



Scheduled and OnDemand Reports - DCMWC

Quick Reference Guide

OnDemand Reports

OnDemand reports are reports with a pre-defined format executed to retrieve real-time data. These reports are developed and reside in Cognos Analytics. By clicking on the specific report's hyperlink, authorized users initiate available OnDemand reports through the OnDemand Reports link from the External Links quick access button within the WCMBP System.

How to Generate OnDemand Reports

WITHIN WCMBP SYSTEM

SELECT EXTERNAL LINKS BUTTON WITHIN THE WCMBP SYSTEM



SELECT ON DEMAND REPORTS LINK



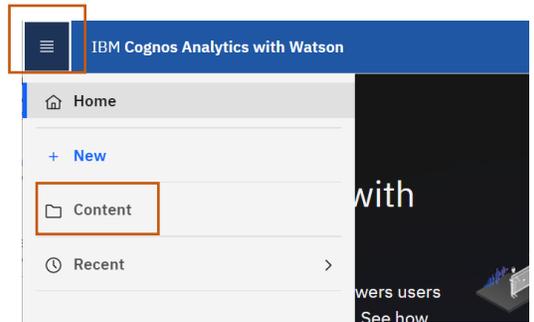
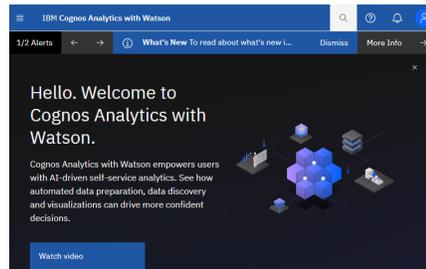
COGNOS ANALYTICS HOMEPAGE



SELECT MENU ICON



SELECT CONTENT



WITHIN COGNOS ANALYTICS



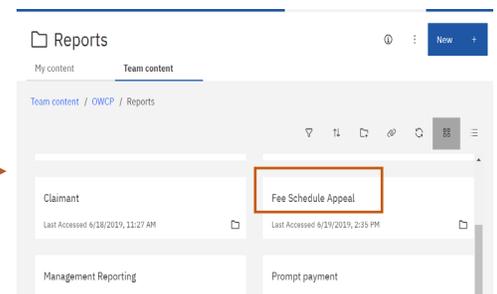
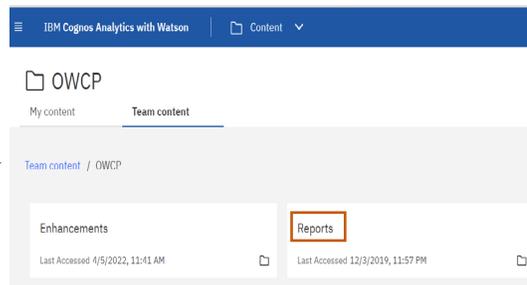
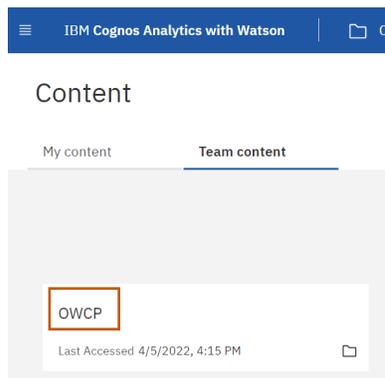
UNDER TEAM CONTENT TAB, SELECT OWCP FOLDER



SELECT REPORTS FOLDER



SELECT THE REQUIRED REPORT SUBFOLDER





Scheduled and OnDemand Reports - DCMWC Quick Reference Guide

OnDemand Reports - Continued

WITHIN COGNOS ANALYTICS

SELECT ON-DEMAND REPORTS

SELECT ACTION MENU

SELECT RUN AS, TO RUN REPORT

The first screenshot shows the 'Fee Schedule Appeal' page with 'OnDemand Reports' highlighted. The second screenshot shows the '22-RPTXX-001 - Fee Schedule Appeals Report' with the 'Action menu' icon highlighted. The third screenshot shows the 'Run as' dropdown menu open, with 'Run as' highlighted.

