



### Reviewing the Authorization Correction in the WCMBP System

In this Quick Reference Guide, you will learn about the process of reviewing an authorization request which highlights the WCMBP systems authorization function specific to OWCP programs.

1. From the **Authorization Request List** page, select the **Auth Request #** link. The **Authorization Request Details** page opens.

Authorization Request List							
Filter By : <input type="text"/> And <input type="text"/>							
<input type="text"/> Program <input type="text"/> Submitted In <input type="text"/> Last 1 Month And Header Sta							
<input type="checkbox"/>	Auth Request # ▲▼	Claimant Case ID ▲▼	OWCP Provider ID ▲▼	Header Status ▲▼	Auth Type ▲▼	Last Updated ▲▼	
<input type="checkbox"/>	<a href="#">101018855</a>	1		In Review	General Medical	04/24/2024	
<input type="checkbox"/>	<a href="#">101018851</a>	5		In Review	Unspecified J-Code	04/18/2024	
<input type="checkbox"/>	<a href="#">101018850</a>	5		In Review	Travel	04/18/2024	

2. From the **Service Line Information** section on the Authorization Request Details page, select the service **Line #** link.

Service Line Information												
Specific Body Part to be treated: <input type="text" value="Spine"/>												
Is this a second surgery on the same body part?: <input type="text" value="No"/>												
Diagnosis Codes: A: <input type="text" value="M1712"/> B: <input type="text"/> C: <input type="text"/>												
Is this an implant?: <input type="text" value="No"/> Cost of Implant <input type="text"/>												
<input type="button" value="Add New Line"/> <input type="button" value="Update"/> <input type="button" value="Escalate"/>												
<input type="checkbox"/>	Line # ▲▼	From Date ▲▼	To Date ▲▼	Diagnosis Pointer ▲▼	Code Type ▲▼	Code ▲▼	Revenue Code ▲▼	Modifier ▲▼	Body Part Modifier ▲▼	Level ▲▼	Requested Units ▲▼	Auth Units ▲▼
<input type="checkbox"/>	<a href="#">1</a>	04/15/2024	04/15/2024	A	CPT Procedure Code	20610			LT	3	2	
View Page: <input type="text" value="1"/> <input type="button" value="Go"/> <input type="button" value="Page Count"/> <input type="button" value="SaveToCSV"/> Viewing Page: 1												
Remarks: <input type="text"/>												



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- From the **Update Service Line**, select one of the options from the **Line Status** drop-down list (Approved, Cancelled, Denied, In Review, Pended Further Development), then select **OK**.
  - If selecting Approved, include the **Authorized Units**, **Authorized Amount**, or both, depending on the Authorization Request, before finalizing the approval.

**Note:** An error message will appear when changing the amount or units to less than the original authorized approved units or authorized amount if previously adjudicated bills are impacted.

For DFEC Surgical Package Authorizations, this error message will be applicable to used amount or units by any professional type.

You can view used amounts or units using the **Authorization Utilization** page. Steps to view this page are covered in the next section.

**Update Service Line**

From Date: 04/15/2024 To Date: 04/15/2024

Diagnosis Pointer: ☒ A ☐ B ☐ C ☐ D

Code Type: CPT Procedure Code

Revenue Code: Procedure Code: 20610

Modifier:

Code Description: DRAIN/INJ JOINT/BURSA W/O US

Body Part Modifier: LT - Left Side

Units/Days Requested: 2

Level: Level 3

Line Status Reason:

Line Status: **Approved**

Authorized Units:

Authorized Amount:

Comments:

View History OK Cancel



### Reviewing the Authorization Correction in the WCMBP System

**Note:** For an approved Line Status, a dialogue box will display to confirm the update to the original authorization.

4. Select **OK**.

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Click "OK" to update the original authorization with the correction requested under this correction authorization.

Auth Request Number: 1010188

Update Service Line

From Date: 04/15/2024 To Date: 04/15/2024

Diagnosis Pointer: ☒ A ☐ B ☐ C ☐ D

Code Type: CPT Procedure Code

Revenue Code: Procedure Code: 20610

Modifier:

Code Description: DRAIN/INJ JOINT/BURSA W/O US

Body Part Modifier: LT - Left Side

Units/Days Requested: 2

Level: Level 3

Line Status Reason:

Line Status: Approved

Authorized Units: 1 Authorized Amount:

Comments:

View History OK Cancel

**Note:** For an approved Line Status, the **Authorization Request Details** page will display a **Corrected** status.

<input type="checkbox"/>	Line #	From Date	To Date	Diagnosis Pointer	Code Type	Code	Revenue Code	Modifier	Body Part Modifier	Level	Requested Units	Auth Units	Requested Amount	Auth Amount	Status	Line Status Reason	Comments
<input type="checkbox"/>	1	05/29/2024	06/12/2024	B	CPT Procedure Code	20610			RT	3	1	1			Corrected		<a href="#">Add Comments</a>
View Page: 1 Go Page Count SaveToCSV Viewing Page: 1 << First < Prev > Next >> Last																	



### Reviewing the Authorization Correction in the WCMBP System

- To display the approved **Status**, select the link next to the **Original Authorization Number (For Correction)**. The original **Authorization Request List** page shows this service line as Approved.

