



Viewing New Attachments for a Submitted Authorization Request

Effective June 28, 2025, the Worker's Compensation Medical Bill Processing (WCMBP) System will introduce a new feature to enhance the authorization process. With this update, providers will only be able to upload attachments to an authorization request if the status of the request line item is one of the following:


- **Pended Further Development**
- **In Review**
- **Processed Awaiting Decision**

Attachments will not be accepted for authorization requests in any other status. Additionally, the WCMBP System will automatically notify DOL staff when a provider has taken this action.

This Quick Reference Guide (QRG) explains the process of how DOL staff will be notified and how to view the new authorization request attachments.

1. Log in to the **WCMBP System** and select **DOL Authorization Worker** from the **Profile** drop-down list.

Welcome to the Workers' Compensation Medical Bill Process System

eCAMSTM
HCE 

Select a profile to use during this session:

Profile: *

Favorite:



Viewing New Supporting Authorization Attachment Notifications

When a Provider uploads a new attachment to an authorization request, DOL Staff will receive a notification in the My Reminder section indicating the authorization request has been updated.

2. On the **My Inbox** page, in the **My Reminders** section, view the notification of a provider uploading new attachments for a submitted authorization request.

The screenshot shows the eCAMS HCE interface. At the top, there's a navigation bar with 'My Inbox', 'Provider', 'Claimant', 'Authorization', and 'Payment' tabs. Below this is a header bar with 'HCE', a user profile 'Profile: DOL Authorization Worker', and links for 'Help', 'External Links', and 'Logout'. The main content area is titled 'My Reminders' and includes a 'Filter By' dropdown, a 'Read Status' dropdown, and a 'Go' button. There are also buttons for 'Clear Filter', 'Save Filter', and 'My Filters'. A table of reminders is displayed with columns: 'Alert Type', 'Alert Message', 'Alert Date', 'Alert Expiration Date', 'Read', and 'Attachment'. One reminder is highlighted with a red border: 'PA Attachment.' with the message 'The authorization request number () has been updated with a new attachment for your review.', dated 05/13/2025, with an expiration date of 06/02/2025, and a 'Read' status of 'N'. At the bottom, there are buttons for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToCSV', and 'Viewing Page: 1', along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Alert Type	Alert Message	Alert Date	Alert Expiration Date	Read	Attachment
PA Attachment.	The authorization request number () has been updated with a new attachment for your review.	05/13/2025	06/02/2025	N	



Viewing New Attachments for a Submitted Authorization Request

- To view new uploaded attachments, select **Authorization Request List** from the **Authorization** tab in the header to view the submitted authorization request.

The screenshot shows the eCAMS HCE interface. The top navigation bar includes tabs for My Inbox, Provider, Claimant, Authorization, and Payment. The Authorization tab is selected, and a dropdown menu is open, showing the following options: Authorization Request List (highlighted with a red box), User Maintenance, Maintain Error Codes, DCMWC DAC Interface Runs, DEEOIC Interface Runs, and Provider Type to Authorization Type Crosswalk. The left sidebar shows the MyInbox section with a Filter By dropdown and a table with an Alert Type column.

- On the **Authorization Request List** page, filter by the authorization request number provided in the **New Attachment** alert message and select the **Auth Request #** link to view the previously-submitted authorization request.

The screenshot shows the Authorization Request List page. The breadcrumb navigation is MyInbox > Authorization Request List. The page has a toolbar with buttons: Close, Add New Request, Get New Task, Initiate Correction, and Cancel Authorization. Below the toolbar is a section titled Authorization Request List. The Filter By dropdown is set to Auth Request #, and a red box highlights the input field containing a number. The table below shows the following columns: Auth Request #, Claimant Case ID, OWCP Provider ID, Header Status, Auth Type, Last Updated, Submitted Date, Level, Organization, and District Office. The first row of data is highlighted with a red box, showing an Auth Request # of 12345, a Claimant Case ID of 12345, an OWCP Provider ID of 12345, a Header Status of In Review, an Auth Type of Physical Therapy/Occupational Therapy, a Last Updated date of 05/01/2025, a Submitted Date of 05/01/2025, a Level of 3, an Organization of OWCP, and a District Office of FECA - National Office.

	Auth Request #	Claimant Case ID	OWCP Provider ID	Header Status	Auth Type	Last Updated	Submitted Date	Level	Organization	District Office
<input type="checkbox"/>	12345	12345	12345	In Review	Physical Therapy/Occupational Therapy	05/01/2025	05/01/2025	3	OWCP	FECA - National Office



Viewing New Attachments for a Submitted Authorization Request

5. The **Authorization Header** page displays, select **Upload/Retrieve Attachment** to review the new attachment.

Home > MyInbox > Authorization Request List

Auth Request Number: [REDACTED]

Program: [REDACTED] ▼

Authorization Type: Physical Therapy/Occupational Ther

Authorization Status: In Review
Source: DDE

Authorization Level: Level 3
Emergency/Urgent Request: ☐

Requestor Information

☐ Initial Request

Date Requested: 05/01/2025 *

Requested By: [REDACTED]

6. On the **Authorization File Attachment** page, the most recently uploaded record appears first. To view the newly submitted attachment, select the **Image ID** link—this will open the file in a separate browser window.

Auth Request Number: [REDACTED]

Attachment

Please select the file to be uploaded

Document Type : ---SELECT--- ▼ *

Filename : No file chosen *

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.
Filename cannot be longer than 50 characters.

