



Effective 10/01/22, a new profile **DOL Bulk Image Download** was made available for DOL users to submit a request to download multiple or bulk images from the WCMBP System. Users will be able to submit a request using various available fields. When the images are available, the user will receive an email informing them that the images are ready to be downloaded. The DOL user will log in to the WCMBP System using the **DOL Bulk Image Download** profile to download the images using the link provided in the WCMBP System on the *Bulk File Request List* page.

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

Submitting a Bulk File Download Request in the WCMBP System

1. From the **Profile** drop-down list, select **DOL Bulk Image Download**.

Welcome to the Workers' Compensation Medical Bill Process System

eCAMSTM
HCE ✓

Select a profile to use during this session:

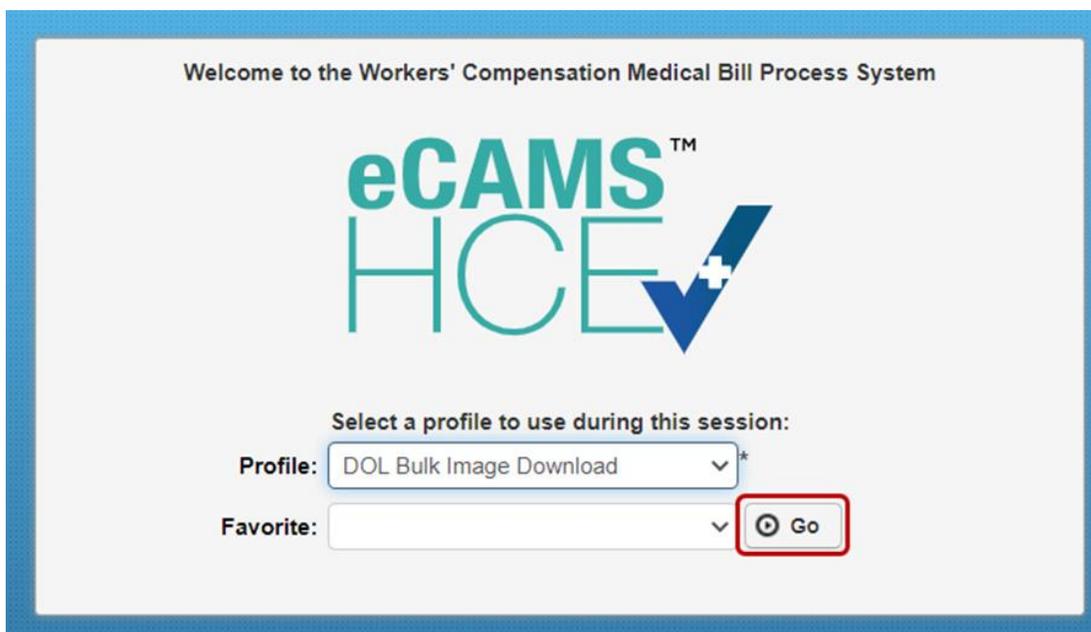
Profile: *

Favorite:

