

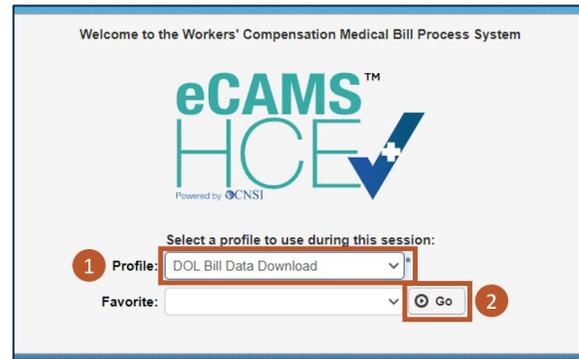


Effective 02/18/2023, a new profile, “**DOL Bill Data Download**”, will be available for DOL users to submit a request to download bill data for selected bills from the WCMBP System. Users will be able to submit requests using various available fields. When the bill data file is available, users will receive an email informing them that it is ready to download. The DOL users will log in to the WCMBP System using the “DOL Bill Data Download” profile and download the CSV file using the link provided in the WCMBP System on the Bill Detail Download List page.

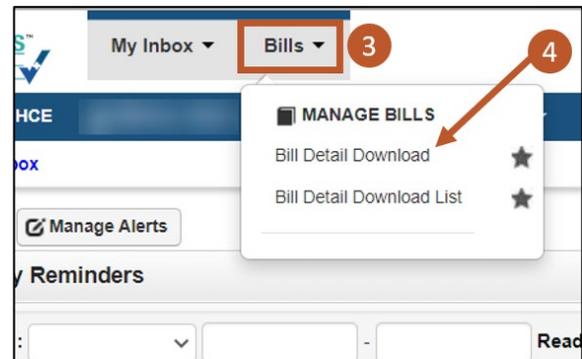
**Note:** Users will only be able to view data for the program or programs with which their profile is associated.

## Submitting a Bill Detail Download Request in the WCMBP System

1. The user accesses the WCMBP System and selects **DOL Bill Data Download** from the **Profile** drop-down list.
2. Next, the user selects **Go** to log in.

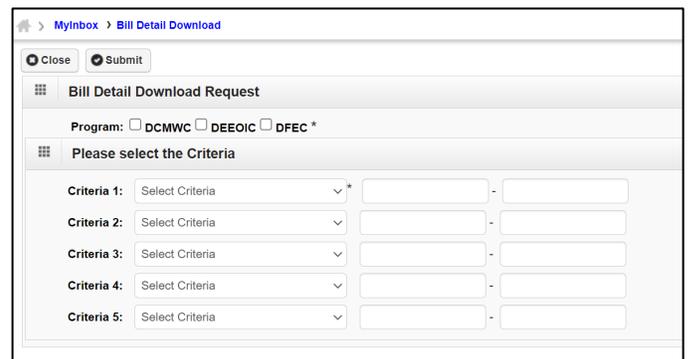


3. The user selects **Bills**.
4. Then, the user selects **Bill Detail Download**.



The system displays the **Bill Detail Download Request** page.

**Note:** All required fields are marked with an asterisk.





## Submitting a Bill Detail Download Request in the WCMBP System, Cont'd

5. The user checks the box for the desired **Program**.

**Note:** The system displays available programs based on the user's access levels. The user may select multiple programs.

The screenshot shows the 'Bill Detail Download Request' form. At the top, there are 'Close' and 'Submit' buttons. Below them is a section titled 'Bill Detail Download Request'. A red box highlights the 'Program:' field with three radio button options: 'DCMWC', 'DEEOIC', and 'DFEC \*'. A red circle with the number '5' is next to the 'DFEC \*' option. Below the program selection is a section titled 'Please select the Criteria' with a dropdown menu for 'Criteria 1:' currently set to 'Select Criteria'.

6. The user selects an option from the **Criteria** drop-down lists and enters the corresponding information in the adjacent fields.

