

In this Quick Reference Guide, you will learn about the process of reviewing a submitted authorization correction request which highlights the WCMBP System's authorization function specific to OWCP programs.

1. From the Authorization Request List page, select the Auth Request # link. The Authorization Request Details page opens.

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			Program	✓ Sub	omitted In	Last 1 Month	✓ And Header	Sta
	Auth Reques # ▲▼	t Claimant Case ID ▲ ♥	e OWCP Provider ID ▲▼	Header Status ▲▼		Auth Type ▲▼	Last Updated ▲♥	
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	Information	1														
				Spec	ific Body Pa	rt to be tre	eated: Lower B	ack								
			Is this a seco	nd surge	ery on the sa	ıme body ı	part?: No 🗸									
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- 3. From the **Update Service Line,** select one of the options from the **Line Status** drop-down list (Approved, Cancelled, Denied, In Review, Pended Further Development), then select **OK**.
 - If selecting Approved, include the Authorized Units, Authorized Amount, or both, depending on the Authorization Request, before finalizing the approval.

Note: An error message will appear when changing the amount or units to less than the original authorized approved units or authorized the amount if previously adjudicated bills are impacted.

For DFEC Surgical Package Authorizations, this error message will be applicable to the used amount or units by any professional type.

You can view the used amounts or units using the **Authorization Utilization** page. Steps to view this page are covered in the next section.

Update Serv	rice Line				^
From Date:	04/15/2024	To Date:	04/15/2024	*	
Diagnosis Pointer:	A B C D				
Code Type:	CPT Procedure Code *				
Revenue Code:		Procedure Code:	20610		
Modifier:					
Code Description:	DRAIN/INJ JOINT/BURSA W/O US				
Body Part Modifier:	LT - Left Side 🗸	Units/Days Requested:	2 *		
Level:	Level 3 V*	Line Status Reason:			~
Line Status:	~`*				
Authorized Units:	Approved	Authorized Amount:			
Commente	Cancelled Denied				
comments.	In Review Pended Further Development				11



Note: For an approved Line Status, a dialogue box will open to confirm the update to the original authorization.

4. Select OK.

Help owcpmed.uat.dol.gov says	
Auth Request Number: 1010188 Click *OK* to update the original authorization with the correction requested under this correction authorization.	
Update Service Line	
From Date: 04/15/2024 - 10 Date: 04/10/2024 =	
Diagnosis Pointer: ZA B C D	
Code Type: CPT Procedure Code	
Revenue Code: Procedure Code: 20610	
Modifier:	
Code Description: DRAIN/NJ JOINT/BURSA W/O US Body Part Modifier: LT - Left Side V Units/Days Requested: 2	
Level: Lovel 3 v * Line Status Reason: v	
Line Status: Approved	
Authorized Units: 1 Authorized Amount:	
Comments:	
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View History OK Cancel	
Note: For an approved Line Status, the Authorization Request Details page will a Corrected status.	show
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Auth Request Number:	37						
O Close Vpdate 🚔 Ge	enerate Correspondence C Ref	trieve Correspondence/Attachm	ients Comments View History	• View Error History	Upload/Retrieve Attachment	Show Duplicate Authorization	
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	Source: DDE		Emergency/Urgent F	Request: 🗌			
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Note: For a Cancelled Line Status, the **Cancelled** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

Note: The **View History** button can be used to see if the authorization is User Cancelled or System Cancelled.

MyInbox > Author	ization Reques	t List													
Request Number:	ç														
ose 🖋 Update	🖨 Generate	RTP Correspondence	C Retrieve Correspon	idence/Atta	chments 📕	Comments	Siew History	👁 Vie	w Error History	Upload/Retr	ieve Attachment	Show Duplicate	Authorizat	ion	
		Program: DFEC		~			Authori	ation Ty	rpe: General Med	lical	~				
	Authorizat	ion Status: Corrected Source: DDE					Authoriz Emergency/Urge	ation Le nt Requ	vel: Level 3 est:						
Error List															
Requestor In	formation														
Claimant Info	ormation														
Provider Info	rmation														
Service Line	Information														
					Specific B	ody Part t	o be treated: NEC	к							
			ls	this a seco	ond surgery or	n the same	body part?: No	~							
						Diagr	osis Codes: A: S	060X0D	B: S40012D	C: \$39012D	D: S134XXD				
						Is this	an implant?: No	~		Cost of Im	plant:				
Add New Line	Bulk Status U	pdate 🕑 Escalate													
Line # From D	ate To Date	Diagnosis Pointer ▲▼	Code Type ▲▼	Code F	Revenue Code ▲▼	Modifier ▲▼	Body Part Modifie ▲▼	r Level ▲▼	Requested Units ▲▼	a Auth Units	Requested Amount ▲▼	Auth Amount	Status ▲▼	Line Status Reason ▲▼	Comment
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ew Page: 1	⊙ Go	+ Page Count	aveToCSV			Viev	ving Page: 1						·	K First K Prev	Next >>> Las
							Bomarke								
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r to below link for t	ne list of reven	le codes that require p	rocedure codes. Naviga	te to the ye	ar based on the	e date of se	rvice to view or dow	nioad th	e list <u>nttps://www.c</u>	101.gov/owcp/I	regs/reeschedule/aci	<u>sept.ntm</u>			
Reviewer Det	ails														



Note: For a Denied Line status, the **Denied** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

Note: A denial reason is required for a Denied Line status.

uth Request N Close	Number: Update	Generate R Authorizatio	Program: DFEC	e C Retrieve Corres	pondence/Attachm	ents Comments	s 🔊 View H At Au	story Sview Ithorization Typ	V Error History	Upload/Retri	eve Attachment	Sho	w Duplicate Authorization	Show Correction	on
III Reque	estor Infor	mation	Source: DDE				Emergency	/Urgent Reque	st:						
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				Rem	arks:				h						
III Review	wer Detail	S													



Note: For a Pended Further Development Line Status, the **Pended Further Development** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

The system will open a warning message for the reviewer stating that the system will not copy the pending further development authorization line to the original authorization and to update the line in this correction authorization when a decision has been made.

