



MTAS

Massage Therapist
Association of Saskatchewan

SGI POLICIES AND PROCEDURES

1. You must register with SGI as an approved medical service provider prior to treating an SGI client. Contact the SGI Rehabilitation Medical Administrative Assistant - Karista Wist at tel: 306-683-4486 or kwist@sgi.sk.ca, fax: 306-244-2513.
2. It is mandatory that all billing be completed via the SGI ePay portal. You must set up an account with SGI to allow you to use their system. Contact is as above for the appropriate application form. The system is available Monday to Friday 8am to 8pm and Saturday 8am to 5pm. **Manual invoices will not be processed.**
3. Massage therapy must be part of a multi-component treatment plan and is not a stand-alone option. You will need to work directly with a primary care provider.
4. When a client calls to book treatment, the RMT must confirm that a claim exists, and that SGI will accept direct billing via ePay for the client prior to the therapist direct billing SGI for any treatments.
5. Personal Injury Representatives (PIRs) are available to answer your questions during normal SGI office hours: 8am to 5pm, Monday to Friday.
6. The maximum number of treatments allowed per client per claim is ten (10). Massage therapy exceeding ten sessions must receive further prior authorization from the Personal Injury Representative. The client's recovery progress will be the key factor in this decision.
7. The maximum booking for an SGI client is not to exceed 1 treatment per client per day, unless prior approval is received from the PIR.

8. Fees for initial intake and subsequent treatments are stated in the MTAS/SGI attached fee schedule and are re-negotiated periodically. No extra billing of clients will be accepted or allowed. Should SGI become aware that a client has been extra billed on their claim, SGI reserves the right to remove billing privileges from that RMT and/or to refuse payment of these expenses if presented to SGI by the client. SGI will report any inappropriate billings to MTAS.
i.e. the RMT may not bill the client for the difference between the SGI rate and their regular treatment rate, and the client may not submit additional receipts for reimbursement.
9. If you treat an SGI client for the SGI-approved injury claim, then treat them privately for other unrelated issues, the second receipt should state “Not for submission to SGI.” This treatment must be booked as a separate appointment.
10. SGI billings are GST exempt. The SGI GST registration # is 107 864 258.
11. A treatment is not specified in hourly increments – it is the length the therapist determines is necessary, e.g. ½ hour, 45 mins, 1 hour etc. Payment is per treatment and there can be no more than 2 treatments per hour.
12. Progress reports will be provided by the RMT to the PIR upon request, and the fee for the report is as stated in the attached fee schedule. Reports will identify the progress being made towards return to normal activity/return to work, and the goals and objectives of treatment as identified by the referring primary care provider. Treatment will be discontinued where the discharge goals are met or where insufficient progress towards these goals is demonstrated.
13. The therapist must receive written approval from the patient to share the patient’s file with a third-party insurer.
14. All SGI client files should be secured and charted as outlined in the MTAS Bylaws 11. 8 (8), Standards of Practice.