Cognos Analytics allows you to run the report in different formats, including PDF, Excel, CSV, and XML.

Scheduled Reports

Scheduled reports are generated on a pre-defined schedule without user input. Users can subscribe to their desired reports to gain access.

How to Generate Scheduled Reports

WITHIN WCMBP SYSTEM – TO SUBSCRIBE

WITHIN WCMBP SYSTEM – ONCE SUBSCRIBED

SELECT ADMIN TAB WITHIN THE WCMBP SYSTEM

SELECT REPORTS SUBSCRIPTION LINK

SELECT REPORT CHECKBOX

SELECT SUBSCRIBE BUTTON

SELECT ADMIN TAB

SELECT REPORTS ACCESS PORTAL

OPEN REPORTS

The first screenshot shows the 'Admin' dropdown and 'Reports Subscription' link. The second screenshot shows the 'Reports Subscription' table with checkboxes selected. The third screenshot shows the 'Admin' dropdown and 'Reports Access Portal' link. The fourth screenshot shows the 'Report Access Portal' table with a blue hyperlink highlighted.

Report Number	Report Name	Reporting Level	Program	Link
453	Covered Procedure Listing	National Office	DCMWC	09-RPT-03-41 125321.xlsx
454	Covered Diagnoses Listing	National Office	DCMWC	09-RPT-03-41 125321.xlsx

After subscribing to reports and accessing the Reports Access Portal page, select the blue hyperlink for the report you want to view. This will open the Excel file for the selected report.

Refer to the next page for an example of how to use the filter fields to search for available Scheduled Reports. You will also find a list of available reports for your program.



Scheduled and OnDemand Reports - DCMWC

Quick Reference Guide

Using the Filter Fields to Search for Scheduled Reports

- To search for a specific report or group of reports, you can use the filter fields above the list of reports. You will start by selecting the drop-down next to **Filter By**. The available filter criteria in the drop-downs are as follows:
 - Business Area (example criteria - Pharmacy, Bill Resolution, Management Reporting)
 - Report Category (example criteria – Business)
 - Report Name (example criteria – Overpayment Detail Report)
 - Report Number (example criteria – 497, 514, 621)
 - Report Type (example criteria – Scheduled)
 - Reporting Level (example criteria – National Office, District Office)
 - Run Frequency (example criteria – Daily, Weekly, Monthly, Quarterly)
 - Subscription Status (example criteria – Not Subscribed, Subscribed)
- In the blank field next to the Filter By drop-down, you will enter the criteria for the chosen Filter By option. See example criteria for each Filter By option in the bulleted list above. You can also have more than one filter option for your search. Next to **And** is another drop-down that allows you to select an additional search option. To the right of that drop-down, you can enter the applicable search criteria.
- After entering your criteria, select the **Go** button.
- You can save the filter you just used by selecting the **Save Filter** button. After saving the filter, you can find the saved filter by selecting the **My Filters** button.

The screenshot shows the 'Reports Subscription' filter interface. Callout 1 points to the 'Filter By' dropdown menu. Callout 2 points to the input field for the first filter criterion. Callout 3 points to the 'Go' button. Callout 4 points to the 'Save Filter' and 'My Filters' buttons.

OnDemand Reports

Report Name	Subsystem
Bill Processing Adjudication Summary	Bill Processing
Prompt Pay Bill Timeliness Report	Prompt Payment
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment
Cost Summary Report for Home Health Services	Prompt Payment
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment
History File Reconciliation Report	Payment File Process
Medical Bill Audit Sample Report	Management Reporting

Refer to the next pages for a list of available **Scheduled Reports** for your program.



