

# 6 Week QA Review

## Claim #

### General File Information

Is the contact info in CAAPS the same as on hard file.  
Is the E-mail address entered in CAAPS.  
Is the file type, status and location correct?  
Has CM reviewed and validated wage calculation?  
Is Wage Calculation correct?

### Letters and Notes to File

Is there a NTF to indicate file was reviewed within 2 business days of transfer?  
Initial CM Letter to worker in 5 business days? Y  
Is there a clear NTF for term end date (if applicable)  
Are there NTFs indicating file movement (sent and received)  
If TTFP was not met, is there a ntf to explain why?

### Bring Forwards

Is there a bi-weekly BF to contact worker?  
Is there a bi-weekly BF for TTD?  
Is there a monthly BF to contact employer (if applicable)?  
Is there a bf to indicate term end date (if applicable)?  
Is there a bf for disability duration/MMR date?  
Are there bf's to note schedule/modified changes?

### Contacts

Has CM made phone contact with worker?  
Was the worker called to tell him/her of negative decision prior to letter?  
Has CM made phone contact with the employer?  
Has CM made phone contact with the family physician?  
Is there regular contact (every 2 weeks at least) with worker?

### Return to Work

Has RTW been discussed with worker?  
Has RTW been discussed with employer?  
Has the availability of modified duties been discussed and noted?  
Is the worker on modified duties?  
-If so is there a plan on file  
- are there check ins with worker and employer on how modified duties are going?

### Medical

Has the Medical Unit reviewed any/all medical recommendations/treatment on the file?  
If the worker has pre-existing condition that is lengthening duration, have the pre-existing reports been requested?  
Is medical section in order with no duplicates/staples?

### COMMENTS: