



## 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 :  And  And  And  And  And

<input type="checkbox"/>	Auth Request #	Claimant Case ID	OWCP Provider ID	Header Status	Auth Type	Last Updated
<input type="checkbox"/>	101018855	1	§	In Review	General Medical	04/24/2024
<input type="checkbox"/>	101018851	5	§	In Review	Unspecified J-Code	04/18/2024
<input type="checkbox"/>	101018850	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: Spine

Is this a second surgery on the same body part?: No

Diagnosis Codes: A: M1712 B:  C:

Is this an implant?: No

Cost of Implant

Add New Line  Update  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"/>	1	04/15/2024	04/15/2024	A	CPT Procedure Code	20610			LT	3	2	

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Remarks:



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3. 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

Level: Level 3 \*

Line Status:

Authorized Units:

Comments:

Units/Days Requested: 2 \*

Line Status Reason:

Authorized Amount:



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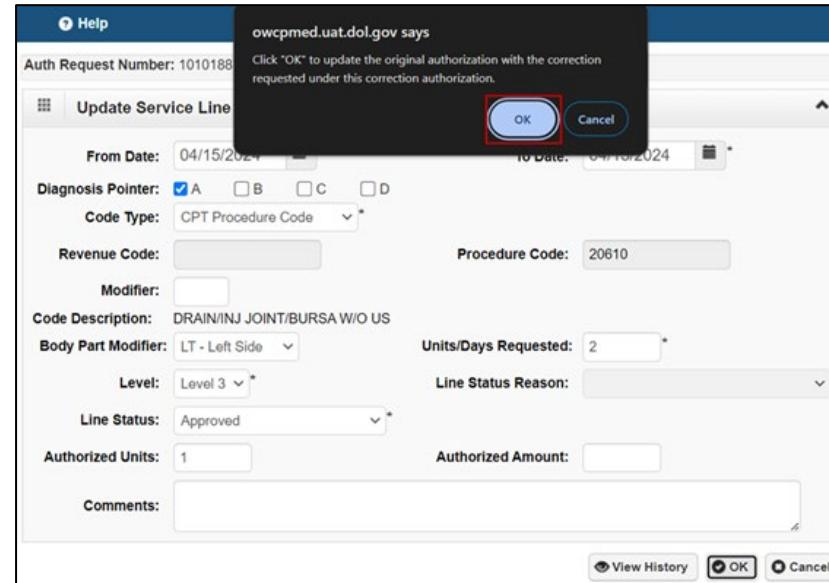
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**Note:** For an approved Line Status, a dialogue box will display to confirm the update to the original authorization.

#### 4. Select **OK**.



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

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				Corrected		Add Comments



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5. 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.

Auth Request Number: 37

Program: DFEC	Authorization Type: General Medical
Authorization Status: Corrected	Authorization Level: Level 3
Source: DDE	<input type="checkbox"/> Emergency/Urgent Request:

**Requestor Information**

<input type="checkbox"/> Initial Request
<input type="checkbox"/> Correction
<b>Original Authorization Number (For Correction):</b> 9160001290
Date Requested: 06/14/2024 <input type="button" value="..."/> *
Requested By: B. M. Miam
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.

6. 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:	<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		
Code Type:	CPT Procedure Code *		
Revenue Code:			
Modifier:			
Code Description:	DRAIN/INJ JOINT/BURSA W/O US		
Body Part Modifier:			
Level:	Level 3 *		
Line Status:	<div style="border: 1px solid red; padding: 5px; width: 100%;">           Approved            Cancelled  <b>Denied</b>            In Review            Pended Further Development         </div>		
Comments:			
Units/Days Requested:	10 *		
Line Status Reason:	<div style="border: 1px solid red; padding: 5px; width: 100%;">           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         </div>		
Authorized Units:			
Authorized Amount:			



## 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: 0100011024

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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**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.

<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	Requested Amount	Auth Amount	Status	Line Status Reason	Comments	
<input type="checkbox"/> 1	04/10/2024	04/10/2024	A	CPT Procedure Code	20610				3	10				<span style="border: 1px solid red; padding: 2px;">Denied</span>	Service/procedure/diagnosis not related to the acc...	<a href="#">Add Comments</a>	
<input type="checkbox"/> 2	04/12/2024	04/12/2024	A	CPT Procedure Code	64484				3	3	3			Cancelled		<a href="#">Add Comments</a>	

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## 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.

owcpmed.uat.dol.gov says

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

View History OK Cancel



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### Viewing the Authorization Utilization Page

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

Authorization Request List					
Filter By :		And			
Submitted In ALL		And Header Status			
Auth Request #	Claimant Case ID	OWCP Provider ID	Header Status	Auth Type	
101018333	0 7 7	7	Pended Further Development	General Medical	
101017999	1 1 1	3	Pended Further Development	General Medical	
101014292	5 1 1	10	Pended Further Development	Surgical Package	
101013797	1 5 1	1	Pended Further Development	Surgical Package	
101011849	0 1 1	6	Pended Further	General Medical	

The system displays the Authorization Utilization page.

