



# DOL Image Search Profile

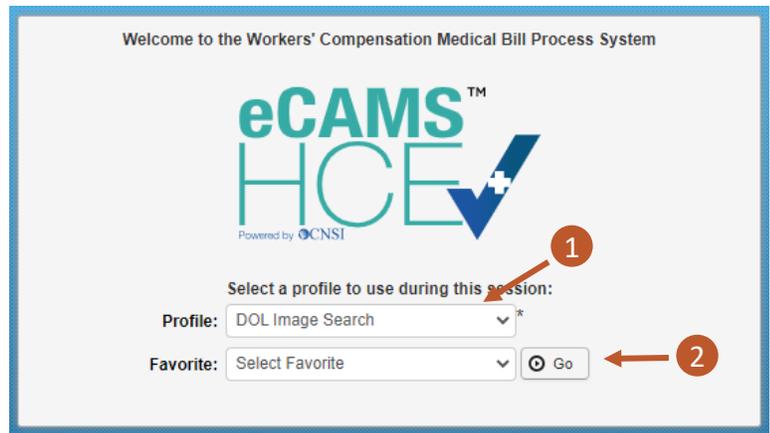
## Quick Reference Guide

This Quick Reference Guide outlines the DOL Image Search Profile functions.

### DOL Image Search Profile

1. Select the **DOL Image Search** profile from the **Profile** drop-down menu.
2. Select the **Go** button.

The WCMBP System Home page will open.

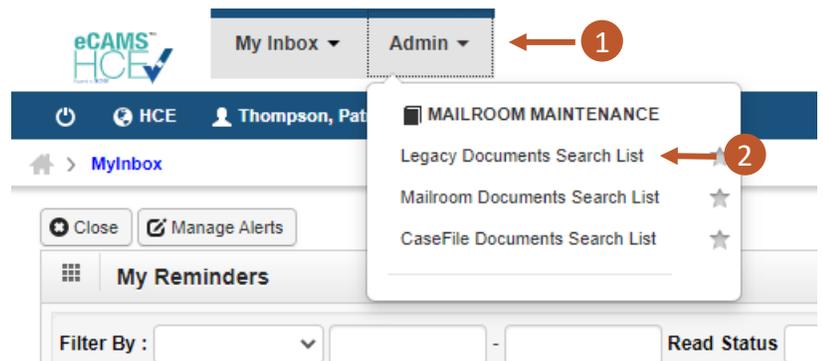


### Legacy Documents Search List Option

Documents that providers submitted in the legacy system or generated by the legacy system are referred to as legacy documents.

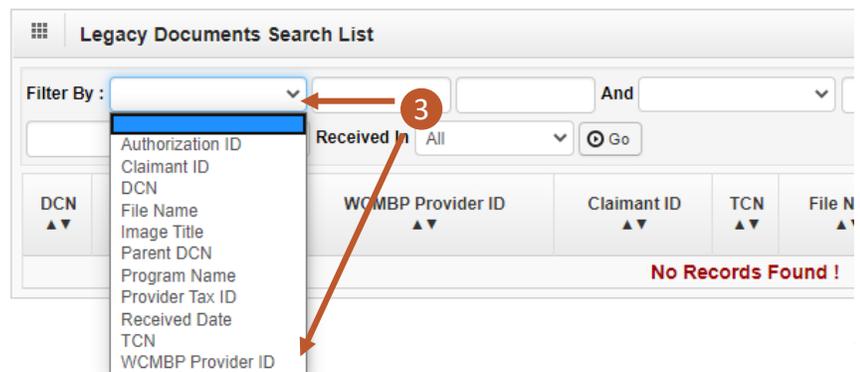
Providers enrolled with the legacy system and migrated to the WCMBP System are referred to as legacy providers. This section outlines the process to search and view such legacy documents.

1. From the top of the WCMBP System page, select the **Admin** tab.
2. Select the **Legacy Documents Search List** option from the **Admin** menu. Initially, the system doesn't display any records.



The remainder of this section will highlight a search for RVs for a specific provider.

3. Select the **Filter By** drop-down menu to select a filter criteria option. For this example, we will select the **WCMBP Provider ID** filter option.





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4. Enter the **WCMBP Provider ID** in the blank field to the right of the selected filter option.

The screenshot shows the 'Legacy Documents Search List' interface. The 'Filter By' dropdown is set to 'WCMBP Provider ID'. The input field next to it contains the number '117'. A red arrow points to this input field with the number '4' in a red circle. Below the filter fields, there are buttons for 'Clear Filter', 'Save Filter', and 'My Filters'. The table below shows columns for DCN, Program Name, WCMBP Provider ID, Claimant ID, TCN, File Name, Image Title, Received Date, and Provider Tax ID. The table is currently empty with the message 'No Records Found!'.

