



State of California
Division of Workers' Compensation
Request for Independent Bill Review
California Code of Regulations, title 8, section 9792.5.8

Employee Information			
Employee Name (Last, First, Middle):			
Date of Injury (MM/DD/YYYY):		Social Security Number:	
Date of Birth (MM/DD/YYYY):		Claim Number:	
Provider Information			
Provider Name:		Contact Name:	
Address:		City:	State:
Zip Code:		Phone:	Fax Number:
E-mail Address:		NPI Number:	
Provider Type: ☐ Ambulance ☐ Clinical Laboratory ☐ DMEPOS Supplier ☐ Inpatient Hospital ☐ Hospital Outpatient ☐ Interpreter ☐ Ambulatory Surgical Center ☐ Pharmacy ☐ Qualified Medical Evaluator ☐ Agreed Medical Evaluator ☐ Treating Physician			
Claims Administrator Information			
Claims Administrator Name:		Contact Name:	
Address:		City:	State:
Zip Code:		Phone:	Fax Number:
E-mail Address:		Employer Name:	
Bill Information			
Applicable Fee Schedule(s): ☐ Physician Services ☐ Inpatient Hospital Services ☐ Hospital Outpatient Departments and Ambulatory Surgical Centers ☐ Pharmaceutical ☐ Pathology and Laboratory Services ☐ DMEPOS ☐ Ambulance Services ☐ Medical-Legal Fee Schedule ☐ Interpreter ☐ Contract for Reimbursement Rates			
Date of Second Bill Review Outcome (MM/DD/YYYY):		Was Billed Service Authorized? ☐ Yes ☐ No	
Date of Service (MM/DD/YYYY):			
Treatment/Service/Item Code in Dispute (include modifier, if any):			
Amount Billed:		Amount Paid:	Amount in Dispute:
Reason for Disputing Denial of Full Payment:			
Consolidation			
Should the Request be Consolidated with Other Disputed Billed Services? ☐ Yes ☐ No			
Reason for Consolidation:			
Disputed Service to be Consolidated (list all; use attachment if necessary):			
Date of Service (MM/DD/YYYY):			
Treatment/Service/Item Code in Dispute (include modifier, if any):			
Amount Billed:		Amount Paid:	Amount in Dispute:
Reason for Disputing Denial of Full Payment:			
Documents to Accompany Request			
The original billing itemization and original supporting documentation.			
The explanation of review provided in response to the original billing.			
The request for second bill review and original documentation supporting second review.			
The explanation of review provided in response to the second bill review request.			
If applicable, the relevant contract provisions for reimbursement rates.			
Signature:		Date:	
If mailed, send to: DWC-IBR c/o Maximus Federal Services, Inc., 625 Coolidge Drive, Suite 100, Folsom, CA 95630.			

INSTRUCTIONS FOR REQUEST FOR INDEPENDENT BILL REVIEW

Overview: If the only dispute between a medical provider and a claims administrator regarding a bill for medical treatment services or a bill for medical-legal expenses is the amount of payment and the second bill review did not resolve the dispute, the provider may request independent bill review (IBR) from a conflict-free payment and billing expert. The Division of Workers' Compensation (DWC) has contracted with an independent bill review organization (IBRO) to provide an efficient means of resolving workers' compensation billing disputes.

IBR can be requested electronically or by submitting this form. The electronic form can be accessed at DWC's website at <https://ibr.dir.ca.gov>.

Form Instructions: The requesting provider must complete all fields in the Employee Information, Provider Information, and Claims Administrator Information sections. Be sure to list your correct National Provider Identifier (NPI) number and indicate your provider type in the checkboxes shown.

Under Bill Information, please select the applicable fee schedule under which the review will be conducted. IBR will only resolve billing disputes involving the amount of payment owed to the provider under a fee schedule adopted by DWC, or, if applicable, a contract for reimbursement rates under Labor Code section 5307.11. IBR will not determine: (1) a reasonable fee for services where that category of services is not covered by a fee schedule or a contract for reimbursement rates; or (2) the proper selection of an analogous code or formula based on a fee schedule or, if applicable, a contract for reimbursement rates, unless the fee schedule or contract allows for such analogous coding.

Please complete the remaining fields in the Bill Information section for the disputed treatment, service, or item in dispute.

- State the date of the second bill review outcome.
- Indicate whether the billed service was authorized.
- State the date of service.
- State the treatment, service, or item code in dispute. Include the modifier, if any.
- State the amount billed, the amount paid, and the amount in dispute.
- State the reason for disputing the denial of full payment
- A copy of the documents listed at the bottom of the form should be provided with your request. These documents must be served on the claims administrator with a copy of this form. Any document that was previously provided to the claims administrator or originated from the claims administrator need not be served if a written description of the document and its date is served

Consolidation: You may consolidate your request with other disputed billed services. Two or more requests for IBR by a single provider may be consolidated if DWC or the IBRO determines that the requests involve common issues of law and fact or the delivery of similar or related services. Consolidation is allowed when: (1) requests for IBR by a single provider involving multiple dates of medical treatment services involve one injured employee, one claims administrator, and one billing code under an applicable fee schedule or, if applicable, under a contract for reimbursement rate, and the total amount in dispute does not exceed \$4,000.00; or (2) requests for IBR by a single provider involving multiple billing codes under applicable fee schedules or, if applicable, under a contract for reimbursement rates, with no limit on the total dollar amount in dispute and involves one injured employee, one claims administrator, and one date of medical treatment service.

Disaggregation: Upon review, the IBRO may disaggregate your single request into separate IBR requests if it does not meet the consolidation standards indicated above. For any single request that must be disaggregated, the same \$335.00 fee shall be charged for each additional IBR request as charged for one IBR review request. Should your request be disaggregated, you will be notified in writing by IBRO, who will provide the reasons for disaggregation and the amount of the additional fee or fees required to perform IBR.

INSTRUCTIONS FOR REQUEST FOR INDEPENDENT BILL REVIEW (cont.)

When to apply: A request for IBR must be made within thirty (30) days from the date of service of the final determination (the explanation of review) made by the claims administrator on your request for second bill review. If you fail to request IBR within 30 days and the only dispute remaining between you and the claims administrator is the amount of payment, your bill will be considered satisfied and neither the claims administrator nor the employee shall be liable to you for any further payment.

Fee: An IBR application fee of **\$335.00** must accompany this form. The fee should be paid electronically, if the request is made electronically, or should accompany this form if the request is sent by mail. Checks should be made out to Maximus Federal Services, Inc. If, as a result of the IBR review, any additional payment is found owing from the claims administrator, the claims administrator must reimburse the amount of the fee in addition to the amount found owing.

How to Apply by Mail: Send the form, with the stated fee, to: DWC-IBR c/o Maximus Federal Services, Inc., 625 Coolidge Drive, Suite 100, Folsom, CA 95630. **Forms that are not sent to this address will be returned by DWC and not considered filed.**