MyInbox > Authorization Request List

Auth Request Number: 57

Close Update Generate Correspondence Retrieve Correspondence/Attachments Comments View History View Error History Upload/Retrieve Attachment Show Duplicate Authorization

Program: DFEC Authorization Type: General Medical

Authorization Status: Corrected Authorization Level: Level 3

Source: DDE Emergency/Urgent Request: ☐

Requestor Information

Initial Request ☐ Correction ☒

Original Authorization Number (For Correction): 916001290

Date Requested: 06/14/2024 Requested By: Benjamin Williams Phone Number: ( ) - -

Service Line status on the Authorization Request List page of the Original Authorization Number

Line #	From Date	To Date	Diagnosis Pointer	Code Type	Code	Revenue Code	Modifier	Body Part Modifier	Level	Requested Units	Auth Units	Requested Amount	Auth Amount	Status	Line Status Reason	Comments
1	05/29/2024	06/12/2024	B	CPT Procedure Code	20610			RT	3	1	1			Approved		Add Comments

**Note:** If an authorization reviewer changes **Line Status** to **Denied** or **Pended Further Development**, the system requires Denied and Pended Further Development Reason codes to be selected.

- In this instance, select applicable reason codes from the pre-defined **Line Status Reason** drop-down list.

Update Service Line

From Date: 04/10/2024 To Date: 04/10/2024

Diagnosis Pointer: ☒ A ☐ B ☐ C ☐ D

Code Type: CPT Procedure Code

Revenue Code: Procedure Code: 20610

Modifier: Code Description: DRAIN/INJ JOINT/BURSA W/O US

Body Part Modifier: Units/Days Requested: 10

Level: Level 3

Line Status: **Denied**

Authorized Units: Approved Cancelled **Denied** In Review Pended Further Development

Authorized Amount: **Line Status Reason:** Evidence is insufficient to establish medical necessity Service/procedure/diagnosis not related to the accepted condition(s) Missing LMN (Letter of Medical Necessity) The case is denied Other

View History OK Cancel



### Reviewing the Authorization Correction in the WCMBP System

**Note:** For a Cancelled Line Status, the **Cancelled** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

**Note:** The **View History** button can be used to see if the authorization is User Cancelled or System Cancelled.

Auth Request Number: 010004404

[Close](#) [Update](#) [Generate Correspondence](#) [Retrieve Correspondence/Attachments](#) [Comments](#) [View History](#) [View Error History](#) [Upload/Retrieve Attachment](#) [Show Duplicate Authorization](#)

Program: DFEC  
Authorization Status: In Review  
Source: DDE

Authorization Type: Surgical Package  
Authorization Level: Level 3  
Emergency/Urgent Request: ☐

Requestor Information

Claimant Information

Provider Information

Surgery Information

Service Line Information

Specific Body Part to be treated: LUMBAR

Diagnosis Codes: A: M5136 B: M4306 C: D:

Has this surgery been performed previously on the same anatomical site?: Yes

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

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

[Add New Line](#) [Update](#) [Escalate](#)

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	Co
1	02/19/2024	07/31/2024	A,B	CPT Procedure Code	64635	50	3	2				Cancelled		Add C
2	02/19/2024	07/31/2024	A,B	CPT Procedure Code	64636	50	3	4				In Review		Add C

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### Reviewing the Authorization Correction in the WCMBP System

**Note:** For a Denied Line status, the **Denied** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

**Note:** A denial reason is required for a Denied Line status.





### Reviewing the Authorization Correction in the WCMBP System

**Note:** For a Pended Further Development Line Status, the **Pended Further Development** status will display on the **Authorization Request Details** page. The original authorization will not be updated.

The system will post a warning message for the reviewer stating that the system will not copy the pending further development authorization line to the original authorization and to update the line in this correction authorization when a decision has been made.

Auth Request Number: 101009869

Update Service Line

From Date: 03/08/2022

Diagnosis Pointer: ☒ A ☒ B

Code Type: CPT Procedure C

Procedure Code: 97530

Code Description: THERAPEUTIC ACTIVITIES

Body Part Modifier: RT - Right Side

Frequency: 3

Units Requested: 30

Level: Level 3

Line Status: Pended Further Development

Authorized Units:

Comments: Unable to correct a Legacy or Level 3 auth request. Please review due to the nature of the request.

