

| <b>Federal Workers' Compensation<br/>Medical Billing Information</b>   |  |
|--|--|
| <b>The individual you are treating is a federal employee. A Federal Workers' Compensation Claim for injury is/will be filed and claim # provided by the employee.</b>  |  |
| <ul style="list-style-type: none"> <li>• Bills should be submitted electronically through the <b>Medical Bill Processing Portal</b> (see below)</li> <li>• Client Network Services Inc (CNSI) is the medical authorization and bill processing company for OWCP</li> <li>• The employing agency offers <i>light duty</i></li> <li>• This card is provided for informational purposes only, it is not a guarantee of payment</li> </ul> |  |
| <b>Submit Medical Bills / Documentation / Correspondence To:</b>   |  |
| <b>Medical Bill Processing Portal:</b> <a href="https://owcpmed.dol.gov">https://owcpmed.dol.gov</a><br><b>Pharmacy Inquiries:</b> <a href="https://owcprx.dol.gov">https://owcprx.dol.gov</a>   |  |
| <b>Phone</b>   | <b>Fax</b>   |
| <b>Medical:</b> (844) 493-1966<br><b>Pharmacy:</b> (866) 664-5581  | <b>Prior Authorization:</b> (800) 215-4901<br><b>Provider Enrollment:</b> (888) 444-5335 |

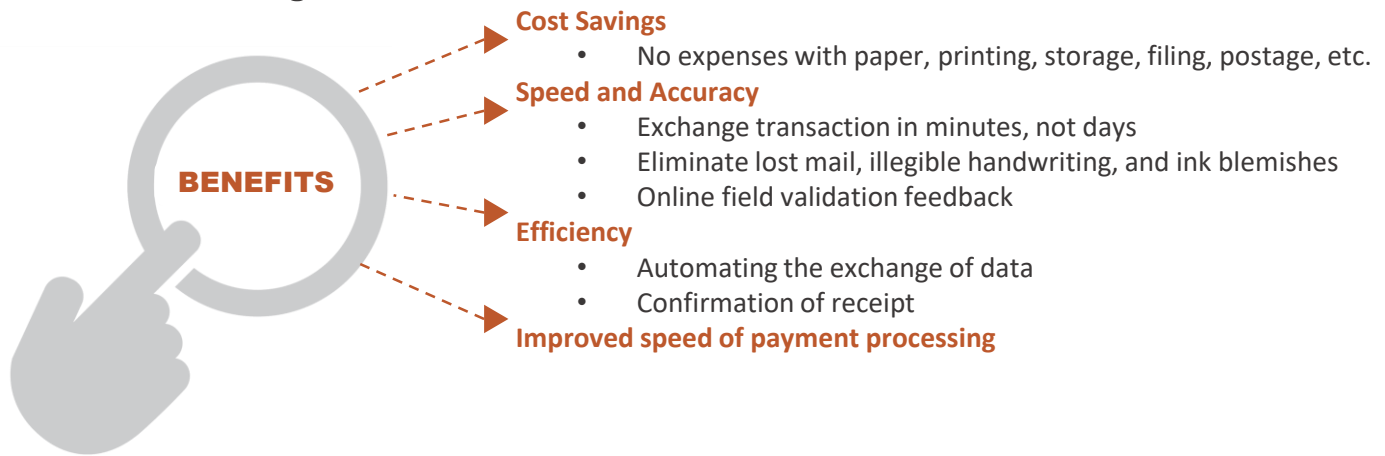
| <b>Federal Workers' Compensation<br/>Medical Billing Information</b>  |  |  |
|---|--|--|
| <b>Mailing Addresses for Department of Labor, OWCP/DFEC:</b>  |  |  |
| <b>General Correspondence</b>   | <b>General Bills</b>                       | <b>Provider Enrollment</b>                 |
| PO Box 34090<br>San Antonio, TX 78265-4090  | PO Box 34450<br>San Antonio, TX 78265-4450 | PO Box 34690<br>San Antonio, TX 78265-4690 |
| <b>Provider Checklist:</b>  |  |  |
| <input type="checkbox"/> Provider is enrolled in Medical Bill Processing Portal with Provider Number<br><input type="checkbox"/> Treating Physician is a <b>"Doctor"</b> as defined by FECA<br><input type="checkbox"/> FECA 9-digit claim # & Provider # on medical bills and documentation included<br><input type="checkbox"/> Bills submitted using the accepted condition ( <b>ICD9 / ICD10</b> )<br><input type="checkbox"/> All medical documentation must be submitted to Department of Labor/OWCP<br><input type="checkbox"/> Prior Authorization requested (as needed)<br><input type="checkbox"/> Provided Work Restrictions / Light Duty Letter |  |  |
| <b>Employer Contact Information: (For general claim inquiries)</b>  |  |  |
| <i>National Guard Federal Workers Compensation Specialist</i>   |  |  |
| <b>Name:</b> Paul C. Daniels  | <b>Phone:</b> (602) 629-4818               |  |
| <b>Email:</b> paul.c.daniels1.civ@army.mil  |  |  |
| Updated 6/3/2020  |  |  |