5. In the next drop-down field, select the **Image Title** filter option.

The screenshot shows the 'Legacy Documents Search List' interface. The 'Filter By' dropdown is set to 'WCMBP Provider ID' and the input field contains '117'. The 'And' dropdown is open, showing a list of filter options. A red arrow points to the 'Image Title' option in the dropdown with the number '5' in a red circle. The table below shows columns for DCN, Program Name, WCMBP Provider ID, Claimant ID, TCN, File Name, Image Title, Received Date, and Provider Tax ID. The table is currently empty with the message 'No Records Found!'.

6. Enter the Image Title as **Remit%** in the blank field to the right of the selected filter option.

**Note:** The percent symbol (%) is a “wildcard” character that allows you to substitute one or more characters in your search. In this case, the use of the percent symbol at the end of “Remit” will search for all Image Titles that begin with Remit. This wildcard character is especially useful if you are unsure of the full search term. The percent symbol can also be used in the beginning or middle of typed characters.

The screenshot shows the 'Legacy Documents Search List' interface. The 'Filter By' dropdown is set to 'WCMBP Provider ID' and the input field contains '117'. The 'And' dropdown is set to 'Image Title'. The input field next to it contains the text 'Remit%'. A red arrow points to this input field with the number '6' in a red circle. The table below shows columns for DCN, Program Name, WCMBP Provider ID, Claimant ID, TCN, File Name, Image Title, Received Date, and Provider Tax ID. The table is currently empty with the message 'No Records Found!'.

7. By default, the system retrieves all documents received. In order to view document received within the last 6, 12, or 24 months, select a different value for the **Received In** filter.

8. Select the **Go** button.

The screenshot shows the 'Legacy Documents Search List' interface. The 'Filter By' dropdown is set to 'WCMBP Provider ID' and the input field contains '117'. The 'And' dropdown is set to 'Image Title' and the input field contains 'Remit%'. The 'Received In' dropdown is open, showing a list of filter options: 'All', 'Last 12 months', 'Last 24 months', and 'Last 6 months'. A red arrow points to the 'All' option in the dropdown with the number '7' in a red circle. The 'Go' button is highlighted with a red arrow and the number '8' in a red circle. The table below shows columns for DCN, Program Name, WCMBP Provider ID, Claimant ID, TCN, File Name, Image Title, Received Date, and Provider Tax ID. The table is currently empty with the message 'No Records Found!'.



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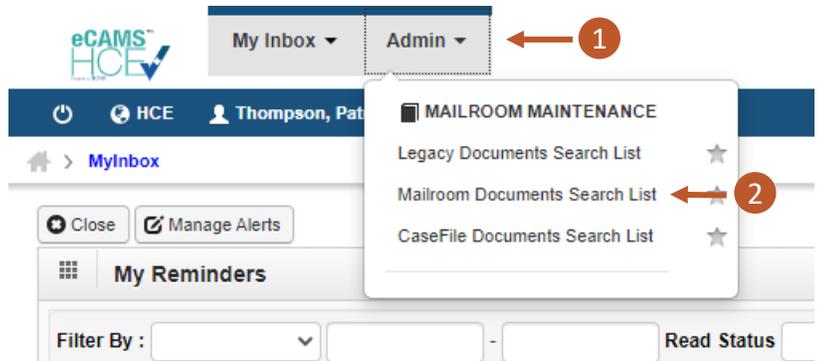
9. Select the **DCN** hyperlink to view the RV.

DCN	Program Name	WCMBP Provider ID	Claimant ID	TCN	File Name	Image Title	Received Date	Provider Tax ID
202004260002671	DFEC				1172032001120200430010.pdf	Remittance Vouchers	04/30/2020	

### Mailroom Documents Search List Option

This section describes the process of using the Mailroom Documents Search List option to search and view documents processed through the mailroom.

1. From the top of the WCMBP System page, select the **Admin** tab.
2. Select **Mailroom Documents Search List** option from the **Admin** menu. The system will display mailroom documents that are available to you.



3. You will utilize the filters if you need to narrow the list of results. For this example, we will utilize the **Created Date** filter option.

