

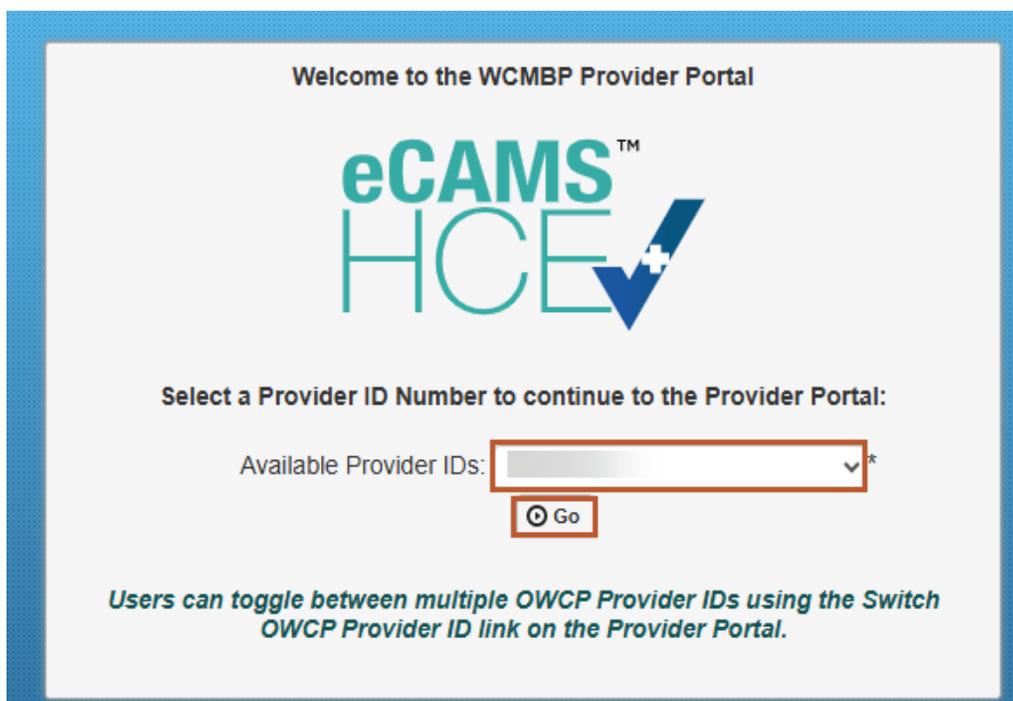


Adding Servicing Providers

A servicing provider is defined as the individual who directly delivers healthcare services or supplies to a worker who is ill or injured under the Office of Workers' Compensation Program (OWCP). Group practices are required to enroll a minimum of one servicing provider who will deliver services under a single OWCP Provider ID, with the option to include more servicing providers. It is not necessary for servicing providers to be individually enrolled or registered through OWCP Connect to be included in a provider's list of servicing providers.

This QRG demonstrates the steps for a previously enrolled group practice to add one or more servicing providers under a single OWCP Provider ID.

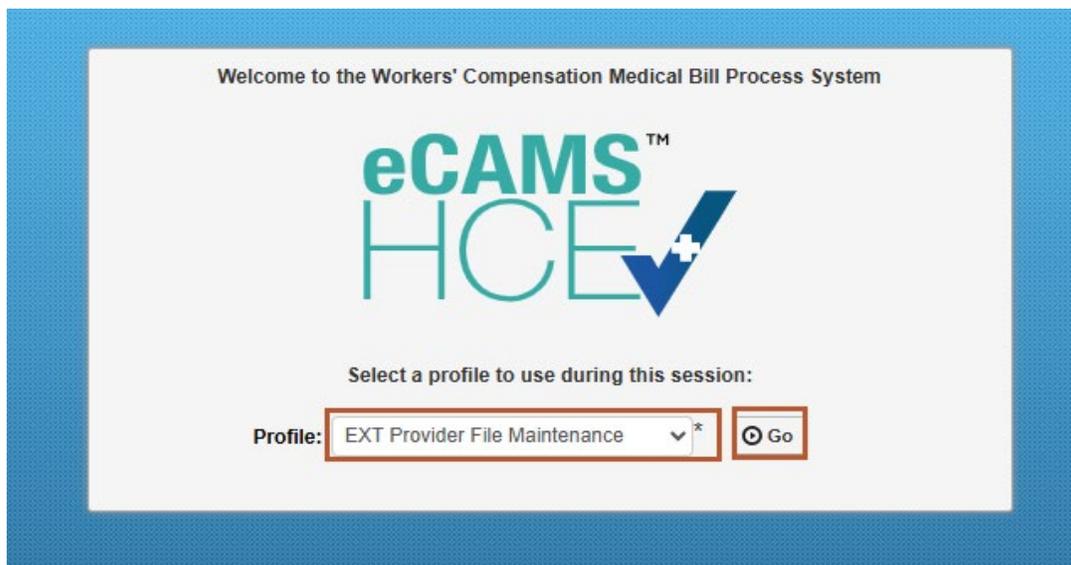
1. Log in to the WCMBP System using the email and password provided during registration. On the Provider Portal page, select the applicable provider ID from the **Available Provider IDs** drop-down list, then select **Go**.