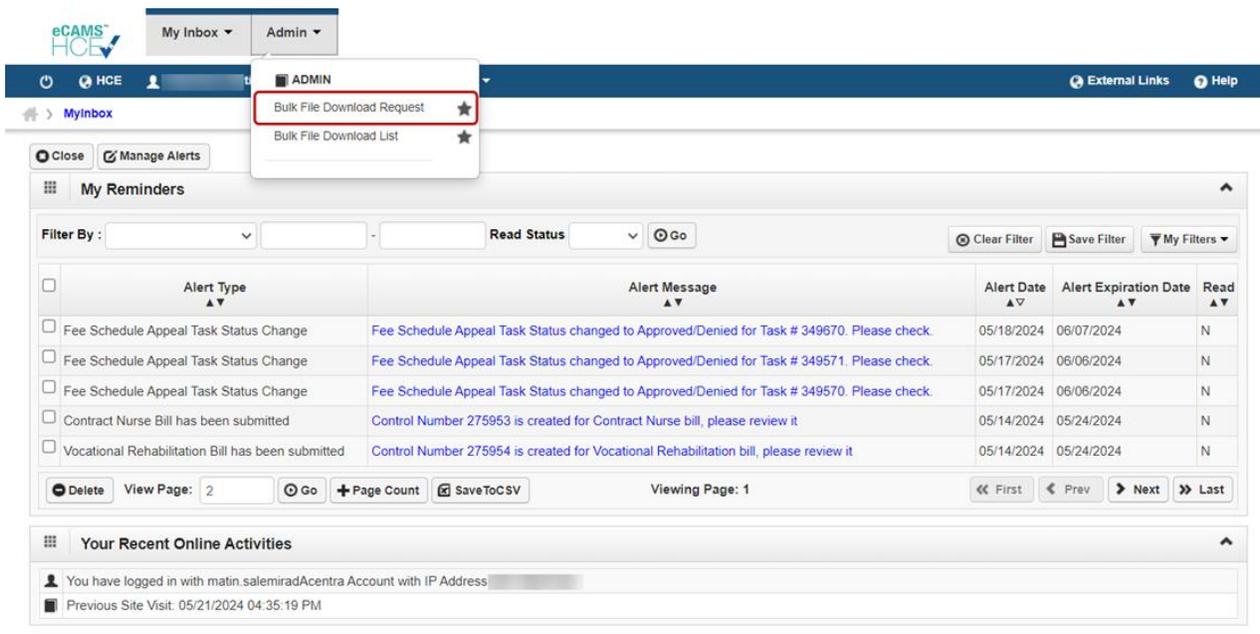


Submitting a Bulk File Download Request in the WCMBP System

2. Select **Go**.



3. From the **Admin** menu drop-down list, select **Bulk File Download Request**.





Submitting a Bulk File Download Request in the WCMBP System

The *Bulk File Download Request* page opens.

Note: All required fields are marked with asterisks (*).

For all document types, complete the following fields as applicable:

- Program
- Source
- OWCP Provider ID
- Receive Date

The screenshot shows the 'Bulk File Download Request' form within the eCAMS HCE system. The form is titled 'Bulk File Download Request' and includes the following fields:

- Program:** Radio buttons for DCMWC, DEEOIC, and DFEC *.
- Source:** A dropdown menu with 'All' selected and an asterisk (*).
- Document Type:** A dropdown menu with an asterisk (*).
- OWCP Provider ID:** A text input field.
- Receive Date:** Two date pickers.

At the top of the form, there are 'Close' and 'Submit' buttons. The breadcrumb trail shows 'Myinbox > Bulk File Download Request'. The user profile is 'DOL Bulk Image Download'.



Submitting a Bulk File Download Request in the WCMBP System

4. Select the desired **Program** from the program checkbox.

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

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'Program' field is highlighted with a red box and contains three options: 'DCMWC', 'DEEOIC', and 'DFEC *'. The 'DFEC *' option is selected with a checked checkbox. To the right, the 'Source' dropdown is set to 'All' and the 'Document Type' dropdown is empty. Below these are fields for 'OWCP Provider ID' and 'Receive Date'.

5. Select the applicable option from the **Source** drop-down list. The following options are available: All, Electronic, and Paper.

This screenshot shows the same 'Bulk File Download Request' form, but with the 'Source' dropdown menu open. The dropdown is highlighted with a red box and lists three options: 'All', 'Electronic', and 'Paper'. The 'All' option is currently selected.



Submitting a Bulk File Download Request in the WCMBP System

6. Select the applicable option from the **Document Type** drop-down list. The following options are available: Authorizations, Bills, and Enrollments.

Note: The field filters displayed in the next step may vary based on the **Document Type** selected from this drop-down list.

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'Document Type' dropdown menu is open, displaying three options: 'Authorizations', 'Bills', and 'Enrollments'. The 'Program' field has 'DFEC' selected. The 'Source' field is set to 'All'. The 'OWCP Provider ID' and 'Receive Date' fields are empty.

