

Form 51 Instructions (A Form 51 covering the preceding July 1 through June 30 is due to the Commission on or before July 30 of each year)

NOTE: "Medical only" does NOT include cases in which the employee missed more than one day of work. Additionally, for the purposes of the Form 51, only report "medical only" cases involving payment that is \$4,000 or less. If payments exceed \$4,000, a Form 19 must be filed and the case is no longer considered a "medical only" case.

Line 1 of Form 51:

Report the number of "medical only" cases (cases in which the employee has not missed more than one day of work) that were reported to you during the period of July 1 of last year through June 30 of this year **and** involved payment of \$4,000 or less.

Line 2 of Form 51:

Report the actual dollar amount spent for all "medical only" cases (cases in which the employee has not missed more than one day of work) regardless of when the case was first reported.

NOTE: Only complete Lines 3-8 of the Form 51 if you are a Managed Care Insurer (or if you are directly applying the Industrial Commission Medical Fee Schedule to submitted medical bills).

Line 3 of Form 51: Report the number of "lost time" cases (cases in which the employee missed more than one day of work) that were reported to you during the period of July 1 of last year through June 30 of this year.

NOTE: For Lines 4-7 of the Form 51, report all money spent for medical care during the period of July 1 of last year through June 30 of this year in "lost time" cases, regardless of when the case was first reported. Include money spent for both in-state and out-of-state medical providers.

Line 4 of Form 51: Report the money spent for all outpatient hospital care.

Line 5 of Form 51: Report the money spent for all inpatient care, regardless of where the bill was processed.

Line 6 of Form 51: Report the money spent for care provided by physicians, physical therapists, chiropractic physicians, home health, private duty nursing, nursing homes or long-term facilities, pain clinics, ambulance air flights, psychiatrists, or psychologists. Also include prescription drugs, supplies, and sick travel.

Line 7 of Form 51: Report the money spent for rehabilitation nurses, vocational rehabilitation, work hardening, or work conditioning.

Line 8 of Form 51: Add the dollar amounts reported in Lines 4 through 7.