**Note:** The user can narrow down the search with up to five criteria.

**Important!** The user must select at least two criteria: one of the Date fields, and either the Claimant ID or Billing Provider OWCP ID.

The screenshot shows the 'Bill Detail Download Request' form. The 'Program:' field now has 'DFEC \*' selected. The 'Please select the Criteria' section has a dropdown menu open for 'Criteria 1:'. A red circle with the number '6' is next to the dropdown, and a red arrow points to the list of criteria options. The list includes: 'Select Criteria', 'Adjudication Date', 'Bill Source', 'Bill Type', 'Billing Provider NPI', 'Billing Provider OWCP ID', 'Billing Provider Tax ID', 'Billing Provider Type', 'Billing Zip Code', 'Claim Type', 'Claimant ID', 'DRG Code', 'Diagnosis Code', 'District Office Code', 'Error Code Header', 'Error Code Line', 'Error Code Line', 'First Date of Service', 'Last Date of Service', 'NDC Code', and 'Paid/Denied Date'. To the right of the dropdown are five empty input fields for Criteria 2 through 5.

7. The user selects **Submit**.

### Filter Values Available for Use in Criteria Fields:

Adjudication Date	DRG Code	Prior Authorization Number
Bill Source	Diagnosis Code	Procedure Code Modifier
Bill Type	District Office Code	Procedure/Service Code
Billing Provider NPI	Error Code Header	RV Number
Billing Provider Type	Error Code Line	Received Date
Billing Provider Tax ID	First Date of Service	Revenue Code
Billing Provider OWCP ID	Last Date of Service	Special Bill Indicator
Billing Zip Code	NDC Code	Submission Reason Code
Claim Type	Paid/Denied Date	
Claimant ID	Place of Service	

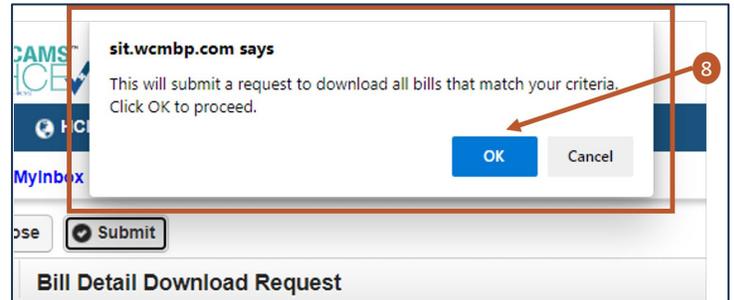


## Submitting a Bill Detail Download Request in the WCMBP System, Final Steps

The system displays a pop-up message asking the user to confirm the request.

**Note:** No changes can be made to the request after selecting OK.

8. The user selects **OK**.



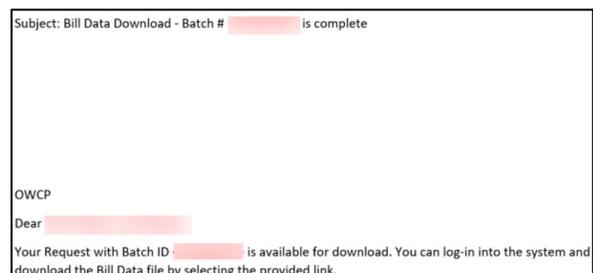
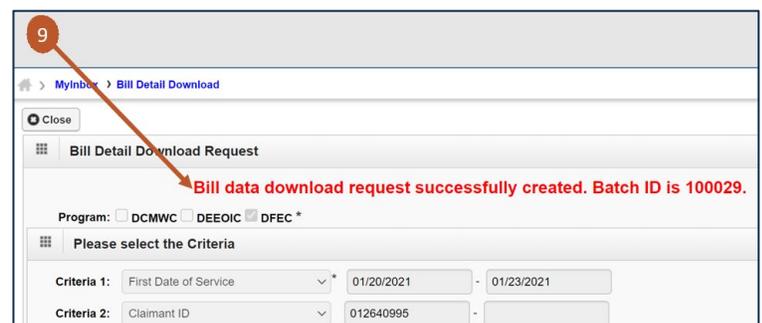
**Note:** The system displays error messages in the following instances:

- OWCP Provider ID is invalid
- Claimant ID is Invalid
- Provider ID and Program mismatch
- Claimant ID and Program mismatch
- Start Date greater than End Date (for date fields)
- Invalid Date format (for date fields)
- If there are not at least two criteria selected
- If a Program is not selected
- If Claimant ID is one of the search criteria and multiple programs are selected

9. If there are no errors, the system creates a unique **Batch ID** and displays a message with the Batch ID.

When the CSV file with bill data for the search results is available, the system will send the user an email stating that the file is ready to download. The user can log in to the system to download this file for up to 60 days.

**Note:** The next section of this provides the steps to download the file.





## Downloading the Bill Detail CSV File

The user can view the **Bill Detail Download List** by completing the following steps.

1. From the WCMBP landing page, the user selects **Bills**.
2. Next, the user selects **Bill Detail Download List**.

The system displays the **Bill Detail Download List** page, which displays all Bill Detail Download Requests submitted for the program or programs with which the user is associated.

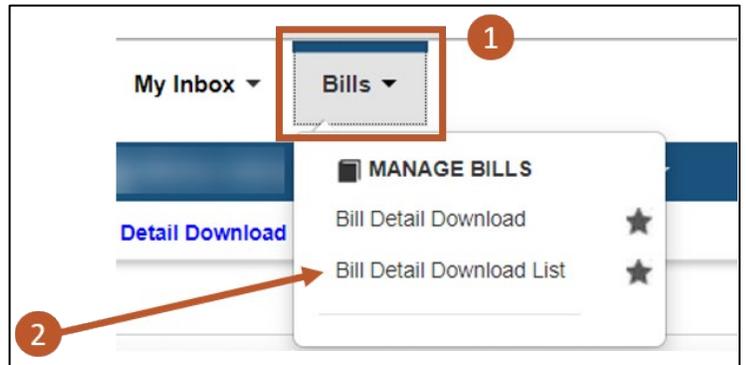
The **Batch Status** column shows the status of the batch. If the request is complete, this column will display a status of **Completed**. If no records are found, this column will display **No Records Found**.

**Note:** Other batch statuses that the system may display are listed below along with their description:

- **Submitted:** When a user submits the initial request.
- **File Generation in Progress:** When the batch is being processed.
- **Failed:** When the batch process has failed due to unanticipated errors.
- **Expired:** When the batch has expired after 60 days.

**Note:** If batch process fails, try submitting a new batch request. If this problem persists, email [WCMBP Support Team \(WCMPB\\_Support@cns-inc.com\)](mailto:WCMBP_Support@cns-inc.com).