7. For all document types, complete the following fields as applicable:

- Program
- Source
- OWCP Provider ID
- Receive Date

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'OWCP Provider ID' and 'Receive Date' fields are highlighted with a red box. The 'Document Type' dropdown menu is open, displaying three options: 'Authorizations', 'Bills', and 'Enrollments'. The 'Program' field has 'DFEC' selected. The 'Source' field is set to 'All'.



Submitting Bulk File Download Request For Authorization Document Type

8. Enter the **OWCP Provider ID** or **Claimant ID** for the **Authorization** document type. If both fields are left blank, the system displays an error.

Note: For each document type, narrow the search using other available fields. Options to narrow down the search for the Authorization document type include Claimant ID, Document Sub Type, Diagnosis Code, Procedure Code, Date of Service.

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The form is titled 'Bulk File Download Request' and includes the following fields and options:

- Program: DCMWC DEEOIC DFEC *
- Source: All
- Document Type: Authorizations
- OWCP Provider ID: [Text Input]
- Claimant ID: [Text Input]
- Document Sub Type: All
- Diagnosis Code: [Text Input]
- Procedure Code: [Text Input]
- Date of Service: [Date Picker]
- Receive Date: [Date Picker]

A red box highlights the OWCP Provider ID, Claimant ID, and Document Sub Type fields.

Note: For the Authorization Document Type, the Date of Service or Receive Date must be later or equal to 04/27/2020. Legacy images related to the Authorization Document type can be downloaded by searching by Provider ID or Claimant ID and Receive Date.



Document Sub Type For Authorizations Document Type

Select the applicable option from the **Document Sub Type** drop-down list, which varies according to the **Document Type** and **Program** selected.

Note: The Document Sub Type options for each Document Type, with respect to the program, are listed below.

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'Document Type' dropdown is set to 'Authorizations'. The 'Document Sub Type' dropdown is set to 'All' and is highlighted with a red box. The 'Program' field has radio buttons for DCMWC, DEEOIC, and DFEC. Other fields include OWCP Provider ID, Diagnosis Code, Date of Service, Source, Claimant ID, Procedure Code, and Receive Date.

Document Sub Type For Authorizations Document Type – DFEC Program

Document Type: Authorization Documents

Program: **DFEC**

All (Default value), General Medical, Home Health, DME (Durable Medical Equipment), PTOT (Physical Therapy and Occupational Therapy), SP (Surgical Package), Travel (Transportation), J Codes (HCPCS J-Code Unspecified/Unclassified)

The screenshot shows the 'Bulk File Download Request' form with the 'DFEC' program selected. The 'Document Sub Type' dropdown is open, showing the following options: All, General Medical, Home Health, DME, PTOT, SP, Travel, and J Codes. The 'All' option is highlighted. The 'Document Type' is set to 'Authorizations'.



Document Sub Type For Authorizations Document Type – DEEOIC Program

Document Type: Authorization Documents

Program: **DEEOIC**

All (Default value), General Medical, Home Health, DME (Durable Medical Equipment), Rehab, Transportation, Transplant.

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'Program' field is set to 'DEEOIC'. The 'Document Type' is 'Authorizations'. The 'Document Sub Type' dropdown menu is open, and 'All' is selected. Other fields include 'Source: All', 'OWCP Provider ID', 'Diagnosis Code', 'Date of Service', 'Claimant ID', 'Procedure Code', and 'Receive Date'.

Document Sub Type For Authorizations Document Type – DCMWC Program

Document Type: Authorization Documents

Program: **DCMWC**

All (Default value), CMN (Certified Medical Necessity)

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The 'Program' field is set to 'DCMWC'. The 'Document Type' is 'Authorizations'. The 'Document Sub Type' dropdown menu is open, and 'All' is selected. Other fields include 'Source: All', 'OWCP Provider ID', 'Diagnosis Code', 'Date of Service', 'Claimant ID', 'Procedure Code', and 'Receive Date'.



