



Best Practice 1 | Report of Accident (ROA)

Complete and Timely ROA

Best Practices

BEST PRACTICE

MEASURE: 80% of ROAs are complete and timely.

- **COMPLETENESS:** Every box in the PROVIDER section is REQUIRED. *At a minimum*, the following WORKER sections are REQUIRED:
 - 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)
- **TIMELINES:** 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).
- Complete and Timely applies to all ROA methods to include paper and electronic (i.e. FileFast).

Purpose of the ROA

The Report of Accident (ROA) is a required form used to initiate a work related injury or illness claim with Washington State Department of Labor & Industries (L&I).

Completing & Submitting

COMPLETE AND FILE ELECTRONICALLY:

- Use FileFast to file an ROA online through Claim Account Center (CAC) for an additional reimbursement (\$10) www.lni.wa.gov/FileFast.
- or through Health Information Exchange (HIE) www.lni.wa.gov/HIE.

COMPLETE AND FILE VIA FAX:

- Order ROA (Form F242-130-00) by mail on lni.wa.gov site.
- Fill out and fax ROA to L&I at **360.902.6690** or toll free at **1.800.941.2976**. *These fax numbers are for ROAs ONLY.*
- Other documents are faxed to 360.902.4567.

Common Issues

- Using an outdated version of the ROA (the current ROA is dated 7/2022).
- Checking multiple boxes in box 7 (causality) of the provider section. Please check the 1 box you think is the most likely cause of the condition.
- Answering Yes/No questions, but not completing the follow-up questions (box 8-12 in the provider section).
- Putting the wrong L&I Provider ID on the ROA.
- Not including both the ICD-10 code *and* description for the diagnosis (boxes 1 and 2).
- Using Provider NPI versus the Provider L&I ID number.
- Using diagnosis of "Injury" (by itself), "Pain" (anywhere) or an event such as "MVA Motor Vehicle Accident" is not allowed and will require additional form completion.

Billing

- Bill ROA as 1040M.
- COHE Providers qualify for enhanced reimbursement when the ROA is timely and complete. Refer to the COHE Fee Schedule.
- L&I's Medical Aid Rules and Fee Schedules (MARFS): lni.wa.gov/feeschedules.

