



## **Kansas Building Industry Worker's Compensation Fund** **Protocol for Medical Providers**

Kansas Building Industry Worker's Compensation Fund (KBIWCF) requests that the following procedures be followed when a worker/employee of a company insured by KBIWCF is injured on the job and receives medical treatment at your facility.

1. Provide any urgent medical interventions the physician or care provider deem necessary to protect the well-being of the worker/employee who has a work-related injury. Then, immediately proceed to step two.
2. Access our website at [www.kbiwcf.com](http://www.kbiwcf.com) to confirm the injured party's employer is a member of KBIWCF. Call the toll-free Claim Reporting Hotline of KBIWCF (877-266-2646). A report will be taken and you will be referred to a Claims Adjuster or the Medical Case Manager.
3. The Claims Adjuster or Medical Case Manager will advise you regarding the insured company's drug testing protocol and will provide authorization for treatment.
4. The medical vendor/treatment facility will immediately transmit a free copy of medical records via email or facsimile regarding treatment recommendations of the injured worker/employee.

These records will include the following:

- Complete History and Physical
  - Diagnostics – i.e. radiology, laboratory
  - Subjective Data
  - Objective Data
  - Assessment (diagnoses)
  - Plan – i.e. specialist referral recommendation, other recommended treatment modalities, work status report
5. Billing for the medical services will be in accordance with the agreement between the KBIWCF and the medical provider which shall be submitted to KBIWCF within 30 days of the treatment/service rendered (Rule 51-9-10a of the Kansas Workman's Compensation Laws and Regulations).