Document Sub Type For Bills Document Type – DEEOIC Program

Document Type: Bills Documents

Program: **DCMWC, DEEOIC, DFEC**

Professional, Outpatient, Prompt Pay, Dental, Travel, Gross Adjustments, Claim, Inpatient.

The screenshot shows the 'Bulk File Download Request' form in the eCAMS HCE system. The form includes fields for Program (DCMWC, DEEOIC, DFEC), Source, Document Type (Bills), Document Sub Type (All), OWCP Provider ID, Claimant ID, Procedure Code (All, Professional, Outpatient, Prompt Pay, Dental, Travel, Gross Adjustments Claim, Inpatient), Diagnosis Code, DRG Code, Date of Service, Receive Date, and Bill Paid Date. The 'Document Sub Type' dropdown menu is highlighted with a red box, and its options are also highlighted with a red box.

Note: There is no Document Sub Type field for the Enrollments Document Type.



Document Sub Type For Authorizations Document Type – DCMWC Program

9. After entering information in all required fields, select **Submit**.

The screenshot shows the eCAMS HCE interface for a Bulk File Download Request. The form includes the following fields and options:

- Program: DCMWC DEEOIC DFEC *
- Source: All (dropdown menu) *
- Document Type: (dropdown menu) *
- OWCP Provider ID: (text input) *
- Receive Date: (date picker) *

The 'Submit' button is highlighted with a red box, indicating the next step in the process.

10. When the pop-up message appears asking for confirmation, select **OK**.

The screenshot shows the same eCAMS HCE interface as in the previous step, but with a confirmation pop-up message overlaid. The pop-up message reads:

sit.wcmbp.com says
This will submit a request to download all files that match your filters.
Click OK to proceed.

The 'OK' button in the pop-up is highlighted with a red box, indicating the next step in the process. In the background, the 'DFEC' radio button is now selected, and the 'Document Type' dropdown is set to 'Enrollments'.



Submitting a Bulk File Download Request – Error Messages

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

- Invalid OWCP Provider ID
- Invalid Claimant ID
- Incorrect Diagnosis Code
- Incorrect Procedure Code
- Missing required fields (identified with an asterisk [*] symbol)
- Start Date greater than End Date (for date fields)
- Invalid date format (for date fields)
- No date or more than one date field entered
- Both OWCP Provider ID and Claimant ID missing for Bills and Authorization Document Types (It is required to enter either the OWCP Provider ID or Claimant ID for Authorization document types.)
- Date of Service or Receive Date earlier than 04/27/2020 for Authorizations Document Types

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

Note: No changes can be made to the request after the Batch ID is created.

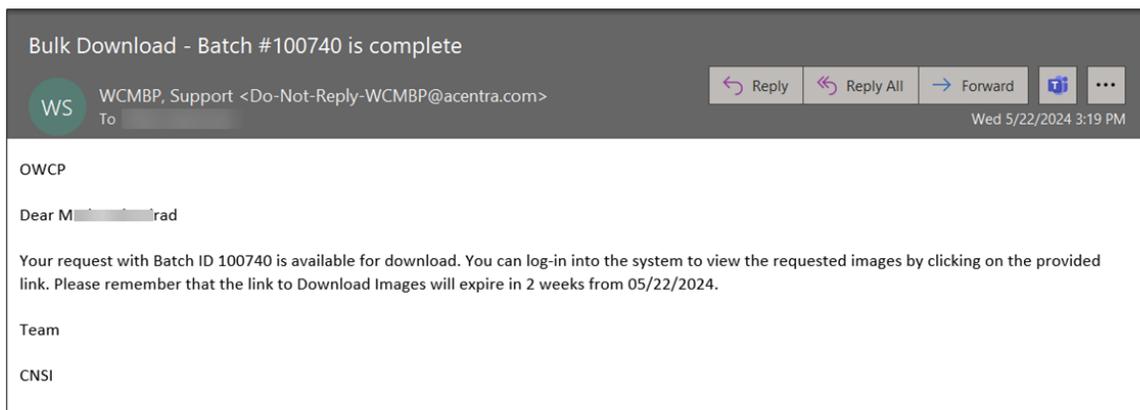
The screenshot shows the eCAMS HCE interface for a Bulk File Download Request. At the top, there are navigation links for 'My Inbox' and 'Admin'. Below that, the user profile is 'Profile: DOL Bulk Image Download' with links for 'External Links' and 'Help'. The breadcrumb trail is 'MyInbox > Bulk File Download Request'. The form has 'Close' and 'Submit' buttons. A red message states: 'Bulk file download request successfully created. Batch ID is 100740.' Below the message, the form fields are: 'Program:' with radio buttons for 'DCMWC', 'DEEOIC', and 'DFEC' (selected); 'Source:' with a dropdown menu set to 'All'; 'Document Type:' with a dropdown menu set to 'Enrollments'; 'OWCP Provider ID:' with a text input field marked with an asterisk; and 'Receive Date:' with two date pickers marked with asterisks.