Attachment List

<input type="checkbox"/>	Image ID	Image Title	Document Type	Created By	Created Date	Auth Request Number
<input type="checkbox"/>	ATT724002986	Test.pdf	Auth Supporting Documents	[REDACTED]	05-02-2025 13:14:49	[REDACTED]

View Page: 1 Viewing Page: 1



Viewing New Attachments for a Submitted Authorization Request

- Upon completing the review of the attachment, select **Close** to return to the **Authorization Request List** page.

Auth Request Number: [REDACTED]

Attachment

Please select the file to be uploaded

Document Type : ---SELECT---

Filename : No file chosen

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.
Filename cannot be longer than 50 characters.

Attachment List

<input type="checkbox"/>	Image ID	Image Title	Document Type	Created By	Created Date	Auth Request Number
<input type="checkbox"/>	ATT724002986	Test.pdf	Auth Supporting Documents	[REDACTED]	05-02-2025 13:14:49	[REDACTED]

View Page: 1 Viewing Page: 1

Viewing Authorization Header Data and Line Status History

- The uploaded attachments add a new record in the authorization header history. To view all attachments submitted for the authorization request, select **View History** on the far-right side of the page.

Home > MyInbox > Authorization Request List

Auth Request Number: [REDACTED]

Program: [REDACTED] Authorization Type: Physical Therapy/Occupational Ther

Authorization Status: In Review Authorization Level: Level 3
Source: DDE Emergency/Urgent Request: ☐

Requestor Information

☐ Initial Request

Date Requested: 05/01/2025 * Requested By: [REDACTED]



Viewing Authorization Header Data and Line Status History

2. The **Authorization Header Data History** page displays. Select **Close** when finished reviewing the authorization request's attachment history.

Auth Request Number: [REDACTED]

Authorization Header Data History

Requested By ▲▼	Phone ▲▼	Claimant ID ▲▼	Provider ID ▲▼	Header Level ▲▼	Assigned Date ▲▼	Assigned To ▲▼	Status ▲▼	Diagnosis Codes ▲▼	Modified By ▲▼	Modified Date ▲▼	Remarks ▲▼
Last001, First001				3	05/15/2025		In Review	S83242A	Last001,First001	05/15/2025 12:36:06	New Attachment
Last001, First001				3	05/14/2025		In Review	S83242A	Last001,First001	05/14/2025 09:01:24	New Attachment
Last001, First001				3	05/14/2025		In Review	S83242A	Last001,First001	05/14/2025 08:55:51	

View Page: 1 Viewing Page: 1

3. The **Authorization Header** page displays, scroll down to the **Service Line Information** section. Authorization lines in the “**Pended Further Development**” status update to the “**In Review**” status when a new attachment is uploaded. To view a history of the systematic line statuses, select the **Line #** link to open the **Update Service Line** page.

Note: Authorization lines in the **Processed Awaiting Decision** status will not update to the **In Review** status.

Service Line Information

Specific Body Part to be treated: Test

Diagnosis Codes: A: S83242A B: C: D:

Has this surgery been performed previously on the same anatomical site?: No ▼

Will this claimant require Home Health Services after surgery?: No ▼

Will this claimant require Physical/Occupational Therapy Services after surgery?: No ▼

<input type="checkbox"/>	Line # ▲▼	From Date ▲▼	To Date ▲▼	Diagnosis Pointer ▲▼	Code Type ▲▼	Code ▲▼	Body Part Modifier ▲▼	Level ▲▼	Requested Units ▲▼	Auth Units ▲▼	Requested Amount ▲▼	Auth Amount ▲▼	Status ▲▼	Line Status Reason ▲▼	Comments ▲▼
<input type="checkbox"/>	1	05/01/2025	05/05/2025	A	CPT Procedure Code	29881	LT	3	2	2			Approved		Add Comments
<input type="checkbox"/>	2	05/01/2025	05/05/2025	A	CPT Procedure Code	29876	LT	3	2				In Review		Add Comments

View Page: 1 Viewing Page: 1



Viewing Authorization Header Data and Line Status History

4. The **Update Service Line** page displays, select **View History**.

Auth Request Number:

Update Service Line

From Date: To Date:

Diagnosis Pointer: ☒ A ☐ B ☐ C ☐ D

Code Type:

Procedure Code: Modifier:

Code Description: KNEE ARTHROSCOPY/SURGERY

Body Part Modifier: Units/Days Requested:

Level: Line Status Reason:

Line Status: Authorized Units: Authorized Amount:

Comments:

[View History](#) [OK](#) [Cancel](#)

5. The **Authorization Procedure History** page displays the authorization line status history.

[Close](#)

Authorization Procedure History												
From Date	To Date	Requested Units	Authorized Units	Requested Amount	Authorized Amount	Status	Diagnosis Codes	Procedure Code	Modified By	Modified Date	Level	Comments
05/01/2025	05/05/2025	2				In Review	S83242A	29876	providerlogin123123gmail	05-14-2025 09:01:15	3	New Attachment
05/01/2025	05/05/2025	2				In Review	S83242A	29876	providerlogin123123gmail	05-14-2025 08:55:44	3	

View Page: [Go](#) [+ Page Count](#) Viewing Page: 1 [First](#) [Prev](#) [Next](#) [Last](#)

[SaveToCSV](#)