

Submitting an Authorization Request in the WCMBP System

Effective 4/8/2025, the Certificate of Medical Necessity [CMN] **Authorization Submission** page was enhanced to allow for the automatic calculation of Total Requested Units for Home Health and Licensed Practical Nurse [LPN] procedural codes. Additionally, the procedure code drop down menu now includes new LPN codes and when selected, will auto-populate the HH/LPN modifier.

This QRG shows the screen changes that will be displayed to DOL staff and describes the process for completing the new data fields.

The previous WCMBP System screens and process are described below.

Code Type: The system displayed only three procedure code types.

- CPT Procedure Code
- CDT Procedure Code
- HCPCS Procedure Code

Procedure Code: DOL staff selects the procedure code, code type, and modifier from the drop-down lists.

Units/Days: DOL staff enters the units for each approved procedure code.

Note: Units per visit, frequency, and duration of the procedure code were not captured in the WCMBP system authorization screen.

The enhanced WCMBP System screens and process are described below.

Code Type: The system displays four procedure code types

- CPT Procedure Code
- CDT Procedure Code
- HCPCS Procedure Code
- Home Grown Procedure Codes

Procedure Code: DOL staff selects the procedure code from the drop-down list.

Note: Once the procedure code is selected, the system will auto-populate the **Code Type** and **Modifier** fields.

Units/Days: The enhanced system screens no longer display the **Units/Days** field. The system now displays the fields below.

- **# of Units Per Procedure/Visit-** the number of units approved for each visit
- Frequency- how often the visits occur
- Duration- approved length of service

Total Requested Units (new field): The system will automatically calculate the **Total Requested Units** for Home Health and LPN procedure codes.

Note: DOL staff can manually enter and change the calculated values.

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DCMWC Authorization Submission Request (3 of 8)	Quick Reference Guide
Submitting an Authorization Request in the WCMBP Sys	stem
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DCMWC Authorization Submiss Request (4 of 8)	sion Quick Reference Guide
Submitting an Authorization Request in the	WCMBP System
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7. In the **Service Line Information** section, complete the required fields with the relevant information for each service line.

• From Date and To Date: Date range within which the service will be performed

• **Code Type:** Selecting **Home Grown** code type will limit the procedure code drop down list to only the LPN or RN Home Grown codes, while selecting a procedure code will auto populate the **Code Type** and **Modifier** fields

- Procedure Code: Corresponding to the service being provided
- Modifier: 1N-Home Nurse will be auto-populated based on the code type

Note: The next three columns will be modifiable only after the status is set to approved.

- # of Units Per Procedure/Visit: The number of units approved for each visit
- Frequency: How often the visits occur

Request (5 of 8)

- Duration: The approved length of service
- Total Requested Units: Auto-populated to represent the calculation of these three elements: # Of Units Per Procedure/Visit × Frequency × Duration

• Status: Indicates whether the service line is Approved, Delete, Denied or Returned To Provider

- Line Status Action: Required if the status is denied
- Action: Delete the service line

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Submitting an Authorization Request in the WCMBP System

8. To submit the authorization request, select **Save Authorization** on the **Authorization Submission** page.

Note: When an authorization request is saved without a value in any of the new fields, the system displays an error message indicating the field with missing data.

If the **Total Requested Units** field exceeds 24 units per day of service on a service line, the error message, *"The total requested units cannot exceed 24 units per day of service for this line,"* displays.

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Viewing Submitted Authorization Request Details in the WCMBP System

1. To open the Authorization Request Details page, select the Auth Request # link on the Authorization Request List page. Use the Filter By drop-down list to narrow authorization results.

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The **Authorization Request Details** page displays the details of the submitted authorization request that includes the information populating the fields in the new columns: **# Of Units Per Procedure/Visit**, **Frequency**, and **Duration**.

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Authorization Request details display on the **Update Service Line** page. The new **# Of Units per Procedure/Visit, Frequency**, and **Duration** fields display the information based upon the Procedure Code selection and remain enabled for Home Health or LPN codes and are disabled for Non-Home Health codes.

Update Serv	rice Line				<u>~</u>
From Date:	03/04/2025	To Date:	03/20/2025		
Code Type:	Home Grown Code				
Procedure Code:	90179-HOME LPN CHRONIC CARE TYPE A-2				
Code Description:	HOME LPN CHRONIC CARE TYPE A-2				
Modifier:	1N-HOME NURSE V*	# Of Units per Procedure/Visit:	1 *		
Frequency:	*	Duration:	*		
Units Requested:	1 *				
Level:	Level 3 v*				
Line Status:	Approved ~*	Line Status Reason:		`	
Authorized Units:	1	Authorized Amount:			
Comments:					