Submitting a Bulk File Download Request – Available Images

Once the images are available, the system sends an email to the user stating that the images are ready to download. Users can log into the WCBMP System to download the images within 14 calendar days.

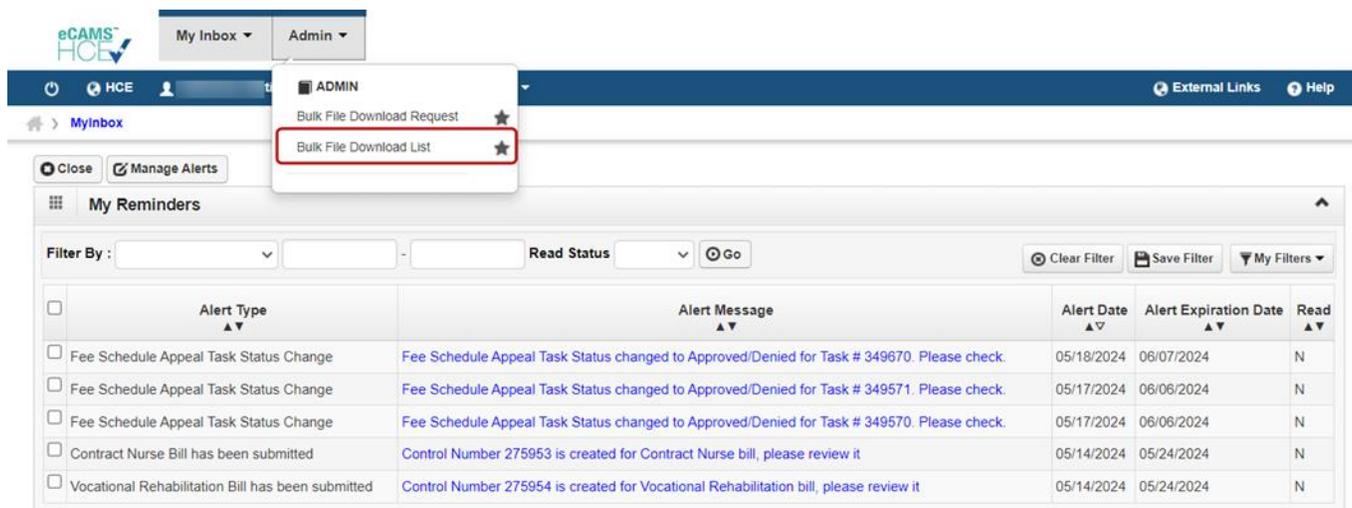
Note: The next section provides the steps to download the images.



Verifying and Submitting a Bulk File Request

Complete the following steps to view the **Bulk File Download List**.