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System will not copy the pended further development authorization line to the Original authorization, update the line in this correction authorization when you are ready with the decision.

OK Cancel

5/2022

Modifier:

# Of Units per Procedure/Visit: 2

Duration: 5

Line Status Reason: Evidence is insufficient to establish

Authorized Amount:

View History

OK

Cancel



### Viewing the Authorization Utilization Page

1. To view the **Authorization Utilization** page, select the **notepad** icon on the **Authorization Request List** page.

	Auth Request #	Claimant Case ID	OWCP Provider ID	Header Status	Auth Type
<input type="checkbox"/>	101018333	0	7	Pended Further Development	General Medical
<input type="checkbox"/>	101017999	1	3	Pended Further Development	General Medical
<input type="checkbox"/>	101014292	5	1	Pended Further Development	Surgical Package
<input type="checkbox"/>	101013797	1	1	Pended Further Development	Surgical Package
<input type="checkbox"/>	101011849	0	6	Pended Further	General Medical

The system displays the **Authorization Utilization** page.

MyInbox > Authorization Request List > Authorization Utilization

Close Bill History

**Authorization Utilization**

Auth Request #: [redacted]  
Claimant's Case ID: [redacted]  
Program: [redacted]  
Request Date: [redacted]  
OWCP Provider ID: [redacted]  
Provider Name: [redacted] SP

Authorization Status: Approved  
Claimant Name: [redacted]  
Auth Type: General Medical  
Last Updated Date: 05/28/2024  
OWCP National Provider Identifier: [redacted]  
Requestor Name: [redacted]

**Service List**

Filter By: [redacted] And: [redacted] Go

Note: Only approved lines from authorization are shown.

Sequence #	Code Type	Professional Type	Code	Modifier	Level	From Date	To Date	Requested Units	Auth Units	Used Units	Requested Amount	Auth Amount	Used Amount
1	Revenue Code		0120		2	01/01/2024	12/01/2024	200	200			\$8,900,000.00	
2	Revenue Code		0110		2	01/01/2024	12/01/2024	200	200	200		\$8,900,000.00	\$17,892.00

View Page: 1 Go Page Count SaveToCSV Viewing Page: 1 << First < Prev > Next >> Last





### Viewing the Authorization Utilization Page

**Note:** The **Authorization Utilization** page displays the **Authorized Amount** and **Authorized Units** and the **Used Amount** and **Used Units**.

**Note:** The **DFEC Surgical Package Authorization Utilization** page shows information about each professional type. Refer to the [DFEC Surgical Package Overview](#) Quick Reference Guide for more details.

MyInbox > Authorization Request List > Authorization Utilization

Close Bill History

Authorization Utilization

Auth Request #: [redacted]  
Claimant's Case ID: [redacted]  
Program: [redacted]  
Request Date: [redacted]  
OWCP Provider ID: [redacted]  
Provider Name: [redacted] SP

Authorization Status: Approved  
Claimant Name: [redacted]  
Auth Type: General Medical  
Last Updated Date: 05/28/2024  
OWCP National Provider Identifier: [redacted]  
Requestor Name: [redacted]

Service List

Filter By: [dropdown] And: [dropdown] Go

Note: Only approved lines from authorization are shown.

Sequence #	Code Type	Professional Type	Code	Modifier	Level	From Date	To Date	Requested Units	Auth Units	Used Units	Requested Amount	Auth Amount	Used Amount
1	Revenue Code		0120		2	01/01/2024	12/01/2024	200	200		\$8,900,000.00		
2	Revenue Code		0110		2	01/01/2024	12/01/2024	200	200	200	\$8,900,000.00	\$17,892.00	

View Page: 1 Go Page Count SaveToCSV Viewing Page: 1 First Prev Next Last

1. Use the **Filter By** option to search by **Code**, **Code Type**, **Modifier**, **Professional Type**, and **From Date** or **To Date**.

**Note:** The **DFEC Surgical Package Bill History** page shows information about each professional type. Refer to the [DFEC Surgical Package Overview](#) Quick Reference Guide for more details.

MyInbox > Authorization Request List > Authorization Utilization

Close Bill History

Authorization Utilization

Auth Request #: [redacted]  
Claimant's Case ID: [redacted]  
Program: [redacted]  
Request Date: [redacted]  
OWCP Provider ID: [redacted]  
Provider Name: [redacted]

Authorization Status: Approved  
Claimant Name: [redacted]  
Auth Type: General Medical  
Last Updated Date: 05/28/2024  
OWCP National Provider Identifier: [redacted]  
Requestor Name: [redacted]

Service List

Filter By: [dropdown] And: [dropdown] Go

Note: Only approved lines from authorization are shown.

