



RateFast Express

How to use RateFast Express to Obtain an
Impairment Report for Your Claim

Step 1. Gather Documentation

When you have determined that your case is ready for a RateFast Express impairment rating, gather the required documents:

1. The claim's Doctor's First Report.
2. The **most recent** Primary Treating Physician Progress Report / visit note.
3. Any surgical reports (one report for each surgery) or reports from consult visits for each injury.
4. Most recent imaging and testing reports for each injury.

Often, a single body part has less than 15 pages of relevant medical records.

Step 2. Obtain Authorization

Before using RateFast, the Case Manager must receive approval from the payor.

1. Download the [RateFast Express Cover Page](#). This document includes 4 pages:
 - a. RateFast explanation to the adjuster
 - b. Authorization form
 - c. Cover sheet
 - d. RateFast W9 form
2. Complete all fields on the form except for the signature line.



3. Use the [RateFast Express Price Calculator](#) to determine the cost of the impairment rating. This is price is based on:
 - a. The amount of body parts that require impairment rating.
 - b. The amount of pages in the chart.
 - c. Whether or not a RateFast physician signature is required.
4. When the form is complete, send to the claim's adjuster for approval.
5. After the document is signed, move on to the next step.

Step 3. Enter Patient Demographics into RateFast

1. Navigate to your Injury Launch page. Each case manager will have a personalized injury launch page.
2. Your injury launch link will follow this format:
https://rate-fast.com/injury/your_unique_code_here
Your injury launch page must be created by RateFast. If your Injury Launch page has not yet been created or if you do not know your injury launch page, then contact RateFast Express support at (707) 304-7150 or express@rate-fast.com
3. Once you are at your injury launch page, select "Nurse Case Manager".
4. Enter the required patient demographics and contact information. **You do not need to complete non-required fields.**
5. Click "Submit". After, you will receive a confirmation email verifying that your information has successfully been submitted.

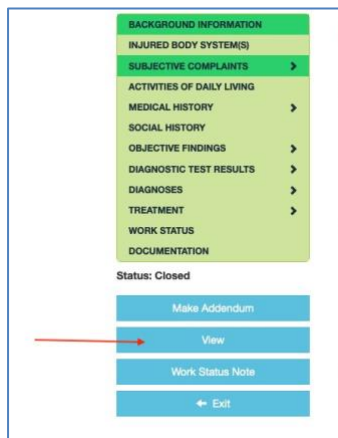
Step 4. Securely Deliver Documents to RateFast

1. Gather the claim documents obtained in [Step 1](#).
2. Include the cover page and authorization form.
3. Fax documents to RateFast at: **(707) 921-7924**

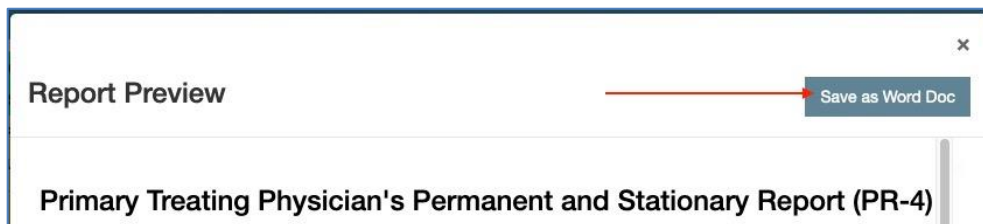


Step 5. Receive The Completed Impairment Report

1. After 3 to 5 business days, you will receive an email notification that the impairment report is complete.
2. Login to RateFast at www.rate-fast.com/login using your:
 - a. Practice Name
 - b. Username
 - c. Password
3. Navigate to your patient or your report using the search tools.
4. Open the report.
5. Click the blue “View” button



6. Download the report as a Microsoft Word document.



7. Send the report to the physician for review and signature.