1. From the landing page, select **Admin**.





Verifying and Submitting a Bulk File Request

2. Select Bulk File Download List.

The system opens the *Bulk File Download List* page. This page lists all bulk file 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 has been completed, it shows a status of **Complete**.
- If no records are found, it shows a status of **Error-No Records Found**. To resolve this, adjust the *Bulk File Download Request* filters and submit your request again.

Note: Other batch statuses that may be seen are listed below, along with their description.

- **In Progress:** When a batch is being processed.
- **Error:** When a batch process fails due to any unanticipated error. The best approach is to contact WCMBP_Support@acentra.com and provide your batch ID.
- **Expired:** When a batch expires after 14 days.

Batch ID	Requestor Name	Program	Document Type	Claimant ID	Provider ID	Batch Status	Batch Submitted Date	Batch Completed Date	Download
100009	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100008	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100007	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100006	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100005	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100004	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100003	J	DCMWC,DEEOIC,DFEC	Bills			Error	07/14/2023		
100002	S	DFEC	Bills			Error	07/14/2023		
100001	S	DFEC	Bills			Error	07/13/2023		
100000	S	DEEOIC	Enrollments			Error-No Records Found	06/09/2023		



Verifying and Submitting a Bulk File Request

3. Select the **Batch ID** link to get details about the **Bulk File Download Request**.

Batch ID	Requestor Name	Program	Document Type	Claimant ID	Provider ID	Batch Status	Batch Submitted Date	Batch Completed Date	Download
100009	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100008	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100007	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100006	S	DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100005	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100004	J	DCMWC,DEEOIC,DFEC	Bills			Complete	07/14/2023	07/14/2023	Click Here
100003	J	DCMWC,DEEOIC,DFEC	Bills			Error	07/14/2023		
100002	S	DFEC	Bills			Error	07/14/2023		
100001	S	DFEC	Bills			Error	07/13/2023		
100000	S	DEEOIC	Enrollments			Error-No Records Found	06/09/2023		

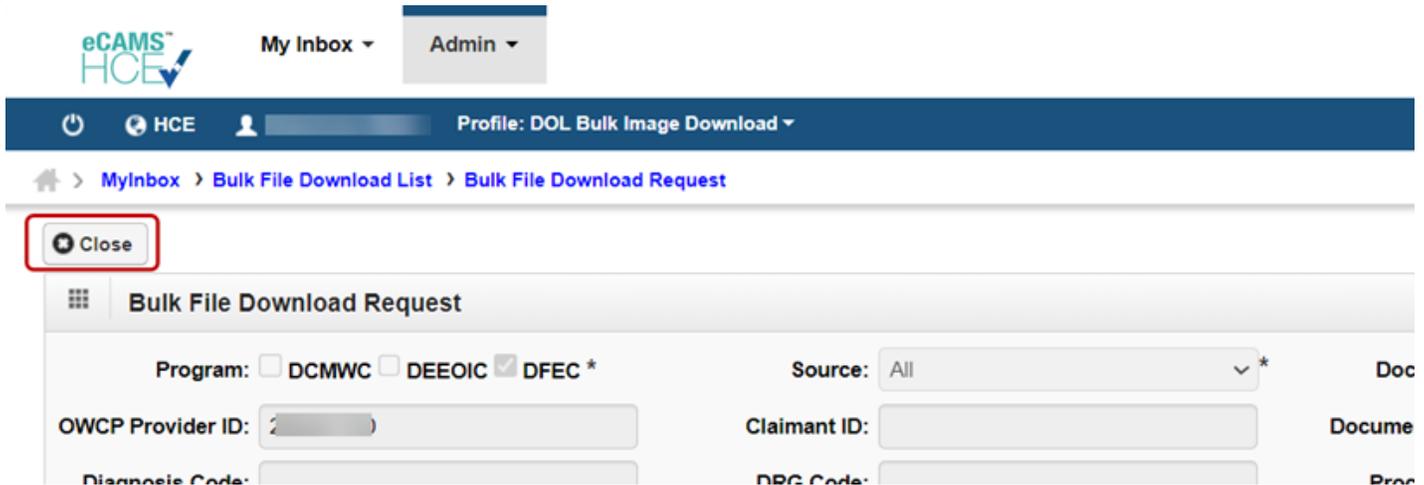
The *Bulk File Download Request* page opens showing the criteria of the request that was submitted.