DCN	Program Name	WCMBP Provider ID	Case Number	TCN	PA Request Number	Scan Date	Received Date	Created Date
113230201	DFEC		FECA - National Office		3000	05/12/2021	09/27/2021	09/27/2021
126600696	DFEC		FECA - National Office			09/23/2021	09/23/2021	09/27/2021
126600696	DFEC		FECA - National Office			09/23/2021	09/23/2021	09/27/2021



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4. Enter date or date range in the blank fields to the right of the selected filter option.
5. Once all filter choices are selected, select the **Go** button.

6. Select the **DCN** hyperlink to view the Mailroom Document Imaging Search Summary.

The Mailroom Document Imaging Search Summary displays. It lists the Source, Form Name, Program Name, District Office, TCN number, Attachment Image name, Case Number, Page Count, Scan Date, Received Date, WCMBP Provider ID, Applicant ID, Provider Name, Claimant Name, PA Request Number, and Image Meta Data.

7. Select the **Attachment Image** blue hyperlink to open the scanned image.
8. Select the **WMBP Provider ID** blue hyperlink to view the provider details.

### CaseFile Documents Search List Option

This section describes the process of using the CaseFile Documents Search List option to search and view Case Create or Case Supporting documents.

1. From the top of the WCMBP System page, select the **Admin** tab.
2. Select the **CaseFile Documents Search List** option from the **Admin** menu. The system will display CaseFile Documents that are available to you.



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- You will utilize the filters if you need to narrow the list of results. For this example, we will utilize the **Scan Date** filter option.

The screenshot shows the 'CaseFile Documents Search List' interface. The 'Filter By' dropdown menu is open, and 'Scan Date' is selected. A red circle with the number '3' points to the 'Scan Date' option in the dropdown menu.

DCN	Program	Workflow Category	Category Code	Category	Subject Code	Subject	Scan Date	Received Date	Created Date
012458126	DFEC	Correspondence	6	MEDICAL AND SOAF	633	No Action Required	09/23/2021	09/23/2021	09/27/2021

- Enter a date or date range in the blank fields to the right of the selected filter option.

The screenshot shows the 'CaseFile Documents Search List' interface. The 'Filter By' dropdown is set to 'Scan Date'. Two red arrows point to the blank input fields to the right of the dropdown, indicating where to enter a date or date range. A red circle with the number '4' is placed over the input fields.

- Next, we will use the **Case Number** filter option.

The screenshot shows the 'CaseFile Documents Search List' interface. The 'Filter By' dropdown is set to 'Scan Date' with the date '09/21/2021' entered. The 'Case Number' filter dropdown menu is open, and 'Case Number' is selected. A red circle with the number '5' points to the 'Case Number' option in the dropdown menu.

DCN	Case Number	Office Code	Program	Workflow Category	Category Code	Category	Subject Code	Subject	Scan Date	Received Date	Created Date
0002391267		DEN	DEEOIC	Correspondence	9	Med			09/21/2021	09/21/2021	09/24/2021
0002741267		CLE	DEEOIC	Correspondence	9	Med			09/21/2021	09/21/2021	09/24/2021
0002741267		DEN	DEEOIC	Correspondence	9	Med			09/21/2021	09/21/2021	09/24/2021

- Enter the **Case Number** in the blank field to the right of the selected filter.
- Once all filter choices are selected, select the **Go** button.

The screenshot shows the 'CaseFile Documents Search List' interface. The 'Filter By' dropdown is set to 'Scan Date' with the date '09/21/2021' entered. The 'Case Number' filter dropdown menu is open, and 'Case Number' is selected. A red circle with the number '6' points to the 'Case Number' option in the dropdown menu. A red circle with the number '7' points to the 'Go' button.

- Select the **DCN** hyperlink to open the document.

The screenshot shows the 'CaseFile Documents Search List' interface. The 'Filter By' dropdown is set to 'Scan Date' with the date '09/21/2021' entered. The 'Case Number' filter dropdown menu is open, and 'Case Number' is selected. A red circle with the number '8' points to the 'DCN' hyperlink in the first row of the results table.

DCN	Case Number	Office Code	Program	Workflow Category	Category Code	Category	Subject Code	Subject	Scan Date	Received Date	Created Date
0002531267		CLE	DEEOIC	Correspondence	9	Medical	0	None	09/21/2021	09/21/2021	09/24/2021
0002511267		CLE	DEEOIC	Correspondence	9	Medical	0	None	09/21/2021	09/21/2021	09/24/2021
0002541267		CLE	DEEOIC	Correspondence	9	Medical	0	None	09/21/2021	09/21/2021	09/24/2021
0002521267		CLE	DEEOIC	Correspondence	9	Medical	0	None	09/21/2021	09/21/2021	09/24/2021