Sequence #	Code Type	Professional Type	Code	Modifier	Level	From Date	To Date	Requested Units	Auth Units	Used Units	Requested Amount	Auth Amount	Used Amount
1	Revenue Code		0120		2	01/01/2024	12/01/2024	200	200		\$8,900,000.00		
2	Revenue Code		0110		2	01/01/2024	12/01/2024	200	200	200	\$8,900,000.00	\$17,892.00	

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### Viewing the Authorization Utilization Page

2. To view the **Bill History** page, either select **Bill History** or the **Line #** link.

**Note:** The **DFEC Surgical Package Bill History** page shows information about each professional type. Refer to the [DFEC Surgical Package Overview](#) Quick Reference Guide for more details.

MyInbox > Authorization Request List > Authorization Utilization

Close Bill History

Authorization Utilization

Auth Request #: [Redacted]  
Claimant's Case ID: [Redacted]  
Program: [Redacted]  
Request Date: [Redacted]  
OWCP Provider ID: [Redacted]  
Provider Name: [Redacted] SP

Authorization Status: Approved  
Claimant Name: [Redacted]  
Auth Type: General Medical  
Last Updated Date: 05/28/2024  
OWCP National Provider Identifier: [Redacted]  
Requestor Name: [Redacted]

Service List

Filter By: [Dropdown] And: [Dropdown] Go

Note: Only approved lines from authorization are shown.

Sequence # ▲▼	Code Type ▲▼	Professional Type ▲▼	Code ▲▼	Modifier ▲▼	Level ▲▼	From Date ▲▼	To Date ▲▼	Requested Units ▲▼	Auth Units ▲▼	Used Units ▲▼	Requested Amount ▲▼	Auth Amount ▲▼	Used Amount ▲▼
1	Revenue Code		0120		2	01/01/2024	12/01/2024	200	200			\$8,900,000.00	
2	Revenue Code		0110		2	01/01/2024	12/01/2024	200	200	200		\$8,900,000.00	\$17,892.00

View Page: 1 Go Page Count SaveToCSV Viewing Page: 1 First Prev Next Last

The system displays the **Bill History** page.

Help

Auth Request #: 910000063

Close

Bill History

Filter By: [Dropdown] And: [Dropdown] Go

Clear Filter Save Filter My Filters

Bill Header TCN ▲▼	Bill Line TCN ▲▼	Professional Type ▲▼	OWCP Provider ID ▲▼	OWCP NPI ▲▼	From Date ▲▼	To Date ▲▼	Procedure Code ▲▼	Billed Amount ▲▼	Billed Units ▲▼	Utilized Amount ▲▼	Utilized Unit ▲▼
[Redacted]	0		[Redacted]	1770668568	01/01/2024	01/11/2024		\$50,000.00	1002	\$17,892.00	200

View Page: 1 Go Page Count Viewing Page: 1 First Prev Next Last

SaveToCSV



### Viewing the Authorization Utilization Page

**Note:** The **Bill History** page displays the **Billed Amount** and **Billed Units**.

Help

Auth Request #: 910000063

Close

Bill History

Filter By:  And  Go

Clear Filter Save Filter My Filters

Bill Header TCN ▲▼	Bill Line TCN ▲▼	Professional Type ▲▼	OWCP Provider ID ▲▼	OWCP NPI ▲▼	From Date ▲▼	To Date ▲▼	Procedure Code ▲▼	Billed Amount ▲▼	Billed Units ▲▼	Utilized Amount ▲▼	Utilized Unit ▲▼
0				1770668568	01/01/2024	01/11/2024		\$50,000.00	1002	\$17,892.00	200

View Page: 1 Go Page Count Viewing Page: 1

SaveToCSV

First Prev Next Last

- Use the **Filter By** option to search by **Procedure Code**, **Professional Type**, **OWCP Provider ID**, **From Date** or **To Date**, **Bill Header TCN**, and **Bill Line TCN**.

Help

Auth Request #: 910000063

Close

Bill History

Filter By:  And  Go

Clear Filter Save Filter My Filters

Bill Header TCN ▲▼	Bill Line TCN ▲▼	Professional Type ▲▼	OWCP Provider ID ▲▼	OWCP NPI ▲▼	From Date ▲▼	To Date ▲▼	Procedure Code ▲▼	Billed Amount ▲▼	Billed Units ▲▼	Utilized Amount ▲▼	Utilized Unit ▲▼
				1770668568	01/01/2024	01/11/2024		\$50,000.00	1002	\$17,892.00	200

View Page: 1 Go Page Count Viewing Page: 1

SaveToCSV

First Prev Next Last