Update Serv	rice Line	System will not copy the pended further development authorization line to the Original authorization, update the line in this correction	•
From Date:	03/08/2022	authorization when you are ready with the decision.	5/2022 🗰 *
Diagnosis Pointer:	🗹 A 🛛 B	OK Cance	
Code Type:	CPT Procedure C		
Procedure Code:	97530	Modifier:	
ode Description:	THERAPEUTIC ACT	IVITIES	
Body Part Modifier:	RT - Right Side 🗸	# Of Units per Procedure/Visit:	2 *
Frequency:	3	* Duration:	5
Units Requested:	30 *		
Level:	Level 3 v*	Line Status Reason:	Evidence is insufficient to establish \checkmark
Line Status:	Pended Further De	velopment 🗸 *	
Authorized Units:		Authorized Amount:	
Comments:	Unable to correct a	egacy or Level 3 auth request. Please review due to the na	ature of the request.
			View History OK Canc



Viewing the Authorization Utilization Page

1. To view the Authorization Utilization page, select the notepad icon on the Authorization Request List page.

Filter	By				~			And	~	
		~	Submitted	In	ALL	~	And Head	er Status	~	00
		Auth	Request #	CI	aimant Case ID ▲ ▼	owo	P Provider	Header Status ▲ ▼	Auth T	ype
	7	1010	18333	0	7	7)	Pended Further Development	General Medical	
	7	1010	17999	1	1	3)	Pended Further Development	General Medical	
	7	1010	14292	5		1)	Pended Further Development	Surgical Package	
	2	1010	13797	1	5	1)	Pended Further Development	Surgical Package	
		1010	11940	0		6		Pended Further	General Medical	

The system displays the **Authorization Utilization** page for the selected authorization.

O Close	Bill History												
III Autho	orization Utiliza	ition											
	Auth Reque Claimant's Cas Prog Request OWCP Provide Provider N	est#: 6 le ID: 1 lram: [Date: (er ID: 6 ame: N				SP		OWCF	Autho Las P National Pro R	orization Statu Claimant Nam Auth Typ It Updated Dat ovider Identifie equestor Nam	s: Approved e: General Medical e: 05/28/2024 e: e:		
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Filter By:	ce List	✓ authorization are sh	own.			And:		~			© Go		
Filter By: Note:Only app Sequence #	ce List proved lines from Code Type	authorization are sh Professional Type	own. Code	Modifier	Level	And:	To Date ▲▼	✓ Requested Units	Auth Units	Used Units	© Go Requested Amount	Auth Amount	Used Amou ▲▼
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Viewing the Authorization Utilization Page

Note: The Authorization Utilization page displays the Authorized Amount and Authorized Units and the Used Amount and Used Units.

Note: The **DFEC Surgical Package Authorization Utilization** page shows information about each professional type. Refer to the <u>DFEC Surgical Package Overview</u> Quick Reference Guide for more details.



1. Use the **Filter By** option to search service line by **Code**, **Code Type**, **Modifier**, **Professional Type**, and **From Date** or **To Date**.

Note: The **DFEC Surgical Package Bill History** page also shows information about each professional type. Refer to the <u>DFEC Surgical Package Overview</u> Quick Reference Guide for more details.

OClose	Bill History												
III A	uthorization Utiliza	tion											^
	Auth Reque Claimant's Cas Prog Request C OWCP Provide Provider Na	est#: e ID: ram: Date: er ID: ame:				2		owo	Autho Las P National Pro R	claimant Nan Claimant Nan Auth Tyj it Updated Da ovider Identifi equestor Nan	us: Approved e: General Medical te: 05/28/2024 er:		
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Filter By	Code	vuthorization are sl	10wn.			And:		~			00		^
Filter By Note:Onl Sequen	Code Code Type From Date Modifier	vthorization are sl Professional Type	nown. Code I	Modifier	Level	And:	To Date ▲▼	✓ Requested Units	Auth Units	Used Units	© Go Requested Amount	Auth Amount	Used Amount
III Si Filter By: Note:Onl Sequen △▼ 1	Code Code Type From Date Modifier Professional Type To Date	vuthorization are sl Professional Type	Code 1 A V 0120	Modifier	Level	And:	To Date ▲▼ 12/01/2024	Requested Units ▲▼ 200	Auth Units	Used Units	© Go Requested Amount ▲▼	Auth Amount	Used Amount



Viewing the Authorization Utilization Page

2. To view the **Bill History** page, either select **Bill History** or the **Line #** link.

Note: The **DFEC Surgical Package Bill History** page shows information about each professional type. Refer to the <u>DFEC Surgical Package Overview</u> Quick Reference Guide for more details.

O Close	Bill History												
III Autho	orization Utiliza	ition											
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The system displays the **Bill History** page.

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Close											
Bill History											
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	0		(1770668568	01/01/2024	01/11/2024		\$50,000.00	1002	\$17,892.00	200



Viewing Page: 1

≪ First

Prev > Next >> Last

View Page: 1

Save ToCSV

⊙ Go + Page Count