care department to track the number of injured employees treated by Level 1 Certificate of Registration providers.

5.0 References. TWCC Training Manual

6.0 Follow-Up and Review. To be reviewed annually or as regulations change.



- 7.0** **Responsibility.** Senior Associate Dean and Chief Medical Officer
Vice President, Practice Operations and Chief Administrative Officer
Senior Administrative Official in Each Patient Care Department