Authorization Utilization																					
Auth Request #:						Authorization Status:															
Claimant's Case ID:						Claimant Name:															
Program:						Auth Type:															
Request Date:						Last Updated Date:															
OWCP Provider ID:						OWCP National Provider Identifier:															
Provider Name:						Requestor Name:															
Service List																					
Filter By:																					
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 <input type="button" value="Go"/> <input type="button" value="Page Count"/> <input type="button" value="SaveToCSV"/> Viewing Page: 1 <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>																					



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### 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.

The screenshot shows the 'Authorization Utilization' page. At the top, there are fields for 'Auth Request #', 'Claimant's Case ID', 'Program', 'Request Date', 'OWCP Provider ID', and 'Provider Name'. To the right, there are status fields: 'Authorization Status: Approved', 'Claimant Name', 'Auth Type: General Medical', 'Last Updated Date: 05/28/2024', 'OWCP National Provider Identifier', and 'Requestor Name'. Below these are sections for 'Service List' and 'Filter By'. The 'Service List' table has columns for Sequence #, Code Type, Professional Type, Code, Modifier, Level, From Date, To Date, Requested Units, Auth Units, Used Units, Requested Amount, Auth Amount, and Used Amount. The table shows two rows of data. At the bottom, there are buttons for 'View Page', 'Go', 'Page Count', 'SaveToCSV', and navigation links for 'First', 'Prev', 'Next', and 'Last'.

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	

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.

The screenshot shows the 'Authorization Utilization' page with the 'Filter By' dropdown menu open. The menu includes options: Code, Code Type, From Date, Modifier, Professional Type, To Date, and Revenue Code. The rest of the page is identical to the one above, showing the service list and navigation controls.

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	



### 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.

The screenshot shows the 'Authorization Utilization' page. At the top, there are buttons for 'Close' and 'Bill History'. The 'Bill History' button is highlighted with a red box. Below this, there are sections for 'Authorization Utilization' and 'Service List'. The 'Authorization Utilization' section displays various identifiers and status information. The 'Service List' section shows a table of service details, with the first two rows highlighted by a red box. The table includes columns for Sequence #, Code Type, Professional Type, Code, Modifier, Level, From Date, To Date, Requested Units, Auth Units, Used Units, Requested Amount, Auth Amount, and Used Amount. At the bottom of the page, there are buttons for 'View Page', 'Go', 'Page Count', 'SaveToCSV', and navigation links for 'First', 'Prev', 'Next', and 'Last'.

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

The screenshot shows the 'Bill History' page. At the top, it displays the 'Auth Request #' as 910000063 and has a 'Close' button. Below this is a 'Bill History' section with a 'Filter By' dropdown and buttons for 'Clear Filter', 'Save Filter', and 'My Filters'. The main area is a table of service details, with the first row highlighted by a red box. The table includes columns for 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, and Utilized Unit. At the bottom of the page, there are buttons for 'View Page', 'Go', 'Page Count', 'SaveToCSV', and navigation links for 'First', 'Prev', 'Next', and 'Last'.



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## Viewing the Authorization Utilization Page

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

The screenshot shows a software interface for an Authorization Correction Review. At the top, there is a blue header bar with the seal of the Department of Labor, United States of America, and the text "Authorization Correction Review (11 of 11)" and "Quick Reference Guide". Below the header is a red-bordered box containing the main content. The content area has a white background with a blue header bar. The header bar includes a "Help" link, a "Close" button, and a "Bill History" tab. Below the header is a "Filter By" dropdown menu with several options: "Bill Header TCN", "Bill Line TCN", "Professional Type", "OWCP Provider ID", "OWCP NPI", "From Date", "To Date", and "Procedure Code". The "Procedure Code" option is currently selected. To the right of the filter dropdown are buttons for "Clear Filter", "Save Filter", and "My Filters". Below the filter dropdown is a table with the following columns: 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, and Utilized Unit. The "Billed Amount" and "Billed Units" columns are highlighted with a red box. The table contains one row of data: Bill Header TCN is 0, Bill Line TCN is 1770668568, Professional Type is 1, OWCP Provider ID is 1770668568, OWCP NPI is 01/01/2024, From Date is 01/11/2024, To Date is 01/11/2024, Procedure Code is 1, Billed Amount is \$50,000.00, Billed Units is 1002, Utilized Amount is \$17,892.00, and Utilized Unit is 200. Below the table are buttons for "View Page: 1", "Go", "Page Count", "Viewing Page: 1", "First", "Prev", "Next", "Last", and "SaveToCSV".

3. 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**.

The screenshot shows the same software interface as the previous one, but with a different focus. The "Filter By" dropdown menu is open, and the "Bill Header TCN" option is selected and highlighted with a red box. The rest of the interface is identical to the previous screenshot, including the table with the same data and the "SaveToCSV" button.