Program: DCMWC DEEOIC DFEC *
Source: All
Document Type: Bills
OWCP Provider ID:
Claimant ID:
Document Sub Type: All
Diagnosis Code:
DRG Code:
Procedure Code:
Date of Service:
Receive Date:
Bill Paid/Denied Date:



Verifying and Submitting a Bulk File Request

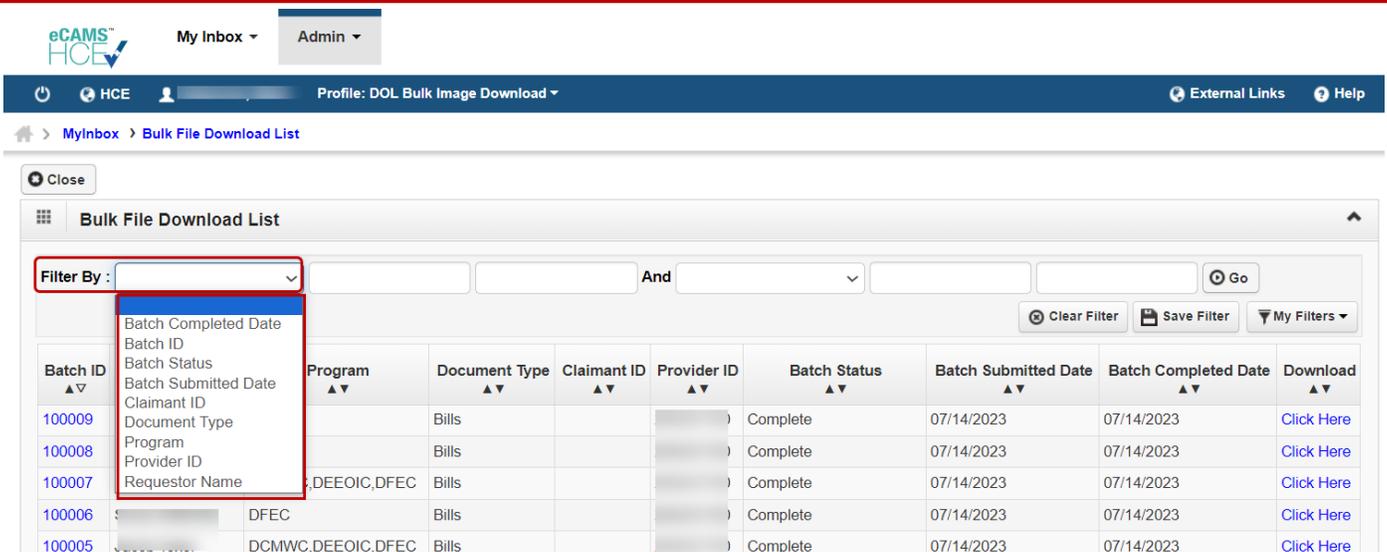
4. Select **Close** to return to the previous window.



Note: Two (2) **Filter By** drop-down lists are available when searching for Bulk File Requests.

5. Select the search field and enter the criteria by narrowing your search using any of the following filter options:

Batch Completed Date, Batch ID, Batch Status, Batch Submitted Date, Claimant ID, Document Type, Program, Provider ID, Requestor Name.





Verifying and Submitting a Bulk File Request

6. Select **Go**.

The system displays the search results.

The screenshot shows the eCAMS HCE interface for Bulk File Download List. The filter section at the top has "Filter By: Batch ID" set to "100004". The "Go" button is highlighted with a red box. Below the filter is a table with columns: Batch ID, Requestor Name, Program, Document Type, Claimant ID, Provider ID, Batch Status, Batch Submitted Date, Batch Completed Date, and Download. The first row shows Batch ID 100004, Requestor Name J..., Program DCMWC, DEEOIC, DFEC, Document Type Bills, Claimant ID, Provider ID, Batch Status Complete, Batch Submitted Date 07/14/2023, Batch Completed Date 07/14/2023, and a "Click Here" link in the Download column.