Scheduled and OnDemand Reports - DCMWC

Quick Reference Guide

Scheduled Reports

Report Name	Subsystem	Frequency
Covered Procedure Listing	Bill Processing	Quarterly
Covered Diagnoses Listing	Bill Processing	Quarterly
Paid and Denied Medical Bills per Month	Bill Processing	Monthly
Prompt Pay Bill Timeliness Report	Prompt Payment	Monthly
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment	Weekly
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment	Weekly
Claims Paid for Prompt Pay Diagnostics Services	Prompt Payment	Weekly
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment	Weekly
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment	Weekly
Prompt Payment Act (PPA) Report of Prompt Pay Testing and OWCP Consultant Bills in Suspense File	Prompt Payment	Weekly
Provider Enrollment Statistical Report Card	Provider Enrollment and Management	Monthly
Provider EFT Register	Payment Files Process: RV/EFT and 1099	Weekly
Treasury Payment Summary Report	Payment Files Process: RV/EFT and 1099	Weekly
History File Reconciliation Report	Payment Files Process: RV/EFT and 1099	Weekly
Check Void History Update Report	Payment Files Process: RV/EFT and 1099	Weekly
Claimant Check Register	Payment Files Process: RV/EFT and 1099	Weekly
Provider Check Register	Payment Files Process: RV/EFT and 1099	Weekly
Final Payment Summary	Payment Files Process: RV/EFT and 1099	Weekly
Claimant EFT Register	Payment Files Process: RV/EFT and 1099	Weekly
Remittance Activity Control Totals	Payment Files Process: RV/EFT and 1099	Weekly
Overpayment Detail Report	Adjustment Processing	Weekly
Recoupment Control Summary Report	Adjustment Processing	Weekly
Medical Bill Audit Sample Report	Management Reporting	Monthly
EDI Statistical Report Card	Management Reporting	Monthly

Refer to the next page for the rest of the available **Scheduled Reports** for your program.



Scheduled and OnDemand Reports - DCMWC

Quick Reference Guide

Scheduled Reports - Continued

Report Name	Subsystem	Frequency
Unlisted J-codes Pricing Report	Bill Processing	Weekly
Bill Support Statistical Report Card	Bill Processing	Monthly
Bill Resolutions Statistical Report Card	Bill Resolution	Monthly
History Credits Detail Report	Adjustment Processing	Weekly
Bill Processing Errors Audit Detail Report	Bill Processing	Weekly
Suspended Bills by Number of Days Held	Bill Processing	Weekly
Bill Resolution Trend Analysis Report	Bill Resolution	Weekly
Cost Summary Report for Home Health Services	Prompt Payment	Monthly
Bill Processing Adjudication Summary	Bill Processing	Daily
Suspended Bills Over \$50,000.00 and less than \$1,000,000.00	Bill Processing	Weekly
Suspended Bills Over \$1,000,000.00	Bill Processing	Weekly
Authorizations Pending Activity Over 3 Days	Authorizations	Daily
DOL User Access Re-certification Report	Management Reporting	Monthly
DOL User Access Re-certification Report	Management Reporting	Quarterly
Suspended Bills Over \$30,000.00 and less than \$50,000.00	Bill Processing	Weekly
Medical Bill Audit Sample Yearly Report	Management Reporting	Yearly
TeleHealth Bills Report	Bill Processing	Weekly
Voucher and Schedule of Payments Report	Payment Files Process: RV/EFT and 1099	Weekly
Treatment Suite Quarterly Fiscal Year Savings Report	Treatment Suites	Quarterly
Providers with Licenses Expiration in 30-60-90 day Report	Provider Enrollment and Management	Monthly
Providers with expired license Report	Provider Enrollment and Management	Monthly
Deactivated Providers Report	Provider Enrollment and Management	Monthly
Suspended Cash AR3 Gross Debit Report	Payment Files Process: RV/EFT and 1099	Weekly
WCMBP Congressional Summary Report - Monthly	Management Reporting	Monthly
WCMBP Congressional Summary Report - Yearly	Management Reporting	Yearly
Forced and Denied Exception Monitoring Report	Bill Processing	Daily
Edit Denials and Total Denied Amount Report	Bill Processing	Quarterly
Edit Denials and Total Denied Amount Report	Bill Processing	Yearly
Cumulative Aged Suspense Report	Bill Processing	Daily