

I INTRODUCTION

These Fee Guidelines are developed in consultation with private practice members of the British Columbia Society of Occupational Therapists (BCSOT).

The guidelines cover occupational therapy practice in community and clinic settings and provide recommended fees and charges for occupational therapy practice. Individual therapists and practices are encouraged to adopt these fee guidelines as minimum rates for their services. BCSOT intends to review the fee guidelines every two years. It should be noted that the fees recommended in this document have incorporated an inflationary adjustment to the recommended rates charged for occupational therapy services which. Inflationary data was provided by the Bank of Canada.

II PRIVATE PRACTICE FEES

1. REHABILITATION SERVICES

- **Professional time**, including preparation, assessment, treatment, verbal and written consultation and reporting is recommended at \$105 per hour;
- **Travel time** is generally be billed at half the hourly rate, but may be billed at full rate for travel time in excess of one hour roundtrip;
- **Mileage** should be billed at a rate consistent with the Canada Revenue Agency Automobile Allowance Rate. The current rate is \$0.52 per Kilometer
- **Flat fees** may be negotiated between the therapist and client/fee payer;
- **Program expenses** should be billed at cost;
- **Cancellation fees:**

Therapists may charge for the scheduled or anticipated length of the visit (i.e. 1 to 2 hours) plus charge for the travel time and/or:

- a) Mileage associated with a no-show appointment;
- b) A flat rate cancellation fee ranging from \$125.00 to \$500.00, depending on the number of working days notice given;

Cancellation fees are generally charged when less than 24 hours notice is given to the therapist but the practice of individual therapists may vary. No-show cancellations are generally billed at the highest rate.

2. MEDICAL LEGAL SERVICES AND COURT ATTENDANCE

- **Professional time** including assessment and report preparation should be at least \$140 per hour;
- **Rush rate fees** may sometimes be applied if a report is required within 7 to 10 working days and may reflect up to a 50% increase in the hourly rate. A rush fee may also be a flat fee ranging from \$350.00 to \$500.00 depending upon the type of work;
- **Court attendance** will usually be billed between \$500 and \$750.00 for a half day and between \$1000 and \$1500 for a full day with fees beyond this as negotiated for out of town or air travel time and expenses;
- **Court cancellation fees** may range from \$250.00 to \$500.00 for 24 to 72 hours notice; a full day court rate may be charged if less than 24 hours notice is given;
- **Travel time** will generally be billed at the full rate;

- **Mileage** should be billed at a rate consistent with the Canada Revenue Agency Automobile Allowance Rate. The current rate is \$0.52 per Kilometer
- **Program expenses** will be billed at cost.

3. REHABILITATION ASSISTANT SERVICES

- **Direct client time** may range from \$45-50 per hour. A minimum of 1.5 hours per visit is chargeable for rehab assistant time
- **Travel time** is generally billed at half the hourly rate and at the full rate for travel time in excess of 1 hour roundtrip;
- **Mileage** should be billed at a rate consistent with the Canada Revenue Agency Automobile Allowance Rate. The current rate is \$0.52 per Kilometer
- Some occupational therapy companies provide rehabilitation assistant services within their company while others will sub-contract services to independent companies or independent assistants.

4. ADMINISTRATIVE FEES

- Administrative fees may be applied to requests for copies of files, reports or other information pertaining to a file. Fees will be applied to discharged files that are requested for litigation purposes.
- Therapists may set flat administration fees for office expenses between \$70.00 and \$100.00.
- Photocopying charges apply. There is a flat fee of \$25 for each file copied and \$1.00 per page. It is acceptable to collect fees for a file copied before releasing a file.
- Word processing fees may be charged at \$40.00 per hour.
- Courier/postage fees may also be billed at cost.

Service Agreements, Pre-payments and Payment Deposits

It is acceptable and recommended to engage small or private fee payers with a service agreement which outlines service terms and fees to be charged. This agreement should be executed prior to initiating service. Where the payer group regularly experiences delays in securing funding to settle accounts (e.g. lawyers, employers), a payment deposit or pre-payment is acceptable. Payment deposits can be set at 50% of the expected total fee inclusive of taxes. Where the service has a flat fee, a full pre-payment can be obtained.

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