

B3: Better Billing Bulletin

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Disbursements - all you need to know

You can find all the information you need regarding disbursements that do not require authorization prior to billing and disbursements that require prior authorization in Chapter 6: Disbursements of The Tariff & Billing Handbook. When in doubt, please consult Chapter 6 prior to billing your disbursement or requesting authorization. Consulting the Handbook will save you time and money and will help us pay you faster.

We've enhanced our regular disbursements

We have added some items to the list of regular disbursements that do not need authorization prior to billing & we've increased some existing allowances.

- Enhanced Disbursements (Revised on August 26/09)

You no longer need prior authorization for the following:

- Non medical reports to a maximum of \$150
- Non medical records to a maximum of \$150
- FIPPA Application Fee to a maximum of \$5
- Medical Records to a maximum of \$150

We've also made changes to some allowances, increasing the number of hours/pages you can bill without prior authorization and, in some instances, we've increased block fees. Please note hourly rates remain the same.

Disbursement Request E-Forms

On the LAO website, we've created E-Forms for you to use when requesting disbursement authorizations for transcripts, translations, paternity tests and experts. Please use these

forms for disbursements that require prior authorization. You can fax or e-mail us the completed forms.

Tariff & Billing Handbook

Consult our Handbook regularly for billing information.

Questions?

Please let us know if you have questions or if there are topics you'd like to see us cover by contacting the Lawyer Service Centre at pl-lsc@lao.on.ca



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