3. The user selects the **Batch ID** hyperlink to get details about the Bill Detail Download Request.



Batch ID	Requestor Name	Program	Filter Criteria 1	Filter Criteria 2	Batch Status	Batch Submitted Date	Batch Completed Date	Download
100000	Sumera Jaffrey	DFEC	Billing Provider OWCP ID : 718086400	Claimant ID : 114008655	Completed	01/17/2023	01/19/2023	<a href="#">Click Here</a>
100001	Sumera Jaffrey	DFEC	Billing Provider OWCP ID : 718086400	Claimant ID : 114008655	Completed	01/19/2023	01/19/2023	<a href="#">Click Here</a>
100002	Sumera Jaffrey	DFEC, DEEOIC, DCMWC	Adjudication Date : 01/01/2022 - 01/01/2023	First Date of Service : 01/01/2022 - 01/01/2023	File Generation in Progress	01/19/2023		
100003	Sumera Jaffrey	DFEC	Claimant ID : 092132529	Billing Provider OWCP ID : 150022000	Submitted	01/19/2023		
100004	Sumera Jaffrey	DFEC, DEEOIC, DCMWC	Adjudication Date : 08/01/2022 - 10/01/2022	Special Bill Indicator : TL	File Generation in Progress	01/19/2023		
100005	Sumera Jaffrey	DEEOIC	Procedure/Service Code : 80053	Claimant ID : 93674	Submitted	01/19/2023		
100006	Sumera Jaffrey	DEEOIC	Procedure/Service Code : 80053	Claimant ID : 93674	Completed	01/19/2023	01/19/2023	<a href="#">Click Here</a>
100007	Sumera Jaffrey	DFEC	Adjudication Date : 01/05/2023 - 01/10/2023	Billing Provider OWCP ID : 108054200	Completed	01/19/2023	01/19/2023	<a href="#">Click Here</a>
100008	Sumera Jaffrey	DFEC	Adjudication Date : 01/19/2023 - 01/01/2023	Billing Provider OWCP ID : 160847500	No Records Found	01/19/2023		
100009	Sumera Jaffrey	DFEC	Claimant ID : 132403931	Claim Type : T	Completed	01/19/2023	01/19/2023	<a href="#">Click Here</a>

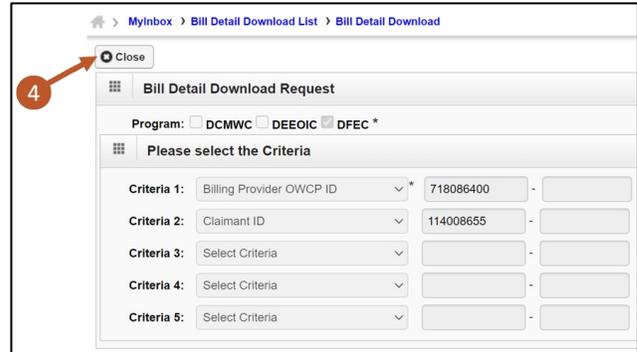
Batch ID	Requestor Name	Program	Filter Criteria 1	Filter Criteria 2	Batch Status	Batch Submitted Date	Batch Completed Date	Download
100000	Sumera Jaffrey	DFEC	Billing Provider OWCP ID : 718086400	Claimant ID : 114008655	Completed	01/17/2023	01/19/2023	<a href="#">Click Here</a>
100001	Sumera Jaffrey	DFEC	Billing Provider OWCP ID : 718086400	Claimant ID : 114008655	Completed	01/19/2023	01/19/2023	<a href="#">Click Here</a>



## Downloading the Bill Detail CSV File, Cont'd

The system displays **Bill Detail Download Request** page which shows the criteria of the request that was submitted.

4. The user selects **Close** to return to the previous window.

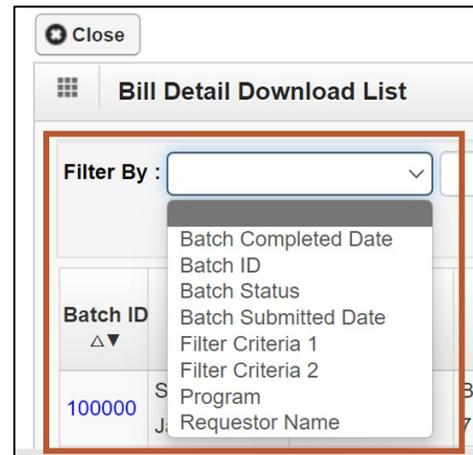


5. The user selects their desired filter options from the **Filter By:** drop-down lists and enters the corresponding information in the adjacent fields.

**Note:** There are two **Filter By:** options available to search for the Bill Detail Download Requests.

The user can narrow the search using:

- Batch Completed Date
- Batch ID
- Batch Status
- Batch Submitted Date
- Filter Criteria 1
- Filter Criteria 2
- Program
- Requestor Name



6. Select **Go**.

The system displays the search results. The user can select **Click Here** under the **Download** column to download the Bill Detail CSV file to their local drive. The CSV file contains both header and line level bill data.