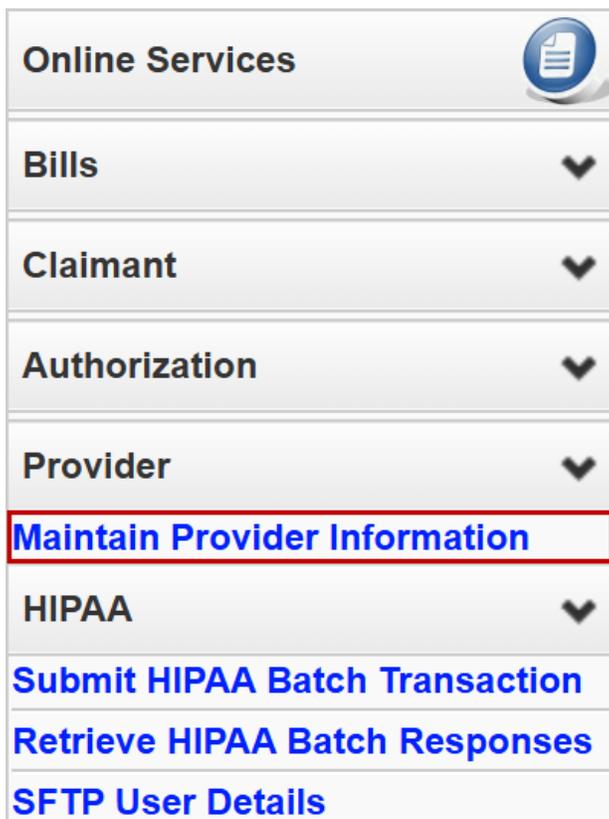


Adding Servicing Providers

2. Select the **EXT Provider File Maintenance** profile from the **Profile** drop-down list, then select **Go**.



3. Select the **Maintain Provider Information** link in the **Online Services** section on the left side, under **Provider**.





Adding Servicing Providers

4. Select the **Step 10: Servicing Provider Information** link from the **View/Update Provider Data - Group Practice** page.

Step 8: EDI Submitter Details

Step 9: EDI Contact Information

Step 10: Servicing Provider Information

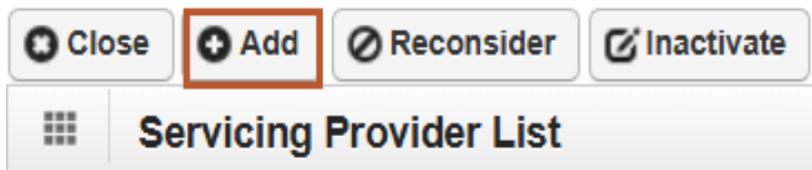
Step 11: Payment Details

Step 12: Complete Provider Disclosure

Step 13: View/Upload Attachments

Step 14: Submit Maintenance Request for Review

5. On the **Servicing Provider List** page, select **Add** at the top of the page.





Adding Servicing Providers

6. On the **Associate Servicing Provider** page enter the required information for the servicing provider, in the fields below:
- Select the “Tax Identifier Type” SSN.
 - Enter the individual servicing provider’s **Last Name, First Name, and SSN.**
 - Select the provider type from the **Provider Type** drop-down list.
 - Enter the **National Provider Identifier (NPI).**
 - Enter up to five **Taxonomy** codes.
 - Enter all the **License/Certification** information.

The screenshot shows the 'Associate Servicing Provider' form. At the top, there is a header with a grid icon and the title 'Associate Servicing Provider' followed by an upward arrow. Below the header, the form is organized into several sections:

- Name Fields:** 'Last Name:', 'First Name:', 'Middle Name:', and 'SSN:' each followed by a text input field.
- Provider Information:** 'Provider Type:' with a dropdown menu showing '---SELECT---' and an asterisk, and 'National Provider Identifier (NPI):' with a text input field.
- Taxonomy:** Five empty text input fields for entering taxonomy codes.
- License/Certification Table:** A table with six columns: 'License/Certification Category', 'License/Certification Type', 'License/Certification Number', 'Issued State', 'Initial Issue Date', and 'Expiration Date'. There are two rows of input fields, each with a dropdown arrow in the first column and calendar icons in the last two columns.

7. When the required Associate Servicing Provider information has been entered, select **OK** at the bottom right of the page.

This screenshot is identical to the one above, showing the 'Associate Servicing Provider' form. At the bottom right of the form, there are two buttons: 'OK' and 'Cancel', each with a circular icon to its left.



Adding Servicing Providers

8. On the **Servicing Provider List** page, the system displays the Servicing Providers Information in the applicable fields. Newly entered servicing providers will show status as **"In Review"** until their information is reviewed and approved.

Note: There is no limit to how many servicing providers can be added to a group practice. Repeat steps 5-7 to continue adding multiple servicing providers.

Servicing Provider List

Filter By : [] And [] And Operational Status: Active

Go Clear Filter Save Filter My Filters

If the group or facility has more than 9 servicing providers, the group/facility itself is responsible for validating its providers' individual licenses.

| <input type="checkbox"/> | SSN/FEIN ▲▼ | Provider Name ▲▼ | NPI ▲▼ | Provider Type ▲▼ | Business Status ▲▼ | Business Status Effective Date ▲▼ | Status ▲▼ | Operational Status ▲▼ | Inactivation Date ▲▼ |
|--------------------------|----------------|---------------------|------------|--------------------------------------|-----------------------|--------------------------------------|--------------|--------------------------|-------------------------|
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | Active | 01/01/1964 | Approved | Active | |
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | Active | 01/01/1964 | Approved | Active | |
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | Active | 01/01/1964 | Approved | Active | |
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | Active | 01/01/1964 | Approved | Active | |
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | | | Rejected | Active | |
| <input type="checkbox"/> | UnMask | [Redacted] | [Redacted] | 25 - Physician (MD) & Physician (DO) | | | In Review | Active | |

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