



## Best Practice 2 | Activity Prescription Form (APF)

# Appropriate and Timely APF

## Best Practice

- **MEASURE 1:** 80% of all claims have an initial 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 are timely. Received in 2 L&I business days (L&I received date subtracted from APF visit date), excluding weekends and holidays.

## Purpose of the APF

- An APF communicates a worker's physical capacities as well as the anticipated treatment plan. It is utilized by numerous stakeholders to help the worker return to work as appropriate.
- **Health Services Coordinators (HSCs)** use the APF to easily identify workers needing assistance.
- **Workers** should receive a copy of the APF to help with recovery and return to work efforts.
- **Employers** develop modified work plans using the APF to assist with their worker's recovery.
- **L&I claim managers** understand the worker's ongoing treatment and medical progress and authorize time-loss benefits based on the APF.
- **Vocational Rehabilitation Counselors (VRCs)** build appropriate return-to-work plans using the APF.

## Completing & Submitting

### COMPLETE AND SUBMIT ELECTRONICALLY:

- **Direct Data Entry:** provider completes the APF on Claim Account Center (CAC) via [secure.lni.wa.gov](https://secure.lni.wa.gov)
- **Health Information Exchange (HIE):** [www.lni.wa.gov/HIE](https://www.lni.wa.gov/HIE).

**NOTE:** Electronic options are currently only available for workers covered by State Fund.

### COMPLETE AND SUBMIT MANUALLY:

- Order Form (Form F242-385-000)
- or Complete a fillable form at <https://lni.wa.gov/forms-publications/F242-385-000.pdf>
- Fax APF to L&I at 360.902.4567

## Considerations

- Ensure there are no time gaps or overlaps in any of the date ranges indicated.
- If worker isn't released to full duty, physical capacities and/or other restrictions **MUST BE** completed.
- Capacities apply to the worker all day, every day, at home and at work (24/7).
- **MUST INCLUDE measurable objective findings to certify time off work.** Writing 'see chart notes' is not acceptable.
- Completing all sections with best effort of the medical opinion assists the worker and their care team in recovery and return to work efforts.
- Visit [www.lni.wa.gov/activityRX](https://www.lni.wa.gov/activityRX) for detailed instructions on APF completion.

## Billing

- Billing code – 1073M
- L&I's Medical Aid Rules and Fee Schedules (MARFS): [lni.wa.gov/feeschedules](https://lni.wa.gov/feeschedules).

