



Copying Authorization Data

Effective September 20, 2025, the Workers' Compensation Medical Bill Processing (WCMBP) System enhancement introduces a new feature that allows both providers and Department of Labor (DOL) staff to copy data from an existing authorization when submitting a new authorization request.

The copy authorization enhancement is only applicable to the Division of Federal Employees' Compensation (DFEC) and the Division of Energy Employees Occupational Illness Compensation (DEEOIC). The WCMBP System will prevent Division of Coal Mine Workers' Compensation (DCMWC) authorizations from being copied.

This quick reference guide (QRG) provides step-by-step instructions on how to use the new "Copy Authorization" functionality, highlights key system validations and error messages, and explains the limitations of the copied data.

For additional details on submitting a new authorization request, review the [OWCP WCMBP Provider Manual](#).

1. From the **Authorization Request List** page, select the checkbox to the left of the authorization request number of the record to be copied.

MyInbox > Authorization Request List

Close Add New Request Get New Task Initiate Correction Cancel Authorization Copy Authorization

Authorization Request List

Filter By : [] And [] And []

[] Program Submitted In Last 1 Month And Header Status []

<input type="checkbox"/>	Auth Request # ▲▼	Claimant Case ID ▲▼	OWCP Provider ID ▲▼	Header Status ▲▼	Auth Type ▲▼	Last Updated ▲▼	Submitted Date ▲▼	Level ▲▼	Header From Date ▲▼	Header To Date ▲▼	Organization ▲▼	District Office ▲▼	Ops Reviewer ▲▼	Program ▲▼
<input type="checkbox"/>	[]	[]	[]	In Review	Rehabilitative Therapies	08/18/2025	08/18/2025	3	08/11/2025	08/13/2025	OWCP	DEEOIC - Cleveland	Not Assigned	DEEOIC
<input checked="" type="checkbox"/>	[]	[]	[]	In Review	Transplant	08/18/2025	08/18/2025	3	08/01/2025	08/02/2025	OWCP	DEEOIC - Seattle	Not Assigned	DEEOIC



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- To begin copying the authorization data from the selected authorization request, select **Copy Authorization**.

Note: The WCMBP System will display an error message and prevent more than one authorization from being copied simultaneously.

MyInbox > Authorization Request List

Close Add New Request Get New Task Initiate Correction Cancel Authorization **Copy Authorization**

Authorization Request List

Filter By : [] And [] And []
[] Program [] Submitted In Last 1 Month And Header Status []

<input type="checkbox"/>	Auth Request # ▲▼	Claimant Case ID ▲▼	OWCP Provider ID ▲▼	Header Status ▲▼	Auth Type ▲▼	Last Updated ▲▼	Submitted Date ▲▼	Level ▲▼	Header From Date ▲▼	Header To Date ▲▼	Organization ▲▼	District Office ▲▼	Ops Reviewer ▲▼	Program ▲▼
<input type="checkbox"/>	[]	[]	[]	In Review	Rehabilitative Therapies	08/18/2025	08/18/2025	3	08/11/2025	08/13/2025	OWCP	DEEOIC - Cleveland	Not Assigned	DEEOIC
<input checked="" type="checkbox"/>	[]	[]	[]	In Review	Transplant	08/18/2025	08/18/2025	3	08/01/2025	08/02/2025	OWCP	DEEOIC - Seattle	Not Assigned	DEEOIC

The **Authorization Request List** page displays with the prepopulated data from the selected authorization. When data is copied from the selected authorization, the WCMBP System allows edits in the **Phone Number** and **Requested By** fields, while non-editable fields are grayed out. Attachments from the original authorization are not included in the copied authorization.

MyInbox > Authorization Request List

Close Save Authorization

Program: DEEOIC ▼

Authorization Type: Transplant ▼

Source: DDE

Emergency/Urgent Request: ☐

Requestor Information

☐ Initial Request

Date Requested: 08/19/2025 *

Requested By: [] *

Phone Number: []



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3. Scroll down to the **Service Line Information** section.

Note: The WCMBP System copies all service lines from the original authorization.

4. Make the required edits, additions, or removals to each service line that was copied.

Notes:

- All service lines must be edited before submission.
- The WCMBP System restricts the submission of unedited, duplicate service lines.
- Authorizations with identical **Procedure Codes** on more than one line will be restricted from being submitted by the WCMBP System.

Service Line Information

Diagnosis Codes: A: I480 * B: J679 C: D:

Add New Line

	From Date	To Date	Diagnosis Pointer				Code Type	Procedure Code	Action
			A	B	C	D			
1	08/01/2025 *	08/02/2025 *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CPT Procedure Code *	*	
2	08/01/2025 *	08/02/2025 *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CPT Procedure Code *	*	
3	*	*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	
4	*	*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	
5	*	*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	

Remarks:



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- After completing all necessary edits, additions, or removals, scroll to the top of the page and select **Save Authorization**. Upload supporting Documentation and then select **Submit Authorization**.

Note: Upon submission, the new authorization request is assigned a unique authorization request number and follows the same approval workflow as a manually entered authorization request. The newly submitted request is treated as a separate request from the original authorization.

MyInbox > Authorization Request List

Auth Request Number: [Redacted]

[Close](#) [Upload/Retrieve Attachment](#) [Show Duplicate Authorization](#) [Show Correction](#) [Save Authorization](#) [Submit Authorization](#)

Success: Your Authorization request is saved, and you can still make changes to the request. Your request will not be transmitted for review until you click on Submit.

Info: NPI displayed on the authorization is derived from your Provider file. If the NPI is incorrect, please update NPI through the provider modification screen.

Program: DEEOIC

Authorization Type: Transplant

Authorization Status: Entering

Authorization Level:

Source: DDE

Emergency/Urgent Request: ☐

Claim ID:

The **Authorization Request List** page redisplay, and the new authorization request record populates.

MyInbox > Authorization Request List

[Close](#) [Add New Request](#) [Get New Task](#) [Initiate Correction](#) [Cancel Authorization](#) [Copy Authorization](#)

Authorization Request List

Filter By : [Dropdown] [Dropdown] [Dropdown] And [Dropdown] [Dropdown] [Dropdown] And [Dropdown] [Dropdown]
[Dropdown] [Dropdown] [Dropdown] Program [Dropdown] Submitted In Last 1 Month [Dropdown] And Header Status [Dropdown]

<input type="checkbox"/>	Auth Request # ▲▼	Claimant Case ID ▲▼	OWCP Provider ID ▲▼	Header Status ▲▼	Auth Type ▲▼	Last Updated ▲▼	Submitted Date ▲▼	Level ▲▼	Header From Date ▲▼	Header To Date ▲▼	Organization ▲▼	District Office ▲▼	Ops Reviewer ▲▼	Program ▲▼
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	In Review	Transplant	08/19/2025	08/19/2025	3	08/03/2025	08/05/2025	OWCP	DEEOIC - Seattle	Not Assigned	DEEOIC
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	In Review	Rehabilitative Therapies	08/18/2025	08/18/2025	3	08/11/2025	08/13/2025	OWCP	DEEOIC - Cleveland	Not Assigned	DEEOIC
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	In Review	Transplant	08/18/2025	08/18/2025	3	08/01/2025	08/02/2025	OWCP	DEEOIC - Seattle	Not Assigned	DEEOIC