# Medical Providers: First Steps to Online Billing

## Quick Reference Guide

### Benefits of Online Billing



### Ways to Submit Bills Online

Within the Provider Portal, you can perform a number of tasks, including bill submission. There are multiple ways to submit bills via the Provider Portal (Direct data entry and uploading EDI Batch files), as well as electronically through a Secured FTP folder.

#### DIRECT DATA ENTRY

1. Login to the Provider Portal.
2. Select **On-line Bills Entry** hyperlink to enter bills directly in the System from the provider portal.
3. Select the appropriate bill type.
4. Complete the required fields of the bill and submit.

**Note:** Supporting documents can be attached using this method.

#### EDI BATCH SUBMISSION

1. Login to the Provider Portal
2. Select **Submit HIPAA Batch Transaction** hyperlink to submit EDI batch files.
3. Select the "Upload" button.
4. Choose the .dat file to upload.

**Note:** Allows a maximum file size of 50 MB. Supporting documents cannot be attached using this method.

#### USING SFTP

1. Login to the Provider Portal
2. Select the **SFTP User Details** hyperlink to open the SFTP User Details screen.
3. Click on the "Create SFTP User" button to create an SFTP user.
4. Create a password that follows the password policy.
5. Confirm the password.
6. Select the "OK" button.
7. Save the User Login ID shown on the screen as you will need this along with a password (created in step 4) to log into the SFTP server located at [sftp://mft.wcmbp.com](ftp://mft.wcmbp.com).

**Note:** This requires the use of an SFTP client (ex. WinSCP). It's recommended to limit the file size to less than 100 MB using this method. Supporting documents can be attached using this method.

| Online Services                                   |
|---|
| <b>Bills</b> ▼                                    |
| <a href="#">Bill Inquiry</a>                      |
| <a href="#">View Payment</a>                      |
| <a href="#">Bill Adjustment/Void</a>              |
| <a href="#">On-line Bills Entry</a>               |
| <a href="#">Resubmit Denied/Voided Bill</a>       |
| <a href="#">Retrieve Saved Bills</a>              |
| <a href="#">Manage Templates</a>                  |
| <a href="#">Create Bills from Saved Templates</a> |
| <b>Claimant</b> ▼                                 |
| <a href="#">Eligibility Inquiry</a>               |
| <b>Authorization</b> ▼                            |
| <a href="#">On-line Authorization Submission</a>  |
| <b>Provider</b> ▼                                 |
| <a href="#">Maintain Provider Information</a>     |
| <b>HIPAA</b> ▼                                    |
| <a href="#">Submit HIPAA Batch Transaction</a>    |
| <a href="#">Retrieve HIPAA Batch Responses</a>    |
| <a href="#">SFTP User Details</a>                 |