7. From the **Download** column, select **Click Here** to download the images.

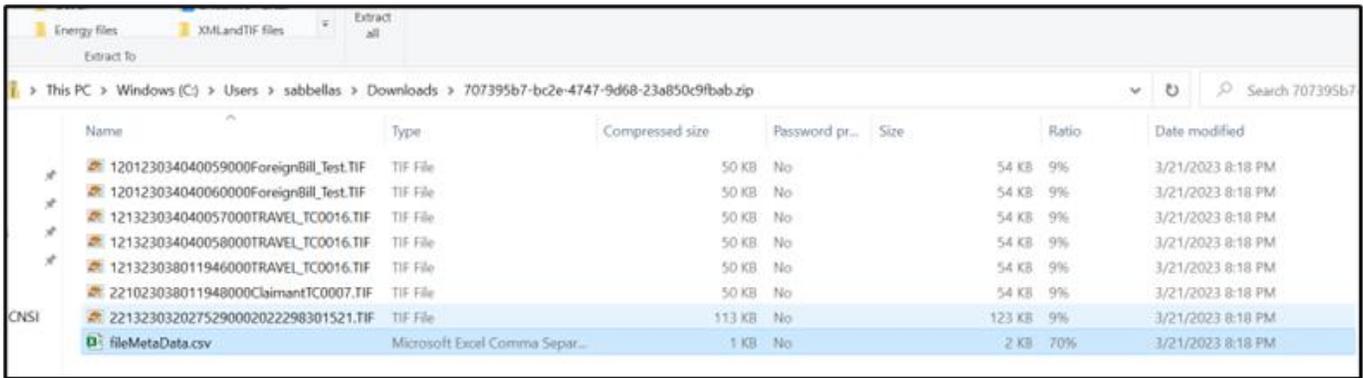
A folder containing the requested images and an Excel sheet with details of all image downloads will be provided.

This screenshot is identical to the previous one, but the "Click Here" link in the Download column of the table is highlighted with a red box.



Verifying and Submitting a Bulk File Request

Note: A TCN or an Authorization number is prefixed to the downloaded bill or authorization images to allow sequential download of images. The TCN is also prefixed to the Fieldname field in the metadata CSV file for users to link the actual image with the metadata.



	B	C	D	E	F	G	H	I	J	K	L	M
	Provider Name	Claimant ID	Claimant Name	TCN	Claim Type	Authorization Number	Authorization Type	Received Date	File Name	TCN Paid/Denied Date	RV Number	
1	K	L							RA3746767.pdf	05/24/2024 00:00	7	
2	K	L									7	
3	K	L	BC	56	JERRY JOSEPH	tcn1	Professional Bill	05/21/2024 19:34	Denied bill1 - attach1	05/24/2024 00:00	7	
4	K	L	BI	D	JOHN DOE	tcn2	Outpatient Bill	05/10/2024 19:34	Denied bill2 - attach1	05/24/2024 00:00	7	
5	K	L	BI	33	JOHN SMITH	tcn3	Outpatient Bill	05/15/2024 00:00	Paid bill3 - attach1	05/24/2024 00:00	7	
6	K	L	BI	33	JOHN SMITH	tcn4	Professional Bill	05/12/2024 00:00	Paid bill4 - attach1	05/24/2024 00:00	7	
7												

Note: Data and images older than seven years old are archived and not available eCAMS. DOL can submit a ticket to [WCMBP Support \(WCMBP_Support@acentra.com\)](mailto:WCMBP_Support@acentra.com) to request archived data/images. If you encounter any problems submitting a bulk image request, you can submit a support ticket to [WCMBP Support \(WCMBP_Support@acentra.com\)](mailto:WCMBP_Support@acentra.com).